

GRAB YOUR FUTURE AT COLUMBIA COLLEGE

Columbia College provides high-quality, relevant, and varied educational programs and opportunities for the intellectual, cultural, and personal growth of all members of its community. The College values its role as an educational institution, embracing change and responding to the complex needs of those it serves.



www.ccdc.edu

(703) 206 - 0508

admissions@ccdc.edu

Welcome letter from the President



Dear Columbia College Students,

On behalf of the Columbia College family, I am pleased to welcome you into the exciting, challenging, and rewarding educational journey that you have chosen to pursue.

Columbia College offers a variety of programs ranging from English as a Second Language (ESL) to certificate and degree programs. Through a variety of programs, every member of our faculty and staff are dedicated to your success. From your first moment at the College, to the day you go out into the world, we will be with you every step of the way.

Since 1999, Columbia College has served the Washington D.C. metropolitan area by providing our students with innovative, high-demand workforce training options to include industry recognized certificates and degrees. It is with great honor that we continue this vital effort by ensuring our students thrive in a varied and dynamic environment in support of their success.

All programs at the College are designed to promote community economic development by meeting employer-driven demands for a qualified workforce. All faculty and staff assist and support our students in acquiring the knowledge, skills and abilities to secure employment or professional development. We are committed to job readiness and life enhancement opportunities for our students.

In the fall of 2016, the College's main-campus relocated to its new location, Tysons Corner in Vienna, Virginia, which is one of the most energetic and fast-growing city in the D.C. metropolitan area. I am confident this is a new era for the College and also for our students, who have committed the future of their success to the College.

At Columbia College, our motto states, "We would like to Challenge you to Succeed." The entire faculty and staff will work closely and productively with you because you are so much more than a student to us; you are a member of our family. Together we will excel in the years to come. We look forward to having you and serving you along the way.

Sincerely,

Richard K. Kim
President

Table of Contents

<i>WELCOME LETTER FROM THE PRESIDENT</i>	I
GENERAL INFORMATION	1
Mission Statement	2
Vision of the College	2
Educational Goals	2
Strategic Objectives	2
Control and Governance	2
Academic Governance Policy	2
History	3
Statement of Accreditation	3
Memberships and Affiliations	3
Full time Faculty and Staff	4
Facilities and Directions	4
ADMISSIONS AND REGISTRATION	7
Admission Information	8
Non-Discrimination Policy	8
Criteria for Admission	8
Admission Requirement for Distance Education	8
Required Materials	8
Required Materials for International Students	8
Admission Procedures	8
Admission Procedures for International Students	9
Transfer Information	9
Orientation	9
Registration	9
Course Drop/Add	10
FINANCIAL INFORMATION	11
Tuition and Fees	12
Cancellation and Refund Policy	12
Student Financial Aid Services	12
Federal Financial Aid (Title IV)	12
Private Financing	12
Columbia College Scholarship	13
Columbia College Installment Payment Plans	13
Veterans Education Benefits	13
STUDENT SERVICES	15
Code of Conduct	16
Student Life	16
Columbia College Library	16

Career and Student Services	16
Student Housing	17
Policy on Satisfactory Academic Progress	17
Unsatisfactory Academic Progress Appeal	18
Extended Enrollment Status	19
Transfer Credits.....	19
Graduation Requirements	19
Grade Appeal.....	19
Dismissal.....	19
Permanent Withdrawal from the College	20
Leave of Absence.....	20
Retention of School Records	20
Release of Student Records.....	21
Student Complaint and Grievance Policy	21
Campus Safety and Security Plan	22
Lost and Found	22
Drug and Alcohol Free Policy	22
ACADEMIC INFORMATION	25
Academic Freedom.....	26
Faculty Responsibility	26
Faculty/Staff Grievance Policy	26
Academic Term and Programs	26
Federal Definition of the Credit Hour	26
Grading System.....	26
Incomplete Course	26
Make-up Work.....	27
Course Repetition.....	27
Course Audit.....	27
Transfer Credits.....	27
ACADEMIC PROGRAMS	29
Associate Degree Programs	30
Business Administration	31
Computer Science	32
Cosmetology.....	33
Culinary Arts.....	33
Dental Laboratory Technology.....	34
Teaching English for Early Childhood.....	35
Technical and Business English.....	36
Associate Course Prefix Designation	37
General Education Courses Prefix Designation	37
Associate Course Descriptions	37

Certificate Programs	51
English as a Second Language (ESL)	51
Cosmetology	52
Culinary Arts	52
Dental Laboratory Technology.....	53
Massage Therapy	53
Nurse Aide	54
Certificate Course Prefix Designation	55
Certificate Course Descriptions	55
Distance Education.....	66
Appendix.....	68
<i>CATALOG ADDENDUM</i>	<i>70</i>

2017 – 2018 School Year Calendar

SESSION	PERIOD	WEEK	HOLIDAYS
2017 Spring I 2017 Spring I A 2017 Spring I B	01/30/2017 - 03/04/2017 03/06/2017 - 04/08/2017	10 5 5	Presidents Day* (02/20)
2017 Spring II 2017 Spring II A 2017 Spring II B	04/10/2017 – 05/13/2017 05/15/2017 – 06/17/2017	10 5 5	Spring Break* (04/12 – 04/15) Memorial Day † (05/29)
2017 Summer 2017 Summer A 2017 Summer B	06/19/2017 – 07/22/2017 07/24/2017 – 08/26/2017	10 5 5	Independence Day † (07/04) Summer Break * (08/09 -08/12)
2017 Fall 2017 Fall A 2017 Fall B	08/28/2017 – 09/30/2017 10/02/2017 – 11/04/2017	10 5 5	Labor Day † (09/04) Columbus Day* (10/09) School's 18 th Birthday (10/17)
2017 Winter 2017 Winter A 2017 Winter B	11/06/2017 – 12/09/2017 12/11/2017 – 01/20/2018	10 (11) 5 5 (6)	Veterans Day (11/11) Thanksgiving Break* (11/22 – 11/25) Thanksgiving Day † (11/23) Christmas Day † (12/25) Winter Vacation* (12/25 – 12/30) New Year's Day † (01/01) MLK Jr. Day (01/15)
2018 Spring I 2018 Spring I A 2018 Spring I B	01/22/2018 – 02/24/2018 02/26/2018 – 04/07/2018	10 (11) 5 5 (6)	Presidents Day* (02/19) Spring Vacation* (03/26 – 03/31)
2018 Spring II 2018 Spring II A 2018 Spring II B	04/09/2018 – 05/12/2018 05/14/2018 – 06/16/2018	10 5 5	Memorial Day † (05/28)
2018 Summer 2018 Summer A 2018 Summer B	06/18/2018 – 07/21/2018 07/23/2018 – 08/25/2018	10 5 5	Independence Day † (07/04) Summer Break* (08/08 – 08/11)
2018 Fall 2018 Fall A 2018 Fall B	08/27/2018 – 09/29/2018 10/01/2018 – 11/03/2018	10 5 5	Labor Day † (09/03) Columbus Day* (10/08) School's 19 th Birthday (10/17)
2018 Winter 2018 Winter A 2018 Winter B	11/05/2018 – 12/08/2018 12/10/2018 – 01/19/2019	10 (11) 5 5 (6)	Veterans Day (11/11) Thanksgiving Break* (11/21- 11/24) Thanksgiving Day † (11/22) Christmas Day † (12/25) Winter Vacation* (12/24 – 12/29) New Year's Day (01/01)

* No Classes

† School Office Closed

REGISTRATION:

- Four weeks prior to the upcoming session starts.
- Late – After the normal registration period, late registration fee will be assessed.

Note: Registration periods are subject to change due to inclement weather and/or unforeseen circumstances.

WEATHER CLOSING OR EMERGENCIES:

- Classes cancelled more than four days per session will be made up and the make-up schedule will be announced by assigned department.

This page intentionally left blank.

GENERAL INFORMATION

Mission Statement.....	2
Vision of the College.....	2
Educational Goals.....	2
Strategic Objectives.....	2
Control and Governance.....	2
Academic Governance Policy.....	2
History.....	3
Statement of Accreditation.....	3
Membership and Affiliations.....	3
Full time Faculty and Staff.....	4
Facilities and Directions.....	4

Mission Statement

Columbia College provides high-quality, relevant, and varied educational programs and opportunities for the intellectual, cultural, and personal growth of all members of its community. The College values its role as an educational institution, embracing change and responding to the complex needs of those it serves.

Vision of the College

Columbia College strives to provide competitive and responsive professional training programs. It cultivates a student-centered culture that challenges and supports student learning outcomes and offers exceptional hands-on professional enhancement programs. The College focuses on excellence in adult educational curricula and delivery which utilize creative approaches to teaching and learning while incorporating the rich cultural diversity of the D.C. Metropolitan area.

Educational Goals

The curriculum of each college program is guided by the following goals and objectives:

1. To provide professional training opportunities that support economic independence in the community.
2. To provide academic studies that assist students in developing self-confidence and success in their chosen occupational field of study.
3. To provide career training opportunities for students who wish to enter rapidly growing service industries.
4. To constantly innovate instruction and improve delivery of academic material for our students.

Strategic Objectives

1. Student Support: Columbia College creates a campus environment that promotes equity, opportunities for individual growth, and educational achievement.
2. Excellence in both Teaching and Learning: Columbia College provides professional development opportunities for faculty and administrators benefitting both teachers and students.
3. Staff Development: Columbia College provides staff development programs that foster individual and team professional growth thus leading to a cohesive educational organization.
4. Partnerships: Columbia College has secured partnerships with key community agencies and organizations including those working with immigrant communities.

Control and Governance

The Columbia College Incorporation which is located at 8300 Merrifield Avenue, Fairfax, Virginia, holds 100% ownership of Columbia College. The exclusive stockholder is Richard Kim, the school president, and he is responsible for managerial decision as a Chief Executive Officer. The overall control of the College operations rests with the College Governing Board, which is composed of the following members:

Mr. Richard Kim, President

Mrs. Joanne Kim, Executive Vice President

The Governing Board has the responsibility to ensure that all of the institutional programs are in compliance with budgets of the corporation, policies, procedures, and regulations of all accrediting bodies. The Governing Board meets twice per year to discuss all aspects of school's programs including facilities.

Academic Governance Policy

Effective academic governance is a hallmark of a mature educational institution. Therefore, all participants have the duty to strive to make academic governance:

1. A cooperative process that demands a joint effort between the Vice President/ Academic Dean and the faculty of Columbia College with appropriate participation by students, alumni, and staff; (4)
2. An open process that is characterized by a courteous, free-flowing exchange of information and opinions between all interested parties;
3. A respectful process that gives increased weight to the opinions of participants who are accountable for the matters under consideration;
4. A comprehensive process that assumes that any issue may be relevant to the academic enterprise;
5. A bilateral process that produces policies that apply to Columbia College as a whole, and policies that apply only to one college or non-collegiate academic unit; and
6. A responsible process that is subordinate to governmental authority, the final institutional authority of the Board and the delegated authority of the President. The level of participation by the faculty in the academic governance process varies. It includes but is not limited to;
 - A. Participation in the development of the educational program of the institution
 - B. Participation in the selection of course materials
 - C. Participation in the selection of instructional equipment and other educational resources
 - D. Systematic evaluation and revision of the Institutional curriculum
 - E. Assessment of student learning-outcomes
 - F. Assist with the planning for Institutional effectiveness
 - G. Consultation – A body of faculty members who discuss with and inform the administrator with authority and responsibility for the decision. Such a committee is not a deliberative body; there is no vote. Rather the members express their views to inform an administrator's decision.
 - H. Advice or Recommendation – A deliberative body of faculty members who recommend policies or actions to an administrator who is authorized to make decisions. There is

a vote. The administrator is not bound by the recommendation and accepts responsibility for the decision.

- I. Shared Responsibility – A deliberative body of faculty members who make recommendations concerning policies or actions to an administrator who is authorized to make decisions. There is a vote. If the administrative and the deliberative body cannot agree and a decision is needed, the recommendation of the administrator and the deliberative body will be submitted in writing to the next higher administrative level for resolution.
- J. Delegated Authority – A deliberative body of faculty is authorized to make decisions on specified matters. There is a vote. Such decisions are subject to administrative review, but will be altered only in rare circumstances.

History

Columbia College was established in Manassas, Virginia October 17, 1999 to meet the growing needs of industry and businesses locally, nationally and internationally. The College was approved by the State Council of Higher Education for Virginia (SCHEV) to offer certificates in Computer Basic, Culinary Arts, Dental Laboratory Technology, and English as a Second Language (ESL), Massage Therapy, and Nurse Aide programs.

The Institution moved to Fairfax, Virginia in 2004 and was approved to offer associate degree programs in Business Administration, Computer Science, Cosmetology, Dental Laboratory Technology, Teaching English for Early Childhood, and Technical and Business English in 2005 by SCHEV.

Columbia College received its national accreditation from the Council on Occupational Education (COE) for the Certificate programs in February 2007 and Associate degree programs in September 2008, with the addition of Cosmetology and Teaching English to Speakers of Other Languages (TESOL). This enhances the abilities of the College to meet the ever-changing needs of a diverse global population.

Additional Extension Sites were opened, one in Silver Spring, Maryland in February 2006 and the other in Centreville, Virginia April 2008 to accommodate individuals who resided in those areas. ESL and Massage Therapy certificate programs at these Extensions were certified to operate by the Maryland Higher Education Commission (MHEC) and SCHEV, respectively and later accredited by COE as well.

In May 2009, the College was approved to participate in the Federal Student Financial Aid Programs (Title IV), which aimed to assist students' with financing their education.

The College was also approved for the training of Veterans by the State Department of Veterans Affairs in 2010. This provides members who served in our armed forces access to a quality education and resources to assist with their transition into the global marketplace.

In 2010, J-1 Visa program for visiting international students and scholars was approved by U.S. Department of State.

Columbia College moved to its current location in Vienna, Virginia in September 2016, near the Spring Hill Metro station. This enhanced accessibility to the main campus and convenience for current and prospective students.

Over the years, Columbia College has developed and expanded its program offering to a diverse population of students and curriculum revisions along with, the addition of new facilities and equipment to better serve our students.

Currently, the College offers eight Associate degrees, six certificates and ESL courses to students from over 30 countries globally.

Statement of Accreditation

Columbia College is accredited by the Council on Occupational Education (COE) to award certificates and associate's degrees.

Columbia College has been certified to operate by State Council of Higher Education for Virginia (SCHEV) to operate in Virginia.

The Maryland Higher Education Commission (MHEC) has approved Columbia Institute, extension site of Columbia College, to operate in Silver Spring, Maryland.

Memberships and Affiliations

Columbia College has expanded its educational and professional boundaries by establishing solid relationships with a variety of affiliations:

- U.S. Department of Education
- U.S. Department of State
- U.S. Citizenship and Immigration Services (USCIS)
- Student and Exchange Visitor Information System (SEVIS)
- State Council of Higher Education for Virginia (SCHEV)
- Maryland Higher Education Commission (MHEC)
- U.S. Department of Veterans Affairs
- Virginia State Corporation Commission
- Maryland State Corporation Commission
- Private Educational Institution from Montgomery County, MD
- Virginia Department of Health Professions
- Virginia Board of Nursing
- Department of Professional and Occupational Regulation (DPOR)
- Virginia Health Care Association (VHCA)
- Authorized to enroll nonimmigrant (F-1/M-1) students by the U.S. Citizenship and Immigration Services (USCIS)
- American Massage Therapy Association (AMTA)
- National Association of Dental Laboratories (NADL)
- National Certification Board for Therapeutic Massage and Bodywork (NCBTMB)
- National Cosmetology Association (NCA)
- Professional Beauty Association (PBA)
- College Board Membership
- Microsoft IT Academy Membership

- American Culinary Federation Membership
- TESOL Membership

Full time Faculty and Staff

1. Administrative Staff

Name, Title

Richard K. Kim, President
 Joanne Kim, Executive Vice President/Business
 James Y. Cho, Vice President/Academic Dean
 Ok Cha Soh, Vice President/Student Services
 Chan Koh, Vice President/Public Relations
 Jinny Kim, Registrar
 Raphael Lee, Strategic Planning Director
 John Kim, Operation Director/PDSO
 Kris Lee, Admission Director
 Sujin Kim, Accountant/Payroll
 Kye S. Yim, Financial Aid Director
 Kevin Shim, Student Service Director
 Hanil Kim, Dental Laboratory Technology Director
 Jennifer Kim, Distance Education Director
 Dan W. Kim, Enrollment Management Director
 Jackie Lim, Academic Program Coordinator
 Mia Cook, ESL Coordinator
 Carole Heller, ESL Coordinator
 Bongwook Yoon, Student Services (International)
 John Lim, Student Services
 Amy Billerbeck, Librarian
 Julia Cho, Senior Admissions Representative
 Vivian Jung, Senior Admissions Representative
 Maria Song, Admissions Representative
 Tarza Najib, Admissions Representative
 Hey Lewis, Admissions Representative
 Sara Ballinger, Admissions Representative
 Yolanda Yang, Admissions Representative
 Kayla Kim, Business Officer
 Sylvia Yan, Business Officer
 Kay Lee, Bursar's Officer
 Oyuntuya Baatarjav, Financial Aid Officer
 Anna Polishchuk, Financial Aid Assistant
 Steve Kim, Strategic Planning Staff
 Eva Lee, ESL Staff
 Doohee Kim, Distance Education Staff
 David Hoang, Distance Education Staff
 Jiyong An, Distance Education Staff
 Mary Chang, Enrollment Management Staff
 Kawha Yang, Advertisement
 Lich Nguyen, IT staff
 Joo Ohk Kim, Centreville Extension Administrator
 Rani Park, Centreville Extension Administrator
 Sophie Lee, Centreville Extension Administrator
 Mervit Algburi, Centreville Extension Administrator
 Klayde Ushnabua, Centreville Extension Administrator

Serena Lee, Centreville Extension Administrator
 Rachel Kim, Centreville Extension Administrator
 Joanna Ok, Silver Spring Extension Administrator
 Jennifer Song, Silver Spring Extension Administrator
 Soyeon Hong, Silver Spring Extension Administrator
 Alrubaie Ali, Silver Spring Extension Administrator
 Susie Bae, Silver Spring Extension Administrator
 Ana Maria Gomez, Silver Spring Extension Administrator
 Minjao Wang, Silver Spring Extension Administrator

Facilities and Directions

Columbia College has been planned and built with the convenience of its students in mind. The College has three locations in the metropolitan area. They are Tysons and Centreville, Virginia along with Silver Spring, Maryland. The Tysons campus is located in 8620 Westwood Center Drive, Vienna, Virginia. Classrooms, media resources, and laboratory equipment remain available for use even when classes are not in session.

Centreville extension is located in 5940 Centreville Crest Lane, Centreville, Virginia. Newly renovated surroundings such as classrooms, laboratory, and students lounge fit up in students-friendly style. Also, Cosmetology and Massage Therapy students' clinic provides quality services to the community members.

Silver Spring extension is located in 12125 Veirs Mill Road, Silver Spring, Maryland. It is convenient access to the community. There are recently remodeled classrooms, students lounge, as well as auditorium. Also, the campus also has Massage Therapy classrooms and clinic which is opening to public for beneficial for both students and the community members.

1. Directions to Tysons Campus:

From Washington D.C.

Take US-50 W/Constitution Avenue NW and continue onto I-66W; Follow I-66W to VA-7 W/Leesburg Pike in Pimmit Hills; Take exit 66B and continue on VA-7W/Leesburg Pike; Turn left onto Westwood Center Drive and go 0.4 miles; the school is located on the right side of the road.

From Maryland

Take I-495N and exit at 47A-B to merge onto VA-7W/Leesburg Pike toward Tysons Corner; continue on VA-7W/Leesburg Pike; Turn left onto Westwood Center Drive and go 0.4 miles; the school is located on the right side of the road.

From Centreville

Take I-66E towards Washington D.C and exit 64B for I-495 N toward Tysons Corner/Baltimore; Merge onto I-495N; Take exit at 47A-B to merge onto VA-7W/Leesburg Pike toward Tysons Corner; continue on VA-7W/Leesburg Pike; Turn left onto Westwood Center Drive and go 0.4 miles; the school is located on the right side of the road.

From Southern Virginia

Take I-495N towards Rockville/Tysons Corner and exit at 47A-B to merge onto VA-7W/Leesburg Pike toward Tysons Corner; continue

on VA-7W/Leesburg Pike; Turn left onto Westwood Center Drive and go 0.4 miles; the school is located on the right side of the road.

By Metro/Bus

Take the Silver Line towards Wiehle Reston East; get off at Spring Hill Metro Station; head northwest on Leesburg Pike and turn left toward Westwood Center Drive; turn right toward Westwood Center Drive walk 0.5 miles; the school is located on the right side of the road. (It is about 8-10minutes walk from the station.)

2. Directions to Centreville extension:

From Washington D.C.

Take US-50 W/Constitution Avenue NW and continue onto I-66W; Take exit 53A (Rt. 28); Turn right on Lee Highway (Rt. 29); Turn left on New Braddock Road; Columbia College is located at the left wing on the Centreville Mall.

From Fairfax

Take I-66 West (Toward Front Royal) and take exit 53A (Rt. 28); Turn right on Lee Highway (Rt. 29); Turn left on New Braddock Road; Columbia College is located at the left wing on the Centreville Mall.

From Maryland

From I-495 (Beltway)and take the exit 49 to I-66 West; Take Exit 53A (Rt. 28); Turn right on Lee Highway (Rt. 29); Turn left on New Braddock Road; Columbia College is located at the left wing on the Centreville Mall.

3. Directions to Silver Spring extension:

From Washington D.C.

Take I-495 E toward Bethesda/Baltimore and take exit 33 onto Connecticut Avenue North/Kensington; Turn Left on Veirs Mill Road (MD-586 W) and go 0.4 miles; Columbia College is located on the right.

From Fairfax, Virginia

Take I-66 E toward Washington and take exit 64B Baltimore onto I-495 N; Take Right onto I-495 E toward Bethesda/Baltimore; Take exit 33 onto Connecticut Avenue (MD-185 N); Columbia College is located on the right.

From Baltimore/Ellicott City

Take Left ramp onto I-95 S toward Washington and take exit 27/Silver spring/Bethesda/College (US-1) onto I-495 W toward Silver Spring; Take exit 31/Georgia Ave./Silver Spring/Wheaton onto Georgia Avenue (MD-97); Bear Left on Veirs Mill Rd.(MD-586 W) - go 2.2 miles; Columbia College is located on the right.

This page intentionally left blank.

ADMISSIONS AND REGISTRATION

Admission Information.....	8
Non-Discrimination Policy.....	8
Criteria for Admission.....	8
Admission Requirement for Distance Education...	8
Required Materials.....	8
Required Materials for International Students.....	8
Admission Procedures.....	8
Admission Procedures for International Students...	9
Transfer Information.....	9
Orientation.....	9
Registration.....	9
Course Drop /Add.....	10

Admission Information

Columbia College is committed to equal opportunity in student admissions. Students who are high school graduates or the equivalent qualify for admission and can benefit from the College's programs and services. Columbia College offers associate degree programs, certificate programs, and non-degree programs in order to accommodate a variety of students with different educational objectives and backgrounds. Some students may not qualify for programs with more stringent requirements. For more information, students should contact the appropriate department and/or the admissions office.

Non-Discrimination Policy

Columbia College does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability. The College complies with the Civic Rights Act of 1964, related executive orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 and all Civil Rights Laws of the state of Virginia.

Criteria for Admission

In order to qualify for enrollment in Columbia College, the applicant must meet the following conditions:

1. A graduate of an accredited high school or has satisfactorily completed the General Educational Development (GED) test.
2. A home-schooled student who is in compliance with state and county education guidelines. The compliance form has to be submitted with the admissions application.
3. If an applicant graduated the high school on foreign countries and cannot provide the diploma, he/she must complete waivers of diploma forms as a proof of graduation.
4. An official college/university transcript is an acceptable document to prove high school graduation if applicant is currently attending or previously attended. For the foreign institution, the transcript must be evaluated by an organization recognized by the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE).
5. Associate degree and English as a Second Language (ESL) applicants are administered a nationally recognized exam for the purpose of evaluating language proficiency and academic propensity. Please note, ESL students are also required to complete a nationally recognized exam upon completion of their program for the purpose of evaluating learning outcomes and language proficiency.

Admission Requirement for Distance Education

Admission standards are same as the traditional residential program except technical specifications. Newly admitted student

must take a nationally recognized exam, the same as students in the traditional residential programs.

Students are expected to have at least the following skills prior to taking distance education courses:

1. Basic keyboarding competence
2. Elementary knowledge of their computer operating system
3. Basic knowledge of software and tools such as word processor, e-mail, Internet browser, and search engine

A personal computer which has access to a common internet network (using typical DSL speed 10M down/2M up) is required and headphones and/or headsets are preferred for privacy.

Any student may enroll in distance education courses. However, distance education courses may not be appropriate for everyone. These courses are independent study and require additional self-discipline and motivation.

Required Materials

1. A completed application form
2. Non-refundable application fee
3. Academic diploma/school transcript (at least high school), DD-214 form or General Equivalency Diploma (GED).
4. A copy of a photo ID (passport, driver's license, state-issued ID)
5. Student enrollment agreement form

Required Materials for International Students

1. A completed application form
2. Non-refundable application fee
3. Academic diploma/school transcript (at least high school) or International High School Equivalency certificate
4. A copy of a photo ID (passport, driver's license, state-issued ID)
5. Student enrollment agreement form
6. I-20 request form
7. Financial document (bank statement)
8. I-901 SEVIS student exchange/visitor processing fee receipt
9. Language proficiency test score should meet to the minimum required score range if applying for an Associate Degree Program

Admission Procedures

1. A completed application for admission with the non-refundable application fee (\$100.00).
2. A proof of graduation from a high school or equivalent certified by the State Department of Education. Under certain or special circumstances where is, the applicant's high school diploma is not available prospective student will be required to complete the high school diploma waiver form for verification of graduation.
3. Students must complete an enrollment agreement, which defines all tuition and fees along with the method of payment, in order to secure a position in their desired classes. The enrollment agreement is usually completed during the interview. Out-of-town students can submit a completed agreement by mail.

Admission Procedures for International Students

1. Admission requirements and acceptance procedures are the same as U.S. citizen students.
2. In order for international students to obtain a Certificate of Eligibility (Form I-20), he or she must provide the financial document and/or an Affidavit of Support Form (I-134) to the admissions office. I-134 form verifies that all funds will be available for educational and living expenses while a student is studying in the United States. Once accepted, prospective students in foreign countries must apply to the American Consulate in their country for a special student non-quota F-1 or M-1 visa.
3. International students are required to deposit the first session's tuition at a minimum (non-refundable).
4. For associate degree applications: If students' native language is not English, students need to provide evaluation of language proficiency by submitting a test score. (College's minimum score to be eligible to enroll the program is 500 in TOEFL PBT, 173 in TOEFL CBT, 61 in TOEFL IBT, 261 in ACCUPLACER, 6 in IELTS, or 62 in CaMLA)
5. Students who do not meet the English proficiency requirement are assigned to the English as a Second Language (ESL) class based on the test score until they achieve the appropriate proficiency to be admitted to the their desire program. The admission to the associate degree program is granted if the student can provide the updated test score to meet the minimum admission requirement or satisfactory completion of the Advanced I level of the College's ESL program.

** Columbia College will not issue an I-20 form or an acceptance letter if an applicant fails to submit the required documentation and to pay the appropriate fees.*

Transfer Information

1. Transfer In

The College welcomes transfer students from other institutions. If the student meets our Admission Requirements, he/she may be admitted with no restrictions.

A. International Students

- 1) Request a school transfer form and an acceptance letter from the international students office.
- 2) Fill out a school application form and submit all required documents such as former school transcripts, a high school diploma, and an I-20 from another school, financial documents, and a copy of passport, visa/I-94, and a family registration form.
- 3) Once a student is eligible to transfer to Columbia College, the school registrar will issue a school acceptance letter to the transfer student within one week of submission.

B. U.S. Citizens and Permanent Resident Students

- 1) Fill out a school application form and submit all required documents including former school transcripts, high school diploma, and a copy of a photo ID to the admissions office.
- 2) Once the student is eligible for transfer into Columbia College, the registrar will issue an acceptance letter to the transfer student within one week of acceptance.

2. Transfer Out

A student who wants to transfer out from Columbia College must come to the registrar or international student office to get information and review the transferring procedures.

A. Transfer Out Requirements for International Students

- 1) A student must come to the registrar/international student office and inform a school official of their intention to transfer from Columbia College. The student must be in compliance with current school policies. (Refer to the Policy on Satisfactory Academic Progress.)
- 2) The student must obtain an approval from the International Student Advisor prior to initiating action on their transfer. The approval process usually takes approximately one to two business days.
- 3) Once the student is approved for transfer, he/she must submit the registrar/international student office their acceptance letter and transfer application from the institution they wish to attend.

Orientation

All new students are required to attend new student orientation. The purpose of the new student orientation at Columbia College is to provide new students with a blueprint of all available resources the school has to offer.

Columbia College provides a comprehensive orientation that fully prepares students, thereby providing an orderly and smooth transition into the school. During the orientation, new students will meet the school staff. It also includes library orientation about the on-site and online library which is available for all Columbia College students. Its goal is to facilitate a smooth transition into the College.

After the orientation, new students will be given assistance with the registration process, receive an overview of each program which may helpful in the transition process. An introduction to learning resources and student services available, and provided with information on how to access and receive assistance from the school.

The orientation date will be given to students prior to the start of their initial term.

Registration

All Columbia College students have to register for classes for each session. Students are required to register for classes at least on

the last Tuesday prior to the new session start. Once the student is registered for the class, he/she can drop or withdraw from the class using the class drop/withdraw form within the class drop/withdraw period and get a partial tuition refund.

Course Drop/Add

The course drop/add period is the first day of the second week of each 10-week session. During the drop/add period, a student may either add or drop a class and get a refund based on the refund policy.

** Newly admitted or transferred-in International students
CANNOT drop classes for the first two sessions.*

FINANCIAL INFORMATION

Tuition and Fees.....	12
Cancellation and Refund Policy.....	12
Student Financial Aid Services.....	12
Federal Financial Aid (Title IV).....	12
Private Financing.....	12
Columbia College Scholarship.....	13
Columbia College Installment Payment Plans....	13
Veterans Education Benefits.....	13

Tuition and Fees

Students registered at Columbia College pay tuition according to the tuition cost outlined in Appendix. All fees are **non-refundable**.

* *Columbia College reserves the right to change tuition and fees at any time. Refer to the appendices for current tuition and fees.*

Cancellation and Refund Policy

1. The entire amount except the application fee paid by the student will be fully refunded if the student chooses not to enroll or withdraws after having signed the enrollment agreement before the first day of instruction.
2. If a student decides to withdraw or drop out after classes begin, refunds will be made according to the following schedule:

Proportion of Total Course Taught by Withdrawal Date	Tuition refund
Less than 25%	75% of course cost
25% up to but less than 50%	50% of course cost
50% up to but less than 75%	25% of course cost
75% or more	No Refund

3. If the school closes, cancels, or discontinues a course or program, the full amount of tuition and fees will be refunded to all enrolled students.
4. Refunds will be determined based on the last attendance date.
5. If a student fails to return to the program by the end of a temporary leave of absence, the refund amount will be determined based on the date of withdrawal or termination, and will be paid within 30 days from the last day of leave of absence.
6. All refunds due will be paid within 30 days of the student's last day of attendance.
7. Purchased books are students' property and they are not refundable unless they are returned before classes begin.

* *New international students who paid the deposit for the first session are NOT ELIGIBLE to get a refund after the I-20 is issued.*

Columbia College complies with the refund policies adopted by the Council on Occupational Education.

Refund calculation is based on a percentage of the number of attending days remaining in the course from the last day attended, rounded down to the nearest 10%, minus any unpaid student charges or fees and an administrative fee which is less than 5% of the cost of the courses (or \$100). The school does not retain any federal funds for any term not attended.

Student Financial Aid Services

The Federal Student Aid (Title IV) program is available for students who are U.S. citizens or eligible permanent residents and will be working towards a certificate or a diploma in an eligible program. The purpose of the Federal Student Aid is to provide monetary assistance to students who can benefit from education beyond high school. It is issued in the form of a grant, low interest loans, and scholarships. Columbia College has six associate degrees and five certificate programs that are eligible for Title IV assistance. Students must be enrolled at least half-time to be eligible for assistance. Contact the financial aid department for more specific information regarding eligibility.

Federal Financial Aid (Title IV)

1. Federal Pell Grant
The Federal Pell Grant Program provides need-based grants to low-income students to promote access to postsecondary education. Grant amounts vary from \$598 to \$5,815 per year and are dependent on the student's financial need.
2. Federal Supplemental Educational Opportunity Grant (FSEOG)
FSEOGs are awarded to undergraduate students with exceptional financial need. It depends not only on the financial need but also on the amount of other aid received and the amount of available funds at the time of application. FSEOG awards range from \$100 to \$4,000 for the first academic year.
3. Federal Direct Subsidized Loan
A subsidized loan is awarded on the basis of financial need. If the student is eligible for a subsidized loan, the government will pay the (subsidized) interest on the student's loan while he/she is in school and for the first six months after he/she leaves school. The loan can be repaid in the minimum payment of \$50 per month during a period of 10 years.

4. Federal Direct Unsubsidized Loan
The student may be able to borrow loan funds beyond his/her subsidized loan amount even if he/she has not demonstrated financial need. In that case, the student would receive an unsubsidized loan. Unlike a subsidized loan, the student is responsible for the interest from the time the unsubsidized loan is disbursed until it is paid in full. Student can choose to pay the interest or allow it to accrue and be capitalized (that is, added to the principal amount of the loan).

* *Other student financial assistance is available from several external and internal sources such as private financing, the Columbia College Scholarship, and the Columbia College Installment Payment Plan.*

Private Financing

Private financing is available from recommended local banks.

Since it is financing from an outside agency, it is not affiliated with the Federal Financial Aid Program. See the financial aid officer in the business office for more information/assistance.

Columbia College Scholarship

Columbia College has a scholarship for the students who meet the criteria as follows:

1. Columbia College Academic Scholarship

Students with excellent academic records are considered for the College Academic Scholarship. This program is for current students who enroll in an associate degree or certificate program with 600 or longer clock hours (except ESL) fulfilling the following criterion:

- Student with a cumulative GPA (CGPA) of 3.8 or higher at the most recent completed session

Students who meet this criterion can apply for the scholarship for the upcoming session. The application form is available in the Financial Aid Office and the deadline is 30 calendar days prior to the starting date of the upcoming session. Recipients are awarded a maximum of \$1,000 which is disbursed in equal portions of \$200 per session, for five sessions. To remain eligible for this scholarship, students must take at least 8 quarter credits with a minimum of a 3.5 GPA for each session.

2. Presidential Need-Based Grant

The Presidential Award is a need-based grant and is awarded to ESL students who have a financial hardship. The Application deadline is 30 calendar days prior to the starting date of the intended session. New students can apply for the award while applying for admissions. In order to apply, the applicant must complete and submit the scholarship application and personal statement to describe the purposes and goals of the ESL program enrollment, and present a financial hardship statement. The Award offers a maximum of \$2,010 which is disbursed in equal amount each session (\$335 per session).

Columbia College Installment Payment Plans

This plan is designed to offer students a flexible schedule of tuition payment. A monthly payment plan is available for those who cannot afford to pay the whole amount of the tuition payment in one installment. Contact the financial aid officer in the business office for more information.

Veterans Education Benefits

1. Montgomery GI Bill (Ch.30)

The MGIB program provides up to 36 months of education benefits. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are

payable for 10 years following your release from active duty. This program is also commonly known as Chapter 30.

2. Vocational Rehabilitation (Ch. 31)

The Vocational Rehabilitation and Employment (VR&E) VetSuccess Program is authorized by Congress under Title 38, Code of Federal Regulations, Chapter 31. It is sometimes referred to as the Chapter 31 program. The VetSuccess program assists Veterans with service-connected disabilities to prepare for, find, and keep suitable jobs. For Veterans with service-connected disabilities so severe that they cannot immediately consider work, VetSuccess offers services to improve their ability to live as independently as possible.

3. The Post 9/11 GI Bill (Ch. 33)

The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

4. Survivors and Dependents Education Assistance (DEA) (Ch. 35)

Dependents' Educational Assistance provides education and training opportunities to eligible dependents of certain veterans. The program offers up to 45 months of education benefits. These benefits may be used for degree and certificate programs, apprenticeship, and on-the-job training. If you are a spouse, you may take a correspondence course. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

This page intentionally left blank.

STUDENT SERVICES

RIGHTS, RESPONSIBILITIES, CAREER, AND SAFETY

Code of Conduct.....	16
Student Life.....	16
Columbia College Library	16
Career and Student Services	16
Student Housing.....	17
Policy on Satisfactory Academic Progress.....	17
Unsatisfactory Academic Progress Appeal.....	18
Extended Enrollment Status.....	19
Transfer Credits.....	19
Graduation Requirements.....	19
Grade Appeal.....	19
Dismissal.....	19
Permanent Withdrawal from the College.....	20
Leave of Absence.....	20
Retention of School Records.....	20
Release of Student Records.....	21
Student Complaint and Grievance Policy.....	21
Campus Safety and Security Plan.....	22
Lost and Found.....	22
Drug and Alcohol Free Policy.....	22

Code of Conduct

A student who engages or assists in misconduct shall be subject to disciplinary measures, including reprimands, suspensions, or dismissal, when justified, to violations remedy of this policy.

1. Academic Dishonesty/Misconduct
 - A. Students shall not cheat during exams or quizzes.
 - B. Students shall not plagiarize; plagiarism is defined as a student presenting the work or ideas of another as his/her own in a paper, exam, or other assignment.
 - C. Students shall not sell or purchase previous examinations or other assignments.
2. Non-Academic Dishonesty/Misconduct
 - A. Physical and/or psychological abuse, threat, or harassment
 - B. Initiating any false report, warning, threat of fire, explosion, or other emergency
 - C. Unauthorized use, possession, storage of any weapon, dangerous chemical, or explosive element
 - D. Disrupting, obstructing, or interfering with the college-sponsored events
 - E. Theft of the college equipment, products, or materials
 - F. Unauthorized possession, use, sale, or distribution of alcoholic beverages or any illegal or controlled substances
 - G. Gambling or holding lotteries/raffles on the college campus without proper approval
 - H. Disorderly, lewd, or obscene conduct
 - I. Making illegal copies of college software – The college software is protected by copyright. Students must not copy the institution's software without permission of the copyright holder. Additionally, students must not install personal software on the college computers or damage/destroy the software/computers.
3. Prohibition of Sexual Harassment of Students
 - A. Sexual harassment is defined as unwelcome acts of a sexual nature including sexual advances, requests for sexual favors and/or other verbal or physical conduct including written communication of an intimidating, hostile or offensive nature, or action taken in retaliation for the reporting of such behavior. Sexual harassment can be verbal, written, or physical and ranges from subtle innuendos of a sexual nature to derogatory gender-specific comments about physical exposure, assault, to coerced sexual relationships.
 - B. Sexual harassment is a serious offense. As a consequence, any faculty or staff member who engages in such conduct or encourages such behavior shall be subject to disciplinary action that may include dismissal from the College. Students accused of sexual harassment will have the right to due process.

Student Life

Columbia College is located in the Fairfax County, the city of Vienna and Centreville, Virginia and Silver Spring, Maryland. The Fairfax County is ranked 3rd on Forbes Top 25 Places to Live in the United States. Fairfax is a suburb just west of Washington D.C. The campus is conveniently located in walking distance from the Spring Hill metro stop making the nation's capital easily accessible to our students.

Additionally, Fairfax is in the top one percentile for most sole proprietors per capita, meaning there is a demand for skilled labor even during a recession. This means that Columbia College graduates are more likely to find employment right here in the D.C. metropolitan area than the vast majority of the U.S. cities.

Columbia College Library

Columbia College Library Center serves students and faculty of main campus and two extensions. Our teaching, learning and research objectives are supported by the on/ offline library system and as a subscribed member of LIRN consortium, "The LIRN® collection is provided to students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from Gale Cengage, ProQuest, EBSCO, eLibrary, Books24x7, and more, covering topics for General and Vocational Education, Business, and Medical programs". Students can gain 24/7 access via web. Columbia College strives to provide competitive and responsive professional training programs.

Career and Student Services

Student Services provides an academic support system for students at Columbia College. This support system is designed to ensure that Columbia College students have the opportunity to succeed through academic guidance and support.

Student Services provides comprehensive support through a variety of services and programs. At a student's request, the school can provide services such as assistance for disabled students, study skills instruction, academic advising, tutoring, faculty mentoring, and learning enhancement strategies.

By taking advantage of the services offered, students can experience not only academic success but personal success as well. Each service is designed to benefit students' learning experience, assist them with academic challenges, and help them achieve their goals at Columbia College.

Students who complete programs successfully are well prepared to find jobs related to their respective fields of study. While it is impossible to guarantee that each student will find employment in his/her chosen field at any given time, Columbia College will work with the student to support him/her find satisfactory employment. Program coordinators are also available to provide academic and career advisement to students.

Student Housing

Any students who enroll during the academic term are eligible to apply for school housing. Students who would like to get housing 1) can bring his/her family, 2) can make a group with other students, or 3) will be grouped with other students who will share the apartment unit. The group will be same gender unless they are family members. Students will be assigned in one-bedroom, two-bedroom, or three-bedroom apartment units, depending on the number of people and availability. The maximum number of people is two per one-bedroom, four per two-bedroom, and six per three-bedroom apartments. Preferences such as the number of bedrooms or sharing bedrooms with others will be considered but not guaranteed.

The minimum length for a housing contract is 3 sessions (30 weeks). The student cannot terminate the contract within this period. If a student needs to move out, he/she has to find another student who can fill the remaining period of the contract. If a student wants to move out after 30 weeks, he/she has to notify the school office of his/her intention to move out at least 5 weeks prior to the last date of the contract. A security deposit will be forfeited if a student does not meet the school housing regulations. Students can stay in the school housing units during vacation periods if a tuition deposit for the session (10 weeks) is paid after the vacation.

Before filling out the school housing application, student needs to bring 1) I.D. (driver's license, passport) and 2) income statement. If the student does not have an income in the U.S., he/she can bring a bank statement indicating sufficient funds.

Columbia College housing is affiliated with several apartment complexes which are located in the local area.

Policy on Satisfactory Academic Progress

All Columbia College students must comply with the Satisfactory Academic Progress (SAP) standards toward earning diploma or certificate in order to maintain their status and/or to be eligible for federally supported financial aid programs. "Satisfactory Academic Progress" is a measurement of a student's successful progress in his/her studies to fulfill the requirements expressed by the Higher Education Act (HEA) of U.S. Department of Education. All students are measured in two categories of standards: Qualitative and Quantitative. The academic office and financial aid office carry out the monitoring process of SAP to determine whether the students are making satisfactory academic progress. If the student fails to fulfill the minimum requirement of the SAP, the notification – warning letter, probation notice, dismissal notice, is issued from the academic office and the information is forwarded to financial office and each department director. Incremental evaluation time for SAP is at the end of each 10-week session, meaning satisfactory progress of a student is evaluated every ten weeks.

1. Student SAP Status

Students must meet the minimum SAP standard to remain in good standing toward their completion of the program. If a student does not meet the standard, he/she will be placed on the status which needs

special advices and/or restrictions. Students who fail to attain the SAP still can enroll the program and receive the federal financial aid unless his/her status at Columbia College is terminated.

2. Good Standing

Students are in good standing if his/her cumulative grade point average (CGPA) and completion percentage meet or exceed the minimum SAP requirement.

3. Warning

Students are placed in warning status in the first term the CGPA or completion percentage does not meet the minimum SAP requirement. The student in the warning status must meet the program director for his/her course schedule and registration for the following session. If the student successfully achieves a satisfactory CGPA and completion percentage in the warning session, his/her status is restored to good academic standing and is allowed to continue the program toward a degree or certificate.

4. Probation

Students are placed on probation status in the second consecutive term the CGPA or completion percentage does not meet the minimum SAP requirement. The student in the probation status must meet the program director for his/her course schedule and registration for the following session and have a follow-up meeting in every three weeks. If the student successfully achieves a satisfactory CGPA and completion percentage in the provisional session, his/her status is restored to good academic standing and is allowed to continue the program toward a degree or certificate.

5. Dismissal

Students are placed on dismissal status in the third consecutive term the CGPA or completion percentage does not meet the minimum SAP requirement. The student in the dismissal status can no longer enroll at the College or receive the federal financial aid. Students who do not complete the program within maximum time frame are also placed on dismissal status regardless of his/her CGPA.

6. Qualitative Standard

The Qualitative standard is the level of academic performance and is a requirement to maintain his/her student status at Columbia College. The minimum required level of academic performance is a cumulative grade point average (CGPA) of 2.0 (C) on total enrolled clock hours or credit hours. Letter grades of A, B, C, D, F, and grades on repeated courses are counted in the CGPA calculation as a qualitative standard. Failed courses (F), Withdrawals (W), Incompletes (I), audited course (AU), and courses transferred from another institution prior to the student's attendance at Columbia College (T), are not counted in the CGPA. However the grade "I" can be changed to A, B, C, or D if the student makes up the deficiency in the course upon the instructor's permission, and the converted grade will be counted in CGPA.

7. Quantitative Standard

The Quantitative standard is the total clock hours or credit hours earned and time allotments for completion. In order to meet the quantitative standard, students must complete at least 67% of assessed course work at each session. To ensure every student completes within timely manner, the College defines a maximum time frame, which is 150% of normal program length for all programs. It means the students must progress through the program at a pace that will ensure successful completion within 1.5 times the program length as measured in session. Student vacation is not counted in program length or maximum time frame. The additional period can be used to make-up non-completed hours and credits or other required academic work for graduation. Students cannot get a federal financial aid support for the extended enrollment period. Letter grades of A, B, C, D, and T are counted in the earned clock hours/credits as a quantitative standard. The letter grades F, W, I, and AU and repeated courses are not counted in the earned clock hours/credits. The grade "I" can be changed to A, B, C, or D if the student makes up the deficiency in the course upon the instructor's permission, and the converted grade will be counted in earned clock/credit hours.

8. Maximum Time Frame

Students must progress through the program at a pace that will ensure successful completion within 1.5 times the program length as measured in the session clock hour system.

Associate Degree Program	Completion Requirement	Maximum Time Frame
Business Administration	70 weeks	105 weeks
Computer Science	70 weeks	105 weeks
Culinary Arts	70 weeks	105 weeks
Dental Lab Technology	70 weeks	105 weeks
Teaching English for Early Childhood	70 weeks	105 weeks
Technical and Business English	70 weeks	105 weeks

Certificate Program	Completion Requirement	Maximum Time Frame
ESL	60 weeks	90 weeks
Cosmetology	60 weeks	90 weeks

Culinary Arts	60 weeks	90 weeks
Dental Laboratory Technology	60 weeks	90 weeks
Massage Therapy	30 weeks	45 weeks
Nurse Aide	10 weeks	15 weeks

* Coursework only. Student vacation period is not included.

** Student is charged for the exceeded clock hours or credits based on the regular tuition rate.

9. Review of Eligibility for Financial Aid

The financial aid office determines a student's financial aid eligibility at the end of each session (10 weeks) based on satisfactory academic progress status. Students who fail to attain either the qualitative or quantitative standards will be subject to warning, probation and loss of financial aid eligibility with dismissal. This decision is notified within a week by the Financial Aid office. During warning or provisional period, student still can receive the federal financial aid for incumbent payment period. They must meet the qualitative and quantitative standards by the next evaluation period to be placed in good standing to maintain the eligibility.

If a student who receives a federal financial aid does not meet the either qualitative or quantitative standard at the end of the second academic year, he/she will lose the eligibility for the financial aid. The student can't enroll at the school unless he/she wishes to study without federal financial aid support.

Unsatisfactory Academic Progress Appeal

A student may submit an appeal for an Unsatisfactory Academic Progress status in writing to the school's Academic Office. A copy of the request is forwarded to Financial Aid Office if the student is under the federal financial aid program. A meeting with the Academic Dean and the Financial Aid Officer to discuss this appeal will be held within 5 business days after receipt of the appeal. The student's grade reports and attendance records will be examined at the meeting. If the school made an error for any reason, the student's satisfactory academic progress evaluation will be corrected.

Columbia College may consider a student with special circumstances as making satisfactory progress even though he/she fails to meet the requirements due to:

- The death of a family
- An injury or illness of the student or
- Other special circumstances

In the written document, the student needs to explain the reason why he/she could not make the required standard to continue the status at the College and maintain the eligibility of financial aid. It is required for the student to submit the documented evidence to prove he/she is under mitigating circumstances. They include:

- Copy of death certificate
- Medical certificate from a physician
- Bank statement or financial documents (not for international student)
- Supporting statement from faculty, program director, and school official
- Other supporting documents

The Academic Dean will make the following decisions on each appeal in timely fashion:

1. The student's appeal may be fully accepted and financial aid eligibility fully reinstated. This is the case that the student's appealing for his/her circumstance was granted or it is the result of an administrative or recording error made on the student's academic record. If the case is appeal for dismissal by mitigating circumstances, the student will be placed on probation and the financial aid eligibility is restored. Under the probation, the student needs to meet the program director for counseling and approval for registration for the following session. The student also must meet the SAP requirement to be in good standing.
2. The student's appeal may be denied thus making him/her ineligible for federal financial aid. In this case, the student must be readmitted without financial aid after one session. Student can try a second appeal process but the student must enroll without financial aid before decision of the second appeal is made.
3. **IMPORTANT:** Generally, student cannot use the same reason for the appeal process for the dismissal status.

Extended Enrollment Status

If a student fails to make the academic satisfactory progress within the normal length of the program, the student may be placed on extended enrollment status. The financial aid is not provided for the student in this status and the tuition will be charged at the regular published rate. If student retakes the course to raise the CGPA, the final grade will be based only on the most recent course grade, meaning all previous grades will be excluded.

Transfer Credits

1. Within the College

If a student changes the program or seeks additional degree/certificate after completion of one program, the attempted credits and CGPA will be counted from the beginning of his/her enrollment at the College toward new program. The credits from the identical course in previous program can be fully credited toward the completion of a program so the student will have adjusted amount of financial aid for new program support.

2. From Other Institutions

Transfer credits may be awarded for courses taken from previous institutions which are nationally or regionally accredited or equivalent. College transfer credits are recognized up to 50% of each category (major and general) of the graduation requirement, all of which completed with a grade of C or better, and must coincide with the College's course description and outline.

With the credits earned in the domestic institutions, student or student prospect can apply the credit transfer by submitting sealed official transcript(s). The student who earned the credits from the international institution, he/she must get a course evaluation from the agencies recognized by the National Association of Credential Evaluation Services (www.naces.org) or the Association of International Credential Evaluators (www.aice-eval.org) to prove the credits from the previous institutions are equivalent to U.S. nationally or regionally accredited ones. Additional documentation such as course descriptions might be requested for recognition process.

Students or student prospects in cosmetology and massage therapy programs with official transcript from the previous domestic institution and license in other states may transfer up to a maximum 50 percent of the clock hours required for graduation.

Once the credits from other institutions are transferred, the normal length and maximum time frame might be diminished based on amount of the credit transfer so the student will receive adjusted amount of federal financial aid. The grade 'T' is awarded to all transferred courses and is not counted toward qualitative standard measured by CGPA but is counted as earned credits/hours.

Graduation Requirements

To earn a diploma/certificate upon successful completion of the course at Columbia College:

1. Student must complete all of the required courses and credits/hours within maximum time frame.
2. Student must finish the entire program of study with a minimum cumulative grade point average of 2.0, C, regulated by satisfactory academic progress.
3. Student must be in good financial standing with the school (pay full tuition and other required fees)
4. Student in federal financial aid program must have exit counseling.
5. Graduation exam may be assessed in the programs which require licensure examination for job placement – Cosmetology, Massage Therapy, and Nurse Aide.

Grade Appeal

A grade appeal must be initiated by the student within three weeks of receiving a grade. A written request must be first submitted to the instructor of the class. If the issues are not resolved, a written request must be submitted to the appropriate program director/coordinator. A school committee, consisting of faculty and staff, will request a hearing in which the student and the faculty member will present their cases. All decisions made by this committee are final and the same issue cannot be appealed.

Dismissal

1. Students will be dismissed from Columbia College in the following cases:
 - A. Three academic warnings
 - B. Failure or refusal of registration
 - C. Serious misbehavior in the classroom such as threatening, physical abuse, sexual harassment, refusal to follow instruction, or continuous disturbances

- D. Proven theft
- E. Any serious violation of the school's regulations

2. When a student is academically dismissed:
 - A. He/she is not eligible to enroll in Columbia College's day or evening classes for a minimum of one session
 - B. International students must request for reinstatement by submitting a reinstatement form to a designated school official (DSO) at the International Students Office

3. Unsatisfactory Academic Progress Appeal

A student may request to appeal an Unsatisfactory Academic Progress evaluation by writing to the academic dean. The request must be submitted to the business office and a meeting will be scheduled within 5 days after the request submission. The student's grade reports and attendance records will be examined at the meeting. If the school made an error for any reason, the student's Unsatisfactory Academic Progress evaluation will be revoked.

Permanent Withdrawal from the College

If a student wants to withdraw entirely from the College, it is strongly recommended that the student notify the Registrar's office in writing as soon as possible to begin the process. If the student does not notify the College (in writing as recommended or by contacting the office orally) of the intent to withdraw, it is likely that the student will receive a W (withdrawal) or a failing grade in all registered classes. When the student withdraws, the College will determine if any tuition must be refunded based on the refund policy.

Students who fail to register for an upcoming session are considered withdrawn from the College.

Leave of Absence

An approved leave of absence allows a student to be absent from the College for one session, while authorizing the student to return and continue to study under catalog requirements applied prior to their absence. Students must be in good academic standing in order to qualify for a leave of absence.

The following are valid reasons to request a leave of absence while students can maintain his/her F-1/M-1 nonimmigrant student status:

1. Medical leave – A medical leave must be accompanied by a physician's letter that supports the request for a leave of absence from the College.
2. Going back to a home country due to personal reasons or a family emergency – A copy of a plane ticket must be submitted.

** The Students who requests for leave of absence must submit his/her required document before the leave of absence.*

*** In order to maintain F-1/M-1 status, students must provide a valid reason for a leave of absence. For example, if a student requests a leave of absence due to a family emergency in his/her home country, the student must be physically in his/her home country during the*

session for which the leave of absence has been granted. Staying in the U.S without attending the College violates F-1/M-1 status.

1. Procedures for Requesting a Leave of Absence

- A. Step 1: If you are currently enrolled in the session, but you intend to take a leave of absence, you must withdraw from all classes using a program drop form and a refund request form. Both forms must be approved and stamped by a school official and a refund amount will be determined based upon the refund policy.
- B. Step 2: Fill out a leave of absence request form, giving information on the reason for the leave and the duration. Forms are available at the admissions office. A leave of absence is usually granted for one session. The maximum duration for a leave of absence is one session.
- C. Step 3: Make an appointment with the student services. Present the completed leave of absence request form along with any supporting letters or documents. The director will review a request, write a recommendation, and deliver the form to the appropriate person at the registrar and/or the international student office for final approval. This process may take up to one week.

Retention of School Records

All employees are responsible and accountable for the records in their possession and those records for which they have control. All local and federal laws will be followed by every Columbia College employee during the creation, retention, and disposition of school records.

Columbia College management is responsible and accountable for managing and implementing the legal requirements for record-keeping in the school facilities.

All records created or received in the ordinary course of administrative and academic activities are the property of Columbia College, and are subject to this guideline. This pertains to *all* forms and *all* media including:

- Handwritten, typed, or printed documents on paper
- Electronic documents (e.g., e-mails, Web sites, CDs, USBs)
- Video
- Audio
- Graphic representations
- Network servers and document management systems

1. Record Retention Schedule

There are two types of records - "General Records" and "Special Records." The retention schedule provides guidance for categorizing and describing all records and assigning a retention period for each.

- A. General Records: General school operation records may be kept for a period not to exceed five years (max. 5 years) after the record creation date. All Columbia College records are in this category unless identified as a Special Record.

- B. Special Records: Special Records have a business, tax, or legal requirement, and academic records. These records are in the Special Records Retention Regulation and maintained for an indefinite time period.

Release of Student Records

The Family Educational Rights and Privacy Act (FERPA) offers students certain rights regarding their educational records such as:

1. The right to inspect and review their education records. The student may request to review his/her records by submitting a written request to the college business office.
2. The right to correct the records that the student believes to be inaccurate or misleading. Requests for amendment of records must be made in writing and should describe the specific portions or specific record(s) the student wishes to have amended, text or instructions of the desired change, and reasons why the change is justified.
3. The right to consent to the disclosure of personal identification information contained in the student's educational records, except for when consent is not required by FERPA. FERPA does not require a student's consent when disclosure is to other school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, academic, research, supervisory, or support staff position; a person or company with whom the college has contracted or appointed as its agent; or a student serving on an official committee or assisting another school official in performing the official's tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities. FERPA also allows schools to disclose a student's directory information without consent, but the student can request that his/her directory information not be released. If the student wishes to make such a request, he/she must do so in writing.

Student Complaint and Grievance Policy

Columbia College always strives to provide an environment for the growth and development of all students where disagreements can be discussed and resolved in a manner befitting the institution.

Therefore, Columbia College has established a specific policy to resolve student complaints and grievances.

A student who has a complaint is responsible for following the procedures described below. Complaints may concern inappropriate faculty conduct (including inappropriate course materials), incompetence in oral communication, inequities in assignments, scheduling of examinations at other than authorized and published times, or grading grievances.

1. Student Complaint Procedures

- A. Contact the school official directly:

- 1) If this concerns a grade received, the student must contact the instructor on or before the last day of the following session.
- 2) If this concerns an administrative matter, contact the school business manager.
- 3) If this concerns a matter not covered in the previous two instances, contact the student services.

B. Appeal to the school official's supervisor:

- 1) If this must be done within 10 calendar days of the process outlined in 1) above.
- 2) It is the responsibility of the appropriate administrator to hear the student's complaint within 10 calendar days of his/her appeal.
- 3) The administrator must notify the student in writing of the condition of the appeal within 10 calendar days of the hearing.
- 4) If the matter is not resolved to the mutual satisfaction of both parties, it may be elevated to the next level. At this point, it becomes a "grievance," as the complaint resolution process has not engendered a mutually satisfactory end to the complaint.

2. Student Grievance Procedures

- A. Obtain a student grievance form from the student services director. Fill it out completely, stating your case in full detail, and return it to the student services director.
- B. The student has the right to make his/her case to the college council. All evidence of unfair treatment must be presented as well as whether the student has suffered any damage or injury as a result of such treatment. If satisfaction is not obtained, the student may further elevate his/her case to the president of the college.
- C. If it is determined that the student has a valid grievance, the college council will be convened. Seated at the head will be a member of the college's administrative staff. The council will also consist of one faculty member and one student selected at the beginning of the academic year for this task. If this grievance concerns a grade, then the faculty member must be an actual instructor at the college.
- D. The college council will notify the student in writing within 10 calendar days of the time and place of the hearing. The hearing will be held within 14 days of the designation of the college council. The college council will reach its decision by a simple majority vote and pass its recommendation to the college within 10 calendar days of the hearing.
- E. The student will be notified in writing within 10 calendar days of the college council's recommendation, based on the post-marked date of the envelope in which it was submitted. Either party can appeal the decision by a written appeal to the president of the college within 10 days of the post-

marked date of the envelope in which it was submitted, to reach his/her decision.

- F. The student may address his/her concerns in writing to the following:

The State Council of Higher Education for Virginia (SCHEV)

James Monroe Building 10th Floor
101 N. 14th Street
Richmond, VA 23219
Tel: (804) 225-2600 Fax: (804) 225-2604
Website: www.schev.edu/

Maryland Higher Education Commission (MHEC)

6 N Liberty Street
Baltimore, MD 21201
Tel: (410) 767-3301 Fax: (410) 332-0250
Website: www.mhec.maryland.gov/

The Council on Occupational Education (COE)

7840 Roswell Road Building 300, Suite 325
Atlanta, GA 30350
Tel: (770) 396-3898 Fax: (770) 396-3790
Website: www.council.org/

** Students who initiate a complaint will not be subject to unfair actions by the school.*

Campus Safety and Security Plan

Columbia College ensures safety and security on the campus on a daily basis. In light of recent events, Columbia College has increased security measures for students and staff safety. In addition, in preparation for emergencies and disasters that may occur on campus, the school has in place a Campus Emergency Plan. Under this plan, personnel are assigned particular responsibilities and will respond when needed.

1. Treat Code Explanation:

RED – Severe Risk of Terrorist Attack
ORANGE – High Risk of Terrorist Attack
YELLOW – Significant Risk of Terrorist Attack
BLUE – General Risk of Terrorist Attack
GREEN – Low Risk of Terrorist Attack

- A. Be aware of your surroundings. Report any suspicious activity or person to the school office.
B. If an evacuation alarm (fire alarm) goes off or if the condition in the building appears to warrant it, leave the building and proceed to a safe location.
C. If you feel that you or others are in danger, immediately report the situation to the school office.

2. Current School Policy Concerning Security Procedures and Practices

- A. Only students, school employees, and authorized personnel are permitted on Columbia College premises during stipulated hours.
B. All guests must check in at the reception desk.
C. All students of Columbia College will be informed about crime prevention measures during orientation.
D. All employees of Columbia College are to be acquainted with the proper security procedures of the school.
E. Criminal actions or other emergencies occurring at the school must be first reported to the instructor and second to the school president. If a perpetrator is suspected, the police will be notified.
F. The school will take appropriate measures to maintain the safety and security of all individuals. The school may suspend or dismiss a student in violation of the policies stipulated in the catalog. If deemed appropriate, a report will be made to the local police.
G. All employees and staff are encouraged to report all crimes accurately and promptly to the local police.
H. The school will make timely reports to students and employees on crimes considered to be a threat to other students and employees after reporting to the authorities.
I. The school will distribute an annual security report to current students and employees containing relevant statistics, policies, and a description of programs that promote campus safety.
J. The accident and fire evacuation plans/policies will be strictly followed and evaluated annually.
K. The campus accident report is available in the admissions office or school business office.

Lost and Found

The lost and found department is located in admissions and ESL office. Between the hours of 9:00 a.m. to 5:00 p.m. Monday through Friday, students, faculty, staff, and visitors are encouraged to inquire about lost or misplaced items. You may inquire in person or call the office at (703) 206-0508.

Drug and Alcohol Free Policy

This policy statement of Columbia College is in compliance with the U.S. Department of Education and the Drug Free Schools and Communities Act Amendment of 1989, PL 101-226 20 USC's 1145g and Higher Education Act of 1965, Section 1213.

1. Policy

It is the policy of Columbia College that the unlawful manufacture, distribution, possession, use or abuse of alcohol and illicit drugs on the Columbia College campus, any off-campus site, and at any school functions at off-campus locations are strictly prohibited.

All employees and students are subject to applicable federal, state, and local laws related to this matter. Additionally, any violation of

this policy will result in disciplinary action as set forth in Columbia College regulations.

Under school regulations, students, faculty, and staff are required to abide by state laws concerning alcoholic beverages. Virginia laws state that, if one is under the age of 21, it is unlawful to:

- A. Possess or consume alcoholic beverages,
- B. Misrepresent one's age for the purpose of purchasing alcoholic beverages,
- C. Use a fake ID in an attempt to purchase alcoholic beverages,
- D. Drink or be drunk on campus and in the classroom.

2. Policy Review

This policy statement and any revisions hereto shall be distributed annually to students and employees. Distribution shall be the responsibility of the school president.

This page intentionally left blank.

ACADEMIC INFORMATION

Academic Freedom.....	26
Faculty Responsibility.....	26
Faculty/Staff Grievance Policy.....	26
Academic Term and Programs.....	26
Federal Definition of the Credit Hour.....	26
Grading System.....	26
Incomplete Course.....	26
Make-up Work.....	27
Course Repetition.....	27
Course Audit.....	27
Transfer Credit.....	27

Academic Freedom

In order to create an atmosphere most conducive to excellent teaching, Columbia College has adopted the following policy for academic freedom.

Academic freedom encourages the flow of ideas with the recognition that the freedom to teach and the freedom to learn carry both rights and responsibilities within the framework of the law and Columbia College's curricular objectives.

The instructors, staff, and students of Columbia College shall be free from censorship and interference when speaking or writing. However, the authoritative position of instructors entails particular obligations. Instructors and staff, as representatives of Columbia College, are expected to be accurate, objective, and to exercise appropriate judgment and restraint, to encourage a spirit of respect for the opinion of others, and ensure the relevancy of subject matter in their respective subjects.

Faculty Responsibility

Columbia College requires faculty participation in curriculum development, academic planning, and the enforcement of academic quality.

The faculty has the responsibility to set, supervise, and enforce standards of academic quality that are necessary for maintaining the integrity of a Columbia College academic programs.

The faculty and the administration shall have collective responsibility for academic planning and for carrying out the mission of the institution.

Faculty/Staff Grievance Policy

Grievance procedures are available to all employees of Columbia College. The following plan has been implemented to keep employees' morale high and keep the customers satisfied. The following steps will be followed when filing a grievance.

Immediate Supervisor: The employee that has a grievance, complaint or concern should bring the complaint to the attention of their immediate supervisor first. The supervisor should respond to the complaint within 48 hours or at a time that is appropriate or convenient or feasible. This is contingent upon the nature and/or circumstances of the complaint or concern.

Written Grievance: If the grievance or complaint cannot be resolved by notifying the immediate supervisor, the employee will present a written letter with an explanation of the grievance to the Vice President. The Vice President should respond to the concern within 48 hours or earlier.

Presidential Appointment: If the grievance is not resolved to the satisfaction of all parties involved, an appointment with the President of the College will be scheduled. During this appointment, the grievance will be resolved to the satisfaction of all parties. The grievance will be resolved at this level with no further appeal.

Review: The procedure will be reviewed and will be analyzed once per year at the executive committee or governing board meeting.

Academic Term and Programs

Columbia College operates on a session system. The academic year is divided into five 10-week sessions. Each 10-week session has an A and B schedule. Schedule "A" meets for the first five weeks and Schedule "B" meets for the second five weeks of the session.

Columbia College's certificate programs operate on a clock hour system. Students must complete the full clock hours assigned for each program.

Federal Definition of the Credit Hour

For purposes in accordance with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement. Columbia College follows quarter credit hours defined as follows: (a) Credit in traditionally delivered programs measured in credit hours must be calculated based on one of the following attribution formulas:

(i) One quarter credit hour equals, at a minimum, 10 classroom hours of lecture, 20 hours of laboratory, and 30 hours of practicum. The formula for calculating the number of quarter credit hours for each course is: $(\text{hours of lecture}/10) + (\text{hours of lab}/20) + (\text{hours of practicum}/30)$; or

(ii) One semester credit hour equals, at a minimum, 15 classroom hours of lecture, 30 hours of laboratory, and 45 hours of practicum. The formula for calculating the number of semester credit hours for each course is: $(\text{hours of lecture}/15) + (\text{hours of lab}/30) + (\text{hours of practicum}/45)$.

Grading System

The formal grading system utilized by Columbia College conforms to recognized educational standards as follows:

Grade	Grade Points	Description
A	4.0	Excellent
B	3.0	Very Good
C	2.0	Average
D	1.0	Poor
F	0.0	Failing
I	0.0	Incomplete
W	0.0	Withdrawal
AU	0.0	Audited Course
T	0.0	Transferred Credit

Columbia College's grades are based on quizzes, homework, participation, and etc. Instructors are responsible for clearly presenting their expectations for the quality of work as well as their course objectives and goals.

Incomplete Course

A student is required to make up any incomplete course work within the session. If the work is not completed and approved by the instructor within the five-week period, the grade converts from an I (Incomplete) to an F (Failure). Any student who wishes to make up course work will be charged tuition at the regular rate.

Make-up Work

Students who miss classes need to meet with their instructors regarding make-up work and hours missed. The program director/coordinator will assign an oral, written, or practical assignment for missed work based on what he/she considers appropriate.

Course Repetition

A student who is required to repeat a course must complete it within the maximum time frame and will be charged tuition at the regular published rate. The final grade will be based only on the most recent course grade, meaning all previous attempts will be excluded.

Course Audit

All students in Columbia College may register for an “audit class.” An audit student is not required to take an active part in the class or to take examinations. Audit courses are subject to all regular tuition and fees. Audited classes are not graded and have no effect on a student’s report.

Transfer Credits

1. Within the College

If a student changes the program or seeks additional degree/certificate after completion of one program, the attempted credits and CGPA will be is counted from the beginning of his/her enrollment at the College toward new program. The credits from the identical course in previous program can be fully credited toward the completion of a program so the student will have adjusted amount of financial aid for new program support.

2. From Other Institutions

Transfer credits may be awarded for courses taken from previous institutions which are nationally or regionally accredited or equivalent. College transfer credits are recognized up to 50% of each category (major and general) of the graduation requirement, all of which completed with a grade of C or better, and must coincide with the College’s course description and outline.

With the credits earned in the domestic institutions, student or student prospect can apply the credit transfer by submitting sealed official transcript(s). The student who earned the credits from the international institution, he/she must get a course evaluation from the agencies recognized by the National Association of Credential Evaluation Services (www.naces.org) or the Association of International Credential Evaluators (www.aice-eval.org) to prove the credits from the previous institutions are equivalent to U.S. nationally or regionally accredited ones. Additional documentation such as course descriptions might be requested for recognition process.

Students or student prospects in cosmetology and massage therapy programs with official transcript from the previous domestic institution and license in other states may transfer up to a maximum 50 percent of the clock hours required for graduation.

Once the credits from other institutions are transferred, the normal length and maximum time frame might be diminished based on amount of the credit transfer so the student will receive adjusted amount of federal financial aid. The grade ‘T’ is awarded to all transferred courses and is not counted toward qualitative standard measured by CGPA but is counted as earned credits/hours.

This page intentionally left blank.

ACADEMIC PROGRAMS

Associate Degree Programs.....	30
Business Administration.....	31
Computer Science.....	32
Cosmetology.....	33
Culinary Arts.....	34
Dental Laboratory Technology.....	34
Teaching English for Early Childhood.....	35
Technical and Business English.....	36
Associate Course Prefix Designation.....	37
General Education Courses Prefix Designation...	37
Associate Course Descriptions.....	37
Certificate Programs.....	51
English as a Second Language(ESL).....	51
Cosmetology.....	52
Culinary Arts.....	52
Dental Laboratory Technology	53
Massage Therapy	53
Nurse Aide	54
Certificate Course Prefix Designation.....	55
Certificate Course Descriptions.....	55
Distance Education.....	66

Associate Degree Programs

1. Degree Requirements

To pass relevant coursework with a successful grade, students are recommended to: A. maintain satisfactory attendance/participation (80%); B. participate in the class work including presentations and assignment; 3) obtain a passing grade (C or better).

2. Admission Requirements

Associate degree programs at Columbia College offer educational opportunities for all people who want to enroll in our programs. The school is opened to everyone who possesses a diploma from a secondary school or a state-certified equivalent education certificate such as a General Equivalency Diploma (GED). Prospective students can get information about the programs from the administration or academic director prior to registration and enrollment.

If students' native language is not English, students need to provide evaluation of language proficiency by submitting a test score. (College's minimum score to be eligible to enroll the program is 500 in TOEFL PBT, 173 in TOEFL CBT, 61 in TOEFL IBT, 261 in ACCUPLACER, 6 in IELTS, or 62 in CaMLA)

Students who do not meet the English proficiency requirement are assigned to the English as a Second Language (ESL) class based on the test score until they achieve the appropriate proficiency to be admitted to the their desire program. The admission to the associate degree program is granted if the student can provide the updated test score to meet the minimum admission requirement or satisfactory completion of the Advanced I level of the College's ESL program.

3. General Education Requirements

For successful completion of the Associate's degree programs, a student must complete the range from 24 credit hours to 32 credit hours depending on his/her field of study. The student must select at least one course from each discipline required:

Humanities

BPS102 Business and Professional Speech

ENG101 English Composition

SPN101 Introduction to Spanish I

SPN102 Introduction to Spanish II

Natural/Applied Sciences

BIO102 Introduction to Biology

CPS101 Introduction to Computer Science

Mathematics

MAT101 Algebra

MAT201 Pre-Calculus

Behavioral Sciences

CRT101 Critical Thinking

PSY101 Introduction to Psychology

SOC101 Introduction to Sociology

4. Associate Degrees Offered at Columbia College

- Associate of Applied Science (AAS) and Associate of Occupational Studies (AOS) degrees are considered terminal degrees; therefore, earned credits do not generally apply to other degrees.

- Earned credits from Columbia College are transferrable to other institutions at the discretion of the accrediting institution.

5. Work-based activity course policy

Student(s) selecting work-based activity courses, such as *BUA270 Career Development*, *CUA270 Career Development*, *EDU270 Field Experience in Early Childhood Education*, *DLT270 Career Development* as their choice of elective(s) will be required to research a relevant organization that coincides with the course of study and receive approval from the Program or Academic Director prior to confirmation of their registration. The Professional Experience Agreement Plan must be submitted and approved not later than 2 weeks prior to beginning of the requested term.

Business Administration

1. Mission

The AAS Degree Program in Business Administration is designed to enable students to acquire the knowledge and necessary skills for business career fields. To accomplish this mission the program offers numerous core courses that teaches and trains students the business related disciplines and necessary skills for success in the global work forces.

2. Description

The AAS Degree Program in Business Administration offers 64 credit core courses including theories of Business Management and Accounting along with fundamental computer skills such as, Spreadsheets and computer applications.

3. Core Requirements

Number	Course	Credits
BUA101.....	Introduction to Business.....	4
BUA103.....	Business Mathematics.....	4
BUA104.....	Principles of Marketing.....	4
BUA107.....	Computer Application.....	4
BUA121.....	Office Administration and Procedures.....	4
BUA131.....	Principles of Economics	4
BUA151.....	Principles of Accounting.....	4
BUA152.....	Organization Behavior.....	4
BUA154.....	Business and Commercial Writing.....	4
Electives (choose 7 course out of below list)		
BUA124.....	Creative Problem Solving.....	4
BUA161.....	Business Statistics.....	4
BUA201.....	Managerial Financial Accounting.....	4
BUA203.....	Business Strategy and Planning.....	4
BUA207.....	Business Finance.....	4
BUA220.....	Tourism Management.....	4
BUA222.....	Hospitality and Tourism Marketing.....	4
BUA225.....	Tourism Development.....	4
BUA227.....	Tourism Geography.....	4
BUA231.....	Introduction to Hospitality Management.....	4
BUA232.....	Managing Hotel Operations.....	4
BUA235.....	Quality Service Management in the Hospitality Industry.....	4
BUA238.....	Organization Behavior for the Hospitality Industry.....	4
BUA253.....	Management Theory and Practice.....	4
BUA254.....	Business Communication.....	4
BUA259.....	Business Law.....	4
BUA263.....	International Economics.....	4
BUA270.....	Career Development.....	4
Total Required Credits.....		64

4. General Education Requirements

Number	Course	Credits
BUA102.....	Business and Professional Speech.....	4

ENG101.....	English Composition.....	4
SPN101.....	Introduction to Spanish I.....	4
SPN102.....	Introduction to Spanish II.....	4
BIO102.....	Introduction to Biology.....	4
CPS101.....	Introduction to Computer Science	4
MAT101.....	Algebra.....	4
MAT201.....	Pre-Calculus.....	4
CRT101.....	Critical Thinking.....	4
PSY101.....	Introduction to Psychology.....	4
SOC101.....	Introduction to Sociology	4

Required 7 courses 28

(Select from at least one of each section)

Computer Science

1. Mission

This program gives students comprehensive computer instruction. Successful associate degree graduates are qualified for entry-level positions as computer technicians, programmers, and other information technology positions.

2. Description

Students enrolled in this program will be exposed to many facets of the computer information technology industry which includes programming, web development, databases, hardware, networking, and operating systems. Students will develop software using the latest programming languages and web development tools, create and develop databases, troubleshoot software issues, configure and set up local area networks and work with the latest client and server operating systems.

3. Core Requirements

Number	Course	Credits
CPS149	Windows Operating System Fundamentals	4
CPS150	Fundamentals of Information Technology	4
CPS161	Software Development Fundamentals	4
CPS163	Web Development Fundamentals	4
CPS164	Database Administration Fundamentals	4
CPS165	Windows Server Administration Fundamentals	4
CPS166	Networking Fundamentals	4
CPS167	Security Fundamentals	4
CPS170	Hardware, Software, and Troubleshooting Computers	4
CPS172	Microsoft.NET Fundamentals	4
CPS173	Mobile Development Fundamentals	4
CPS174	Gaming Development Fundamentals	4
CPS175	HTML5 Application Development Fundamentals	4
CPS181	IT Infrastructure I (CompTIA A+)	4
CPS182	IT Infrastructure II (CompTIA A+)	4
CPS190	Introduction to Information Systems	4
CPS200	Business Computer Applications	4
CPS222	Introduction to IT Infrastructure Management	4
CPS261	Querying SQL Server	4
CPS280	Advanced Web Development	4
CPS283	Object – Oriented Programming	4
CPS290	Programming Language Concepts	4
CPS292	Introduction to Unix	4
Required 16 courses (Select from above)		64

4. General Education Requirements

Number	Course	Credits
BPS102	Business and Professional Speech	4
ENG101	English Composition	4
SPN101	Introduction to Spanish I	4
SPN102	Introduction to Spanish II	4
BIO102	Introduction to Biology	4

CPS101	Introduction to Computer Science	4
MAT101	Algebra	4
MAT201	Pre-Calculus	4
CRT101	Critical Thinking	4
PSY101	Introduction to Psychology	4
SOC101	Introduction to Sociology	4

Required 7 courses **28**
(Select from at least one of each section)

Cosmetology

1. Mission

This cosmetology program consists of intensive practice and lecture designed to prepare our students to take the Virginia State Board of Cosmetology examination for licensure. Student who have completed this program successfully are eligible to take the state board examination and become a licensed cosmetologists, salon manager, and/or cosmetic technician or school instructor.

2. Description

AAS degree program in Cosmetology offers 88 credits core courses. Each course consists of various sub-courses which give a basic, intermediate and advanced skills and knowledge of chemistry, anatomy, physiology, hair cutting, hair styling, permanent waving, manicuring, pedicuring, facials and makeup, salon management, and instructing in Cosmetology.

***** This program is offered at Centreville Extension ONLY. *****

3. Core Requirements

Number	Course	Credits
COS101.....	Introduction and History of Cosmetology.....	1
COS102.....	Communication Skills.....	1
COS103.....	Bacteriology, Sterilization, and Sanitation	2
COS104.....	Anatomy and Physiology.....	2
COS105.....	Skin and Nail Composition.....	1
COS108.....	Freshman Lab and Practice I.....	5
COS111.....	Hair Structure and Chemistry.....	2
COS112.....	Principles of Hair Design.....	2
COS113.....	Shampooing, Rinsing, and Conditioning.....	1
COS114.....	Hair Cutting.....	2
COS118.....	Freshman Lab and Practice II	5
COS151.....	Haircutting Techniques.....	2
COS152.....	Braiding Techniques.....	2
COS158.....	Intermediate Lab and Practice I.....	4
COS159.....	Intermediate Clinic I.....	2
COS161.....	Placement of Artificial Hair.....	2
COS162.....	Permanent Waves.....	2
COS168.....	Intermediate Lab and Practice II.....	4
COS169.....	Intermediate Clinic II.....	2
COS171.....	Hair Coloring.....	1
COS172.....	Bleaching and Tinting.....	1
COS173.....	Skin Diseases and Disorders.....	1
COS174.....	Hair Removal.....	1
COS178.....	Intermediate Lab and Practice III.....	4
COS179.....	Intermediate Clinic III.....	2
COS201.....	Facials and Makeup I.....	1
COS202.....	Facials and Makeup II.....	1
COS203.....	Manicuring and Pedicuring I.....	1
COS204.....	Manicuring and Pedicuring II.....	1
COS208.....	Senior Lab and Practice I.....	3

COS209.....	Senior Clinic I.....	2
COS211.....	Finger Waving, Skip Waving, and Pencil Waving... 1	1
COS212.....	Job Seeking Skills.....	1
COS213.....	Professional Ethics and Salon Management.....	1
COS214.....	Business Skills.....	1
COS218.....	Senior Lab and Practice II.....	3
COS219.....	Senior Clinic II.....	2
COS251.....	Instructing Theory in Cosmetology I	2
COS252.....	Instructing Lab in Cosmetology I	5
COS253.....	Advanced Clinic I	1
COS261.....	Instructing Theory in Cosmetology II	2
COS262.....	Instructing Lab in Cosmetology II	5
COS263.....	Advanced Clinic II	1
Total Required Credits.....		88

4. General Education Requirements

Number	Course	Credits
BPS102.....	Business and Professional Speech.....	4
ENG101.....	English Composition.....	4
SPN101.....	Introduction to Spanish I.....	4
SPN102.....	Introduction to Spanish II.....	4
BIO102.....	Introduction to Biology.....	4
CPS101.....	Introduction to Computer Science	4
MAT101.....	Algebra.....	4
MAT201.....	Pre-Calculus.....	4
CRT101.....	Critical Thinking.....	4
PSY101.....	Introduction to Psychology.....	4
SOC101.....	Introduction to Sociology	4
Required 8 courses		32

(Select from at least one of each section)

Culinary Arts

1. Mission

The Culinary Arts program consists of 68 credits of specific training required to prepare students for a variety of positions in the culinary industry. Students will learn the theoretical /practical knowledge that provides critical competencies to meet industry demands. Courses include sanitation/safety, baking, culinary fundamentals/production skills, nutrition, customer service, and management. Graduates should qualify for entry level opportunities.

2. Description

AAS Degree Program in Culinary Arts offers 64 core and 28 general education credits for completion. The program consists of basic, intermediate, and advanced instruction in the Culinary Arts industry.

3. Core Requirements

Number	Course	Credits
CUA101.....	Fundamentals of Cooking.....	4
CUA153.....	Sanitation & Safety.....	4
CUA160.....	Basic Cooking Theory and Practice	4
CUA165.....	Cooking Theory and Practice – Sauces, Soups, and Stocks	4
CUA171.....	Meat, Seafood, and Poultry Preparation	4
CUA172.....	Fruit, Vegetable, and Starch Preparation	4
CUA185.....	Fundamentals of Baking	4
CUA188.....	Pastry Arts.....	4
CUA204.....	Nutrition.....	4
CUA216.....	Western Cuisine.....	4
CUA218.....	Asian Cuisine	4
CUA228.....	World Cuisine	4
CUA253.....	Recipe and Menu Management	4
CUA256.....	Food Service system Management.....	4
CUA261.....	Garde Manger.....	4
CUA262.....	Advanced Cooking Theory and Practice	4
CUA270.....	Career Development	4
Total Required Credits (Select from above)....		64

4. General Education Requirements

Number	Course	Credits
BPS102.....	Business and Professional Speech.....	4
ENG101.....	English Composition.....	4
SPN101.....	Introduction to Spanish I.....	4
SPN102.....	Introduction to Spanish II.....	4
BIO102.....	Introduction to Biology.....	4
CPS101.....	Introduction to Computer Science	4
MAT101.....	Algebra.....	4
MAT201.....	Pre-Calculus.....	4
CRT101.....	Critical Thinking.....	4
PSY101.....	Introduction to Psychology.....	4
SOC101.....	Introduction to Sociology	4
Required 7 courses		28

(Select from at least one of each section)

Dental Laboratory Technology

1. Mission

Dental Laboratory Technology program provides for a flexible career which offers several opportunities for advancement. After completing the program, students can be experienced and skilled technicians who own their own laboratories or become department heads where they have supervisory responsibilities.

2. Description

Dental Laboratory Technology program consist of 71 credits. Students learn advanced skills and techniques in designing and constructing dental replacements such as crowns, bridges, dentures, and orthodontic appliances.

3. Core Requirements

Number	Course	Credits
DLT101.....	Dental Morphology.....	6
DLT102.....	Dental Morphology Lab.....	6
DLT151.....	Crowns and Bridges I.....	6
DLT152.....	Crowns and Bridges Lab I.....	6
DLT153.....	Crowns and Bridges II.....	6
DLT154.....	Crowns and Bridges Lab II.....	6
DLT201.....	Dental Ceramics I.....	6
DLT202.....	Dental Ceramics Lab I.....	6
DLT203.....	Dental Ceramics II.....	3
DLT204.....	Dental Ceramics Lab II.....	6
DLT251.....	Complete Denture.....	3
DLT253.....	Partial Denture.....	3
Electives (Choose 2 out of below list)		
DLT252.....	Complete Denture Lab.....	4
DLT254.....	Partial Denture Lab.....	4
DLT270.....	Career Development.....	4
Total Required Credits.....		71

4. General Education Requirements

Number	Course	Credits
BPS102.....	Business and Professional Speech.....	4
ENG101.....	English Composition.....	4
SPN101.....	Introduction to Spanish I.....	4
SPN102.....	Introduction to Spanish II.....	4
BIO102.....	Introduction to Biology.....	4
CPS101.....	Introduction to Computer Science	4
MAT101.....	Algebra.....	4
MAT201.....	Pre-Calculus.....	4
CRT101.....	Critical Thinking.....	4
PSY101.....	Introduction to Psychology.....	4
SOC101.....	Introduction to Sociology	4
Required 7 courses		28

(Select from at least one of each section)

Teaching English for Early Childhood

1. Mission

This program is designed to prepare students by studying current research and theories in the area of second language acquisition. The students will learn strategies and techniques to be able to teach the English language to limited English speaking early childhood and elementary age children. Based on current research, teaching listening and speaking skills are emphasized, along with reading and writing.

2. Description

AOS Degree Program in Teaching English for Early Childhood offers 64 credit core courses. Each course begins with the initial EDU and has a three-digit number that identifies the general order of courses that recommended to students to take throughout their program. A total of 92 credits are required for completion.

3. Core Requirements

Number	Course	Credits
EDU101.....	Introduction of Early Childhood Education.....	4
EDU102.....	Early Childhood Development.....	4
EDU106.....	Oral Language Development.....	4
EDU109.....	Class Management.....	4
EDU111.....	Teaching with Technology.....	4
EDU116.....	Educational Psychology.....	4
EDU119.....	Emergent Literacy: English Learners Beginning to Write and Read.....	4
EDU203.....	English Learners and Process Writing.....	4
EDU204.....	Literature of Children and Young Adolescents.....	4
EDU205.....	Reading Instruction and Assessment for Early Childhood.....	4
EDU207.....	Planning and Administration of Infant and Toddler Programs.....	4
EDU210.....	Planning and Administration of Early Childhood Programs.....	4
EDU211.....	Introduction to Education of Exceptional Children..	4
EDU212.....	Teaching Music, Art, and Movement to Children...	4
EDU215.....	Teaching Math and Science to Children.....	4
EDU218.....	Teaching Language Arts and Social Studies to Children.....	4
Electives (choose 1 course out of below three)		
EDU104.....	History and Philosophy of Early Childhood Education.....	4
EDU114.....	Teaching Grammar for Children.....	4
EDU207.....	Planning and Administration of Infant and Toddler Programs.....	4
EDU270.....	Field Experience in Early Childhood Education.....	4
Total Required Credits.....		64

4. General Education Requirements

Number	Course	Credits
BPS102.....	Business and Professional Speech.....	4

ENG101.....	English Composition.....	4
SPN101.....	Introduction to Spanish I.....	4
SPN102.....	Introduction to Spanish II.....	4
BIO102.....	Introduction to Biology.....	4
CPS101.....	Introduction to Computer Science.....	4
MAT101.....	Algebra.....	4
MAT201.....	Pre-Calculus.....	4
CRT101.....	Critical Thinking.....	4
PSY101.....	Introduction to Psychology.....	4
SOC101.....	Introduction to Sociology.....	4

Required 7 courses **28**
(Select from at least one of each section)

Technical and Business English

1. Mission

Technical and Business English program is dedicated to offering effective communicative knowledge and skills that prepare students as business administrative professionals with integration of writing, oral presentation and interpersonal skills.

2. Description

This program offers effective communication skills that prepare students as business administrative professionals with writing, oral presentation, and interpersonal skills. With the strong communication and analytical skills developed completing the program, graduates may pursue a wide variety of careers in media organizations, trade and professional associations, non-profit organizations related to the arts, schools, social change, and a variety of businesses.

3. Core Requirements

Number	Course	Credits
TBE101.....	Basic Occupational Communication.....	4
TBE103.....	Computer Technology and Applications.....	4
TBE107.....	Critical Reading and Study Skills.....	4
TBE108.....	Legal Terminology.....	4
TBE109.....	Conference Papers and Presentations.....	4
TBE110.....	Document Designs.....	4
TBE113.....	Foundations of Technical Communications.....	4
TBE114.....	Descriptive Grammar.....	4
TBE115.....	Banking.....	4
TBE117.....	Communications and Documentation.....	4
TBE149.....	Business Enterprises and Corporation.....	4
TBE154.....	Business Writing.....	4
TBE156.....	Web Based Literature.....	4
TBE201.....	Professional Letters and Proposals.....	4
TBE204.....	Practical Reading and Writing.....	4
TBE208.....	Technical Reports.....	4
TBE210.....	Advanced Composition.....	4
TBE211.....	Real Estate Specialization.....	4
TBE214.....	Fundamentals of Editing.....	4
TBE215.....	Principles of Public Speaking.....	4
TBE250.....	Small Group Communication I.....	4
TBE251.....	Small Group Communication II.....	4
TBE270.....	Career Development.....	4
Required 16 courses (Select from above).....		64

4. General Education Requirements

Number	Course	Credits
BPS102.....	Business and Professional Speech.....	4
ENG101.....	English Composition.....	4
SPN101.....	Introduction to Spanish I.....	4
SPN102.....	Introduction to Spanish II.....	4
BIO102.....	Introduction to Biology.....	4
CPS101.....	Introduction to Computer Science.....	4
MAT101.....	Algebra.....	4

MAT201.....	Pre-Calculus.....	4
CRT101.....	Critical Thinking.....	4
PSY101.....	Introduction to Psychology.....	4
SOC101.....	Introduction to Sociology.....	4
Required 7 courses.....		28
<i>(Select from at least one of each section)</i>		

Associate Course Prefix Designation

BUA – Business Administration
CPS – Computer Science
CUA – Culinary Arts
DLT – Dental Laboratory Technology
EDU – Early Childhood Education
TBE – Technical and Business English

General Education Courses Prefix Designation

BIO – Biology
BPS – Business and Professional Speech
CPS – Computer Science
CRT – Critical Thinking
ENG – English Composition
MAT – Mathematics
PSY – Psychology
SOC – Sociology
SPN – Spanish

Associate Course Descriptions

- **BIO102 Introduction to Biology (4 credits)**
This course introduces major concepts of cell biology, including cell physiology and structure, molecular biology, genetics, and evolution. Course is a prerequisite for professional health-science programs. Prerequisite: None.
- **BPS102 Business and Professional Speech (4 credits)**
This course focuses on student's awareness, knowledge and recall, comprehension and understanding, and information used in new and different situations. During the course, student will learn;
Analysis – examination and categorization of pieces of information,
Synthesis – combination of information to create something new,
Evaluation – value judgment supported by reasoning. Prerequisite: None.
- **BUA101 Introduction to Business (4 credits)**
This course provides a background on business and management. Students will discuss human relations, organizational structure, communications, and technology in business, and strategic planning. Prerequisite: None.
- **BUA103 Business Mathematics (4 credits)**
The purpose of this course is to provide students with basic math skills useful in solving issues and situations in business. Student will learn the topics like decimals, percentages, interest, trade, bank and cash discounts, payroll, time value of money, and business loans Prerequisite: MAT101.
- **BUA104 Principles of Marketing (4 credits)**
This course introduces students to effective methods for marketing products and services. Direct mail, print time, and other advertising techniques are discussed. Problem solving relative to customer

relations is addressed. Consumer profiles, organizational personalities, and demographics are presented as components of market research and analysis. Prerequisite: None.

- **BUA107 Computer Application (4 credits)**
This course provides fundamental knowledge of Windows operation, data handling, and sharing online. It emphasizes transferring files and settings, setting up a stand-alone computer for multiple users, opening and switching between windows, asking for help using remote assistance, and getting help online. Prerequisite: None.
- **BUA121 Office Administration and Procedures (4 credits)**
This course introduces skills essential to build successful career in the field of office administration. Students in this course will cover materials such as time management, communications, customer service skills and reception. Students will be introduced to various functions of Microsoft Office software to produce a variety of office documents. During this course, students will also be encouraged to build their professional portfolio to show their skills and abilities for future employment and educational opportunities. Prerequisite: None.
- **BUA124 Creative Problem Solving (4 credits)**
This course covers creative problem solving and thinking, steps in the creative problem-solving process, obscurity and imagination, overcoming barriers to creative thinking, synthesis, and applying creative problem-solving to the organization. Student will learn the concepts and practices, analogies, overcoming barriers, applying creative problem solving techniques to complex problems. Prerequisite: BUA101.
- **BUA131 Principles of Economics (4 credits)**
This course leads the students to understand the theoretical concepts underpinning economic performance and decision-making. It also enables the students to develop an analytical awareness of organizational performance within an economy. Prerequisite: BUA101.
- **BUA151 Principles of Accounting (4 credits)**
This course provides the basics of accounting procedures and emphasizes its techniques as a management tool. Students explore the accounting information needed by management for planning and controlling through the use of practical examples in business and industry. Prerequisite: BUA101.
- **BUA152 Organizational Behavior (4 credits)**
This course is designed to provide the student with the basis for understanding how organizations operate effectively and efficiently through its various structures and theories. This course will enable the student to explore the various functions and

activities of business organizations both in the public and private sectors. Prerequisite: BUA101.

▪ **BUA154 Business and Commercial Writing (4 credits)**

This course is designed to guide students through the writing required of them as students and professionals. This course emphasizes business writing categories, such as specified letters and memoranda, resumes, proposals, analytical and fact-finding reports, and other essential forms of professional communication and research. Prerequisite: None.

▪ **BUA161 Business Statistics (4 credits)**

This course is an introduction to the relationship of business and statistics. Statistical methods and hypothesis will be discussed. Major topics include mean – median - mode, random variables, binomial probabilities and confidence limits. Prerequisite: None.

▪ **BUA201 Managerial Financial Accounting (4 credits)**

This course expands the students' knowledge of preparing balance sheets and financial statements. The student will prepare general ledger entries, prepare payroll, and discuss budget control. Prerequisite: BUA151.

▪ **BUA203 Business Strategy and Planning (4 credits)**

The aim of this course is to develop knowledge and understanding of the key principles in business strategy and how to apply them. Business strategy is concerned with the organization's purpose, major goals and objectives and its corresponding actions. This course looks at how various types of organizations set objectives and introduces a range of strategy models and the key principles behind them. Prerequisite: BUA152.

▪ **BUA207 Business Finance (4 credits)**

The course covers the theory and practice of corporate financial management, including decisions company managers make in relation to sources and uses of funds, disclosure and the valuation implications arising. Prerequisite: BUA151.

▪ **BUA220 Tourism Management (4 credits)**

This course looks at the characteristics of tourism and demand side first, then, organizing tourism, followed opening sectors. It takes students into the world of tourism and the opportunities it holds for both consumers and professionals. And it provides multiple views of the tourism industry through the eyes of experienced professional. Prerequisite: None.

▪ **BUA222 Hospitality and Tourism Marketing (4 credits)**

In today's highly-competitive hospitality market, it is essential to have an understanding of sales and marketing. This course goes beyond theory to focus on a customer-oriented and practical approach for effectively marketing hotels and tourism. This course explores the "four Ps" as they relate to specific market segments,

providing students with a customer focused perspective. Prerequisite: BUA104.

▪ **BUA225 Tourism Development (4 credits)**

This course brings into focus the growing importance of tourism in developing economies of the world, for social change, alleviating poverty, and achieving sustained growth. It offers a complete, organized, and quantifiable methodology for tourism development planning that reflects economics, marketing, and crucial issues such as conservation, capacity constraints, and social acceptability. It covers all steps used for analyzing and planning tourism development in free market, mixed, and centrally-planned economies. This course is replete with historical explorations and examples, including several real life case studies illuminating both successes and failures in tourism planning and development. Prerequisite: None.

▪ **BUA227 Tourism Geography (4 credits)**

This course is a primarily for Travel & Tourism majors in a Geography course. Also may be useful for non-majors seeking familiarity with geography. This course stresses places and activities that will interest potential visitors. It presents the physical and cultural attributes of the various countries and summarizes the psychological and sociological factors affecting that country's tourism. Prerequisite: None.

▪ **BUA231 Introduction to Hospitality Management (4 credits)**

The hospitality and tourism industry is the largest and fastest growing industry in the world. An exciting aspect is that the industry comprises so many different professions. Common dynamics in this diverse industry include the delivery of services and products and the customer-guest impressions of them. This course provides a background on hospitality segments. Students will find out the difference of each segments and the opportunity on their interests. Prerequisite: BUA101.

▪ **BUA232 Managing Hotel Operations (4 credits)**

This Course is to reflect the industry's rapid change; it presents rich detail about best practices and future directions, while offering the widest coverage of any book in the field. Students gain an intuitive understanding based on the flow of the guest's experience: through reservation, arrival, registration, service purchasing, departure, billing, and recordkeeping. The entire rooms division is covered thoroughly, and linked to other hospitality functions, related industries, and the broader economy. And it includes increased internationalization, green operations, new financing sources, boutique and urban collections, new reservations strategies, and much more. Prerequisite: BUA101.

▪ **BUA235 Quality Service Management in the Hospitality Industry (4 credits)**

This course focuses on meeting the expectations of internal customers, external customers, and owner/investors – the backbones of any organization and its culture. Integrating theories and real-life examples to illustrate how to achieve high quality, the theory add credibility to the process by sharing their successful quality management experience in a contemporary case history - while simplifying the most important elements in managing quality in the hospitality industry. Prerequisite: None.

▪ **BUA238 Organization Behavior for the Hospitality Industry (4 credits)**

This course focuses on the hospitality industry, delving into the concepts that are relevant to students who plan to enter the hospitality industry. Hospitality organizations today must achieve excellence in human relations, and that success starts with quality organizational behavior. The course is organized into three sections: organizational behavioral essentials, the individual and the organization, and key management tasks. Prerequisite: None.

▪ **BUA253 Management Theory and Practice (4 credits)**

This course explores financial management of a business venture. It involves the acquisition and use of financial resources with the intent of protecting the resources against excessive risk and evaluates potential investments, financial planning, and liquidity management. Prerequisite: BUA152.

▪ **BUA254 Business Communication (4 credits)**

This course prepares students for communication in the workplace. Students prepare memorandums, letters, proposals, presentations, newsletters, and flyers. Discussions focus on information exchange in and outside of the organization. Students' presentations are critiqued on message intended and message received. Prerequisite: BUA154.

▪ **BUA259 Business Law (4 credits)**

This course introduces a basic overview of the general terminologies used in legal document preparations. Student will learn the law and legal organizations in the public, highlighting areas of law relevant to business operations, general legal and social environment with importance on business ethics; role of agreements in business; and employment requirement and their impact in the United States. Prerequisite: None.

▪ **BUA263 International Economics (4 credits)**

This course outlines different source of global economy linking the issues of resources, development, international business and trade. Student will discover such topics as political economic theories and models, historical context, supply and demand, flows of money across countries and resulting effects on the world's economy, role of telecommunications, and others topics in international economics will be discussed. Prerequisite: BUA131.

▪ **BUA270 Career Development (4 credits)¹**

This course provides the opportunity for documenting career skills and articulating career plans. Students also analyze trends and opportunities in their targeted careers, and reflect on learning experiences in their field of study. Prerequisite: 2nd year undergraduate students.

▪ **COS101 Introduction and History of Cosmetology (1 credit)**

This course provides an understanding of the concept of beauty in hair, nail, and skin and historical change and development of cosmetology field. Prerequisite: None.

▪ **COS102 Communication Skills (1 credit)**

Through this course students learn how to communicate with clients, partner, handling complaints, receiving telephone calls, booking appointments by phone. Prerequisite: None.

▪ **COS103 Bacteriology, Sterilization, and Sanitation (2 credits)**

Students learn to list the types and classifications of bacteria, list the types of disinfectants and how they are used, describe how to safely clean and disinfect salon tools and equipment. Students also learn differences between cleaning, disinfection and sterilization and discuss the universal precautions and the responsibilities as a salon professional. Prerequisite: None.

▪ **COS104 Anatomy and Physiology (2 credits)**

Students learn to explain and understand the importance of anatomy and physiology to the cosmetology profession and also to define and describe cells, reproduction, and types of tissues. Prerequisite: None.

▪ **COS105 Skin and Nail Composition (1 credit)**

This course provides the advanced-level knowledge in skin and nail composition. Prerequisite: None.

▪ **COS108 Freshman Lab and Practice I (5 credits)**

This lab course is oriented towards demonstrating basic principles of cosmetology and mastering modern techniques. Students exercise current techniques used in cosmetology. Prerequisite: None.

▪ **COS111 Hair Structure and Chemistry (2 credits)**

This course provides a chemistry guide for students to ensure safe, consistent, professional results. Addressing the fundamental concepts of chemistry as they apply to salon products and services, this course includes the latest technological advances in cosmetic science. Prerequisite: None.

▪ **COS112 Principles of Hair Design (2 credits)**

¹ Please refer to "Course Requirements" from the Catalog Addendum.

This course provides design elements and principles of hairstyling.
Prerequisite: None.

- **COS113 Shampooing, Rinsing, and Conditioning (1 credit)**
Students learn how to choose the proper type of shampoo, rinse, and conditioner, depending on the condition of the hair, based on the acquired knowledge of shampoo types, conditioners.
Prerequisite: None.
- **COS114 Hair Cutting (2 credits)**
This course introduces basic principles of haircutting, reference points, areas of the head, lines and angles, elevation and cutting line. Prerequisite: None.
- **COS118 Freshman Lab and Practice II (5 credits)**
This lab course is oriented towards demonstrating basic principles of cosmetology and mastering modern techniques. Students exercise current techniques used in cosmetology. Prerequisite: COS108, cumulative attendance: 210 clock hours in major.
- **COS151 Hairstyling Techniques (2 credits)**
This course is an introduction to basic principles of hairstyling and its design elements. Prerequisite: COS111.
- **COS152 Braiding Techniques (2 credits)**
Students learn the braiding techniques and advanced haircutting techniques. Prerequisite: COS111, COS114.
- **COS158 Intermediate Lab and Practice I 4 credits)**
This course offers an intermediate level laboratory of cosmetology. It includes hair structure and the fundamental concepts of chemistry as they apply to salon products. Also, students exercise hairstyling, shampooing, rinsing, conditioning, placing artificial hair, permanent waving, and techniques of hair cutting and braiding. Prerequisite COS118, cumulative attendance: 420 clock hours in major.
- **COS159 Intermediate Clinic I (2 credits)**
This course offers students the opportunity to engage in hands-on practical training through client session under the supervision of current instructors. Prerequisite: cumulative attendance: 420 clock hours in major
- **COS161 Placement of Artificial Hair (2 credits)**
Students learn how to use hair enhancements such as wigs, hair pieces, and hair extensions. Prerequisite: COS103, COS104.
- **COS162 Permanent Waves (2 credits)**
This course introduces types of perms, different techniques of perm style, and application of relaxers. Prerequisite: COS111.
- **COS168 Intermediate Lab and Practice II (4 credits)**

This course offers an intermediate level laboratory of cosmetology. It includes hair structure and the fundamental concepts of chemistry as they apply to salon products. Also, students exercise hairstyling, shampooing, rinsing, conditioning, placing artificial hair, permanent waving, and techniques of hair cutting and braiding. Prerequisite COS158, cumulative attendance: 620 clock hours in major.

- **COS169 Intermediate Clinic II (2 credits)**
This course offers students the opportunity to engage in hands-on practical training through client session under the supervision of current instructors. Prerequisite: COS159, cumulative attendance: 620 clock hours in major.
- **COS171 Hair Coloring (1 credit)**
Students learn to identify natural hair color and tone, types of hair color, and to select hair color and apply it, using lighteners and toners. Prerequisite: COS103, COS104.
- **COS172 Bleaching and Tinting (1 credit)**
Students learn how to properly apply bleaching and tinting techniques with less damage. Prerequisite: COS111.
- **COS173 Skin Diseases and Disorders (1 credit)**
Students learn various kinds of skin diseases and disorders and their causes and prevention. Prerequisite: COS105.
- **COS174 Hair Removal (1 credit)**
Students learn permanent hair removal and the methods of temporary hair removal. Prerequisite: COS111.
- **COS178 Intermediate Lab and Practice III (4 credits)**
This course offers an intermediate level laboratory of cosmetology. It includes hair structure and the fundamental concepts of chemistry as they apply to salon products. Also, students exercise hairstyling, shampooing, rinsing, conditioning, placing artificial hair, permanent waving, and techniques of hair cutting and braiding. Prerequisite COS168, cumulative attendance: 820 clock hours in major.
- **COS179 Intermediate Clinic III (2 credits)**
This course offers students the opportunity to engage in hands-on practical training through client session under the supervision of current instructors. Prerequisite: COS169, cumulative attendance: 820 clock hours in major.
- **COS201 Facials and Makeup I (1 credit)**
Students learn how to determine skin type, choose skin care products, do facial massage and other treatments, and apply different types of makeup such as special occasion and corrective makeup. Prerequisite: COS105.

- **COS202 Facials and Makeup II (1 credit)**
Students learn advanced-level facials and makeup. Prerequisite: COS201.
- **COS203 Manicuring and Pedicuring I (1 credit)**
Students learn how to choose a nail shape, basic manicure, conditioning oil manicure, and hand and arm massage, and performing pedicures and foot massage Prerequisite: COS105.
- **COS204 Manicuring and Pedicuring II (1 credit)**
Students learn advanced-level manicuring and pedicuring. Prerequisite: COS203.
- **COS208 Senior Lab and Practice I (3 credits)**
This laboratory course is focused on advanced techniques related to both hairstyling and facials in Cosmetology. It includes advanced procedures of hair coloring, bleaching, tinting, finger waving, skip waving, and pencil waving in Hairstyling part. Students also practice facials and makeup as well as manicuring and pedicuring. Prerequisite COS178, cumulative attendance: 1,020 clock hours in major.
- **COS209 Senior Clinic I (2 credits)**
This course offers students the opportunity to engage in hands-on practical training through client session under the supervision of current instructors. Prerequisite: COS179, cumulative attendance: 1,020 clock hours in major.
- **COS211 Finger Waving, Skip Waving, and Pencil Waving (1 credit)**
Students learn different types of waving such as finger, skip, and pencil waving. Prerequisite: COS105.
- **COS212 Job Seeking Skills (1 credit)**
Students learn how to prepare for licensure and for employment: writing a resume, preparing for interviews, and filing an employment application. Prerequisite: None.
- **COS213 Professional Ethics and Salon Management (1credit)**
This course introduces basic salon management skills including professional ethics and other related topics. Prerequisite: None.
- **COS214 Business Skills (1 credit)**
Students acquire business skills needed in conducting own business such as how to sell services and how to expand the client base. Prerequisite: None.
- **COS218 Senior Lab and Practice II (3 credits)**
This laboratory course is focused on advanced techniques related to both hairstyling and facials in Cosmetology. It includes advanced procedures of hair coloring, bleaching, tinting, finger waving, skip waving, and pencil waving in Hairstyling part.

Students also practice facials and makeup as well as manicuring and pedicuring. Prerequisite COS208, cumulative attendance: 1,260 clock hours in major.

- **COS219 Senior Clinic II (2 credits)**
This course offers students the opportunity to engage in hands-on practical training through client session under the supervision of current instructors. Prerequisite: COS209, cumulative attendance: 1,260 clock hours in major.
- **COS251 Instructing Theory in Cosmetology I (2 credits)**
This course is for the cosmetologist who wants to become an instructor. It covers instructional techniques for teaching theories, sanitation and safe use chemicals, safety precautions in the use of electricity and electrical equipment, state regulations and business ethics, techniques for teaching theories and techniques of shampooing, haircutting. Prerequisite: completion of senior courses, cumulative attendance: 1,500 clock hours in major.
- **COS252 Instructing Lab in Cosmetology I (5 credits)**
Through assisting instructors in lab students will learn basic instructional methods and techniques for the instructing students for their skills of haircutting with razor and scissors, equipment placement, and the clear and enthusiastic demonstration of all skills needed. Prerequisite: completion of senior courses, cumulative attendance: 1,500 clock hours major.
- **COS253 Advanced Clinic I (1 credits)**
This clinic session covers effective method to introduce and supervise the students and evaluate their performance for clients. Prerequisite: completion of senior courses, cumulative attendance: 1,500 clock hours in major.
- **COS261 Instructing Theory in Cosmetology II (2 credits)**
This course teaches effective instructional methods to teach pertaining to advanced haircutting and curl construction, hair coloring, and manicuring. It also teaches administrative duties for instructors including designing lesson plans, theory and practice schedules, recording and keeping student records, and assessment of quizzes and examinations. Prerequisite: COS251, cumulative attendance: 1,750 clock hours in major
- **COS262 Instructing Lab in Cosmetology II (5 credits)**
Through assisting instructors in lab students will learn basic instructional methods and techniques for the instructing students for their skills of hairstyling with guidelines, hair coloring, and the clear and enthusiastic demonstration of all skills needed. Prerequisite: COS252, cumulative attendance: 1,750 clock hours.
- **COS263 Advanced Clinic II (1 credits)**
The future instructor in this course learn the effective way to manage the clinic session including client scheduling, instructing

student stylist and follow-up, and equipment management.
Prerequisite: COS253, cumulative attendance: 1,750 clock hours.

- **CPS101 Introduction to Computer Science (4 credits)**
This course is intended to help students learn to think in the manner necessary to fully grasp the nature and power of the digital world around us. The early era of the Internet and the personal computer led to the need for “computer literacy.” Now, the changing nature of our global society requires that students learn new ways to think about problems and how to solve them, regardless of students’ specific fields of endeavor. Through this course, students will explore major issues related to the “big ideas” of computational thinking (namely, (i) Creativity, (ii) Abstraction, (iii) Data, (iv) Algorithms, (v) Programming, (vi) Internet, and (vii) Societal Impact), as well as how these issues will impact their future lives. Prerequisite: None.
- **CPS149 Windows Operating System Fundamentals (4 credits)**
This course helps students prepare for Microsoft Technology Associate Exam 98-349 and build an understanding of these topics: Operating System Configurations, Installing and Upgrading Client Systems, Managing Applications, Managing Files and Folders, Managing Devices, and Operating System Maintenance. This course leverages the same content as found in the Microsoft Official Academic Course (MOAC) for this exam. Prerequisite: None.
- **CPS150 Fundamentals of Information Technology (4 credits)**
This course offers a broad introduction to the tools and applications students will need to become successful professionals in the IT environment. Students will examine the core information technologies of human-computer interaction, information management, programming, networking, web systems and technologies, as well as information assurance and security. Prerequisite: None.
- **CPS161 Software Development Fundamentals (4 credits)**
This course helps students prepare for Microsoft Technology Associate Exam 98-361, and build an understanding of these topics: Core Programming, Object-Oriented Programming, General Software Development, Web Applications, Desktop Applications, and Databases. This course leverages the same content as found in the Microsoft Official Academic Course (MOAC) for this exam. Prerequisite: None.
- **CPS163 Web Development Fundamentals (4 credits)**
This course covers the basics of mastering Hypertext Markup Language (HTML), Extensible Hypertext Markup Language (XHTML), CSS (Cascading Style Sheets), JavaScript Topics include creating a web page, use of links, tables, scripting for HTML, adding graphics, multimedia, enriching with CSS and JavaScript. Upon successful completion of this course, the student

will be able to design, create, and maintain pages on the World Wide Web. Prerequisite: None.

- **CPS164 Database Administration Fundamentals (4 credits)**
This course helps students prepare for Microsoft Technology Associate Exam 98-364, and build an understanding of these topics: Core Database Concepts, Creating Database Objects, Manipulating Data, Data Storage, and Administering a Database. This course leverages the same content as found in the Microsoft Official Academic Course (MOAC) for this exam. Prerequisite: None.
- **CPS165 Windows Server Administration Fundamentals (4 credits)**
This course helps students prepare for Microsoft Technology Associate Exam 98-365, and build an understanding of these topics: Server Installation, Server Roles, Active Directory, Storage, Server Performance Management, and Server Maintenance. This course leverages the same content as found in the Microsoft Official Academic Course (MOAC) for this exam. Prerequisite: None.
- **CPS166 Networking Fundamentals (4 credits)**
This course provides an introduction to computer networks, with a special focus on the Internet architecture and protocols. Topics include layered network architectures, addressing, naming, forwarding, routing, communication reliability, the client-server model, and web and email protocols. Besides the theoretical foundations, students acquire practical experience by programming reduced versions of real Internet protocols. Prerequisite: None.
- **CPS167 Security Fundamentals (4 credits)**
This is the study of security and vulnerabilities in computer and network systems. Common attacking techniques such as buffer overflow, viruses, worms, etc. Students learn security in existing systems such as UNIX, Windows, and JVM. Fundamental access control and information flow concepts. This course also covers symmetric Ciphers such as DES and AES and teaches public-key encryption techniques and related number theory. Message authentication, hash functions, and digital signatures. Topics in authentication applications, IP security and Web security are included. Prerequisite: None.
- **CPS170 Hardware, Software, and Troubleshooting Computers (4 credits)**
This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain

existing equipment and software, and troubleshoot/repair non-functioning personal computers. Prerequisite: None.

- **CPS172 Microsoft.NET Fundamentals (4 credits)**
This course helps students prepare for Microsoft Technology Associate Exam 98-372, and build an understanding of these topics: .NET Framework Concepts, Namespaces and Classes in the .NET Framework, .NET Code Compilation, I/O Classes in the .NET Framework, Security, .NET Languages, and Memory Management. This course leverages the same content as found in the Microsoft Official Academic Course (MOAC) for this exam. Prerequisite: CPS161.
- **CPS173 Mobile Development Fundamentals (4 credits)**
This 10-week course helps students prepare for Microsoft Technology Associate Exam 98-373, and build an understanding of these topics: Work with Physical Devices, Use Data with Mobile Services, Use a Mobile Application Development Environment, Develop Mobile Applications. This course leverages the same content as found in the Microsoft Official Academic Course (MOAC) for this exam. Prerequisite: CPS161.
- **CPS174 Gaming Development Fundamentals (4 credits)**
This course helps students prepare for Microsoft Technology Associate Exam 98-374, and build an understanding of these topics: Game Design, Hardware, Graphics, and Animation. This course leverages the same content as found in the Microsoft Official Academic Course (MOAC) for this exam. Prerequisite: CPS161.
- **CPS175 HTML5 Application Development Fundamentals (4 credits)**
This course helps students prepare for Microsoft Technology Associate Exam 98-375, and build an understanding of these topics: Manage the Application Life Cycle, Build the User Interface by Using HTML5, Format the User Interface by Using CSS, Code by Using JavaScript. This course leverages the same content as found in the Microsoft Official Academic Course (MOAC) for this exam. Prerequisite: CPS163.
- **CPS181 IT Infrastructure I (CompTIA A+) (4 credits)**
This course covers the objects of the CompTIA A+ certification exam and concentrates primarily, but not exclusively, on the Essentials exam requirements including: personal computer components, laptop and portable devices, operating systems, printers and scanners, networks, security, safety and environmental issues, communication and professionalism. Prerequisite: CPS170.
- **CPS182 IT Infrastructure II (CompTIA A+ Licensure) (4 credits)**
This course, in conjunction with CompTIA A+ I, covers the objectives of the CompTIA A+ certification exam and concentrates primarily, but not exclusively, on the practical application exam

requirements, including: personal computer components, laptop and portable devices, operating systems, printers and scanners, networks, security, safety and environmental issues, communication and professionalism. Prerequisite: CPS181.

- **CPS190 Introduction to Information Systems (4 credits)**
This course provides a detailed survey of information systems. It also provides an introduction to information systems and dominant supportive technologies. Applications to information systems administration, technical services, reference services, document delivery systems. It presents conceptual, theoretical, historical, social, economic, and ethical issues surrounding the development, deployment and management of dominant information systems technologies. Topics covered include: information systems architectures, database management systems, transaction processing, ecommerce, telecommunications, software and hardware standards, Internet/Web-based systems, data warehousing, data mining, agent-based systems, and social impacts of information systems. Prerequisite: None.
- **CPS200 Business Computer Applications (4 credits)**
This course will cover computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The course will also explore business applications of software, including spreadsheets, databases, presentation graphics, word processing and business-oriented utilization of the internet. Prerequisite: CPS101.
- **CPS222 Introduction to IT Infrastructure Management (4 credits)**
This course investigates the primary infrastructure components of modern information systems. In particular the course focuses on the main components of an information technology infrastructure: hardware systems, network, and storage structures. Students will recommend tools and technologies for managing IT infrastructures. Students will recommend solutions for enhancing information technology infrastructures to solve business problems resulting from process change or growth to an enterprise. Prerequisite: CPS150.
- **CPS261 Querying SQL Server (4 credits)**
This 10-week course provides students with the technical skills required to write basic Transact-SQL queries for Microsoft SQL Server 2012. This course is the foundation for all SQL Server-related disciplines; namely, Database Administration, Database Development and Business Intelligence. This course helps people prepare for exam 70-461. Prerequisites: CPS149, and CPS164.
- **CPS280 Advanced Web Development (4 credits)**
This course provides an introduction to HTML5, CSS3, and JavaScript. This course helps students gain basic HTML5/CSS3/JavaScript programming skills. This course is an

entry point into both the Web application and Windows Store apps training paths. The course focuses on using HTML5/CSS3/JavaScript to implement programming logic, define and use variables, perform looping and branching, develop user interfaces, capture and validate user input, store data, and create well-structured application. This course helps people prepare for exam 70-480. Prerequisite: CPS175.

▪ **CPS283 Object-Oriented Programming (4 credits)**

This course teaches thorough treatment of programming according to object-oriented principles. The topic introduces classes, interfaces, inheritance, polymorphism, and single dispatch as means to decompose problems. Covers intermediate programming techniques including error handling through exceptions, arrangement of source code into packages, and simple data structures. Intermediate debugging techniques and unit testing are covered. Prerequisite: CPS172.

▪ **CPS290 Programming Language Concepts (4 credits)**

Introduction to the design and implementation of programming languages: linguistic features for expressing algorithms; formal syntax specification; introduction to language semantics and parsing; declarative programming (functional and goal-driven); scripting languages; imperative programming (procedural and object-oriented); comparative design and implementation issues across languages and paradigms. Assignments emphasize languages such as Python. CPS172.

▪ **CPS292 Introduction to Unix (4 credits)**

This course is a practical introduction to using the Unix operating system with a focus on Linux command line skills. Topics include: Grep and regular expressions, ZSH, Vim and Emacs, basic and advanced GDB features, permissions, working with the file system, revision control, Unix utilities, environment customization, and using Python for shell scripts. Topics may be added, given sufficient interest. Prerequisite: CPS149.

▪ **CRT101 Critical Thinking (4 credits)**

This course enables the student to identify logical fallacies in selected readings including things written by their classmates and by themselves, demonstrate the capacity for self-critique through the writing of a paper in which they identify alternative assumptions that would lead to different conclusions, and assess the advantages and disadvantages of alternative formulations of any argument. It also teaches to identify and analyze a recent ethical lapse that occurred in a business organization, the nature of the lapse, and provide a possible explanation for the lapse and alternative solutions to prevent similar lapses. Prerequisite: None.

▪ **CUA101 Fundamentals of Cooking (4 credits)**

This course introduces an orientation to the resources and necessary skills. Emphasis is placed on the fundamental principles

of food preparation and basic culinary techniques. Throughout the course, students learn the proper use of culinary procedures, standards of quality, proper care of kitchen equipment, and proper sanitation. Ethics, professionalism, and time management as they relate to culinary arts field will be addressed. Prerequisite: None. Corequisite: CUA153

▪ **CUA153 Sanitation & Safety (4 credits)**

This course introduces basic sanitation and safety issues related in culinary practices. We share current research-based information on hazards, regulations, and processing methods in both commercial and non-commercial settings. Prevention of all types of food contamination and the Hazard Analysis Critical Control Point (HACCP) food safety system is emphasized. This course is a prerequisite for all culinary food production classes. Upon completion of this course, students will be ready to take ServSafe certification exam. Prerequisite: None. Corequisite: CUA101.

▪ **CUA160 Basic Cooking Theory and Practice (4 credits)**

This course introduces an application and development of fundamental cooking theories and techniques. The study includes from fundamentals of flavoring ingredients, and techniques to time management and station organization. Students will be able to understand the basic principles of various cooking methods. Prerequisite: CUA101 and CUA153 (or ServSafe certification)

▪ **CUA165 Cooking Theory and Practice – Sauces, Soups, and Stocks (4 credits)**

This course explores various fundamental preparation methods of dish. the study will be focused on sauces, soups, stocks, and thickening agents, and promotes knowledge and skills for preparation in commercial kitchen(s) incorporating practice in the use of tools and equipment. Emphasis is placed upon the study of ingredients to be used and classic and modern styles of cooking methods. Prerequisite: CUA101, CUA153 (or ServSafe certification), and CUA160.

▪ **CUA171 Meat, Seafood, Poultry Preparation (4 credits)**

The student will learn through lecture, demonstration and hands-on experiences how to butcher meat to portion control cuts. The student will understand how meat is graded, inspected and aged and will be able to identify the bone and muscle structure of beef, lamb, pork and poultry. Proper handling of these items will be stressed. The student will perform yield test analysis as a part of the learning experience. The student will also learn identification, handling and butchering techniques for finfish, shellfish and a variety of fish. There will be lecture, demonstration and hands-on application of fish cookery principles and techniques. Techniques of brining, curing and smoking will be discussed. The student will learn through lecture, demonstration and hands-on application preparation techniques. The student will perform sensory

evaluation of the finished product. Prerequisite: CUA101 and CUA153 (or ServSafe certification)

▪ **CUA172 Fruit, Vegetable, and Starch Preparation (4 credits)**

This course instructs the students in the preparation of fruits, vegetables, grains, cereals, legumes, and farinaceous products. It promotes the knowledge/skills necessary to prepare menu items from fruits, vegetables, and their byproducts, and to select appropriate uses as meal components. Students will get knowledge of cultivating, handling, and storage of vegetables so that fresh as well as fermented foods with an optimal quality. Prerequisite: CUA101 and CUA153 (or ServSafe certification)

▪ **CUA185 Fundamentals of Baking (4 credits)**

This course introduces the preparation baked goods and proper mixing and baking techniques. Baking equipment and ingredient, weights and measures, recipe conversion, terminology, function of ingredients, and baking science are also addressed. It includes yeast breads, quick breads, cookies, and other baked goods. The class covers lecture, demonstration, and laboratory to insure that a strong base in both theory and practice of the baking arts is achieved. Student will be able to demonstrate basic baking techniques using flour and other materials and apply theoretical knowledge in baking to practice. Prerequisite: CUA101 and CUA153 (or ServSafe certification)

▪ **CUA188 Pastry Arts (4 credits)**

This course provides students the basic skills on baking classic cakes and cookies. These skills include: reading and accurately following a recipe; proper mixing, make-up and baking of various types of cakes, cookies, pies and tarts; cake icing; basic decorating techniques using a pastry bag; plating techniques. Students will understand and explain steps of baking cakes and cookies and using various mixing techniques. Prerequisite: CUA101, CUA153 (or ServSafe certification), and CUA185

▪ **CUA204 Nutrition (4 credits)**

This course introduces the principles of nutrition and its relationship to the culinary arts industry. Topics include functions of essential nutrients, food composition, nutritional needs, and application of nutrition principles. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection. Prerequisite: CUA101 and CUA153 (or ServSafe certification)

▪ **CUA216 Western Cuisine (4 credits)**

This course studies the distinct regional cooking styles of European and its neighbor cuisines. It provides thorough knowledge of kitchen practices and cultural aspects of each region in the Western cuisine incorporating basic western principles. Prerequisite: CUA101 and CUA153 (or ServSafe certification)

▪ **CUA218 Asian Cuisine (4 credits)**

This course introduces basic knowledge on kitchen practices of Central, Western and South Asia. The study focuses on ingredients, cooking techniques, and flavors. It also introduces internationally acclaimed Asian culinary trends as well as regional and traditional and modern Asian dishes. Prerequisite: CUA101 and CUA153 (or ServSafe certification)

▪ **CUA228 World Cuisine (4 credits)**

This course introduces the most influential cultures and flavor profiles from all around the world. Its focus is placed on combining elements of different culinary traditions to find perfect balance in flavoring based on full understanding of complex ingredients. It includes identifying the distinctly different and common ingredients that represent each major cuisine, while practicing traditional and modern techniques to produce contemporary restaurant quality menu items. Prerequisite: CUA101 and CUA153 (or ServSafe certification)

▪ **CUA253 Recipe and Menu Management (4 credits)**

The course introduces to students opportunities of how a commercial kitchen operates. It presents a comprehensive framework for creating and evaluating recipes and menus for commercial and non-commercial food industry. Students learn essential skills in the kitchen operations management from food sanitation and cost control including menu development, descriptions, layout, design, pricing, inventory control, and staff management for a successful kitchen and menu management. Prerequisite: CUA101 and CUA153 (or ServSafe certification)

▪ **CUA256 Food Service System Management (4 credits)**

The course focuses on critical food service management issues: menu planning, purchasing, receiving, storage, production, service and delivery, revenue management, market research, marketing and merchandising. The class also addresses theoretical and practical approaches to supervision and management in any commercial industry including catering organizations and other large-scale dining establishments such as jails, schools, hospitals, resorts, nursing homes or casinos. Students will be able to understand issues involved in foodservice management systems. Prerequisite: CUA101 and CUA153 (or ServSafe certification)

▪ **CUA261 Garde Manger (4 credits)**

The course introduces main areas of the cold kitchen including reception foods, plated appetizers, and buffet arrangements. Students learn the art of cold food presentation, production of pates, galantines, and mousselines with emphasis on buffets and platters. This course also includes an introduction of party planning, preparing and operating a successful catering service. Prerequisite: CUA101 and CUA153 (or ServSafe certification)

▪ **CUA262 Advanced Cooking Theory and Practice (4 credits)**

The course examines advanced application of principles and practical techniques of cooking theories and practices. It introduces opportunities to create and plan menus, research and develop prep formulas, and explore a la carte, ethnic food, Garde manger, and specialty baking. Students will be able to understand highly customized service guidelines in themed banquet in various occasions and apply various cooking methods to meat, fish, and other ingredients. Prerequisite: CUA101, CUA153 (or ServSafe certification), CUA160, and CUA165

▪ **CUA270 Career Development (4 credits)²**

This course introduces students to career planning/management practices that serve as a foundation for success in the culinary arts industry. It is also placed on self-assessment, goal/career pathway development and employment strategies such as résumé preparation, interviewing techniques, and developing/utilizing the portfolio as a credential. Upon completion, students should be able to develop a career path leading to an effective job search. Prerequisite: CUA101 and CUA153, 2nd year undergraduate student.

▪ **DLT101 Dental Morphology (6 credits)**

This course introduces the oral anatomy, dental anatomy, and occlusion with the emphasis on dental morphology. Laboratory exercises incorporate waxing procedures. Topics include: dental terminology, tooth morphology and carving procedures, and primary and mixed dentition. Prerequisite: None.

▪ **DLT102 Dental Morphology Lab (6 credits)**

This course helps students to learn the understanding of concepts and structures of teeth and kinds and names of parts of teeth. Topics include: carving procedures and method of each tooth, emphasizes the development, eruption, individual characteristics of each tooth and surrounding structures. Prerequisite: None.

▪ **DLT151 Crowns and Bridges I (6 credits)**

This course introduces the materials and techniques used in the fabrication of fixed crown and bridge restorations. Topics include: materials used in crown and bridge fabrication, preparatory procedures, fixed fabrication procedures, and post-fabrication procedures. Prerequisite: DLT101.

▪ **DLT152 Crowns and Bridges Lab I (6 credits)**

Students learn how to fabricate fixed crown and bridges restorations. Topics include: impression, model work, wax-up technique. Prerequisite: DLT102.

▪ **DLT153 Crowns and Bridges II (6 credits)**

This course focuses on skills in advanced concepts in crown and bridge. Topics include: research in crown and bridge, advanced concepts in crown and bridge. Prerequisite: DLT151.

▪ **DLT154 Crowns and Bridges Lab II (6 credits)**

In this course, students learn skills in advanced concepts in crown and bridge. Topics include: multi-unit bridges wax-up, post, core, Inlay & onlay. Prerequisite: DLT152.

▪ **DLT201 Dental Ceramics I (6 credits)**

This course introduces the materials and techniques used in the fabrication of dental ceramic restorations. Topics include: materials used in dental ceramics, preparatory procedures, ceramic fabrication procedures, and post-fabrication procedures. Prerequisite: DLT151.

▪ **DLT202 Dental Ceramics Lab I (6 credits)**

This course introduces how to construct dental ceramic restorations for single crown and 3-unit bridge. Topics include: metal frame design, opaque, build-up, contouring & glazing of dental ceramic. Prerequisite: DLT152.

▪ **DLT203 Dental Ceramics II (3 credits)**

This course focuses on skills in advanced concepts in dental ceramics. Topics include: dental materials, composite resin, Cad/Cam system. Prerequisite: DLT201.

▪ **DLT204 Dental Ceramics Lab II (6 credits)**

In this course, students learn how to construct metal ceramic restorations for multi-unit crowns. Topics include: multi-unit, clinical case, composite resin. Prerequisite: DLT202.

▪ **DLT251 Complete Denture (3 credits)**

This course focuses on complete denture fabrication from the preliminary impression to the finished denture. Topics include: materials used in complete dentures, preparatory procedures for complete dentures, complete denture fabrication procedures, post-fabrication procedures, and advanced concepts in complete dentures. Prerequisite: DLT151.

▪ **DLT252 Complete Denture Lab (4 credits)**

This course introduces the fabrication of complete dentures. Topics include: edentulous arch anatomical landmarks, edentulous cast preparation, impressions, trays, baseplates, occlusal rims, and artificial tooth arrangement. Prerequisite: DLT152.

▪ **DLT253 Partial Denture (3 credits)**

This course introduces the materials and techniques used in the fabrication of partial dentures. Topics include: materials used in partial dentures, preparatory procedures, partial denture fabrication procedures, post-fabrication procedures, and advanced concepts in partial dentures. Prerequisite: DLT151.

▪ **DLT254 Partial Denture Lab (4 credits)**

² Please refer to "Course Requirements" from the Catalog Addendum.

This course introduces the components and fabrication of removable partial dentures. Topics include: methods of surveying and designing and fabricating, temporary partials and treatment partials with wrought clasps. Prerequisite: DLT152.

- **DLT270 Career Development (4 credits)**³
This course provides the opportunity for documenting career skills and articulating career plans. Students also analyze trends and opportunities in their targeted careers, and reflect on learning experiences in their field of study. Prerequisite: 2nd year undergraduate students and permission of Dept. Director or Academic Dean.
- **EDU101 Introduction of Early Childhood Education (4 credits)**
This course introduces general information of early childhood education and the young children birth to eight years of age. It includes overview of its history, variety perspectives and programs of Early Childhood Education, and current issues in the field. Students also learn the professional roles and responsibilities as early childhood educators. Prerequisite: None.
- **EDU102 Early Childhood Development (4 credits)**
The objective of this course is to overview emotional, cognition, motor and language development of early childhood children. It also gives knowledge about developmentally appropriate practice of early childhood as well as their capabilities which will be the foundation of all future development builds. Prerequisite: None.
- **EDU104 History and Philosophy of Early Childhood Education (4 credits)**
This course provides a variety of philosophies in early childhood education and its significant historical perceptions and events. Distinguished scholars and their theories and theoretical models will be explored. Prerequisite: EDU101.
- **EDU106 Oral Language Development (4 credits)**
The objective of this course is to understand the integral relationship between listening, speaking, reading, and writing to the Early Childhood Children including English language learners. Oral language development is a vital foundation of literacy so this course covers the beginning and intermediate English speakers' oral language development. Strategies to develop oral language proficiency, such as stories, games, songs, dramatizations, and more, will be demonstrated and practiced. Prerequisite: None.
- **EDU109 Class Management (4 credits)**
The objective of this course is to educate qualities of effective teachers and provide appropriate management techniques which are required in the classroom. It gives ideas of setting up a successful and enjoyable classroom environment, planning and

managing techniques to educate children in the classroom as well as administrating all in the class. Prerequisite: None.

- **EDU111 Teaching with Technology (4 credits)**
In this course students will examine ways in which newer electronic technologies/media can be integrated effectively in educational settings. The class meets in a technology rich classroom environment to maximize the opportunity for hands-on learning for children. Prerequisite: None.
- **EDU114 Teaching Grammar for Children (4 credits)**
Students will learn to teach grammar which refers to the formal analysis and description of the rules of the language. In general, it is very important to have ideas of correct use of a language which may be prescribed for children. Grammar teaching for second language children will be discovered. Prerequisite: EDU101, EDU102, EDU106.
- **EDU116 Educational Psychology (4 credits)**
This course introduces psychology bases of developmental process in children and their education. It is focused on the psychological perspectives of individual's behavior and other applications which are related to the learning process. The course will study theories that explain how individual grows and develops physically, cognitively, socially, morally, and emotionally. Prerequisite: PSY 101.
- **EDU119 Emergent Literacy: English Learners Beginning to Write and Read (4 credits)**
The objective of this course is to understand and apply research about early literacy development and the Early Childhood Children including English Language Learners. Reading readiness, alphabet print concepts, emergent literacy, and more will be discussed. The students will practice strategies to promote early literacy and create a literature rich environment. Prerequisite: None.
- **EDU203 English Learners and Process Writing (4 credits)**
The objective of this course is to understand and apply research about second language writing and the English language learner. Language experience writing and the writing process will be discussed. The students will practice strategies to promote writing and assessment techniques. Prerequisite: EDU101 and EDU119.
- **EDU204 Literature of Children and Young Adolescents (4 credits)**
The objective of this course is to recognize how to choose, utilize, and evaluate of children's literature appropriately to the early childhood children and young adolescents' by their needs and interests. Students will learn how to research varied kinds of children's and young adolescents' literature. Besides, they require studying instructional methods and assessment related to the literature education. Prerequisite: EDU101 and EDU119.

³ Please refer to "Course Requirements" from the Catalog Addendum.

- **EDU205 Reading Instruction and Assessment for Early Childhood (4 credits)**

The objective of this course is to understand a theoretical approach to reading instruction and assessment. The English reading process will be studied and procedures for evaluation and helping readers will be examined. Various reading instruction techniques will be applied and practiced. Prerequisite: None.

- **EDU207 Planning and Administration Infant and Toddler Programs (4 credits)**

Students will learn general administration regarding various infant and toddler programs. It covers planning, scheduling, evaluation the program settings as well as management parts such as students' enrolment and its process. Students will search federal and state legislation, policies, and regulations. For success of the course, field experience is recommended. Prerequisite: EDU101, EDU102, and EDU109.

- **EDU210 Planning and Administration Early Childhood Programs (4 credits)**

Students will learn general administration regarding diverse Early Childhood Programs. There are a lot of different kinds of programs, for example preschool programs, kindergarten, and Head Start programs. It covers planning, scheduling, evaluation the each program setting as well as management ways such as students' enrolment and its process. Students will search federal and state legislation, policies, and regulations. For success of the course, field experience is recommended. Prerequisite: EDU101, EDU102, and EDU109.

- **EDU211 Introduction to Education of Exceptional Children (4 credits)**

This course introduces general information of Exceptional children and their education. It includes overview of its history, variety perspectives and programs, and current issues in the field. Students also learn the professional roles and responsibilities as early childhood educators. It provides students with skills to include children of all abilities through appropriate arrangement of the environment. In addition students will learn strategies for developing strong relationships with families and other community agencies. Prerequisite: EDU101, EDU102, and EDU116.

- **EDU212 Teaching Music, Art, and Movement to Children (4 credits)**

The objective of this course is to introduce, examine, and apply developmentally appropriate music, art, and movement teaching methods to the early childhood learner. Students will plan, organize, and employ music, art, and movement activities for young children. This course deals with the techniques including how to introduce songs, finger plays, instruments, movement activities, and art tools and techniques. Prerequisite: EDU101.

- **EDU215 Teaching Math and Science to Children (4 credits)**

This course is focused on the teaching strategies and methods for integration of math and science in early childhood education programs. It provides the students to research valuable resource, teaching methods of math and science related subjects, even evaluation of the methods and programs. Relevant current topic will be discussed. Prerequisite: EDU101.

- **EDU218 Teaching Language Arts and Social Studies to Children (4 credits)**

This course introduces how to teach the children as a citizen of a culturally diverse and independent world. Reading and writing skills are required for understanding, reporting, and persuading. In addition, decision-making and critical thinking skills are necessary for children's essential development as a valued member of society. Collaboration of Language Arts and Social Studies is the foundation of significant development. Prerequisite: EDU101.

- **EDU270 Field Experience in Early Childhood Education⁴ (4 credits)**

This course provides students with practical experiences in early childhood educational settings. Students will participate in overall responsibilities as an educator including planning and conducting lesson as well as evaluating children. They also undertake to administer the programs like as a professional by supervision of a licensed cooperating teacher. Prerequisite: 2nd year undergraduate students and permission of Dept. Director or Academic Dean.

- **ENG101 English Composition (4 credits)**

Writing of the multi-paragraph composition is taught, with concentration on the elements of theme, structure, and style. Principles of rhetoric are recognized and discussed through logical analysis of expository and argumentative essays. The course will culminate in the composition of a documented paper. Students will be introduced to library skills and be able to access and process information using a range of media. In each unit, students will go through the following stages to ensure satisfactory completion of all assignments: planning, forming the rough draft, editing, revising, and rewriting. Prerequisite: None.

- **MAT101 Algebra (4 credits)**

This course concentrates on making students understand the study skills for success in mathematics and using a calculator, able to set and other basic concepts, and understand the properties of and operations with real numbers. Prerequisite: None.

- **MAT201 Pre-Calculus (4 credits)**

This course introduces students to graphing and analyzing the multi-degree functions, exponents, and logarithms, and practical

⁴ Please refer to "Course Requirements" from the Catalog Addendum.

applications of 6 basic trigonometric functions. Prerequisite: MAT101.

- **PSY101 Introduction to Psychology (4 credits)**
This course summarizes accountable terminal objectives, explain and give names associated with the major psychology theories, and biological and environmental factors play a role in shaping behavior and development. Students will learn to distinguish between and apply principles of classical conditioning, operant conditioning, and cognitive learning, name and describe stage theories of development relative to physical, cognitive, and psychosocial issues and correctly identify the theorist associated with each, and define abnormal behavior and support the definition, provide examples of situations where counseling or treatment could be advised or necessary. Prerequisite: None.
- **SOC101 Introduction to Sociology (4 credits)**
The course will introduce students to the fields of the fundamental principles of human behavior, study of mental and emotional process from psychological perspectives. Biological, environmental, and spiritual elements which play a role in shaping human behavior and development will be explored. The course is designed to help students understand of how people think, feel and behave by studying neurological functioning, personality, psychological disorders and its related counseling/therapies. Students are encouraged to develop critical thinking of various fields of psychology and to apply psychology to everyday experiences, recognizing diversity and unity of people. Prerequisite: None.
- **SPN101 Introduction to Spanish I (4 credits)**
This is an introductory course to achieve basic proficiency in Spanish language in areas of reading, writing, speaking and listening. The focus is placed on developing basic functional and communicative proficiency. Course topics include alphabet, personal pronouns, definite and indefinite articles, nouns, adjective agreement, and other grammatical concepts such as present and simple past of regular and irregular verbs and an introduction to commands. Prerequisite: None.
- **SPN102 Introduction to Spanish II (4 credits)**
This course is the second semester of an introductory course to the Spanish language. Students continue to learn the basics of Spanish with a goal of comfortably forming simple and basic phrases and sentences with verbs in simple tense and expanding lexicon of vocabulary. Prerequisite: SPN101.
- **TBE101 Basic Occupational Communication (4 credits)**
This course provides a description of the main topic and purpose as well as an overview of its contents. Students learn a very short, brief one- or two-sentence paragraph. Students also learn different types of paragraphs appearing at the beginning of journal articles. Prerequisite: None.
- **TBE103 Computer Technology and Applications (4 credits)**

This course provides fundamental knowledge of Windows operation, data handling, and sharing online. It emphasizes transferring files and settings, setting up a stand-alone computer for multiple users, opening and switching between windows, asking for help using remote assistance, and handling tasks through the online. Prerequisite: None.

- **TBE107 Critical Reading and Study Skills (4 credits)**
This course helps students gain practice in applying effective strategies for understanding college material by relating generalization to supporting ideas and identifying the patterns into which ideas are structured. Prerequisite: None.
- **TBE108 Legal Terminology (4 credits)**
This is an introductory course in legal terminology designed to acquaint the legal secretarial student with the law office. The major focus is on legal terminology that is relevant to a law office. Students will learn terms used in law of contracts, torts, corporation, and bankruptcy. Prerequisite: None.
- **TBE109 Conference Papers and Presentations (4 credits)**
Students learn how to prepare and deliver an oral presentation. Employers look for coursework and experience in preparing written documents, but they also look for experience in oral presentation as well. Prerequisite: None.
- **TBE110 Document Designs (4 credits)**
Focusing on graphics commonly required of technical writers, this course begins with rhetorical principles relating to graphic design. It challenges students to envision graphics for plain text and introduces software such as Photoshop for editing graphics, including techniques for importing and positioning graphics into desktop publishing software such as Microsoft Word. Prerequisite: None.
- **TBE113 Foundations of Technical Communications (4 credits)**
This course introduces students to the profession of technical communication. It is designed to makes students more aware of their own writing process and enhances their planning and revision strategies. They work with different types of documents and audiences to increase their awareness of the diverse nature of technical communication. Prerequisite: TBE101.
- **TBE114 Descriptive Grammar (4 credits)**
Students learn the traditionally based grammar as modified by the insights of descriptive grammar includes parts of speech, grammatical categories, sentence forms, punctuation conventions, usage, and usage forms. Prerequisite: None.
- **TBE115 Banking (4 credits)**
This course is an introduction to the broad area of banking and finance. Topics include the evolution of banking, Federal Reserve

System, negotiable instruments, rudimentary laws and regulations, as well as a study of banking and finance terminology. Upon completion of this course, the student will be able to perform basic banking functions. Prerequisite: None.

- **TBE117 Communications and Documentation (4 credits)**
This course covers the writing and organizing documentation for technical, business, and legal purpose, emphasizing development of verbal and written communication skills. Prerequisite: TBE101.
- **TBE149 Business Enterprises and Corporation (4 credits)**
This course is an introduction to the business organization and corporation basic law. Students will learn the difference of sole proprietorships, partnerships, corporations, and unincorporated associations, as well as the basic corporation law. Prerequisite: None.
- **TBE154 Business Writing (4 credits)**
This course offers how to prepare a business plan, a document used to start a new business or get funding for a business that is changing in some significant way. Business plans are important documents for business partners who need to agree upon and document their plans, government officials who may need to approve aspects of the plan, and potential investors such as banks or private individuals who may decide to fund the business or its expansion. Prerequisite: None.
- **TBE156 Web Based Literature (4 credits)**
This course brings together all of the elements of web site design: graphics, animation, data storage in the construction of fully functional commercial web site applications. The use of industry standard software products and end to end construction will be emphasized. Prerequisite: TBE103.
- **TBE201 Professional Letters and Proposals (4 credits)**
Students learn how to write a documentation proposal, a proposal whose primary objective is getting a contract or getting approval to do a documentation project. Prerequisite: TBE113.
- **TBE204 Practical Reading and Writing (4 credits)**
This course is designed to teach students fundamental skills in communication focusing on reading and writing letters and memos in the work field. This course also teaches basic patterns of the most commonly used business communication and how to write clear, concise business messages. Prerequisite: TBE113.
- **TBE208 Technical Reports (4 credits)**
The assignment in this unit is to learn about technical reports, their different types, their typical audiences and situations, and then to plan one of your own (due toward the end of the semester). Specifically, your task in this unit is to pick a report topic, report audience and situation, report purpose, and report type. The

planning you do in this unit leads directly into the proposals chapter. There, you write a proposal that proposes to write the report you planned in this unit. Prerequisite: TBE114.

- **TBE210 Advanced Composition (4 credits)**
This course introduces students to advanced literature and to develop varied literary forms. Students learn reading comprehension and sharpening their interpretive and critical abilities. Prerequisite: ENG101.
- **TBE211 Real Estate Specialization (4 credits)**
The objective of the real estate program is to prepare students for careers in areas such as commercial real estate finance, asset management, investment analysis, property management, corporate real estate management, brokerage, appraisal, and land development, as well as other real-estate-related careers in the public and private sectors. Prerequisite: None.
- **TBE214 Fundamentals of Editing (4 credits)**
Students learn editorial responsibilities and practice in the communication of scientific and technical information; the editor's role both as editor and as supervisor of publication groups. Prerequisite: TBE114.
- **TBE215 Principles of Public Speaking (4 credits)**
This course prepares students to develop an effective personal style and repertoire of communication abilities that apply to the variety of public speaking situations that they anticipate participating in throughout their life. Prerequisite: TBE101.
- **TBE250 Small Group Communication I (4 credits)**
This course helps students increase their awareness of what happens in groups, and provides some relatively simple tools for optimizing small group communication. Prerequisite: TBE113, 2nd year undergraduate student.
- **TBE251 Small Group Communication II (4 credits)**
The focus is on five issues that need to be dealt with in group settings: how people talk in groups, decision-making, conflict, leadership, and ground rules. Prerequisite: TBE250, 2nd year undergraduate student.
- **TBE270 Career Development (4 credits)⁵**
The ability to write well is essential to getting a job, performing well on the job, and advancing in a career area. To prepare students for the working world, this course provides practical experience in writing letters, memos, reports, technical instructions in their job field. Prerequisite: 2nd year undergraduate student.

⁵ Please refer to "Course Requirements" from the Catalog Addendum.

Certificate Programs

English as a Second Language (ESL)

This program is designed to provide job related communication skill courses and comprehensive English language skill classes for job readiness and job advancement for students who have previous job experience and/or skills. There are basic business English skill courses such as ‘Job success’ series and practical language courses such as listening, speaking, reading, writing and sentence structure. The goal is for students to acquire fluency in English so that they can obtain better jobs opportunities in the United States without communication difficulties.

**** This program is offered at main campus, Centreville Extension, and Silver Spring Extension. *****

***** This program is both available on residential and distance education. *****

ESL093.....	English through American Culture.....	35
ESL094.....	Idioms in American English.....	35
ESL101-2.....	Speaking for Beginners I.....	50
ESL102-2.....	Speaking for Beginners II.....	50
ESL201-2.....	Speaking for Intermediate I.....	50
ESL202-2.....	Speaking for Intermediate II.....	50
ESL301-4.....	Discussion for Advanced I.....	50
ESL301-5.....	Academic Writing for Advanced I.....	50
ESL302-5.....	Academic Writing for Advanced II.....	50
ESL302-6.....	TOEFL Preparation	200

Number	Course	Hours
ESL101-1.....	Sentence Structure for Beginners I.....	50
ESL101-3.....	Reading for Beginners I.....	50
ESL101-4.....	Listening for Beginners I.....	50
ESL111.....	Job Success 1.....	50
ESL102-1.....	Sentence Structure for Beginners II	50
ESL102-3.....	Reading for Beginners II.....	50
ESL102-4.....	Listening for Beginners II.....	50
ESL161.....	Job Success 2.....	50
ESL201-1.....	Sentence Structure for Intermediate I.....	50
ESL201-3.....	Reading for Intermediate I.....	50
ESL201-4.....	Writing for Intermediate I.....	50
ESL211.....	Job Success 3.....	50
ESL202-1.....	Sentence Structure for Intermediate II.....	50
ESL202-3.....	Reading for Intermediate II.....	50
ESL202-4.....	Writing for Intermediate II.....	50
ESL261.....	Job Success 4.....	50
ESL301-1.....	Sentence Structure for Advanced I.....	50
ESL301-2.....	Listening/Speaking for Advanced I.....	50
ESL301-3.....	Reading/Writing for Advanced I.....	50
ESL302-1.....	Sentence Structure for Advanced II.....	50
ESL302-2.....	Listening/Speaking for Advanced II.....	50
ESL302-3.....	Reading/writing for Advanced II.....	50
ESL302-4.....	Discussion for Advanced II.....	50
ESL311.....	Job Success 5.....	50
Total Hours.....		1,200

Electives

Number	Course	Hours
ESL081.....	Introduction to ESL: Functional English.....	50
ESL082.....	Introduction to ESL: Holidays and Events in America.....	50
ESL091.....	Current Events in the News Media.....	35
ESL092.....	Pronunciation.....	35

Dental Laboratory Technology

This program prepares students for employment as dental laboratory technicians whose major job includes construction and repair of all types of dental prosthetic appliances.

Number	Course	Hours
DLTC101.....	Dental Morphology.....	60
DLTC102.....	Dental Morphology Lab.....	140
DLTC151.....	Crowns & Bridges I.....	60
DLTC152.....	Crowns & Bridges Lab I.....	140
DLTC153.....	Crowns & Bridges II.....	60
DLTC154.....	Crowns & Bridges Lab II.....	140
DLTC201.....	Dental Ceramics I.....	60
DLTC202.....	Dental Ceramics Lab I.....	140

Electives

(Choose 2 out of DLTC203/204, DLTC251/252, and DLTC253/254)

DLTC203.....	Dental Ceramics II.....	40
DLTC204.....	Dental Ceramics Lab II.....	160
DLTC251.....	Complete Denture.....	40
DLTC252.....	Complete Denture Lab.....	160
DLTC253.....	Partial Denture.....	40
DLTC254.....	Partial Denture Lab.....	160
Total Hours.....		1,200

Massage Therapy

This is a program of theory and practice classes consisting of a total of 600 hours. This course provides hands-on training to unskilled and inexperienced students seeking a career related to massage therapy.

The Massage Therapy Program is designed to prepare students for employment as massage practitioners and provide a thorough knowledge of the structure and function of human body, and theory and applications of therapeutic massage. This program offers the theoretical, practical and hands-on experience, and enables the graduates of this program to pass the certification exam, the Massage & Bodywork Licensing Examination (MBLEX) that is offered by Federation of State Massage Therapy Boards (FSMTB). Through this program, students will be confident and capable of becoming successful massage practitioners in a variety of proficient settings.

***** This program is offered at Centreville Extension, and Silver Spring Extension ONLY. *****

Number	Course	Hours
CMTC101.....	Introduction to Therapeutic Massage.....	20
CMTC102.....	Medical Terminology.....	20
CMTC103.....	Anatomy, Physiology, and Kinesiology I.....	40
CMTC104.....	Anatomy, Physiology, and Kinesiology II.....	40
CMTC105.....	Massage Therapy I.....	80
CMTC106.....	Anatomy, Physiology, and Kinesiology III.....	40
CMTC107.....	Anatomy, Physiology, and Kinesiology IV.....	40
CMTC108.....	Pathology.....	40
CMTC109.....	Massage Therapy II.....	100
CMTC111.....	Business and Ethics.....	30
CMTC113.....	Clinical Pathology.....	30
CMTC114.....	Energetic Foundations.....	20
CMTC115.....	Clinical Practicum.....	100
Total Hours.....		600

Nurse Aide

This program prepares students for the National Nurse Aide Assessment Program (NNAAP) state license examinations. It provides essential, basic knowledge and practical skills needed for caring for patients in medical or health-care facilities. A 40-hour externship offering hands-on experience is also included.

Number	Course	Hours
NSA101.....	Role of the Certified Nurse Aide.....	5
NSA102.....	Legal/Ethical Consideration.....	5
NSA103.....	Infection Control.....	10
NSA104.....	Occupational Health and Safety/Emergency Measures – Heimlich Maneuver.....	5
NSA105.....	Occupational Health and Safety/Emergency Measures – Mobility/Positioning.....	5
NSA106.....	Elimination.....	10
NSA107.....	Caring for the Client’s Environment.....	5
NSA108.....	Hygiene.....	5
NSA109.....	Treatments.....	5
NSA110.....	Communication.....	5
NSA111.....	Core Knowledge and Skills.....	5
NSA112.....	Nutrition and Fluid Balance.....	5
NSA113.....	Skills for Basic Restorative Services.....	2.5
NSA114.....	Care of the Cognitively or Sensory Impaired Client.....	5
NSA115.....	Caring for a Client When Death is Imminent.....	2.5
NSA116.....	Externship at Nursing Home/Hospital.....	40
	Total Hours.....	120

Certificate Course Prefix Designation

CMTC – Massage Therapy

NSA – Nurse Aide

COSC – Cosmetology

CUS – Culinary Arts

DLTC – Dental Laboratory Technology

ESL – English as a Second Language

Certificate Course Descriptions

▪ **CMTC101 Introduction to Therapeutic Massage (20 hrs.)**

The objective of this course is to help students understand the history, benefits, legalities, and contraindications of massage as their fundamental knowledge. Prerequisite: None.

▪ **CMTC102 Medical Terminology (20 hrs.)**

The goal of this course is an introduction to word parts used in constructing medical terms, spelling, and correct usage of medical terminology. Prerequisite: None.

▪ **CMTC103 Anatomy, Physiology, and Kinesiology I (40 hrs.)**

This introductory course enables students to identify cells, tissues, organs of human body, and skeletal system of the human body. Prerequisite: CMTC101, CMTC102.

▪ **CMTC104 Anatomy, Physiology, and Kinesiology II (40 hrs.)**

Students can categorize connective tissue components of the muscular system, and understand that how skeletal muscles act together to coordinate movement. Prerequisite: CMTC101, CMTC102.

▪ **CMTC105 Massage Therapy I (80 hrs.)**

This is the foundations of therapeutic applications of touch to the students with identifying personal interpretation of touch and their influence on professional interactions. Prerequisite: None.

▪ **CMTC106 Anatomy, Physiology and Kinesiology III (40 hrs.)**

The objective of this course is to give students a thorough understanding of the structure and function of integumentary, nervous, endocrine, and reproductive system. Prerequisite: CMTC101, CMTC102.

▪ **CMTC107 Anatomy, Physiology and Kinesiology IV (40hrs.)**

The objective of this course is to give students a thorough understanding of the structure and function of cardiovascular, lymphatic, respiratory, digestive, and urinary system. Prerequisite: CMTC101, CMTC102.

▪ **CMTC108 Pathology (40hrs.)**

This course is a study of basic general concepts of pathology associated with cellular damage, bodily responses to injury, acute

and chronic inflammation, hemodynamic dysfunction, genetic disorders. Prerequisite: None.

▪ **CMTC109 Massage Therapy II (100hrs.)**

Intermediate and advanced massage therapy skills build on the basis of Massage Therapy I. Prerequisite: CMTC105.

▪ **CMTC111 Business and Ethics (30hrs.)**

An introduction to professional practice of health care including the role of the massage practitioner, relationships with other health care providers, privacy and confidentiality, the concepts of liability, malpractice and negligence. Prerequisite: None.

▪ **CMTC113 Clinical Pathology (30hrs.)**

This course is a specific examination of the theories, mechanisms of disease and pharmaceutical care with emphasis on the conditions most likely to be encountered in massage therapy practice. Prerequisite: CMTC108.

▪ **CMTC114 Energetic Foundations (20hrs.)**

This course is an introduction to the theory and practice of energy balancing as an integral component of bodywork. Prerequisite: None.

▪ **CMTC115 Clinical Practicum (100hrs.)**

In this course, students will review and practice techniques learned in the Massage Therapy course with clients of student clinic. Prerequisite: CMTC109.

▪ **COSC101 Introduction and History of Cosmetology (10hrs.)**

This course provides an understanding of the concept of beauty in hair, nail, and skin and historical change and development of cosmetology field. Prerequisite: None.

▪ **COSC102 Communication Skills (10hrs.)**

Through this course students learn how to communicate with clients, partner, handling complaints, receiving telephone calls, booking appointments by phone. Prerequisite: None.

▪ **COSC103 Bacteriology, Sterilization, and Sanitation (20hrs.)**

Students learn to list the types and classifications of bacteria, list the types of disinfectants and how they are used, describe how to safely clean and disinfect salon tools and equipment. Students also learn differences between cleaning, disinfection and sterilization and discuss the universal precautions and the responsibilities as a salon professional. Prerequisite: None.

▪ **COSC104 Anatomy and Physiology (20hrs.)**

Students learn to explain and understand the importance of anatomy and physiology to the cosmetology profession and also to define and describe cells, reproduction, and types of tissues. Prerequisite: None.

- **COSC105 Skin and Nail Composition (10hrs.)**
This course provides the advanced-level knowledge in skin and nail composition. Prerequisite: None.
- **COSC108 Freshman Lab and Practice I (140hrs.)**
This lab course is oriented towards demonstrating basic principles of cosmetology and mastering modern techniques. Students exercise current techniques used in cosmetology. Prerequisite: None.
- **COSC111 Hair Structure and Chemistry (20hrs.)**
This course provides a chemistry guide for students to ensure safe, consistent, professional results. Addressing the fundamental concepts of chemistry as they apply to salon products and services, this course includes the latest technological advances in cosmetic science. Prerequisite: None.
- **COSC112 Principles of Hair Design (20hrs.)**
This course provides design elements and principles of hairstyling. Prerequisite: None.
- **COSC113 Shampooing, Rinsing, and Conditioning (10hrs.)**
Students learn how to choose the proper type of shampoo, rinse, and conditioner, depending on the condition of the hair, based on the acquired knowledge of shampoo types, conditioners. Prerequisite: None.
- **COSC114 Hair Cutting (20hrs.)**
This course introduces basic principles of haircutting, reference points, areas of the head, lines and angles, elevation and cutting line. Prerequisite: None.
- **COSC118 Freshman Lab and Practice II (140hrs.)**
This lab course is oriented towards demonstrating basic principles of cosmetology and mastering modern techniques. Students exercise current techniques used in cosmetology. Prerequisite: COSC108, cumulative attendance: 210 clock hours.
- **COSC151 Hairstyling Techniques (20hrs.)**
This course is an introduction to basic principles of hairstyling and its design elements. Prerequisite: COSC111.
- **COSC152 Braiding Techniques (20hrs.)**
Students learn the braiding techniques and advanced haircutting techniques. Prerequisite: COSC111, COSC114.
- **COSC158 Intermediate Lab and Practice I (80hrs.)**
This course offers an intermediate level laboratory of cosmetology. It includes hair structure and the fundamental concepts of chemistry as they apply to salon products. Also, students exercise hairstyling, shampooing, rinsing, conditioning, placing artificial

hair, permanent waving, and techniques of hair cutting and braiding. Prerequisite COSC118, cumulative attendance: 420 clock hours.

- **COSC159 Intermediate Clinic I (80hrs.)**
This course offers students the opportunity to engage in hands-on practical training through client session under the supervision of current instructors. Prerequisite: cumulative attendance: 420 clock hours.
- **COSC161 Placement of Artificial Hair (20hrs.)**
Students learn how to use hair enhancements such as wigs, hair pieces, and hair extensions. Prerequisite: COSC103, COSC104.
- **COSC162 Permanent Waves (20hrs.)**
This course introduces types of perms, different techniques of perm style, and application of relaxers. Prerequisite: COSC111.
- **COSC168 Intermediate Lab and Practice II (80hrs.)**
This course offers an intermediate level laboratory of cosmetology. It includes hair structure and the fundamental concepts of chemistry as they apply to salon products. Also, students exercise hairstyling, shampooing, rinsing, conditioning, placing artificial hair, permanent waving, and techniques of hair cutting and braiding. Prerequisite COSC158, cumulative attendance: 620 clock hours.
- **COSC169 Intermediate Clinic II (80hrs.)**
This course offers students the opportunity to engage in hands-on practical training through client session under the supervision of current instructors. Prerequisite: COSC159, cumulative attendance: 620 clock hours.
- **COSC171 Hair Coloring (10hrs.)**
Students learn to identify natural hair color and tone, types of hair color, and to select hair color and apply it, using lighteners and toners. Prerequisite: COSC103, COSC104.
- **COSC172 Bleaching and Tinting (10hrs.)**
Students learn how to properly apply bleaching and tinting techniques with less damage. Prerequisite: COSC111.
- **COSC173 Skin Diseases and Disorders (10hrs.)**
Students learn various kinds of skin diseases and disorders and their causes and prevention. Prerequisite: COSC105.
- **COSC174 Hair Removal (10hrs.)**
Students learn permanent hair removal and the methods of temporary hair removal. Prerequisite: COSC111.
- **COSC178 Intermediate Lab and Practice III (80hrs.)**

This course offers an intermediate level laboratory of cosmetology. It includes hair structure and the fundamental concepts of chemistry as they apply to salon products. Also, students exercise hairstyling, shampooing, rinsing, conditioning, placing artificial hair, permanent waving, and techniques of hair cutting and braiding. Prerequisite COSC168, cumulative attendance: 820 clock hours.

▪ **COSC179 Intermediate Clinic III (80hrs.)**

This course offers students the opportunity to engage in hands-on practical training through client session under the supervision of current instructors. Prerequisite: COSC169, cumulative attendance: 820 clock hours.

▪ **COSC201 Facials and Makeup I (10hrs.)**

Students learn how to determine skin type, choose skin care products, do facial massage and other treatments, and apply different types of makeup such as special occasion and corrective makeup. Prerequisite: COSC105.

▪ **COSC202 Facials and Makeup II (10hrs.)**

Students learn advanced-level facials and makeup. Prerequisite: COSC201.

▪ **COSC203 Manicuring and Pedicuring I (10hrs.)**

Students learn how to choose a nail shape, basic manicure, conditioning oil manicure, and hand and arm massage, and performing pedicures and foot massage. Prerequisite: COSC105.

▪ **COSC204 Manicuring and Pedicuring II (10hrs.)**

Students learn advanced-level manicuring and pedicuring. Prerequisite: COSC203.

▪ **COSC208 Senior Lab and Practice I (80hrs.)**

This laboratory course is focused on advanced techniques related to both hairstyling and facials in Cosmetology. It includes advanced procedures of hair coloring, bleaching, tinting, finger waving, skip waving, and pencil waving in Hairstyling part. Students also practice facials and makeup as well as manicuring and pedicuring. Prerequisite COSC178, cumulative attendance: 1,020 clock hours.

▪ **COSC209 Senior Clinic I (120hrs.)**

This course offers students the opportunity to engage in hands-on practical training through client session under the supervision of current instructors. Prerequisite: COSC179, cumulative attendance: 1,020 clock hours.

▪ **COSC211 Finger Waving, Skip Waving, and Pencil Waving (10hrs.)** Students learn different types of waving such as finger, skip, and pencil waving. Prerequisite: COSC105.

▪ **COSC212 Job Seeking Skills (10hrs.)**

Students learn how to prepare for licensure and for employment: writing a resume, preparing for interviews, and filing an employment application. Prerequisite: None.

▪ **COSC213 Professional Ethics and Salon Management (10hrs.)**

This course introduces basic salon management skills including professional ethics and other related topics. Prerequisite: None.

▪ **COSC214 Business Skills (10hrs.)**

Students acquire business skills needed in conducting own business such as how to sell services and how to expand the client base. Prerequisite: None.

▪ **COSC218 Senior Lab and Practice II (80hrs.)**

This laboratory course is focused on advanced techniques related to both hairstyling and facials in Cosmetology. It includes advanced procedures of hair coloring, bleaching, tinting, finger waving, skip waving, and pencil waving in Hairstyling part. Students also practice facials and makeup as well as manicuring and pedicuring. Prerequisite COSC208, cumulative attendance: 1,260 clock hours.

▪ **COSC219 Senior Clinic II (120hrs.)**

This course offers students the opportunity to engage in hands-on practical training through client session under the supervision of current instructors. Prerequisite: COSC209, cumulative attendance: 1,260 clock hours.

▪ **CUS101 Fundamentals of Cooking (60hrs.)**

This course introduces an orientation to the resources and necessary skills. Emphasis is placed on the fundamental principles of food preparation and basic culinary techniques. Throughout the course, students learn the proper use of culinary procedures, standards of quality, proper care of kitchen equipment, and proper sanitation. Ethics, professionalism, and time management as they relate to culinary arts field will be addressed. Prerequisite: None. Corequisite: CUS153

▪ **CUS153 Sanitation & Safety (60hrs.)**

This course introduces basic sanitation and safety issues related in culinary practices. We share current research-based information on hazards, regulations, and processing methods in both commercial and non-commercial settings. Prevention of all types of food contamination and the Hazard Analysis Critical Control Point (HACCP) food safety system is emphasized. This course is a prerequisite for all culinary food production classes. Upon completion of this course, students will be ready to take ServSafe certification exam. Prerequisite: None. Corequisite: CUS101.

▪ **CUS160 Basic Cooking Theory and Practice (60hrs.)**

This course introduces an application and development of fundamental cooking theories and techniques. The study includes from fundamentals of flavoring ingredients, and techniques to time management and station organization. Students will be able to understand the basic principles of various cooking methods. Prerequisite: CUS101 and CUS153 (or ServSafe certification)

▪ **CUS165 Cooking Theory and Practice – Sauces, Soups, and Stocks (60hrs.)**

This course explores various fundamental preparation methods of dish. The study will be focused on sauces, soups, stocks, and thickening agents, and promotes knowledge and skills for preparation in commercial kitchen(s) incorporating practice in the use of tools and equipment. Emphasis is placed upon the study of ingredients to be used and classic and modern styles of cooking methods. Prerequisite: CUS101, CUS153 (or ServSafe certification), and CUS160.

▪ **CUS171 Meat, Seafood, Poultry Preparation (60hrs.)**

The student will learn through lecture, demonstration and hands-on experiences how to butcher meat to portion control cuts. The student will understand how meat is graded, inspected and aged and will be able to identify the bone and muscle structure of beef, lamb, pork and poultry. Proper handling of these items will be stressed. The student will perform yield test analysis as a part of the learning experience. The student will also learn identification, handling and butchering techniques for finfish, shellfish and a variety of fish. There will be lecture, demonstration and hands-on application of fish cookery principles and techniques. Techniques of brining, curing and smoking will be discussed. The student will learn through lecture, demonstration and hands-on application preparation techniques. The student will perform sensory evaluation of the finished product. Prerequisite: CUS101 and CUS153 (or ServSafe certification)

▪ **CUS172 Fruit, Vegetable, and Starch Preparation (60hrs.)**

This course instructs the students in the preparation of fruits, vegetables, grains, cereals, legumes, and farinaceous products. It promotes the knowledge/skills necessary to prepare menu items from fruits, vegetables, and their byproducts, and to select appropriate uses as meal components. Students will get knowledge of cultivating, handling, and storage of vegetables so that fresh as well as fermented foods with an optimal quality. Prerequisite: CUS101 and CUS153 (or ServSafe certification)

▪ **CUS185 Fundamentals of Baking (60hrs.)**

This course introduces the preparation baked goods and proper mixing and baking techniques. Baking equipment and ingredient, weights and measures, recipe conversion, terminology, function of ingredients, and baking science are also addressed. It includes yeast breads, quick breads, cookies, and other baked goods. The class covers lecture, demonstration, and laboratory to insure that a

strong base in both theory and practice of the baking arts is achieved. Student will be able to demonstrate basic baking techniques using flour and other materials and apply theoretical knowledge in baking to practice. Prerequisite: CUS101 and CUS153 (or ServSafe certification)

▪ **CUS188 Pastry Arts (60hrs.)**

This course provides students the basic skills on baking classic cakes and cookies. These skills include: reading and accurately following a recipe; proper mixing, make-up and baking of various types of cakes, cookies, pies and tarts; cake icing; basic decorating techniques using a pastry bag; plating techniques. Students will understand and explain steps of baking cakes and cookies and using various mixing techniques. Prerequisite: CUS101, CUS153 (or ServSafe certification), and CUS185

▪ **CUS204 Nutrition (40hrs.)**

This course introduces the principles of nutrition and its relationship to the culinary arts industry. Topics include functions of essential nutrients, food composition, nutritional needs, and application of nutrition principles. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection. Prerequisite: CUS101 and CUS153 (or ServSafe certification)

▪ **CUS216 Western Cuisine (60hrs.)**

This course studies the distinct regional cooking styles of European and its neighbor cuisines. It provides thorough knowledge of kitchen practices and cultural aspects of each region in the Western cuisine incorporating basic western principles. Prerequisite: CUS101 and CUS153 (or ServSafe certification)

▪ **CUS218 Asian Cuisine (60hrs.)**

This course introduces basic knowledge on kitchen practices of Central, Western and South Asia. The study focuses on ingredients, cooking techniques, and flavors. It also introduces internationally acclaimed Asian culinary trends as well as regional and traditional and modern Asian dishes. Prerequisite: CUS101 and CUS153 (or ServSafe certification)

▪ **CUS228 World Cuisine (60hrs.)**

This course introduces the most influential cultures and flavor profiles from all around the world. Its focus is placed on combining elements of different culinary traditions to find perfect balance in flavoring based on full understanding of complex ingredients. It includes identifying the distinctly different and common ingredients that represent each major cuisine, while practicing traditional and modern techniques to produce contemporary restaurant quality menu items. Prerequisite: CUS101 and CUS153 (or ServSafe certification)

▪ **CUS253 Recipe and Menu Management (40hrs.)**

The course introduces to students opportunities of how a commercial kitchen operates. It presents a comprehensive framework for creating and evaluating recipes and menus for commercial and non-commercial food industry. Students learn essential skills in the kitchen operations management from food sanitation and cost control including menu development, descriptions, layout, design, pricing, inventory control, and staff management for a successful kitchen and menu management. Prerequisite: CUS101 and CUS153 (or ServSafe certification)

▪ **CUS256 Food Service System Management (40hrs.)**

The course focuses on critical food service management issues: menu planning, purchasing, receiving, storage, production, service and delivery, revenue management, market research, marketing and merchandising. The class also addresses theoretical and practical approaches to supervision and management in any commercial industry including catering organizations and other large-scale dining establishments such as jails, schools, hospitals, resorts, nursing homes or casinos. Students will be able to understand issues involved in foodservice management systems. Prerequisite: CUS101 and CUS153 (or ServSafe certification)

▪ **CUS261 Garde Manger (60hrs.)**

The course introduces main areas of the cold kitchen including reception foods, plated appetizers, and buffet arrangements. Students learn the art of cold food presentation, production of pates, galantines, and mousselines with emphasis on buffets and platters. This course also includes an introduction of party planning, preparing and operating a successful catering service. Prerequisite: CUS101 and CUS153 (or ServSafe certification)

▪ **CUS262 Advanced Cooking Theory and Practice (60hrs.)**

The course examines advanced application of principles and practical techniques of cooking theories and practices. It introduces opportunities to create and plan menus, research and develop prep formulas, and explore a la carte, ethnic food, Garde manger, and specialty baking. Students will be able to understand highly customized service guidelines in themed banquet in various occasions and apply various cooking methods to meat, fish, and other ingredients. Prerequisite: CUS101, CUS153 (or ServSafe certification), CUS160, and CUS165

▪ **CUS270 Career Development (302hrs.)**

This course introduces students to career planning/management practices that serve as a foundation for success in the culinary arts industry. It is also placed on self-assessment, goal/career pathway development and employment strategies such as résumé preparation, interviewing techniques, and developing/utilizing the portfolio as a credential. Upon completion, students should be able to develop a career path leading to an effective job search. Prerequisite: CUS101 and CUS153, 2nd year undergraduate student.

▪ **DLTC101 Dental Morphology (60hrs.)**

This course introduces the oral anatomy, dental anatomy, and occlusion with the emphasis on dental morphology. Laboratory exercises incorporate waxing procedures. Topics include: dental terminology, tooth morphology and carving procedures, and primary and mixed dentition. Prerequisite: None.

▪ **DLTC102 Dental Morphology Lab (140hrs.)**

This course helps students to learn the understanding of concepts and structures of teeth and kinds and names of parts of teeth. Topics include: carving procedures and method of each tooth, emphasizes the development, eruption, individual characteristics of each tooth and surrounding structures. Prerequisite: None.

▪ **DLTC151 Crowns and Bridges I (60hrs.)**

This course introduces the materials and techniques used in the fabrication of fixed crown and bridge restorations. Topics include: materials used in crown and bridge fabrication, preparatory procedures, fixed fabrication procedures, and post-fabrication procedures. Prerequisite: DLTC101.

▪ **DLTC152 Crowns and Bridges Lab I (140hrs.)**

Students learn how to fabricate fixed crown and bridges restorations. Topics include: impression, model work, wax-up technique. Prerequisite: DLTC102.

▪ **DLTC153 Crowns and Bridges II (60hrs.)**

This course focuses on skills in advanced concepts in crown and bridge. Topics include: research in crown and bridge, advanced concepts in crown and bridge. Prerequisite: DLTC151.

▪ **DLTC154 Crowns and Bridges Lab II (140hrs.)**

In this course, students learn skills in advanced concepts in crown and bridge. Topics include: multi-unit bridges wax-up, post, core, Inlay & onlay. Prerequisite: DLTC152.

▪ **DLTC201 Dental Ceramics I (60hrs.)**

This course introduces the materials and techniques used in the fabrication of dental ceramic restoration. Topics include: materials used in dental ceramics, preparatory procedures, ceramic fabrication procedures, and post-fabrication procedures. Prerequisite: DLTC151.

▪ **DLTC202 Dental Ceramics Lab I (140hrs.)**

This course introduces how to construct dental ceramic restorations for single crown and 3-unit bridge. Topics include: metal frame design, opaque, build-up, contouring & glazing of dental ceramic. Prerequisite: DLTC152.

▪ **DLTC203 Dental Ceramics II (40hrs.)**

This course focuses on skills in advanced concepts in dental ceramics. Topics include: dental materials, composite resin, Cad/Cam system. Prerequisite: DLTC201.

- **DLTC204 Dental Ceramics II (160hrs.)**
In this course, students learn how to construct metal ceramic restorations for multi-unit crowns. Topics include: multi-unit, clinical case, composite resin. Prerequisite: DLTC202.
- **DLTC251 Complete Denture (40hrs.)**
This course focuses on complete denture fabrication from the preliminary impression to the finished denture. Topics include: materials used in complete dentures, preparatory procedures for complete dentures, complete denture fabrication procedures, post fabrication procedures, and advanced concepts in complete dentures. Prerequisite: DLTC151.
- **DLTC252 Complete Denture Lab (160hrs.)**
This course introduces the fabrication of complete dentures. Topics include: edentulous arch anatomical landmarks, edentulous cast preparation, impression trays, baseplates, occlusal rims, and artificial tooth arrangement. Prerequisite: DLTC152.
- **DLTC253 Partial Denture (40hrs.)**
This course introduces the materials and techniques used in the fabrication of partial dentures. Topics include: materials used in partial dentures, preparatory procedures, partial denture fabrication procedure, post-fabrication procedures, and advanced concepts in partial dentures. Prerequisite: DLTC151.
- **DLTC254 Partial Denture Lab (160hrs.)**
This course introduces the components and fabrication of removable partial dentures. Topics include: methods of surveying and designing and fabricating, temporary partials and treatment partials with wrought clasps. Prerequisite: DLTC152.
- **ESL081 Introduction to ESL: Functional English (50hrs.)**
Students will be able to understand what English expressions are necessary to survive in America. They will practice the useful expressions in class and also utilize them in their real life. Prerequisite: None.
- **ESL082 Introduction to ESL: Holidays and Events in America (50hrs.)**
Students will be able to understand universal and unique characteristics of holidays. Through diverse activities, students will develop their four language skills such as listening, speaking, reading and writing skills while doing activities. In addition, they will be able to compare and contrast their own holiday cultures at the end. Prerequisite: None.
- **ESL091 Current Events in the News Media (35hrs.)**

This course is designed to give students the opportunity to enhance their knowledge of current issues and to boost the habit of using their English skills to practice reading and understanding outside the demands of the ESL classroom. This class also offers numerous opportunities for students to improve their critical thinking skills. Prerequisite: None.

- **ESL092 Pronunciation (35hrs.)**
This class is designed to help students improve their pronunciation. It gives intermediate students the tools, tips, and techniques they need to speak clearly, accurately, and fluently. All aspects of pronunciation are included-consonants, vowels, stress, rhythm, and intonation. Students are also involved in the variety of activities and flexible, fun learning. Using a voice recorder, students become aware of their speaking habits and have a chance to listen to their pronunciation improvement. Prerequisite: None.
- **ESL093 English through American Culture (35hrs.)**
This course is designed to help students learn a variety of expressions used during daily activities and routines through American manners and customs related stories, which could be accomplished through reading the textbook and the sub materials. This class introduces various authentic contexts for students and provides greater chances to expose to the authentic use of English language. Students will improve their English skills by reading stories and solving comprehension questions. Prerequisite: None.
- **ESL094 Idioms in American English (35hrs.)**
This class is designed to have students practice daily, practical idiom and vocabulary expressions by practicing original American English expressions. Students may watch a related video, read an article, practice a role play through conversation script and discuss what they found in their daily life. At the end of this course, they will be able to better understand colloquial expressions and express more fluently and authentically with more advanced vocabulary and idiom expressions. Prerequisite: None.
- **ESL101-1 Sentence Structure for Beginners I (50hrs.)**
Session A: This course is to give learners basic phrases for exchanging information with other speakers of English. Thus, they begin by getting acquainted with each other. Students will learn basic forms of grammar including simple present and progressive tenses, parts of speech, prepositions, and questioning. Students will practice these structures through communicative and functional activities. Prerequisite: None.
- **ESL101-2 Speaking for Beginners I (50hrs.)**
This course targets students who can barely communicate in English. The primary goal is to assist students in developing the ability to communicate with other English speakers around their neighborhood and community. This will enhance the confidence of students and enable them relax and enjoy the new experience. The

real-life subject matter provides practical information about American life and custom. Prerequisite: None.

▪ **ESL101-3 Reading for Beginners I (50hrs.)**

The primary goal of low beginning level is to promote beginning learners to enjoy short true stories and build up their reading skills. The purpose of this first reading is to enable students to read not a word-for-word but a global understanding of the story. This practice will build up their vocabulary and ability to comprehend main idea. In the end students will find out that reading is a pleasure. Prerequisite: None.

▪ **ESL101-4 Listening for Beginners I (50hrs.)**

This course is designed to help beginning students for listening skills. They will listen to conversational phrases and vocabulary for common scenarios and situations. Pair work and pronunciation practice as well as group methods are facilitated. Prerequisite: None.

▪ **ESL102-1 Sentence Structure for Beginners II (50hrs.)**

This course provides the most important vocabulary, grammar, and functional expressions needed to communicate at a basic level in a full range of situations and contexts. Students who complete this course successfully will acquire the correct use of language in a variety of relevant contexts, a strategy to initiate conversation, a use of indirect conversation, how to ask for clarification, an ability to comprehend and follow instructions in English, and other conversational skills. Prerequisite: ESL101 or equivalent.

▪ **ESL102-2 Speaking for Beginners II (50hrs.)**

This course is designed to develop basic English conversational skills in American cultural and day-to-day situations for the beginning students. The focus of the course is on improving listening comprehension and increasing conversational fluency. Through a broad range of student-centered activities, students are given the opportunities to practice and reinforce important grammatical structures and patterns. Prerequisite: ESL101 or equivalent.

▪ **ESL102-3 Reading for Beginners II (50hrs.)**

This course focuses on improving students' abilities in reading comprehension and building spelling and vocabulary skills. Attention is paid to reading skills such as identifying the main idea and supporting ideas, and using context clues for vocabulary. Prerequisite: ESL101 or equivalent.

▪ **ESL102-4 Listening for Beginners II (50hrs.)**

This course is designed to have students practice listening for main ideas and important details. They will also practice making inferences using given details. As taking this course, students will be able to formulate appropriate questions to use when they meet someone for the first time. They will learn the names of different

countries and their languages and recognize body language and gestures commonly used in many countries. In addition, they will practice reading numbers in English and learn useful adjectives to describe people and events. Prerequisite: ESL101 or equivalent.

▪ **ESL111 Job Success 1 (50hrs.)**

This course is to introduce job related English expressions for the students who can barely communicate in English. The primary goal is to assist students in developing the elementary skills to communicate in order to survive in work situations through videos and practical skill based materials. This will enhance the students' confidence in their work and life and eventually enable them converse in basic English conversation expressions. The real-life subject matter provides and introduces authentic and practical information on American life and customs. Prerequisite: ESL101 or equivalent.

▪ **ESL161 Job Success 2 (50hrs.)**

This course is designed to develop basic job related English conversational skills in day-to-day work situations for high beginners. The focus of the course is on improving work related expressions with more comprehension and increasing conversational fluency for their job application and interview. Through a broad range of student-centered activities via videos and emails, students are given the opportunities to practice and reinforce basic sentence structures and patterns in speech and writing. Prerequisite: ESL102 or equivalent.

▪ **ESL201-1 Sentence Structure for Intermediate I (50hrs.)**

This course provides opportunities to develop existing knowledge of grammar structure and acquire new ones with the emphasis on the use of present, past, and future tense, pronouns and phrasal verbs, and modals and similar expressions. Some writing activities are included in the class to provide opportunities to practice grammatical structures that students acquire in class. Prerequisite: ESL102 or equivalent.

▪ **ESL201-2 Speaking for Intermediate I (50hrs.)**

This course provides students with the listening and speaking skills necessary to be able to communicate effectively in a range of everyday social and travel, work, and study situations. Students will review the grammar and vocabulary that they have acquired from previous learning, learn useful phrases and expressions for a variety of situations, and improve their pronunciations. Some listening and speaking tasks will be supported and complemented by short reading and writing tasks. Prerequisite: ESL102 or equivalent.

▪ **ESL201-3 Reading for Intermediate I (50hrs.)**

The goal of this course is to equip students with strong reading skills through exercises including vocabulary, comprehension, understanding details, discussion, and writing. In addition to

various reading strategies, students will learn and improve forming mental images, making inferences, analyzing the structures, personalizing the ideas and themes, and exchanging information. Productive activities will give students further training to become independent and confident readers. Prerequisite: ESL102 or equivalent.

▪ **ESL201-4 Writing for Intermediate I (50hrs.)**

This course is designed to acquaint students with the basic skills required for good writing and help them become confident and independent writers in English. As students learn the fundamental principles of writing process: prewriting, planning, drafting, revising, and editing and frequently practice writing on a broad range of topics and in various forms, they will acquire basic skills in writing and learn to express themselves in English appropriately in various forms of writing. Prerequisite: ESL102 or equivalent.

▪ **ESL202-1 Sentence Structure for Intermediate II (50hrs.)**

This course, as a continuation of ESL 201A/201B, provides opportunities to develop existing knowledge of grammar structure and acquire new ones with the emphasis on the use of present, past, and future tense, pronouns and phrasal verbs, and modals and similar expressions. Some writing activities are included in the class to provide opportunities to practice grammatical structures that students acquire in class. Prerequisite: ESL201 or equivalent.

▪ **ESL202-2 Speaking for Intermediate II (50hrs.)**

This course is designed to develop intermediate conversation, pronunciation, idiomatic, and aural comprehension skills. Conversational and idiomatic skills focus on fluent and appropriate use of oral communication skills in a variety of social, business and/or academic situations. Listening comprehension stresses understanding verbal instructions on campus and in the workplace. Students also learn appropriate verbal and non-verbal behavior as well as conversation management techniques to exchange ideas in small and large group communication. Prerequisite: ESL201 or equivalent.

▪ **ESL202-3 Reading for Intermediate II (50hrs.)**

This course emphasizes acquisition of reading skills, expansion of receptive and productive vocabulary, and comprehension of medium-length adapted reading selections. Reading skills practice includes identifying main ideas/ supporting ideas, paraphrasing, scanning/skimming, making inferences, and distinguishing fact vs. opinion. In addition, vocabulary building focuses on acquiring academic vocabulary and slang expressions, and some vocabulary guessing strategies such as using context clues. Prerequisite: ESL201 or equivalent.

▪ **ESL202-4 Writing for Intermediate II (50hrs.)**

This course emphasizes competency in standard written English with a focus on high-intermediate grammar and writing skills

based on the functions of an utterance such as introducing people, listing-order paragraphs, giving instructions, describing a place, stating reasons and using examples, and expressing your opinion. Instructions on punctuations such as capitalization, comma, period, etc. and grammar for writing are also provided in class. Prerequisite: ESL201 or equivalent.

▪ **ESL211 Job Success 3 (50hrs.)**

This course provides students with the listening, speaking, reading, writing skills necessary to be able to communicate effectively in a range of everyday social and work situations. Students will think about job needs, assess job skills and look for jobs with application skills. Through this course, students will preview what probable interview situations exist and prepare for the job acceptance. Prerequisite: ESL201 or equivalent.

▪ **ESL261 Job Success 4 (50hrs.)**

This course is designed to develop high intermediate level students' interpersonal skills and build interpersonal relationships throughout job related conversation skills and idiomatic collocational expressions. Conversational and idiomatic skills focus on fluent and appropriate use of oral communication skills in a variety of social and business situations. Students also learn appropriate verbal and non-verbal manners at work situations as well as conversation management techniques to exchange ideas in small and large group communications. Eventually, students will be able to discuss long term plans and goals for their job career. Prerequisite: ESL201 or equivalent.

▪ **ESL301-1 Sentence Structure for Advanced I (50hrs.)**

The focus of advanced grammar is to develop integrating skills providing students plenty of practice to bridge the gap between knowing and using grammatical structures in speaking and writing. Students will practice new structures in a variety of contexts in order to internalize and master them. Prerequisite: ESL202 or equivalent.

▪ **ESL301-2 Listening/Speaking for Advanced I (50hrs.)**

This course focuses on listening and understanding other people's ideas, communicating students' ideas, and exchanging them with fellow classmates. This course provides students with a unique collection of fluency practice activities designed to improve listening and speaking abilities. Students who complete this course successfully will be able to express their ideas in English, understand a wide range of advertisements, maps, pictures, and recordings, solve problems, exchange information, and describe experiences in class. Prerequisite: ESL202 or equivalent.

▪ **ESL301-3 Reading/Writing for Advanced I (50hrs.)**

The aim of this course is to serve students who wish to gain entry to higher education institutions as well for career advancement or function in English speaking environment. Topics are chosen to

develop critical thinking skill and language usage in students' reading and writing. Prerequisite: ESL202 or equivalent.

▪ **ESL301-4 Discussion for Advanced I (50hrs.)**

The focus of the course is to assist learners in attaining communicative competence on a variety of issues and topics. Students should be stimulated to communicate their opinions on discussion topics to promote critical thinking. At the same time, the student should be challenged to speak English naturally and develop accuracy as well as fluency. Prerequisite: ESL202 or equivalent.

▪ **ESL301-5 Academic Writing for Advanced I**

The aim of this course is to serve students who wish to gain entry to higher education institutions as well for career advancement or function in English writing environment. Students will be able to practice paragraph-based writing on many topics with focuses. They will also learn and review some essential grammatical knowledge from this course to apply it on their actual writing as well. Prerequisite: ESL202 or equivalent.

▪ **ESL302-1 Sentence Structure for Advanced II (50hrs.)**

This is an advanced grammar course and emphasizes usage of formal English grammar in written work and in speech. Students will develop skills for complex and compound sentence formation, parallelism and complementation in the context of effective writing and speaking. Prerequisite: ESL301 or equivalent.

▪ **ESL302-2 Listening/Speaking for Advanced II (50hrs.)**

The primary focuses of this course is to promote conversational fluency and to facilitate language acquisition through the understanding of American culture. This course is also designed to help strengthen and expand students' academic vocabulary. Words introduced are essential for a higher educational program. Students who complete this course successfully will be able to increase their cultural awareness and social skills, demonstrate accuracy in their spoken English, and express their thoughts and feelings through a diverse range of vocabulary. Prerequisite: ESL301 or equivalent.

▪ **ESL302-3 Reading/Writing for Advanced II (50hrs.)**

This course is designed to improve writing effectiveness. Students will be required to expand their reading and writing skills learned in ESL 301 and apply these skills to selected writing assignments. They will continue to study various rhetorical patterns and use their writing skills to develop essays in these patterns. The rhetorical patterns studied in this course are process analysis, cause and effect, and argument/persuasion. Students will also learn the process and skills needed to write a clear, precise, and accurate term paper. Prerequisite: ESL301 or equivalent.

▪ **ESL302-4 Discussion for Advanced II (50hrs.)**

This course explores provocative scenarios and questions as means of practicing the skills necessary to achieve success in dialogue. The course consists mainly of classroom discussion. In addition to daily text discussion, students review common dialogue scenarios, American idioms/ slang, newspaper articles, and current events. Students are encouraged to pose new situations and ask questions with an emphasis on analyzing and communicating points of view. Prerequisite: ESL301 or equivalent.

▪ **ESL302-5 Academic Writing for Advanced II**

This course is designed to improve writing effectiveness. Students will be required to expand their writing skills learned in ESL 301 and apply these skills to selected writing assignments. They will continue to study various rhetorical patterns and use their writing skills to develop essays in these patterns. The rhetorical patterns studied in this course are process analysis, cause and effect, and argument/persuasion. Students will also learn the process and skills needed to write a clear, precise, and accurate term paper. Prerequisite: ESL301 or equivalent.

▪ **ESL302-6 TOEFL Preparation**

TOEFL preparation course is designed to obtain the planned TOEFL score within 10 weeks. This course is designed with three important elements for the success in TOEFL: problem solving principle, practice and review, and necessary resources. Through this course, students will be able to experience college preparatory contents while improving their English proficiency by practicing actual TOEFL questionnaires in Listening, Speaking, Reading and Writing language skill tests. Prerequisite: ESL301 or equivalent.

▪ **ESL261 Job Success 4 (50hrs.)**

This course is designed to develop high intermediate level students' interpersonal skills and build interpersonal relationships throughout job related conversation skills and idiomatic collocational expressions. Conversational and idiomatic skills focus on fluent and appropriate use of oral communication skills in a variety of social and business situations. Students also learn appropriate verbal and non-verbal manners at work situations as well as conversation management techniques to exchange ideas in small and large group communications. Eventually, students will be able to discuss long term plans and goals for their job career.

▪ **NSA101 Role of the Certified Nurse Aide (5hrs.)**

This course provides how to modify the aide's behavior in response to the behavior of clients, identify developmental tasks associated with the aging process, and demonstrate the principles of behavior. Students also learn skills of age- appropriate behavior by allowing the client to make personal choices, and by reinforcing other behaviors consistent with the client's dignity including utilizing the client's family or concerned others as a source of emotional support, by responding appropriately to the client's behavior, by providing appropriate clinical care to the aged and

disabled, and by providing culturally sensitive care. Prerequisite: None.

- **NSA102 Legal Ethical Consideration (5hrs.)**
Students learn the legal and regulatory aspects of practice as a certified nurse aide including, but not limited to, consequences of abuse, neglect, misappropriation of client property, and unprofessional conduct. Prerequisite: None.
- **NSA103 Infection Control (10hrs.)**
Students learn to identify what microbes need to live and grow, describe how infections are spread, list the signs and symptoms of infection, explain how to care for equipment and supplies, and demonstrate standard precautions and transmission-based precautions. Prerequisite: None.
- **NSA104 Occupational Health and Safety/Emergency Measures - Heimlich Maneuver (5hrs.)**
This course trains students in occupational health and safety measures so that they can manage emergency situations. Prerequisite: None.
- **NSA105 Occupational Health and Safety/Emergency Measures – Mobility/Positioning (5hrs.)**
Students learn the use of assisted devices in transferring, ambulation, eating and dressing, including maintaining a range of motion, turning and positioning, both in bed and chair, bowel and bladder training, caring for and using prosthetic and orthotic devices, and teaching the client in self-care according to the client's abilities as directed by a supervisor. Prerequisite: None.
- **NSA106 Elimination (10hrs.)**
Students learn to identify the characteristics of normal urine, describe the rules for maintaining normal urinary elimination, describe normal stools and the normal pattern and frequency of bowel movements, and list the observations to make about defecation. Prerequisite: None.
- **NSA107 Caring for the Client's Environment (5hrs.)**
This course explains the importance of a comfortable environment for the client's well-being. It clarifies how to provide safety, privacy, and comfort in the clients' units. It also identifies how to provide optimum circumstance for clients including temperature, lighting, odors, and noise. Prerequisite: None.
- **NSA108 Hygiene (5hrs.)**
Students learn bathing and oral hygiene including grooming, dressing, toileting, proper feeding techniques, and caring for skin. Prerequisite: None.
- **NSA109 Treatments (5hrs.)**

This course offers techniques for addressing the unique needs and behaviors of individuals with dementia, communicating with cognitively or sensory impaired residents, demonstrating an understanding of and responding appropriately to the behavior of cognitively or sensory impaired clients, and using methods to reduce the effects of cognitive impairment. Prerequisite: None.

- **NSA110 Communication (5hrs.)**
This course offers effective ways to describe and comprehend elements in the communication process. It also familiarizes students with medical terminology and abbreviations, describes the legal and ethical aspects of medical records, and explains how to deal with hypothetical conflict between the nurse/nurse aide staff and client. Prerequisite: None.
- **NSA111 Core Knowledge and Skills (5hrs.)**
This course helps students recognize changes in body function and the importance of reporting such changes to a supervisor. This includes measuring and recording routine vital signs, caring for a client's environment, measuring and recording fluid and food intake and output, performing basic emergency measures, and caring for a client when death is imminent. Prerequisite: None.
- **NSA112 Nutrition and Fluid Balance (5hrs.)**
Students learn the importance of good nutrition, nutritional problems of the elderly or ill, special diets, and ways to assist maintaining clients' fluid balance. This course explains six basic nutrients and USDA's MyPyramid and identifies Aspiration and Dysphagia. It also clarifies the proper techniques to assist clients' eating and hydration. Prerequisite: None.
- **NSA113 Skills for Basic Restorative Services (2.5hrs.)**
This course introduces the importance of promoting independence and ways to exercise improves health. It also explains how to promote self-care and activities daily living (ADL). Students also are trained to utilize prosthetic and orthotic devices and teach clients in the self-care according their abilities. Prerequisite: None.
- **NSA114 Care of the Cognitively or Sensory Impaired Client (5hrs.)**
This course introduces normal changes of aging in the brain, dementia, and related terms. It also identifies Alzheimer's disease, its stages, signs, and creative therapies for the clients and their family. Students learn the strategies for better communication with cognitively and sensory impaired clients and interventions for common difficulties related to the clients. Prerequisite: None.
- **NSA115 Caring for a Client When Death is Imminent (2.5hrs.)**
It describes the terminal illness, the signs of approaching death, the five stages of dying, and postmortem care. It also explains different views of death by psychological perspective, culture, religion, and age-group. Students learn how to meet the dying person by their

unique needs such as psychological, social, and spiritual and the importance of Patient Self-Determination Act. Prerequisite: None.

▪ **NSA116 Externship at Nursing Home/Hospital (40hrs.)**

Students must have completed all classroom and laboratory preparation and practice before entry into the nursing home. Students will be assigned to work with a NSA employed by the facility. Students are expected to perform each of the necessary skills at least once during their clinical rotation. They are expected to be of assistance to their assigned facility NSA or Registered Nurse. At no time is the student to indicate or assume that their role is to only practice skills. Even if a student has perfected specific skills, they will be expected to perform them time and again as needed by the residents. This is a real work environment, and students are to become part of the health care team.

Prerequisite: NSA101 through NSA115.

Distance Education

Columbia College offers online ESL courses as Distance Education in order to meet the diverse needs of the student population.

The Distance Education program at the College utilizes asynchronously via Moodle as a major delivery platform of the lecture in an online format. The lecture is pre-recorded which affords student(s) the opportunity to attend at their convenience. The lectures are recorded by the instructor and uploaded to the College's website. Students taking online courses complete weekly assignments at their own computers and communicate with their homeroom teacher/assigned instructor by email/instant chatting. Students complete assignments, take quizzes or tests, and complete all other coursework just as they would in an in-resident class. All courses require textbooks. Some online courses may require students to meet on campus for orientations, labs and/or exams. The hours/credits are equivalent to in-resident courses. Columbia College allows its students to take their courses exclusively at an online. However, it is recommended students contact the administrative staff for any further assistance.

1. Admission Requirement/Eligibility

Admission standards are same as the traditional residential program except technical specifications. Newly admitted student must take a nationally recognized exam, College's current placement test, the same as students in the traditional residential programs.

Students are expected to have at least the following skills prior to taking distance education courses:

- A. Basic keyboarding competence
- B. Elementary knowledge of their computer operating system
- C. Basic knowledge of software and tools such as word processor, e-mail, Internet browser, and search engine

A personal computer which has access to a common internet network (using typical DSL speed 10M down/2M up) is required and headphones and/or headsets are preferred for privacy.

Any student may enroll in distance education courses. However, distance education courses may not be appropriate for everyone. These courses are independent study and require additional self-discipline and motivation.

2. Placement Test

Columbia College students who enroll in distance education program should take a nationally recognized exam as their placement test. The student can take the exam at Columbia College testing center or nearest testing center from his/her residence.

Students who are not able to physically come to the College due to his/her residence, the College introduces a nationally recognized exam, Remote Proctoring test is available. This will enable students to take a nationally recognized exam at any location and also proctor the test from identity verification on through verification of the test result

3. Hardware/Software Requirements

Component	Minimum Requirements
Operating System (Windows)	Windows XP (Windows 7 recommended)
Operating System (Macintosh)	Mac OS X 10.6 or higher
Internet	Internet connection 56K, DSL or Cable modem High Speed connection recommended
Browser	Chrome (latest version) Firefox 26 or higher Safari 6.1 or higher
Browser Plug-ins	JAVA (latest version) required some courses Adobe Acrobat Reader 10 or higher Adobe Flash Player 10 (Active X) or higher
E-mail	You must have the ability to check e-mail from your computer
Office Suites (Windows)	Microsoft Office 2007 At least Word, Power Point, and Excel.
Office Suites (Macintosh)	Microsoft Office: 2011 At least Word, Power Point, and Excel.
Multimedia	Monitor capable of 1024 x 768 resolution Some courses may require a headset with an attached microphone. Sound card and speakers/headphones

4. Professors/Homeroom Teachers

A professor is assigned to each course and students may contact the professor when they turn in assignments, need assistance, have questions, or for any other course-related information/interaction. However, each student has a Homeroom teacher who can support and supervise the student encompassing all areas as well. Information on how to contact the professor/ Homeroom teacher is provided through your course/orientation at the beginning of the session.

5. Orientations

All distance education students, both new and returning are required to attend an orientation session for each course taken as a requirement. Orientation is provided on the website so you can take the orientation any time anywhere you desire. During orientation, the student receives general information about the school and distance education. More information such as course information and other information on procedures are provided at the beginning of each course. However, some instructors/homeroom teacher(s) may prefer offering student orientations on campus as well.

6. Verification of identity protection and students' privacy

All programs and courses offered through distance learning methods must verify that the student who registers for a certain program/course is the same person who participates in and completes the program to earn credit. In meeting the program requirement(s),

each registered student has his/her own secure user ID and password to log into the College's learning management system. Once student registers for a course, he/she is notified in writing to verify their student identity.

All students who register for Columbia College's Distance Education program are responsible for maintaining the security of their user ID, password, and any other information related to access. The information may not be shared or given to anyone other than the assigned user. Users are fully responsible for their user ID and password when using the account. When the student resets the password for identity protection, the College may question personally identifiable information registered in the College's learning management system to verify the identity or he/she can walk in to the Distance Learning department with valid photo ID.

7. Counseling and Advising

Distance Education Administrative staff are located at Tysons main campus, 8620 Westwood Center Drive, Vienna VA 22182. Please contact them with questions regarding your program.

8. Tuition and Fees

For current tuition, see the Tuition and Fees of the Columbia College Catalog. Tuition and fees are the same of both Distance Education and in-resident programs. There are no additional charges or requirements for enrolling in the Distance Education curriculum.

9. Textbooks

On-Line textbook information will be available on your syllabus. Purchasing textbook is required for taking your course.

Appendix

ASSOCIATE DEGREE PROGRAMS (General)

- Application Fee: \$100.00 (non-refundable)
- All Associate level programs: \$ 190.00 per credit.
- Some programs have Lab fees which need to be paid along with the tuition per each session.
- One time charge for Student Kits (tools and supplies)

Business Administration

Computer Science

Technical and Business English

Teaching English for Early Childhood

Dental Laboratory Technology

** Lab fee: \$270 per beginning and \$840 per advanced level per each session.

** Additional supplies and textbook fees are required. General Course Textbooks are sold separately.

Culinary Arts

** Lab fee: \$330 per each session.

** Additional supplies and textbook fees are required. General Course Textbooks are sold separately.

Other Fee Schedule

Services	Fee	Note
Application Fee	\$100	Including first placement test fee
Placement Test Fee	\$25	
Late Registration Fee	\$25	After the last day of registration
Returned Check Fee	\$30	
Student ID card Fee	\$10	One-time purchasing fee
Parking Permit Fee	\$20	One-time purchasing fee
Document Request Fee	\$5	Three business day service
Transcript Request Fee	\$10	Three business day service
Document Request Fee (Express service)	Additional \$5	Next business day service
Graduation Fee	\$100	Including Diploma processing fee
Cap & Gown	\$50	for the commencement ceremony

** Columbia College reserves the right to change tuition and fees at any time.*

Certificate Program Tuition and Fees

- **Application Fee: \$100.00 (non-refundable)**

ESL (Tuition per 10-week)

Program	Tuition	Normal Hrs/wk	Total Weeks	Total Hours	Total Tuition
Intensive PLUS	\$2,210	26 hrs	60 wks	1,920 hrs	\$13,260
Intensive ESL	\$1,560	20 hrs	60 wks	1,200 hrs	\$9,360
Part-time ESL	\$850	10 hrs	60 wks	600 hrs	\$5,100

**** Textbooks are sold separately.**

Cosmetology (Tuition per 10-week)

Program	Tuition	Normal Hrs/wk	Total Weeks	Total Hours	Total Tuition
Certificate	\$2,160	25 hrs	60 wks	1,500 hrs	\$12,960

**** Additional \$1,400 for student kit and textbooks are required.**

Culinary Arts (Tuition per 10-week)

Program	Tuition	Normal Hrs/wk	Total Weeks	Total Hours	Total Tuition
Certificate – Theory & Practice	\$1,850	12 hrs	60 wks	720 hrs	\$11,110

**** Additional \$400 for student kit is required. Textbooks are sold separately.**

Dental Laboratory Technology (Tuition per 10-week)

Program	Tuition	Normal Hrs/wk	Total Weeks	Total Hours	Total Tuition
Certificate	\$2,550	20 hrs	60 wks	1,200 hrs	\$15,300

**** Additional \$1,400 for student kit is required. Textbooks are sold separately.**

Massage Therapy (Tuition per 10-week)

Program	Tuition	Normal Hrs/wk	Total Weeks	Total Hours	Total Tuition
Certificate	\$2,670	20 hrs	30 wks	600 hrs	\$8,010

**** Additional \$300 for student kit is required. Textbooks are sold separately.**

Nurse Aide

Program	Tuition	Normal Hrs/wk	Total Weeks	Total Hours	Total Tuition
Certificate	\$1,250	10 hrs	8 wks	80 hrs	\$1,250
Externship	Included	40 hrs	1 wks	40 hrs	Included

**** Textbooks are included.**

**Columbia College reserves the right to change tuition and fees at any time.*

Catalog Addendum

FACULTY LISTING

Mahnoosh Abbasnezhad, English as a Second Language

TESOL Certificate, Sussex Downs College, UK and Iman Reza University, Iran 2011
B.A., English Literature, Sheikh Bahaee University, Iran 2004

Randy Beattie, Culinary Arts

Master Certification, Hospitality Management, Cornell University, Ithaca, NY, 2005
Certificate, Certified Food and Beverage Manager, Culinary Institute of America, Hyde Park, NY, 1999

Ibrahim Beshir, Computer Science

B.S., Electrical Engineering, University of District of Columbia, Washington, DC, 1984

Tiesha Bridges, Massage Therapy

Certificate, Massage Therapy, Columbia College, Centreville, VA, 2016

Valerie Jeanne Cairns, English as a Second Language

TESOL Certificate, American College in Paris, 1986
B.A., German & French, Rockford College, Rockford, IL, 1969

Daniel Carroll, English as a Second Language

B.S., Business Administration in accounting, Economics and Languages, University of MD, College Park, 1994

Helena Crick, Teaching English for Early Childhood

M.Ed., Education, Concordia University, St. Paul, MN, 2012
B.A, Child Development, Concordia University, St. Paul, MN, 2009

Amanda Jade Cummings, English as a Second Language

M.Ed., Curriculum & Instruction/ESOL, Concordia University, St. Paul, MN, 2016
B.A, English, Southern New Hampshire University, Manchester, NH, 2015

Kimberly Dutterer, English as a Second Language

M. Ed., Teaching and Learning, Policy and Leadership, University of MD, College Park, 2017

Joseph Flynn, English as a Second Language

TEFL Certificate, Bridge, 2011
B.A, Journalism, Indiana University of Pennsylvania, Indiana, PA, 2006

Joseph Gartlan, English as a Second Language

TEFL Certificate, Georgetown University, Washington, D.C., 2013
Post-BA, Secondary Education, University of Hawaii at Manoa, Honolulu, HI, 1998
B.A., English, Georgetown University, Washington, D.C., 1987

Marissa B. Heidebrecht, Massage Therapy

A.S., Massage Therapy, Provincial Manpower Training Center - Gen.Tinio, St. Cabanatuan City, Philippines, 2007
B.S., Occupational Therapy, Pines City Colleges, Baguio City, Philippines, 1998

Carole Heller, English as a Second Language

TESOL Certification, NVCC, 2012
M.A., British Literature and Creative Writing, University of South Carolina, Columbia, 1991

Lauren Hernandez, Teaching English for Early Childhood/General Education

M.S., Educational Computing & Technology, Barry University, Miami Shores, FL, 2000

Sang Kwon Hong, Massage Therapy

Cert., Massage Therapy, Columbia College, Fairfax, VA, 2009

Margaret Hoo-Ballade, Technical & Business English

Ed.D., Administration & Policy Studies, George Washington University Washington, DC, 2005
M.A., Education, Trinity University, Washington, DC, 2000
B.A., History, University of Rochester, Rochester, NY, 1980

Khondkar Huq, Dental Laboratory Technology

Certificate, Dental Laboratory Technology, Columbia College, Fairfax, VA, 2016
B.S., Dentistry, Dhaka Dental College, Dhaka, Bangladesh, 1999

Amy Hymes, Business Administration

Ph.D., Industrial-Organizational Psychology, Capella University, Minneapolis, MN, 2008
M.S., Human Resource Administration, Central Michigan University, Mt. Pleasant, MI, 2000
B.S., Business Management, Thomas Edison State College, Trenton, NJ, 1996

Hanil Kim, Dental Laboratory Technology

D.Eng., Mechanical Engineering, Chosun University, South Korea, 2010
AS, Dental Lab. Technology, Korea University, South Korea, 2007
MS, Medical Engineering, Yonsei University, South Korea, 2004
BS, Mechanical Engineering, Myongji University, South Korea, 2001

Jae Won (Jennie) Kim, Cosmetology

A.A.S., Cosmetology, Columbia College, Fairfax, VA, 2009
Certificate, Cosmetology, Graham Webb Academy, Arlington, VA, 2008

Chan Koh, Computer Science

Ph.D., Economics, Seoul National University, Seoul, S. Korea
Ph.D., Electronic Engineering, Kyung Hee University, Seoul, S. Korea
M.S., Computer Science, Yonsei University, Seoul, S. Korea

Michelle Le, Culinary Arts

A.A., The Art Institute of Washington, Arlington, VA, 2009

Hyun Mee (Susan) Lee, English as a Second Language

M.A., TESOL, University of San Francisco, San Francisco, CA, 2001

Jong Lee, Massage Therapy

Certificate, Massage Therapy, Columbia College, Fairfax, VA, 2015

Noori Lee, English as a Second Language

B.A., Government & Intl Politics, George Mason University, Fairfax, VA, 2007

Antonio Honorio Lima, English as a Second Language

MA, TESOL, Midwest University, Wentzville, MO, 2015

Chenglong Liu, Massage Therapy

Certificate, Massage Therapy, Columbia Institute, Silver Spring, MD, 2014
Ph.D., University of California at Los Angeles, Los Angeles, CA, 2002

Craig C. Markley, English as a Second Language

TESOL Certificate, The school of TEFL, 2014
B.A., Journalism, University of Wisconsin-Madison, Madison, WI, 1998

Edwin Rodrigo Mejia, English as a Second Language

BA, Spanish/TESOL, Indiana Wesleyan University, Marion, IN, 2012

Dr. Hyung-Ki Min, Massage Therapy

Certificate, Massage Therapy, Columbia Institute, Silver Spring, MD, 2016
D.C., Chiropractic, Life University, Marietta, GA, 2002

Wisam Mustafa, English as a Second Language

M.A., English-Linguistics, George Mason University, Fairfax, VA, 2012

B.A., Psychology, George Mason University, Fairfax, VA, 2010

Shamima Nasreen, English as a Second Language/General Education

TESOL Certificate, LinguaEdge, 2015

M.Ed., Professional Study, Marymount University, Arlington, VA, 2015

Victoria Nguyen, Massage Therapy

Certificate, Massage Therapy, Columbia Institute, Silver Spring, MD, 2017

M.J. Park, English as a Second Language

M.A., TESOL, New York University, New York, NY, 2004

Sookmyung Women's University, Seoul, South Korea, 1999

Christine Patterson, English as a Second Language

TESOL Certification, Maximo Nivel S.A., Cusco, Peru, 2010

B.A., International Languages and Cultures, St. Mary's College of Maryland, St. Mary's city, MD, 2010

Garret Piekney, English as a Second Language

B.A., History, James Madison University, Harrisonburg, Virginia, 1998

Dionne Richardson, English as a Second Language

TESOL Certification, Midwest Education Group, Chicago, IL 2013

B.A. in International Studies with minors of Asian Studies, Elon University 2012

Jeffrey Roland, English as a Second Language

B.A., Interdisciplinary-Linguistics, University of Virginia, Charlottesville, VA, 2014

Marie Fleurette Saint Hilaire, English as a Second Language

TEFL Certificate, 2017

M.A., Psychology, City College of New York, New York, NY, 2004

Dawn Sannoh, Cosmetology

Certificate, Instructor of Cosmetology, Charles Academy of Beauty, Mobile, AL, 1986

Certificate, Cosmetology, Charles Academy of Beauty, Mobile, AL, 1984

Christina D. Sapp, English as a Second Language

M.S., Early Childhood Ed., Herbert H. Lehman College, Bronx, NY, 2000

Alexandra Savage, English as a Second Language

TEFL Certification, 2010

Therapeutic Recreation and Education for Learning Disabilities Certification, 2009

Dae Hee Seo, Computer Science

Ph.D., Information Science, Soon Chun Hyang University, South Korea, 2006

M.A., Information Science, Soon Chun Hyang University, South Korea, 2003

B.S. Electronic and Eletronics, DongShin University, South Korea, 2001

Sandra Sharpe, English as a Second Language

TEFL Certification, International TEFL Academy, 2017

M.A., Publications Design, University of Baltimore, 2006

Ok Cha Soh, General Education

Ph.D., Social Psychology, Union Inst. & University, Cincinnati, OH, 2000

M.A., Theology of Missions, Capital Bible Seminary, Lanham, MD, 1994

M.A. Counseling Psychology, Bowie State University, Bowie, MD, 1993

Michele Jo Steinberg, English as a Second Language

B.A., English, Rutgers University, Piscataway, NJ, 1971

Gillian G. Stoodley, English as a Second Language

M.A., TESOL, SIT Graduate Institute, 2012

Natasha Thomas, Business Administration

MBA, Business Administration, Strayer University, Manassas, VA

Tamla Waters, Massage Therapy

Potomac Massage Training Institute, Massage Therapy, Silver Spring, MD, 2001

Robert White, Massage Therapy

Doctor of Integrate Massotherapy, First National University of Therapeutics, Memphis, TN, 2012

Certificate, Massage Therapy, Potomac Massage Training Institute, 2006

Pazyljon Tursun, Computer Science

M.S. University of Nebraska, Lincoln, Nebraska, NE, 2013

M.S., Instructional Media Technology, Missouri State University, Springfield, MO, 2010

Patricia Zegarra, Cosmetology

A.A.S., Cosmetology, Columbia College, Centreville, VA, 2015



**COLUMBIA
COLLEGE**

CATALOG 2017 - 2018

CHALLENGE TO SUCCEED-



www.ccdc.edu

(703) 206 - 0508

admissions@ccdc.edu



Tysons Main Campus

8620 Westwood Center Drive
Vienna, Virginia 22182
(703) 206 - 0508

Centreville Extension

5940 Centreville Crest Lane
Centreville, Virginia 20121
(703) 266 - 0508

Silver Spring Extension

12125 Veirs Mill Road
Silver Spring, Maryland 20906
(301) 929 - 0565