MT SIERRA
COLLEGE

2017–2018
Effective January 1, 2017 through December 31, 2018

MT SIERRA COLLEGE

Academic Catalog | 2017-2018

Table of Contents

Academic Calendar

Winter Quarter 2017

Winter Quarter Begins	Jan 9
Martin Luther King Holiday	Jan 16
Winter Quarter Ends	Mar 26
Spring Break	Mar 27 – Apr 9

Spring Quarter 2017

Spring Quarter Begins	Apr 10
Memorial Day Holiday	May 29
Spring Quarter Ends	Jun 25
Summer Break	Jun 26 – Jul 9

Summer Quarter 2017

Summer Quarter Begins	Jul 10
Labor Day Holiday	Sep 4
Summer Quarter Ends	Sep 24
Fall Break	Sep 25 – Oct 8

Fall Quarter 2017

Fall Quarter Begins	Oct 9
Veterans Day	Nov 11
Thanksgiving Holiday	Nov 24 – Nov 26
Fall Quarter Ends	Dec 24
Winter Break	Dec 25 – Jan 7, 2018

Winter Quarter 2018

Winter Quarter Begins	Jan 8
Martin Luther King Holiday	Jan 15
Winter Quarter Ends	Mar 25
Spring Break	Mar 26 - Apr 8

Spring Quarter 2018

Spring Quarter Begins	Apr 9
Memorial Day Holiday	May 28
Spring Quarter Ends	Jun 24
Summer Break	Jun 25 – Jul 8

Summer Quarter 2018

Summer Quarter Begins	Jul 9
Labor Day Holiday	Sep 3
Summer Quarter Ends	Sep 23
Fall Break	Sep 24 – Oct 7

Fall Quarter 2018

Fall Quarter begins	October 8
Veterans Day	Nov 12
Thanksgiving Holiday	Nov 22 – 25
Fall Quarter Ends	Dec 23
Winter Break	Dec 24 – Jan 6, 2019

Mission

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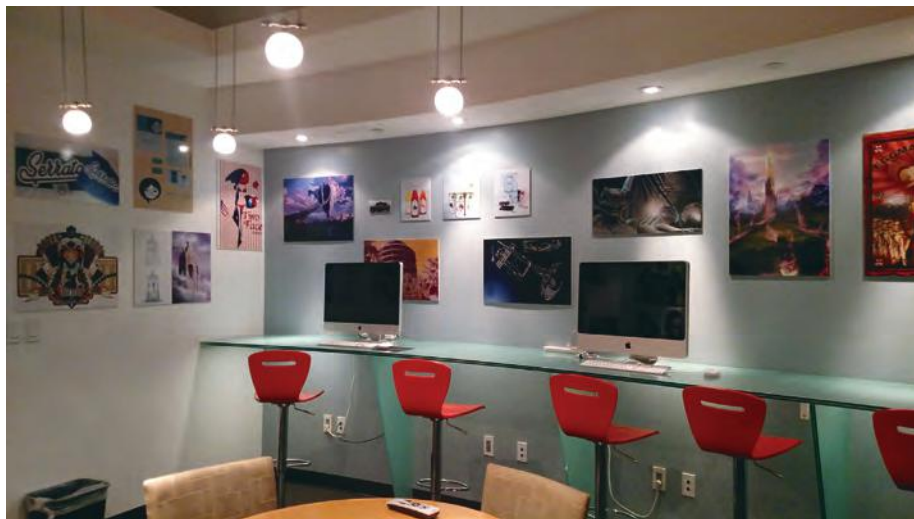
Letter from the President

Welcome!

Mt Sierra College is dedicated to providing the best learning experience to students that enables each of them to not only make a good living but also contribute a great difference.

Our outstanding faculty and students are eager to develop innovative ideas in the fields of information technology, digital media, and global businesses. Our learning-by-doing pedagogy has cultivated thousands of leaders and professionals that have impacted the society. Over the last 30 years, Mt Sierra College is honored to have the contributions of talented and dedicated faculty; the energy, enthusiasm and inventiveness of students; the dedication of excellent staff; the passion of our alumni to make a difference in the world; and the support of our many donors, partners and supporters from Southern California and global communities.

Mt Sierra College is a highly-engaging, diverse, and welcoming community. It is big enough to have an global connection; yet small enough, with average class of 15, that students are able to develop a strong sense of community and lifelong connections with friends and mentors. The College provides the students a hands-on, industry-connected education that is complemented by applied and work-integrated learning opportunities lea by experts in the fields.

I invite you to explore what Mt Sierra College has to offer you and contact us if you have any questions. I believe you'll be as confident as I am about the College, and we will learn and work together to accomplish great things in the future.

Yours sincerely,

Eric Tao

Eric Y. Tao, Ph.D.

Educational Philosophy

Mt Sierra understands that education is an individual, unique experience. The college provides students with personalized learning programs, fair, democratic environment based on trust and caring; academic excellence, supported with innovative technology, highly experienced, and dedicated faculty and staff who motivate, empower and prepare them to embark upon their global careers in Media Arts and Design, Business, and Information Technology.

We invite you to take a bold step. Join our career-focused, learning and innovative community. Discover the possibilities that will shape your professional and academic careers, and the knowledge throughout the journey that will take you there.

Accreditation, Approvals, Authorizations

Accredited by:
- Accrediting Commission of Career Schools and Colleges (ACCSC) 2101 Wilson Blvd., Suite 302 Arlington, VA 22201, (703) 247-4212
- Authorized through the Department of Homeland Security to issue i-20s and admit International students
- Authorized through the Department of Education to offer federal loans and grants to qualified students
- Approved by California State Approving Agency for Veterans Education (CSAAVE)

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

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

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

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

About Mt Sierra College

College Location
Nestled along the picturesque foothills of the San Gabriel Mountains, the Mt Sierra College campus is located at 800 Royal Oaks Drive in Monrovia, California. Situated in the San Gabriel Valley, the College is located near the centers of technology, recreation, and the arts in Southern California. The College offers a modern, easily accessible campus that is close to Hollywood and the high tech businesses that support the global economy as well as to all of the entertainment centers that Southern California is famous for. From amusement parks to world-renowned museums, mountain resorts, and ocean beaches — all are within easy reach of the campus. The City of Monrovia has emerged as one of the region's leading "technology corridors."

The college administrative team, Student Services team, and classes are all located on the Monrovia campus.

History of the College
Mt Sierra College was founded in January of 1990 and continues to serve the ever-growing need for leaders in design and media arts, business and technology. The effective use of technology has always been at the core of its educational mission.

During the early days of its existence, the College was known as Computer Technology Institute and briefly as Pasadena Career Institute. The college changed its name to Mt Sierra Career College in January 1991. Short courses in computer software applications were offered at that time. In 1992, the College became a Novell Education Academic Partner and was authorized to offer Novell courses. In 1993, the College began its long-standing partnership with Microsoft and was authorized to offer Microsoft certification preparation courses.

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

Since then, the College has introduced new programs in the Media Arts and Design department, including the innovative Game Arts and Design program. The College added business degrees, Business Administration, and Entrepreneurship.

Mt Sierra College will continue its pattern of innovative curriculum development.

Following pre-approval from ACCSC and the Department of Education, Hengda USA Education completed its acquisition of Mt. Sierra College on January 1, 2017.

A Quick Tour of the Campus

Mt Sierra College has developed a campus that simulates, as closely as possible, the environment in which students will be working as they enter the professional world. Mt Sierra College moved to its new campus in the Winter of 2016. The growth of the College has kept pace with the steady growth of its educational programs and the employment opportunities that exist for its students.

Mt Sierra College offers approximately 25,000 square feet of space dedicated to student learning. The College provides laboratory and traditional classroom instruction in spacious and efficient classrooms. Classes vary in size, up to a maximum of 25 students. Classrooms and labs are networked using the latest in wired and wireless technology. This connectivity gives students and faculty easy access to software applications provided by the College and worldwide access to the Internet.

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

The first stop on a student's educational journey is the Admissions and Student Finance offices. These offices are located off the main lobby of the campus. Admissions and Financial Aid representatives are available to assist students in the enrollment process. Career Services, is where students find the resources and student support services available throughout their educational journey. The Academic Affairs Department is headed by the Dean Academic Affairs, including Department Chairs, Faculty, and Registrars Office.

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

The Business Office includes the cashier and other financial services.

Staff and a network of assistants offer students and faculty guidance and support in navigating a wide variety of computing challenges.

Student Housing

Mt Sierra College does not have dormitories or housing on-campus. However, the college can provide information about apartments within walking distance of the institution. Housing Information is available through Student Services and International Development. According to www.rentals.com, rental Properties in Monrovia start at approximately $1300 per month.

Admissions

Admissions Process

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

The following is needed to begin the application process:

- An interview with a Mt Sierra College Admissions Representative

- A completed enrollment packet, which includes an application, enrollment agreement and a non-refundable application fee

Acceptance to Mt Sierra College is based primarily upon a personal interview, a review of the applicant's high school and/or college transcripts. After acceptance, the Mathematics and Writing Assessments are used to determine placement in Mathematics and English courses.

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

- A standard high school diploma or its recognized equivalent

- Applicants whose high school or college transcripts indicate a CGPA of 2.0 or less may be admitted at the discretion of the Dean Academic Affairs, upon showing strong potential for successfully completing college studies

- Applicants requiring classroom accommodations should let their admissions advisor know during the admissions process

Mathematics and English Placement

Assessments

The English and Math Assessments will be taken after the student is accepted to the college. There is no fee for the assessment tests and they may be taken a maximum of three (3) times per year.

Mathematics Placement

Students may request transfer credit for lower division college-level mathematics courses completed elsewhere with a grade of "C" or better. Students without transferable mathematics credits will be assessed for placement in math courses.

English Placement

Students may request transfer credit for lower division college-level English courses completed elsewhere with a grade of "C" or better. Students without transferable English credits will be assessed for placement in English courses.

Math and English assessments are Pass/Fail. Passing equals 70%.

Proof of High School Graduation

Effective August 2, 2016

Acceptable proof of high school graduation includes an official transcript from an accredited secondary school indicating graduation, or official results showing that the applicant has passed either the General Educational Development (GED) or the California High School Proficiency (CHSPE) exam. Official documentation is required before a student can sign the Mt Sierra College Enrollment Agreement form that completes the admissions process.

Foreign Credentials

A detailed course and program level evaluation (paid for by the student) by a recognized credentials evaluation service is required for all documents submitted from foreign institutions. The evaluation must include degrees and the U.S. equivalence of, grades, credits, and overall grade point average. The evaluation must also include sufficient information, such as course descriptions to properly evaluate potential transfer credits. The evaluation should indicate if English was the primary language of instruction. A list of accepted credentials evaluators is available upon request from the Admissions Office.

Home Schooled Applicants

Home-schooled and GED applicants must meet the admissions requirements detailed previously as well as take and pass the Math and English assessments to be considered for admission to the College.

Student's Right to Cancel

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

If a Notice of Cancellation is submitted prior to midnight of the third business day following the date the enrollment agreement was signed, the applicant will receive a refund of all monies paid, including the non-refundable application fee. If a Notice of Cancellation is submitted following this period, but no later than through attendance at the first class session or midnight of the seventh calendar day after enrollment, whichever is later, the applicant will receive a refund of all monies paid, less the non-refundable application fee.

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

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

The Notice of Cancellation must be submitted in writing and signed by the applicant. The signed Notice must be delivered to Mt Sierra College, Attn: Registrar, 800 Royal Oaks Dr., Suite 101, Monrovia, CA 91016, fax (626) 359-5528. The Notice of Cancellation may be mailed, hand-delivered, or faxed. Verbal cancellations or failure to attend class after the first class session are not acceptable notices of cancellation. The cancellation will be effective the date it is received in the Registrar's office if hand delivered or faxed, or the date post-marked if mailed.

Applicants may return textbooks in their original condition to the virtual bookstore (see page 26 for additional information) for refund within thirty days of the date of written notice of cancellation. Any equipment charged to an applicant as specified in the enrollment agreement must be returned within ten days following the date of the notice of cancellation. If an applicant does not return textbooks or equipment during these time periods, the College will deduct the amount owed from the calculated refund.

International Students

International Applicants

Mt Sierra College is proud to accept qualified international students. Applicants who are not citizens or permanent residents of the United States and wish to study at Mt Sierra College will need to apply as non-immigrant (international) students. Non-immigrant students are governed by the United States Citizenship and Immigration Services (USCIS). USCIS provides information on becoming a non-immigrant student on their website at http://uscis.gov. The United States Immigration and Customs Enforcement website at www.ice.gov will also provide students additional information. Homeland Security provides Study in the States website, www.studyinthestates.dhs.gov, to assist potential International Students with the process of obtaining an F-1 visa.

To support our international students, the College offers assistance from initial inquiry through graduation. International applicants must meet the basic admission requirements to the College as explained in the preceding sections. International applicants who are not in the United States must conduct their interview with Admissions via Skype or similar technology. In addition, international applicants must meet all USCIS requirements. Mt Sierra College does not offer English language services, nor does it provide English Language Learners instruction. All instruction occurs in English.

Mt Sierra accepts transcript evaluations and translations from the following organizations. These evaluations must be done at the course and degree level.

Association of International Credential Evaluators, Inc.
www.aice-eval.org

AICE is a professional membership association for those involved in international credential evaluation and comparative education research.

National Association of Credential Evaluation Services
www.naces.org

NACES® is an association of independent, private credential evaluation services, whose members serve persons who have completed part or all of their education outside of the United States and who are seeking further education, professional licensure, immigration to or employment in the United States.

Estimated Cost of Attendance for International Students

Estimated cost of attendance per academic year (9 calendar months) is listed below. International students are required to pay one academic term in advance for all direct costs.

Direct Cost

Tuition (0–36 units per AY.)	$21,000
(36+ units per AY)	$583/unit
Application fee (non-refundable)	$50
Registration*	$100
*One time, unless break in studies or change of program)	
Deposit (non-refundable)	$200
Will be credited towards tuition charges.	
Health Insurance (non-refundable)	$1,566
Facility	$10

Lab Fee (per course)

Business and Technology Programs	$50
Media Arts and Design Programs	$152
Technology Lab Fee	$50

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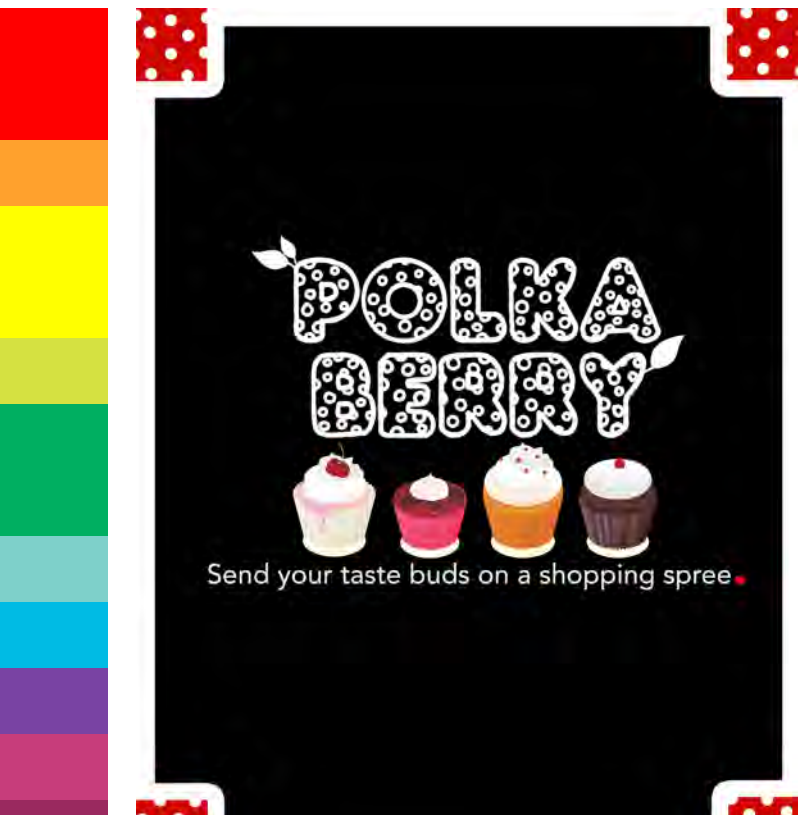
Send your taste buds on a shopping spree.

Indirect Cost

Books and Supplies	$ 2,100
Room and Board	$11,952
(may vary depending on housing facility)	
Transportation	$ 1,278
Personal Cost	$ 2,871
Computer (laptop)	$ 1,200
Graduation Fee	$100
Additional Transportation/Travel	$1,551

Admissions Requirements

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

a. Official results for the Test of English as a Foreign Language (TOEFL) with a minimum score of: Internet-based individual test scores of at least 45, Paper-based individual test scores of at least 450

b. Official results for the International English Language Testing System (IELTS) with a minimum total score of 4.5 on each test.

c. International Test of English Proficiency (ITEP) with a minimum score of 3

d. Bertliz Level 6

e. An official transcript showing successful completion of the Advanced Placement International English Language (APIEL) exam with a minimum score of 3

f. An official transcript from an accredited program certifying successful completion of an advanced English as a

Second Language (ESL) program

g. An official transcript showing completion of a minimum of 18 quarter credit hours of substantive undergraduate level academic courses with a cumulative grade point average of 2.0 or higher at an accredited postsecondary institution where English was the language of instruction

h. Graduation from a foreign high school where English is the language of instruction

2. Notification of Permanent Address in country of origin

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

a. Form I-134: Declaration and Certification of Finances

b. Letter from sponsor indicating the intent to sponsor the applicant for the duration of studies

c. Letter from the sponsor's bank indicating the ability to meet the applicant's estimated living expenses of approximately $49,500 per year. (This letter must be updated and submitted to the Registrar every Academic Year)

4. I-94 card

5. Official transcripts from all US institutions attended

6. Copies of all previous I-20 forms

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

8. Copy of passport

9. Copy of US Visa

Mt Sierra College is authorized to issue USCIS I-20 certificates upon fulfillment of the requirements listed above, enabling international students to obtain F-1 Student Visas. The F-1 Student Visa will be valid as long as the student is continuously enrolled as a full-time student, submits letter from Sponsor's bank each Academic year, remains in good academic standing, and shows satisfactory academic progress. Full time enrollment is defined as enrollment in 12 or more credit hours per term. Mt Sierra College is required to notify the USCIS should an international student cease to meet these requirements at any time.

Tuition and Fees

All students are charged tuition and fees each quarter. Tuition is due and payable in advance of the first day of each term unless the student has arranged an alternative payment option with the College. The College reserves the right to adjust payment options at any time if a student's aid eligibility changes for any reason, including but not limited to a change of program or enrollment status or failure to maintain satisfactory academic progress. Tuition does not include room and board, books, software, supplies, fees of any kind, or transportation to and from the College. Tuition and fees are adjusted annually. However, Mt Sierra College reserves the right to change tuition and fees at the start of any term. The College will provide written notification of any changes no later than 90 days prior to the first day of the term in which the increase will take affect.

Estimated Cost

Estimated cost of attendance per academic year (9 calendar months) for 15 quarters is listed below:

Direct Cost	
Tuition ($395 per unit)	$14,220
Application fee (non-refundable)	$ 50
Registration*	$ 100
Lab Fee (per course)	
Business and Technology Programs ($50)	$ 150
Media Arts and Design Programs ($152)	$ 456
Technology Lab Fee	$ 50
Facility	$ 10
Total	$15,036

	Bachelor of Science Degree Network Communications Business Administration Business-Entrepreneurship	**Bachelor of Science Degree** Information Technology with concentrations in *Computer Information Technology Information Security*	**Bachelor of Arts Degree** Media Arts and Design with concentrations in *Game Arts and Design Visual Design*
Total Credits per Program	180	180	180
Total Charges for the Entire Program Tuition Cost Based on Current Tuition Rate	$71,100.00	$71,100.00	$71,100.00
Estimated books and supplies	$10,440.00	$10,440.00	$10,440.00
Estimated software	$150.00	$150.00	$4,068.00
Estimated course fees (nonrefundable)	$450.00	$1500.00	$4,712.00
Estimated Cost of Notebook Computer (one-time purchase)	$500.00	$500.00	$1,600.00
Registration Fee (refundable)	$100.00	$100.00	$100.00
Total Estimated Cost of Degree	$82,740.00	$83,790.00	$92,020.00
Student Tuition Recovery Fund Assessment	0	0	0
Total Estimated Cost For Entire Program	$82,740.00	$83,790.00	$92,020.00

Tuition Cost Per Credit - Non Matriculating Student $ 395.00
Any student seeking additional information about comparable degree programs such as those listed above related to tuition, fees, and program length may contact the Accrediting Commission of Career Schools and Colleges (ACCSC) at:

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

Military Pricing

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

Fees

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

All students are required to pay the following mandatory fees:

Mandatory Fees

Application fee (non-refundable)	$50
Waived for active-duty personnel and their spouses	
Registration fee (refundable)	$100
Graduation fee	$100
Facility Fee	$10

Student Tuition Recovery Fund Assessment (STRF)

(Non-refundable. Mandatory fee subject to change without notice by the State of California. Based upon Program of Enrollment)

Business Administration	$0
Business Entrepreneurship	$0
Network Communications	$0

Information Technology

Computer Information Technology	$0
Information Security	$0

Media Arts and Design

Game Arts and Design	$0
Visual Design	$0

Course Fees

(Non-refundable; charged per course as applicable)

Business Lab Fees	$50
Media Arts and Design Lab Fees	$152
Technology Lab Fees	$50

Other Fees

Proficiency Exam Fee (per exam)	$10
Veterans are exempt from Proficiency Exam Fee	
Late Registration Fee (per occurrence)	$50
Transcript Fee (per transcript)	$5
Auditing Fee - per credit/unit	$0
($0 with permission of the School Director)	
Late payment fee per occurrence	$ 25
(7 day grace period)	

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

Student Tuition Recovery Fund

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

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

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

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

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

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose,

or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.

4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.

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

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

Tuition Refund Policy

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

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

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

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

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

Notice to Recipients of Federal Grants and Loans

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

Tuition Credit Deadline

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

Student Financial Responsibility

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

A student who obtains a loan to pay for any portion of his or her educational program will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

A Financial Aid Advisor will provide students with information on applying for a deferment or forbearance if students are having difficulty in meeting loan repayment obligations.

Financial Aid

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

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

Application Process

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

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

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

Applicants to Mt Sierra College may receive an initial financial aid packet during their financial aid overview. This packet includes pertinent forms related to the financial aid application process. In addition, all financial aid forms are available through the Mt Sierra Student Portal, https://my.mtsierra.edu. Applicants who have submitted a Free Application for Federal Student Aid (FAFSA) within the last twelve months may call 1-800-4FED-AID (800-433-3243) to request a duplicate Student Aid Report (SAR) for submission to the Student Finance Department for processing.

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

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

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

Eligibility

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

FINANCIAL NEED = COA – EFC – FPG – OTHER
COA = Cost of Attendance
EFC = Expected Family Contribution
FPG = Federal Pell Grant (if eligible)
OTHER = All Other Aid/Resources

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

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

Satisfactory Academic Progress and Financial Aid Eligibility

See page 40.

Financial Aid Appeal Process

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

Federal Aid Programs

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

Federal Pell Grant

These funds are awarded to eligible undergraduate students who have not yet earned a bachelor's degree to help pay for their education. The award for full-time enrollment in the 2016/17 academic year is approximately $5815, and 2017/18 academic year is approximately $5,920. These are grants that do not need to be repaid. Not all students will qualify, but all are encouraged to apply for the Federal Pell Grant.

Federal Supplemental Educational Opportunity Grant (SEOG)

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

Federal Work-Study (FWS)

This need based program offers part-time campus based jobs. Some positions may be available with community based orga-

nizations. The student's salary is funded by the federal budget, with the College contributing a percentage of matching funds. To participate, the student must be awarded FWS as part of his or her financial aid package.

Federal Stafford Loan–Subsidized

This program is available to students with financial need. This "subsidized" loan accrues interest, but the federal government pays all of the interest on the student's behalf while he or she is in school. This loan program allows a student to borrow up to $3,500 during the first academic year, $4,500 during the second academic year, and if required, up to $5,500 in the third, fourth, and fifth academic years of undergraduate study. The interest rate for the in-school period in 2016/17 is 3.76%, and may change annually.

Federal Stafford Loan–Unsubsidized

This loan program is available for all eligible students, regardless of income or assets. This loan accrues interest while the student is attending school. Students may choose to defer payment of the interest until six months after leaving school. In addition to borrowing from the subsidized Stafford loan, an independent student may borrow up to an additional $6,000 per academic year during the first and second academic years from the unsubsidized loan program. After achieving third-year standing the student may borrow an additional $7,000 per academic year from the unsubsidized loan program. The interest rate for the in-school period in 2016/17 is 3.76%, and may change annually.

Federal Parent Loan for Undergraduate Students (PLUS)

The PLUS loan is available to parents of dependent students as a supplemental source of funds to be used toward their child's educational expenses. Parent borrowers begin repayment within 60 days after the loan is issued. The 2016/17 interest rate is 6.31%, and may change annually. The lender obtains a credit report in order to determine eligibility for this loan. Should the parent be denied a PLUS loan, the Student Finance Department may be able to assist the student in obtaining an Unsubsidized Stafford Loan by using the denial letter as documentation of need.

Veterans' Benefits

Mt Sierra College is approved by the California State Approving Agency for Veterans Education (CSAAVE) to enroll veterans and eligible persons for education benefits. Students who believe they qualify for veterans' educational benefits should contact the College Veterans' Benefits Coordinator. Discharged veterans may be required to submit a clear copy of their discharge papers (DD214-Member #4) for their files. All veterans, including those on active duty, should call the Department of Veterans Affairs at (888) 442-4551 to obtain the appropriate applica-

tion for benefits (such as letter of eligibility). Information and forms are also available online at www.gibill.va.gov.

Monthly Payment Plan

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

MONTHLY PAYMENT = DC – FAE

DC = Direct Cost (tuition, books, supplies)
FAE = Financial Aid Eligibility

Alternative Forms of Financial Assistance

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

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

Verification

Mt Sierra is required by The General Provision regulations to verify all applicants selected for verification by the Central Processing System (CPS). In addition, the Financial Aid Advisor may choose to verify any applicant if he or she has reason to believe that the information provided is inconsistent. All conflicting information must be resolved before any funds are disbursed.

The Verification requirements are applicable to all financial aid recipients under the following Student Financial Assistance Programs:
 • Federal Pell Grant Program
 • Federal Direct Student Loan Program's approval from the program if the requested documents are not received within the specified time frame
 • Federal SEOG
 • Federal Work Study (FWS)

If an applicant is selected for verification, the Financial Aid Advisor will notify the student immediately. The Financial Aid Advisor can either email or mail out a notification letter or notify the student by phone. The applicant must submit all documents requested on or before the due date specified by the The Financial Aid Advisor. The processing of the student's federal aid will be delayed and the student may possibly be dismissed (with the campus President's approval) from the program if the requested documents are not received with the specified time frame.

The verification is completed when the verification process shows that all of the student's verifiable information reported on the FAFSA is correct, and there are no outstanding issues or conflicting information in the file. If there are any changes that would affect the student's eligibility as a result of the verification, then the Financial Aid Advisor will notify the student in writing or by phone that he or she is required to sign a revised a ward letter.

Verification Deadlines:

The following deadlines, regulated by the U.S. Department of Education, will be followed at Mt Sierra College. If Verification documents are not provided as soon as possible but no later than the end of the quarter/term in attendance, the student may become a cash paying student, and 25% down payment on tuition may be due immediately.

Grants and Scholarships

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

The California Student Aid Commission has two major grants available only to residents of California. These grants are awarded based on a combination of financial need and grade point average or GED scores. Students who are enrolled in a degree program may submit their applications directly to the California Student Aid Commission between October 1 and March 2 of each year in order to be given grant consideration beginning the following Fall term. For more information contact the Commission at (888) 224-7269 or visit or www.csac.ca.gov/

Cal Grant A: This grant will help pay for tuition and fees at four-year colleges; award amounts vary by type of college.

Cal Grant B: This grant will help provide a living allowance, in addition to tuition and fee assistance after the first year, at a two- or four-year college.

Mt Sierra College Scholarship Program

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

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

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

Student Employment

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

Student Services

Mt Sierra College is deeply committed to the academic and professional success of its students. The college maintains a staff of highly qualified professionals to meet the needs of the students. The Student Services Department is available to answer questions, offer solutions, and address concerns. Services are provided free of charge to all students and alumni.

The Student Services Department also includes Career Services. The services provided are:

Student Services
 • Student activities
 • Student council
 • Events on and off campus
 • Housing
 • Workshops
 • Community involvement
 • Americans with Disabilities (ADA) accommodations
 • Student Code of Conduct

Career Services
 • Alumni support
 • Career advising
 • Employer relations
 • Employment services
 • Graduation
 • Industry talks
 • Resume and cover letter support

Student Services
Mt Sierra provides organized student activities to promote student involvement. There is an active student council. Students interested in being involved with the student council should contact Student Services.

The Student Services staff is dedicated to enhancing the college experience. Students interested in learning about opportunities that exist on campus should stop by Student Services for information.

Career Services
Mt Sierra College provides employment assistance to all its students and graduates who are actively seeking an educationally related position. However, Mt Sierra College does not guarantee job placement as part of its program of study. The Career Services Team can and will assist students and graduates in their job search by providing information on current full-time and part time job opportunities. Information on non-educationally related positions is provided as well. Students can schedule an appointment with Career Services for personalized assistance. Students and graduates must be in good standing with the college in order to receive employment assistance.

The College reserves the right to deny graduate placement to individuals who are not actively pursuing employment, who voluntarily leave a college-referred position within one (1) year of employment without due cause, or who are terminated for negligence or illegal activity from any college referred position.

Services provided by the Career Services Team include:
 • Individual resume assistance
 • Interview and job search techniques
 • Resource materials on job search strategies
 • Lists of companies and job search websites
 • Information on professional and trade organizations

Student Success
College can be challenging, the following services, policies, and procedures are available at the campus.

Academic Department Chairpersons, Lead Faculty, and instructors are a valuable resource for academic support. Students are urged to let their instructors know promptly if they are having difficulty with course material.

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

Learning Resource Center

The Mt Sierra College Learning Resources Center is in a dedicated facility with a collection of books, videos, and compact discs available for reference or circulation exclusive to Mt Sierra College students. The library staff provides instruction on the use of the database as well as accessing all other available resources.

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

Learning Resources Center Policies, Learning Resource Center & Library Services (LRC)

The Learning Resource Center (LRC) provides free services to ALL Mt Sierra College students and staff to help them achieve academic success. The LRC is comprised of five areas: the Study Skills Center, the Tutoring Center, the Writing Center, the Professional Development Center, and the Library.

Study Skills Center

Support workshops for skill development in study skills, critical thinking, note taking, English, MLA/APA format and other subjects

Administration of make-up exams for all Mt Sierra College courses

Tutoring Center

Free tutoring for most college courses by faculty-recommended tutors www.mtsierra.edu/srt
- Appointment tutoring for most academic subjects
- Various learning workshops offered each term
- Individual and small group tutoring for ESL students
- Computers available for academic use
- Computers available for job search use (priority is given to current students)

Writing Center
- One-on-one writing consultations
- Assistance with all stages of the writing process in all disciplines. Assistance with resume writing and cover letter writing
- Online Writing Lab –receive feedback on assignments

English tutors

http://www.mtsierra.edu/owl/

- Walk-in tutoring often available
- Appointments available and ADA students may receive additional time.

Professional Development Center
- Resources for faculty and alumni
- Computer skills training
- Teaching skills training
- Educator Resources
- Student Job Announcements

Library
- Book Collection, including faculty reserve materials
- Game Collection
- Media Collection, course specific
- Game Collection
- Media Collection, course specific
- Print Periodical Collection
- Online Library Databases, for research needs

Research assistance virtually and in person from the Reference Desk, instructing users how to effectively access and use library resources

A dedicated library professional is available to assist students in the library

- Library Instruction Sessions are offered throughout the academic year for students wishing to improve research and critical thinking skills
- Variety of resources available via the library's website, including the library's online catalog, periodical databases, and research guides and tutorials.
- 2 PC desktops, 1 Alienware Game Station, and 3 Mac computers are available with internet access and word processing. Printing and photocopying in color and B&W are available for a fee. Wireless internet access is available.

LRC/Library Hours are available on the library website and on the door to the LRC entrance.

Lost and Found

The central location for all lost and found articles is inside the Learning Resource Center.

Mt Sierra College Computers and Network

Mt Sierra College has invested heavily in its technical infrastructure to provide the Student Portal, Internet, network access, printers, copiers and fully equipped labs for academic purposes. These services are an integral part of providing a robust learning environment for students. Each student is responsible for compliance with the College's policies as well as Federal and State laws. Use of these assets is restricted to current students, staff, and faculty.

Rights and Responsibilities

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

Network access is provided to students for intellectual and academic purposes; recreational use of the network resources is not allowed. Unnecessary traffic can impact the speed of the network and the learning process for other students. Computer and network use during class is permitted only at the Instructor's discretion. Accessing, streaming, downloading, uploading, or sending copyrighted, sexually oriented or offensive material is expressly prohibited. Mt Sierra College reserves the right to monitor, review, and disclose all such data and communications as it deems appropriate. Users should have no expectation of privacy when using such resources belonging to the College.

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

Copyright Policy

Mt Sierra College abides by the provisions of the United States Copyright Act (Title 17 of the United States Code), Digital Millennium Copyright Act (DMCA), and other related acts. Copyright infringement is reproducing or distributing a copyrighted work without permission of the copyright owner. Any person who commits copyright infringement, including using copyrighted material for classroom use and peer-to-peer file sharing, violates the US Copyright Act and Mt Sierra College policy. Students who violate copyright law may be subject to the College's disciplinary procedures as well as federal civil and criminal penalties. The penalties for copyright infringement may require the student to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. In addition, the student may be charged with criminal penalties, including imprisonment up to five years and fines up to $250,000 per offense. For more information, see Title 17, United States Code, Sections 504, 505. Students have access to information on copyright law at the Learning Resource Center and at the U.S. Copyright Office's Home Page.

Mt Sierra College Student Portal

The faculty and staff of Mt Sierra College are always looking for ways to enhance the educational experience. One important resource for information and interaction is the Student Portal, accessed via the Internet. Students may use the Portal to access the College catalog, calendar of events, term schedule, contact information including email links for all College departments, links to online learning resources, and more. All students are provided with a unique login ID and password. To access the Student Portal, log in at www.mtsierra.edu and start exploring!

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

e-Bookstore

Textbooks are available for purchase from our e-Campus Virtual Bookstore at www.ecampus.com. Once enrolled and registered for courses, students will receive login information. Financial Advisors can be contacted at (626) 873-2100 with any questions.

If students cancel any classes during the add-drop period, they must return all books to e-Campus within 30 days for a refund, subject to a 10% restocking fee. Students should also contact e-Campus regarding the resale of books purchased

Campus Health Services and Vaccination Policy

Mt Sierra College does not have on-site or off-site health services available. However, there are local hospitals, clinics, and physicians in the vicinity of our campus. Mt Sierra College does not have a required vaccination policy for enrollment as a student at Mt Sierra College. Nonetheless, applicants or students with communicable diseases may be prohibited from registering for classes in cases where health records indicate that a student's attendance would be detrimental to the health and safety of the student or other persons with whom the student may come in contact. Students who have significant health problems or limitations are encouraged to inform their Instructors before the start of a course and report any status changes. Mt Sierra College seeks to assist students who have health problems or limitations in the attainment of their educational goals.

In the event of accident or illness on campus, campus staff should notify the Dean Academic Affairs, or Security immediately. Mt Sierra College maintains a first aid kit in the staff lounge. Students who become ill, are injured, or develop health problems requiring professional attention are referred to an urgent care facility or the emergency room of the hospital closest to the school. In an emergency situation that requires immediate attention, a student may be taken directly to the hospital or an appropriate emergency medical resource may be called.

Americans with Disabilities Act

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

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

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

Statement of Non-Discrimination

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

Discrimination, Harassment and Bullying

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

The College maintains and strictly enforces a zero tolerance policy against discrimination, harassment, and bullying on the basis of any legally protected characteristic, including gender and sexual orientation. Mt Sierra College is committed to maintaining a diverse community in an atmosphere of mutual respect and appreciation of differences.
Effective September 14, 2016

Discrimination Complaint Procedure

The Title IX coordinator and ADA/504 coordinator for Mt Sierra College is:

> Eric Tao, Ph.D.
> President
> 800 Royal Oaks Drive, Suite 101
> etao@mtsierra.edu
> 626-873-2152

The College will take the steps necessary to prevent the reoccurrence of discrimination, including harassment if it is found and remedy discriminatory effects on the complainant and others, if appropriate.

The College provides for the resolution of complaints regarding discrimination, hostile environment, and harassment on the basis of protected categories or activities. The following discrimination complaint procedures applies to all allegations of discrimination, as articulated in the Statement of Non-discrimination, whether carried out by employees, other students, or third parties, including allegations on the basis of disability, and for the failure to provide or implement approved auxiliary aids and services. Complaints of discrimination or harassment can be made orally or in writing to an instructor, Department Chairperson, administrator, or any management employee of the College. The Discrimination Complaint Procedure described below applies to complaints filed by students against any of the parties listed above.

A formal grievance should be filed as soon as possible following the actions considered discriminatory.

The College will provide an adequate, reliable, and impartial investigation that will be documented and thorough which adheres to the following process:

1. Neither the party alleged to have discriminated nor anyone related to or associated with the complaint or parties to the complaint will be chosen for the appeals panel
2. An appeals panel shall be selected within 10 business days of the filing of a complaint or grievance
3. The appeals panel will conduct a thorough, documented, and impartial investigation of the complaint
4. Both the complainant and alleged respondent may present witnesses and evidence for the appeals panel consideration.
5. The appeals panel shall send a memorandum detailing its findings and a recommendation for action within 21 calendar days of the receipt of the complaint/grievance to the complainant and respondent.
6. The written memorandum of finding will include:
   a. Whether the College found the alleged conduct occurred, and whether it constituted discrimination;
   b. Any individual remedies offered or provided to the complainant and/or any sanctions imposed on the respondent that directly relate to the complainant; (The respondent's will not include the remedies for the complainant unless they directly concern the respondent.)
   c. Any other steps the College took to eliminate the hostile environment, if the College found one to exist, and prevent recurrence;
7. The evidentiary standard for the findings of the memorandum shall be preponderance of the evidence
8. The memorandum of findings shall be provided to the grievant and respondent and other parties to the complaint in writing
9. The grievant and respondent or other parties may request correction of any mistakes in fact included in the memorandum of findings on the basis of the evidence previously submitted, but may not provide new evidence
10. Any request for correction to the memorandum of finding must be submitted within three business days of receipt of the memorandum of findings
11. The Dean Academic Affairs has 3 days to resolve any concerns of the complainant and respondent related to the memorandum findings.
12. The Dean Academic Affairs shall submit a final written decision related to the complaint to the complainant and respondent within 7 business days after step 11 in this process is completed. When rendered this decision is final.

The Dean Academic Affairs at his/her discretion may also consider whether interim measures are needed during and pending the results of the investigation, with minimum burden on the complainant. For example, a change in academic situations, provide counseling, and or academic support.

Discrimination and Complaint Procedures are found in the College Catalog. The catalog is available in hard copy or on the college's website. The College Catalog and complaint forms can be obtained from the Academic Services Support Coordinator.

Retaliation Policy

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

Examples of actions that constitute retaliation include, but are not limited to, an instructor's or administrator's disclosure of student's disability status to other students, disclosure that a student has filed a discrimination complaint, or public attempts to enlist the support of classmates against a student who has filed a discrimination complaint. To file a complaint alleging discriminatory retaliation follow the process described under the Discrimination Complaint procedure on page 27 of this catalog

Campus Safety

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

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

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

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

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

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

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

Workplace Violence Prevention

Mt Sierra College strives to provide a workplace and learning environment free from acts and threats of violence. The College expressly prohibits and will not tolerate any acts or threats of violence by or against any College student, employee, or visitor. This policy is applicable to all individuals while on College premises, and also while off the premises when such acts or threats are directly related to the individual's status or activities as a student or employee at Mt Sierra College. The College will take reasonable steps to prevent acts or threats of violence from occurring, and will take prompt action against any individual who engages in threatening behavior or acts of violence. Such action will include, as appropriate, removal from the premises by security or law enforcement personnel and prosecution to the full extent of the law.

Mt Sierra College prohibits students, employees, and visitors from bringing firearms or other weapons onto College premises. Compliance with this policy will be strictly enforced and sanctions for violations will be imposed, up to and including expulsion from the College or termination of employment.

The College maintains a program to eliminate violence or threats of violence from its learning and working environment, including the provision of workplace violence awareness and prevention training. The senior management team of the College fully supports the work of the Threat Assessment Coordinator in investigating and resolving problems of workplace violence or threats of violence whenever they occur.

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

Student Code of Conduct

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

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

Students are expected to display the following at all times:
- Conduct that is orderly
- Honesty and Professionalism
- Respect for the property of the College, students, and visitors
- Dress and grooming that is consistent with good hygiene and safety

Causes for disciplinary action include the following:
- Disorderly conduct, including intentional disruption or obstruction of College classes and activities

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

Controlled Substance Policy

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

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

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

Grievance Policy

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

The College offers two types of due process so that disputes can be settled in an amicable and mutually agreeable manner, while protecting the educational interests of the student and College. The Academic Grievance Procedure (see page 38) shall be used in cases where a grade or similar evaluation is being disputed. The Non-Academic Grievance Procedure shall be used in response to allegations of violations of the Code of Student Conduct, College rules and regulations, and acts or threats of intimidation, discrimination or harassment.

Non-Academic Grievance Procedure

Students may grieve actions of a non-discriminatory nature taken as a result of the imposition of discipline, violations of College Policy or other actions by college staff or other students that are deemed inappropriate by the student. The following procedural due process shall be followed:

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

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

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

Student Complaint Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school

for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

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

A copy of the ACCSC Complaint Form is available from the office of the Mt Sierra College President and on the Commission's website, www.accsc.org

Mt Sierra College is regulated by the state of California.

Any complaints to the state should be sent to:
Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
www.bppe.ca.gov

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

The Registrar Office

The Registrar closely monitors the academic progress of each student and enforces the college's policies on Satisfactory Academic Progress (SAP). (See page 39)

Enrollment Verification

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

Family Educational Rights and Privacy Act

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

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

Academics

Academic Calendar

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

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

Definition of a Credit Hour

One hour of direct faculty instruction and a minimum of two hours out of class (Carnegie Unit)

4 Unit/credit Non-lab class = 120 hours of instruction
    40 hours in class room
    80 hours out of class room

4 Unit/credit Lab-based class = 120 hours of instruction
    30 hours in classroom
    20 hours in Lab
    70 hours out of classroom

The following terms refer to classroom contact hours and credit hours:
- Quarter   11 weeks
- One contact hour   One fifty-minute class session

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

Academic Support Services

The Academic Support Services team is committed to each student's academic success. Students are encouraged to bring concerns about academic issues or general college questions to the Academic Support Services team.

Please note: the Academic Support Services team cannot counsel students on issues related to Student Finance or course and program completion. Any questions in these area must be addressed to the trained staff in the Financial Aid and Academic Departments.

Student Classification

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

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

Degree-seeking students are classified as full-time or part-time students based upon enrollment. Enrollment status is calculated quarterly and is based upon the number of credit hours in which a student is enrolled. Enrollment status categories are as follows:

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

Non-matriculating Students

Non-matriculating students have not been admitted to a degree program, and may be taking courses for personal enrichment or to earn credit until they are eligible for admission to a degree program. Non-matriculating students must meet all admissions requirements and take prerequisite courses as outlined in the catalog.

Schedule of Classes

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

FlexLearn®

During the 2015 Academic year, our faculty engaged in program reviews. In 2016, they used the evidence gathered from these reviews to update our entire curriculum giving each course standardized faculty created and approved outcomes, objectives, assignments, and assessments. This process provides the college the opportunity to gather evidence of what, how, when, and where student learning was delivered and assessed. When completed, each course will be technology enhanced with the addition of a Desire to Learn (D2L) component making it more pedagogy independent. Designing our courses in this manner gives students the opportunity to engage in our adaptable FlexLearn® environment, which was established by the College in 2002.

Registration

Students entering their first quarter will be scheduled for their courses upon enrollment. Applicants are required to submit transcripts from any previous college or university attended on or before the first day of class, so that they may avoid taking any unnecessary coursework. Continuing degree students must register every quarter. Continuing Student Registration is conducted during weeks six through eight for the following quarter. The posting of the Schedule of Classes signals the opening of Registration. A late fee will be applied for all registration forms submitted after week eight. Specific registration dates and full instructions are posted to the Student Portal when Registration opens. Students will not be registered in classes for which they have not successfully completed all required prerequisites. Registration forms are available from Academic Support Coordinators and are approved or denied by the Dean Academic Affairs.

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

Transfer Credit Policy

Mt Sierra College accepts credit for the following:

- Previous college coursework
- Military training
- Vendor and industry certifications
- Advanced Placement (AP) courses
- International Baccalaureate (IB) results
- College Level Examination Program (CLEP) results
- ACE Credit Recommendation

In addition, the College offers the opportunity for three proficiency challenge exams (College Algebra, Introduction to Computer Basics, and Fundamental Drawing). Credit for previous college coursework and military training may be awarded as transfer credit with required documentation (if submitted in full within the first term of attendance). Credit for vendor and industry certifications, AP, IB, and CLEP may be awarded as proficiency credit with required documentation. Up to 75% of external credits may be awarded toward a degree program. Mt Sierra College does not award credit for life or work experience.

Transfer Credit

Applicants must submit official transcripts from accredited colleges and universities recognized by the United States Department of Education. These will be evaluated within the first term of enrollment. The following website www.chea.org will provide additional information related to accredited institutions. Official transcripts from regionally or nationally accredited colleges and universities will be evaluated for possible transfer credit. Applicants are required to provide a course catalog or course descriptions for the years in which the courses were completed. Catalogs will be retained by the College to substantiate any award of credit. Courses graded C (2.0) or above will be considered for transfer credit. Mt Sierra College reserves the right to accept or deny transfer credits applications.

Core courses: Credit may be granted for equivalence in content and equal in credit hours required for the program of enrollment. General education courses: credit may be granted if they fall within one of the five general education categories (refer to General Education Requirements). Students entering the College with an earned academic bachelor's degree or higher from an accredited institution may be granted full or partial transfer credit for General Education based on transcript evaluation.

Students who are placed in ENG 085 (Evolving English) per placement assessment, but have ENG135 equivalent transfer credit, will have ENG 085 waived.

Applicants who have attended foreign colleges and universities must submit an official evaluation from an approved credential evaluation service (a list of accepted credential evaluators is available from the Admissions department). The

evaluation must include the awarded degree, courses taken, and an equivalence of grades, credit hours, and overall grade point average equal to an American institution.

A written request is required if a student chooses to waive the award of transfer credit for specific coursework. Students should first discuss such waivers with their Academic Support Coordinators and Financial Aid Advisors, as such a waiver may have scheduling and financial aid ramifications.

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

Credit by Examination
The College provides the opportunity for proficiency exams in three subjects: CCC 101: Introduction to Computers and Lab; MTH 135: College Algebra and DES 105: Fundamental Drawing. Requests for exams should be submitted to the Academics Department for review. Students who have previously attended or attempted the class are not eligible to take the exam. A score of 70% or above is considered passing. Prior to testing, the student must pay the $10 exam fee.

Note: Veterans and active military are exempt from the exam fee.

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

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

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

Articulation Agreements
Mt Sierra College has articulation agreements at the following institutions:
American English College
Beijing Institute of Technology, Zhuhai, Guangdong People's Republic of China
California Institute of Advanced Management
Columbia West College
Dalian Neusoft Institute
East San Gabriel Valley ROP
Keller Management Graduate School
Laguna College of Art and Design
Language System International
National Polytechnic College
Rosemead College of English
University of the West
West Coast University
Westcliff University

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

Drop - Add
Students wishing to change their class schedule after registration may do so by submitting a Registration Amendment form to Academic Support Services team. Students may drop or add courses on or before Sunday of week one of the relevant quarter.

Students must obtain all appropriate approvals prior to processing and must present these forms in person, by fax, or by email. Drop-Add forms will be processed while students are present and students will receive updated schedules. Students should check their schedules for accuracy before leaving the office.

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

Advanced Placement Credit Table

AP E	AP Score	General Education Credit (GE)	Course Codes
Art History	3-5	C. Arts and Humanities	DES 100 ,GAM 100
Art Studio:			DES 210
2D Design	3-5	No GE Credit	DES 105
3D Design	3-5	No GE Credit	
Drawing Portfolio	3-5	No GE Credit	
Biology	3-5	B. Scientific Inquiry and Quantitative Reasoning	
Chemistry	3-5	B. Scientific Inquiry and Quantitative Reasoning	CIT 140
Chinese Language and Culture	3-5	C. Arts and Humanities	CIT 140 and 180
Computer Science A	3-5	No GE Credit	
Computer Science AB	3-5	No GE Credit	ECN 150
Economics:			ECN 250
Macro	3-5	D. Social Science	
Micro	3-5	D. Social Science	
English:			
Language and Composition	3-5	A. English Language Comm and Critical Thinking	
Literature and Composition	3-5	A. English Language Comm and Critical Thinking	
Environmental Science	3-5	C. Arts and Humanities	
French Language	3-5	B. Arts and Humanities	
German Language	3-5	C. Arts and Humanities	
Human Geography	3-5	D. Social Science	
History:			
United States	3-5	D. Social Science	
European	3-5	D. Social Science	
World History	3-5	D. Social Science	
Italian Language	3-5	C. Arts and Humanities	
Japanese Language and Culture	3-5	C. Arts and Humanities	
Latin: Vergil	3-5	C. Arts and Humanities	
Mathematics:			
Calculus AB	3-5	B. Scientific Inquiry and Quantitative Reasoning	
Calculus BC	3-5	B. Scientific Inquiry and Quantitative Reasoning	
Music Theory	3-5	C. Arts and Humanities	
Physics:			
Physics B	3-5	B. Scientific Inquiry and Quantitative Reasoning	
Physics C	3-5	B. Scientific Inquiry and Quantitative Reasoning	
Political Science:			
US Government and Politics	3-5	D. Social Science	
Comparative Govt & Politics	3-5	D. Social Science	
Psychology	3-5	D. Social Science	
Spanish:			
Language	3-5	C. Arts and Humanities	
Literature	3-5	C. Arts and Humanities	
Statistics	3-5	B. Scientific Inquiry and Quantitative Reasoning	

First Week Reversal Policy

New students in their first term who do not attend any classes during week one of their first term without prior written approval from the Academics Office will be reversed from their program. Students may appeal for reinstatement to the Academic Support Services team. Documentation must be provided as to the reason for the absence. Students will not be reversed from individual classes if they attend any one of their scheduled classes during the first week of the term.

Attendance

Mt Sierra College has a mandatory attendance policy that applies to all students.

Attendance is based upon the student's physical presence in class. Students should contact their faculty when anticipating an absence or delay in arrival. Students are expected to be present at the beginning of each class meeting and to remain for the entire session. Partial attendance is given to students who arrive 15 minutes or more late or leave 15 minutes or more early. The Registrar will dismiss students who do not engage after 14 consecutive days and a determination has been made that the student will not attend class.

Please refer to the descriptions under Course or Program Withdrawal for the full details and ramifications.

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

Reinstatement into individual courses or programs of study is limited to one time per term.

Leave-of-Absence Policy:

Mt Sierra does not offer a leave-of-absence policy.

Withdrawing from a Class (Course Withdrawal)

Students requesting to withdraw from a course between Monday of week eight and Sunday of week eleven will receive a grade of "W" and no adjustments will be made to the tuition charges. Students who are dismissed from a course between Monday of week eight and Sunday of week eleven will receive an F and no adjustments will be made to the tuition charges.

Students are strongly encouraged to meet with Academic Support Services team to discuss the academic ramifications of withdrawing from a course. Course withdrawals will have an impact upon a student's financial aid eligibility and students considering a course withdrawal that will change their enrollment status should consult with a Student Financial Aid Advisor (FAA). Excessive course withdrawals will adversely impact a student's ability to make satisfactory academic progress.

Students should be aware of financial aid eligibility and enrollment status for retaking coursework: 34CFR 668.2(b). The regulatory definition of full-time enrollment students for undergraduates allows a student to retake one time only per previously passed course. Students should see a Financial Aid Advisor for any clarifications or concerns.

Withdrawing from the College (Program Withdrawal)

Students requesting to withdraw from their program between Monday of week eight and Sunday of week eleven will receive a grade of "W" and no adjustments will be made to the tuition charges. Students who are dismissed from the College between Monday of week eight and Sunday of week eleven will receive an F and no adjustments will be made to the tuition charges.

Re-Entry Students

Students who wish to re-enter their degree program of study after a period of non-attendance may file a Petition to Re-Enter. This may be done through the Mt Sierra website or with the Re-Admissions Manager. Upon approval by Student Finance, Student Accounts, and Academics, students will be allowed to re-enter as degree students pursuant to SAP policies. Students who have been inactive must also complete a new enrollment agreement. These students will be responsible for STRF fee. Re-entering students are subject to the terms and conditions in effect at the time of their re-entry.

Program Transfers

Occasionally students find that their educational or professional goals have changed, and that a different field of study is better suited to their future success. Students may change their program of study when registering for a new term. Students on probation must have approval from the Academics Department prior to changing programs. Students will be required to sign an enrollment agreement applicable to the new program and will be subject to the college tuition and refund policies in effect at the time of the change.

Program changes may alter graduation date and financial aid eligibility. It is strongly recommended that financial aid recipients consult with a Financial Aid Advisor prior to making the decision to change programs. Credit earned for courses that are common to both the old and the new programs may

apply toward the new program. Students should meet with an Academic Support Coordinators to review applicable credit.

Grading System

Mid-Quarter Reviews

Students will be assigned a mid-quarter review grade for each course in which they are enrolled. Mid-quarter review grades assess students' standing in each of their courses at the end of week five, and are not included in the calculation of the grade point average. Mid-quarter review grades are intended solely to provide students with a benchmark of their performance in each course.

Mid-quarter review grades are available on the Student Portal and upon request at the end of week six of each term. Students are encouraged to review these grades with their instructors.

Final Grades

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

Letter Grade	Numeric Grade	Performance Points	
A	90% – 100%	Excellent	4
B	80% – 89%	Good	3
C	70% – 79%	Satisfactory	2
D	60% – 69%	Unsatisfactory	1
F	59% or below	Failing	0
UF*	Failing	NC	No Credit

* Unearned F (UF) is the result of student withdrawal.
The following grades are not included in the CGPA calculation:

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

No extra credit will be given.

Incompletes

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

Temporary Grades

"NR" on a grade report denotes the instructor did not submit a grade for the student. The student is encouraged to contact the instructor as soon as possible.

Course Repeats

Students receiving a failing grade in a required course must repeat that course the next term. Only the highest grade earned will be used in the calculation of the cumulative grade point average and as credit toward program requirements. Students can use Federal funds to finance multiple attempts at failed classes as long as SAP is being met.

Mt Sierra College reserves the right to dismiss students from their program of study after failing any course three times.

Appealing a Grade

Except in rare cases, faculty members shall have final authority in the assignment of a grade. However, there may be times that a student believes that he or she has not received an appropriate grade. The student should first contact his or her Academic Support Coordinators to verify that the grade has been recorded accurately. If so and if the student still wishes to pursue an appeal, he or she should be aware of the following guidelines:

General Principles

Students are encouraged to seek advice in matters of concern about grades from their faculty. Grade appeals can be made only in instances where procedural issues or biased, arbitrary, or capricious grading are in question. Specifically:

- An obvious error in calculation
- The Instructor has applied more exacting standards to the particular student
- The grade was given on some other basis than performance in the course
- The grade represents a substantial departure from the instructor's announced standards as indicated on the syllabus and/or rubric

Grade Appeals Process

1. The student should attempt informal resolution of grade concerns with the instructor. Typically this step is all that is necessary to resolve any disagreements. This step is only to be waived if the student believes he or she cannot meet with the instructor

2. In the event that Step 1 is not satisfactory to both the student and the instructor, the student has the burden of proof to show that the grade was based on factors listed in General Principles (2) above and complete the following:
   a. The student must submit a formal written request for a grade appeal to the Dean Academic Affairs within 14 calendar days of the official posting of the contested grade after Step 1
   b. If the Department Chair is the instructor, the appeal will be pursued by the Dean Academic Affairs
   c. The student must include evidence pertinent to the grade appeal request. All materials relevant to the appeal must be submitted at the time of the request. Further materials will not be accepted once the appeal process has begun
   d. The instructor responds in writing within five business days of notification of the grade appeal to the Dean Academic Affairs

3. The Dean Academic Affairs will reach a final and uncontestable decision within 14 calendar days to either uphold the grade or change it and the results will be sent to the student, instructor, and Registrar's Office

Teaching at Mt Sierra

All faculty will teach to the standardized outcomes, objectives, assignments, and assessments as defined in their course syllabi.

Academic Freedom

Mt Sierra College is committed to fostering an educational atmosphere that is conducive to the pursuit of knowledge and the preservation of intellectual endeavors. The College strongly believes that academic freedom is a fundamental condition necessary for pursuit of truth, knowledge and meaning.

The College is a community of learners who strive to promote, foster and sustain an environment conducive to learning that are pursued using good judgment and are rooted firmly in the College's social responsibility to enhance student learning.

Academic Integrity and Plagiarism

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

It is the students' responsibility to be aware of what constitutes academic dishonesty and to uphold the standards of honest academic endeavor. It is the faculty's responsibility to communicate classroom standards clearly at the start of each quarter. Ultimately, it is the responsibility of the college faculty, staff, and the student populace together to safeguard the integrity of the classroom. The College Administration is responsible for the application of sanctions that go beyond the classroom.

Academic dishonesty includes, but may not be limited to, plagiarism, cheating, falsifying records, lying, obtaining and/or distributing examination materials prior to exams without the consent of the instructor, submitting another's work as one's own, submitting work completed for another course without the agreement of both instructors, and helping any other student in any act of dishonesty.

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

Satisfactory Academic Progress and Academic Status

All students are required to maintain satisfactory academic progress (SAP). A student maintaining SAP is considered to be in good standing, is eligible for financial aid, and is eligible to continue his or her enrollment complete their program of studies and graduate. SAP is evaluated at the end of each quarter using the following three standards:

1. Cumulative Qualitative Progress (CGPA)
2. Cumulative Quantitative Progress (Pace)
3. Maximum Time in Program

SAP Standard One — Cumulative Grade Point Average (CGPA)

To comply with this standard students must maintain an earned CGPA of at least 2.0. CGPA is calculated using this formula:
All Class Letter Grade Points / Total Classes Taken
Class Letter Grade Points
A = 4; B = 3; C=2; D=1 F=0

Example
  Class 1 = A = 4 points
  Class 2 = C = 2 points
  Class 3 = F = 0 points

Example
6 Class Letter Grade Points /3 (courses taken) = 2.0 CGPA

SAP Standard Two—Cumulative Progress or Pace through your Program of Study

Students must successfully complete (earn) a sufficient number of credit hours to maintain an appropriate Pace to complete the program of study within the maximum time allowed (see below).

To comply with this standard students must maintain a cumulative progress or Pace of at least 50% in the first three quarters. Following the first three quarters students must achieve a cumulative Pace of at least 66.7% in order to complete within the maximum time allowed in the program of study.

Pace is calculated by dividing total credit hours earned by total credit hours attempted. Credit hours attempted and credit hours earned appear on your official transcript.
Example
Total Credit hours earned =   100
Total Credit hours attempted =   140
           100/140 = 71.4% Pace

SAP Standard Three — Maximum Time in your Program of Study. Bachelors programs at Mt Sierra College are 180 quarter credits/units in length.

Students are allowed to attempt no more than 150% of the total credit hours needed to complete a program of study or 270 quarter credit hours; this is equal to a Pace of 66.7%.

Maximum Time in Program is determined by adding together the total number of credit hours students have attempted and the number of credit hours; remaining in the program of study; the result must be less than 270 quarter credit hours.

Example
Total number of credit hours attempted = 200

Total number of credit hours remaining in program of study = 60
           200 + 60 = 260
           Cushion = 10 credits (with no additional failures)

Students must maintain a Pace of at least 66.7% and have a CGPA of at least 2.0 (after the first two academic years or six quarters) to retain financial aid eligibility (see below) and graduate from Mt Sierra College. During the program of study, the SAP status will be evaluated at the end of each term. If a student fails to meet any of the components of SAP, he or she will be required to meet with an academic advisor and develop a plan to meet the guidelines outlined above and graduate successfully from the College.

Events Impacting SAP:

Cumulative Grade Point Average (CGPA)
 • Successfully completed Courses
 • Failed Courses
 • Passed Course Retakes (with higher grade than original course)

Cumulative Progress or Pace
 • Withdraws week 2 –7
 • Withdraws week 8 – 11
 • Successfully Completed Courses
 • Failed courses
 • Failed Course Retakes
 • Passed Course Retakes
 • Transfer Credits
 • Maximum Time in Program
 • Any withdraws from class
 • Successfully Completed Courses
 • Failed Courses
 • Failed Course Retakes
 • Courses with Incompletes
 • Passed Course Retakes
 • Transfer Credits

Effect of Satisfactory Academic Progress on Financial Aid Eligibility

Mt Sierra recognizes its obligation to provide academic advising to all students that will enable them to successfully complete their programs. All students determined to be making satisfactory academic progress retain their eligibility to receive financial aid and can continue in their program of study.

If a student fails to meet satisfactory academic progress, he or she will be placed on academic and financial aid warning for

the next term. During that term, the student remains eligible for financial aid and can continue in his or her program of study, in conjunction with an academic plan. A student may be on an academic and financial aid warning for only one term.

Students who are not making satisfactory academic progress following a term on academic and financial aid warning are dismissed from their program of study, lose their eligibility to receive financial aid, and must file a Petition for Re-entry (see page 36 for additional information).

Students whose appeals for re-entry are approved are provided mandatory academic advising and are placed on academic and financial aid probation with a comprehensive academic plan that defines specific academic outcomes that students must achieve to re-establish satisfactory academic progress. As long as students meet the terms of their academic and financial aid probation, they are eligible for financial aid and can continue in their programs of study.

Students who do not make satisfactory academic progress and do not meet the terms of their Academic Financial probation are dismissed.

Students whose Petition for Re-entry has been approved but whose SAP Appeal to Financial Aid has been denied are ineligible for financial aid, but they may continue in their program on a cash pay basis subject to mandatory academic advising and monitoring.

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

Graduation Requirements

In order to graduate, students must meet Satisfactory Academic Progress. No more than 75% of the required courses may be completed through any combination of transfer and/or proficiency credit. The date of graduation will be the last day of the term in which the degree requirements are fulfilled.

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

Commencement Ceremony

Graduation is the culmination of the student's successful academic journey, and Mt Sierra College is proud to honor its graduates with a commencement ceremony. Students must meet all SAP requirements to graduate and participate in Commencement.

Recognition of Honors

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

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

Earning a Second Mt Sierra College Bachelor's Degree

Students who have earned a bachelor's degree from Mt Sierra College are eligible to enroll in another program of study. The College will apply towards the new degree all appropriate courses completed while earning the first degree with approval from academic administration and all transfer credit limits. Students will work with the Admissions Department to reapply to the College. This process includes signing an enrollment agreement for the new program and payment of all applicable tuition and fees.

If the student applies within one year of graduation from the initial program, the application fee will be waived and the student will not be required to submit a new application. However, if more than one year has elapsed, the student must submit an updated application and will be charged the application fee.

In order to receive the second degree, the student must fulfill the graduation requirements in effect at the time of enrolling in the second degree program. The graduation petition, graduation fee, and exit interviews completed for the first degree will also apply to the second degree. Upon satisfaction of the requirements the student will be awarded a bachelor's degree and will receive a diploma for that program.

Degrees with Multiple Concentrations

Students who earn a Bachelor's degree with a concentration will have that concentration listed on their diploma. If

a student returns to Mt Sierra and successfully completes an additional concentration within the same program of study, a new diploma with that concentration listed will not be issued. The student's official transcript will be the tracking mechanism for these additional concentrations.

Transcripts and Diplomas

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

All financial and academic obligations must be met in order for students to participate in the commencement ceremony.

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

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

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

Alumni Benefits

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

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

Maintenance of Student Records

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

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

Notice Concerning Transferability Of Credits And Credentials Earned At Mt Sierra College

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

Federal Consumer Information Disclosure

You may request a printed copy of any information available on the web

by contacting the Admissions Department of the College

Type of disclosure Information	Location /Web Link (if applicable)
Contact information for assistance in obtaining institutional or financial aid information	
Financial aid information	Mt Sierra College website: http://mtsierra.Edu/admissions/financialaid/ For additional information, please see the federal student guide to financial aid at: https://studentaid.Ed.Gov/
Notice of availability of institutional and financial aid information	Mt Sierra College website: type of disclosure http://mtsierra.edu/admissions/financialaid/
Financial Aid contact information	Mt Sierra College website: Http://mtsierra.Edu/admissions/financialaid/
General institutional information	
Accreditation, Approval and Licensure of Institution and Programs	Mt Sierra College website: http://mtsierra.edu/about-us/accreditation/ Mt Sierra College Catalog: Accreditiation
Family Educational and Privacy Act (FERPA)	Mt Sierra College Catalog: FERPA Useful Link: https://ed.gov/policy/gen/guid/fpco/ferpa/index.html
Student Diversity	Mt Sierra College Catalog: Diversity
Retention Rate Integrated Postsecondary Education Data System (IPEDS)	IPEDS: http://nces.ed.gov/collegenavigator/?q=MT+SIERRA+COLLEGE&s=CA&id=398130#retgra/
Completion or Graduation Rate Integrated Postsecondary Education Data System (IPEDS)	IPEDS: http://nces.ed.gov/collegenavigator/?q=MT+SIERRA+COLLEGE&s=CA&id=398130#retgracollege-navigator/?q=MT+SIERRA+COLLEGE&s=CA&id=398130#retgra/
Career and Job Placement Services	Mt Sierra College website: http://mtsierra.edu/career-services/

Type of disclosure Information	Location /Web Link (if applicable)
Student Activities	Mt Sierra College website: http://mtsierra.edu/events/
Tuition and Fees	Mt Sierra College Catalog: Tuition and Fees
Net Price Calculator	Mt Sierra College website: http://mtsierra.edu/npcal/
Cost for Books and Supplies	Mt Sierra College Catalog: Book and Supply Costs
Textbook information	Student Schedules Bookstore Student portal e-books
Refund Policy	Mt Sierra College Catalog: Refund Policy
Withdrawal Policy	Mt Sierra College Catalog: Withdrawal Policy
Transfer of Credit Policies and Articulation Agreements	Mt Sierra College Catalog: Transfer of Credits
Academic Programs	Mt Sierra College website: http://www.mtsierra.edu/programs/
The Learning Resource Center	Mt Sierra College Catalog: Learning Resources
Association, Agencies or Governmental Bodies that accredit, approve, or license the institution and its programs	Mt Sierra College website: http://mtsierra.edu/about-us/accreditation/ Mt Sierra College Catalog: Accreditation
Student Services and Facilities (Including students with disabilities)	Mt Sierra College Catalog: Student Services
Faculty and Staff Listing	Mt Sierra College Catalog: Faculty
Computer Use and File Sharing	Mt Sierra College Catalog: Computer Use
Policies and Sanctions Related to Copyright Infringement: Unauthorized Distribution of Copyrighted Material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities: Penalties for Violation of Federal Copyright Laws: Policies with respect to unauthorized peer d-to peer file sharing, including disciplinary actions that are taken against students who engage in illegal downloading or unauthorized distributions of copyrighted materials using the institutions'	Mt Sierra College Catalog: Copyright Infringement

Type of disclosure Information	Location /Web Link (if applicable)
Student Financial Assistance	
Title IV grant or loan Assistance	Mt Sierra College website: http://studentaid.ed.gov
Loan repayment	https://studentaid.ed.gov/repay-loans
Exit interview	https://studentloans.gov/myDirectLoan/index.action
Health and Safety	
Vaccination Policy	Mt Sierra College Catalog: Vaccinations
Annual Security Report (Enrolled students and current employees)	Mt Sierra College website: http://www.mtsierra.edu/sites/default/files/2015Notice-of-Annual-Security-Report.pdf
Crime Log	Mt Sierra College website: http://www.mtsierra.edu/sites/default/files/2015Notice-of-Annual-Security-Report.pdf
Crime Statistics	Mt Sierra College website: http://www.mtsierra.edu/sites/default/files/2015Notice-of-Annual-Security-Report.pdf
Emergency Notifications	Mt Sierra College website: http://mtsierra.edu/campus-policies
Controlled Substance Policy	Mt Sierra College Catalog: Controlled Substance Policy
Additional Disclosures	
Voter Registration	http://registertovote.ca.gov/ Paper voter registration forms available at the Financial Aid office and student lounge area.

Academic Programs of Study
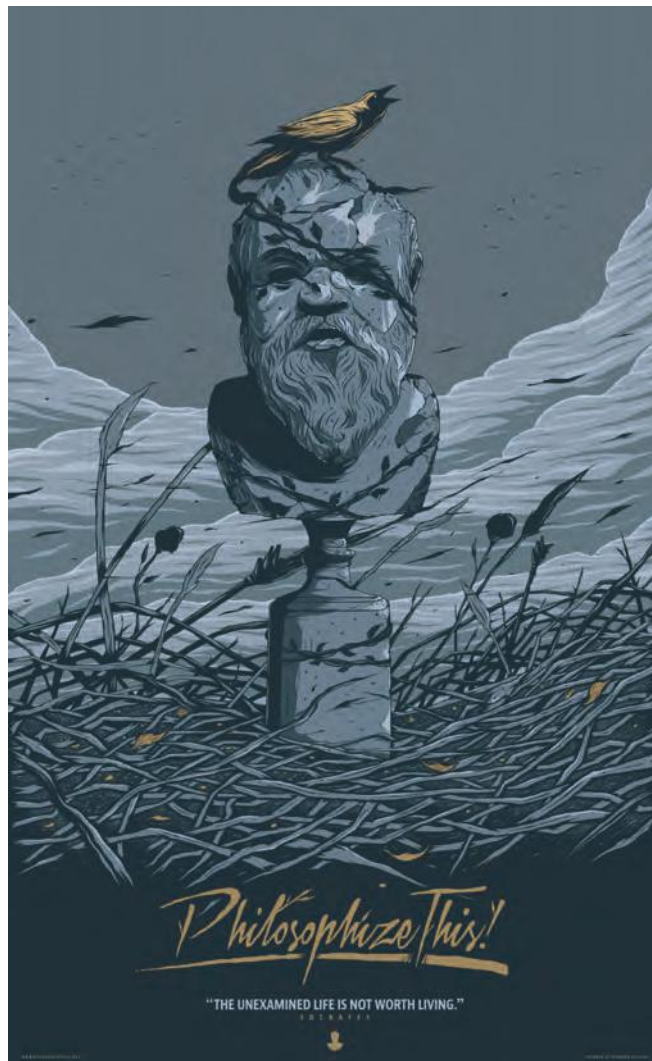
Mt Sierra College offers bachelor's degree programs in three areas of study: Business, Media Arts and Design, and Technology. The College designs its degree programs to provide students with a well-rounded education that is technology driven and academically sound. This curriculum will prepare students for the competitive marketplace of the 21st century.

Each program has two components. First, the core curriculum for each degree provides students with a progressive foundation pertaining to their field of study. The majority of core courses include hands-on experience or lab simulations in a virtual environment to maximize the students' education.

Second, the general education curriculum provides students with critical thinking skills, information literacy competencies, quantitative reasoning, as well as written and verbal communication skills. These skills are developed extensively throughout both curricula to ensure that students are equipped to express themselves effectively.

Remedial Courses

Entrance in the following courses is determined by the placement assessment:

    a. ENG 085 Evolving English
    b. MTH 085 Basic Math
    c. ESL

General Education Requirements

To satisfy Mt Sierra College's General Education (GE) requirements, students must fulfill course requirements in the five (5) categories listed below and complete a minimum of 60 quarter units.

1. English Language Communication and Critical Thinking (16 units)
    ENG 135: English Composition
    ENG 155: Advanced English Composition
    PHL 145: Critical Thinking
    SPH 305: Speech Communications

2. Scientific Inquiry and Quantitative Reasoning (8 units)
    MTH 135: College Algebra
    PDT 315: Information Literacy and Research Skills

3. Arts and Humanities (20 units)
    PHL 405: Ethics and Legal Issues
    ENG 300: Professional Writing

Select three additional courses from the following
    ENG 250: Mythology
    ENG 260: Storytelling
    ENG 335: Introduction to Literature
    HUM 205: History of Civilization
    HUM 235: Art History
    HUM 240: History of Graphic Design
    HUM 245: History and Language of Moving Pictures

4. Social Sciences (8 units) Select two courses from the following
    POL 210: Political Science
    PSY 215: Psychology
    SOC 165: Sociology

5. Lifelong Learning and Self Development (8 units)
    PDT 115: Personal Management and Leadership
    PDT 425: Career Strategies (for Business and Technology Majors)
    PDT 426: Career Strategies (for Media Arts Majors)

All degree programs are 180 quarter credit hours in length, which would take 193 weeks (15 quarters) to successfully complete at a normal full-time pace of 12 credits per quarter. If taking less than a full time course load the number of weeks to complete would be 386. (Refer to Program Outline Curriculum and Degree Requirements).

Bachelor of Arts Degrees in Media Arts and Design with concentrations in:
    Game Arts and Design
    Visual Design

Bachelor of Science Degrees in Information Technology with concentrations in:
    Computer Information Technology
    Information Security

Bachelor of Science Degree in Network Communications

Bachelor of Science Degree in Business Administration

Bachelor of Science Degree in Business Entrepreneurship

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

The global Game market is projected to exceed US $100 billion by 2020. It relies on a talented workforce of programmers, artists and designers. With the hands-on education Mt Sierra College offers, students may become skilled professional game developers, and not just gamers playing someone else's games. They gain the ability to bring a game from concept to storyboard to a market-viable product with the melding of story, asset creation, sound, animation, lighting and engaged gameplay experience. Our graduates of the Game Arts and Design program enter the field eager to develop the next generation of games and simulations for this rapid growing industry.

Students enrolling in the Game Arts and Design areas of specialization will take courses that build a solid foundation in real-time interactive arts and design like game development, level design, programming, 3D asset creation, and animation. Students will possess strong design abilities and will explore the world of interactivity so prevalent in the gaming, simulation, virtual reality and defense occupation arenas.

Graduates with a Bachelor of Arts in Game Arts and Design are prepared to enter the workforce in entry-level careers such as Game Asset Designer, 2D and 3D Generalist, 3D Environment Artist, 3D Prop Artist, Texture Specialist, 3D Character Modeler, Animator, Digital Character Sculptor, Rigger, Game Level Designer, World Builder or Quality Assurance/ Game Tester.

* Gainful Employment (GE): For additional information on graduation rates, placement rates and median debt, visit:
 *http://www.mtsierra.edu/about-us/ge-disclosure-information*

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

Term	Course	Credits	Type	Description	Prerequisite
1	CCC 105	4	CC	Fundamental Drawing and Lab	None
1	CCC 101	4	CD	Intro to Computers and Lab	None
1	PDT 115	4	GE	Personal Management and Leadership	None
2	CCC 107	4	CC	Life Drawing and Lab	CCC 105
2	CCC 100	4	CC	Design Basics and Lab	None
2	ENG 135	4	GE	English Composition	None
3	CCC 103	4	CC	Digital Photography and Lab	CCC 100, CCC 101
3	CCC 130	4	CC	Photoshop 1 and Lab	CCC 100, CCC 101
3	ENG 155	4	GE	English Composition 2	ENG 135
4	CCC 110	4	CC	Principles of Animation and Lab	CCC 100, CCC 101, CCC 107
4	PHL 145	4	GE	Critical Thinking	None
4	MTH 135	4	GE	College Algebra	None
5	GAM 210	4	CGA	Introduction to 3D and Lab	CCC 130
5	GAM 215	4	CGA	Digital Painting for Games and Lab	CCC 107, CCC 130
5	SPH 305	4	GE	Speech Communications	None
6	GAM 221	4	CGA	Hard Surface Modeling and Lab	GAM 210
6	GAM 225	4	CGA	Materials, Lighting, and Rendering and Lab	GAM 210, GAM 215
6	ENG 250	4	GE	Mythology	None
7	GAM 231	4	CGA	Game Assets and Lab	GAM 221, GAM 225
7	GAM 235	4	DGA	Game Design & Gameplay and Lab	CCC 100
7	ENG 260	4	GE	Storytelling	None
8	GAM 240	4	CGA	Character Modeling and Lab	GAM 231
8	GAM 245	4	CGA	Keyframe Animation and Lab	CCC 110, GAM 210
8	PDT 315	4	GE	Information Literature	None
9	GAM 311	4	CGA	Digital Sculpting and Lab	GAM 240
9	GAM 315	4	CGA	Character Rigging and Lab	GAM 240, GAM 245
9	HUM 235	4	GE	Art History	None
10	GAM 321	4	CGA	Alternative Techniques 1 and Lab	GAM 215, GAM 231
10	GAM 325	4	CGA	Level Design 1 and Lab	GAM 231, GAM 245
10	ENG 300	4	GE	Professional Writing	ENG 135
11	GAM 330	4	CGA	Alternative Techniques 2 and Lab	GAM 215, GAM 321
11	GAM 335	4	CGA	Level Design 2 and Lab	GAM 321, GAM 325
11	CIT 140	4	CGA	Programming Fundamentals I and Lab	CIT 101 or CCC 101
11	SOC 165	4	GE	Sociology	NONE
12	CCC 350-G	4	CGA	Portfolio Development	GAM 321, GAM 330
12	GAM 340	4	CGA	Game Audio and Sound and Lab	GAM 335
12	CIT 240	4	CGA	Programming Fundamentals II and Lab	CIT 140, PHL 145
13	GAM 400	2	CGA	Senior Thesis 1 for Gaming and Lab	CCC 350, GAM 335
13	GAM 411	4	CGA	Beginning Scripting and Lab	CIT 240
13	GAM 415	4	CGA	Advanced Digital Painting for Gaming	GAM 215
14 SE 1 ELECTIVE	GAM 421	2	CGA	Senior Thesis 2 for Gaming and Lab	GAM 400
14 SE 1 ELECTIVE	PHL 405	4	GE	Ethics and Legal Issues	None
14 SE 1 ELECTIVE	GAM 422 [or] GAM 423 [or]GAM 424	4	CGA	Advanced Scripting and Lab [or] Environmental Modeling in Maya and Lab [or] Game Animation and Lab	GAM 411 [or] GAM 231 [or] GAM 245, GAM 315
15 SE 2 ELECTIVE	PDT 426-G	4	GE	Career Strategies	GAM 421, CCC 350-G
15 SE 2 ELECTIVE	PSY 215	4	GE	Psychology	None
15 SE 2 ELECTIVE	GAM 431 [or] GAM 432 [or] GAM 433	4	CGA	Programming for Mobile Apps and Lab [or] Advanced Sculpting and Lab [or] Advanced Game Audio & Sound and Lab	GAM 422 [or] GAM 311 [or] GAM 340

Core Credits **120**   General Education Credits **60**   Total Required (*excluding pre-collegiate courses) **180**
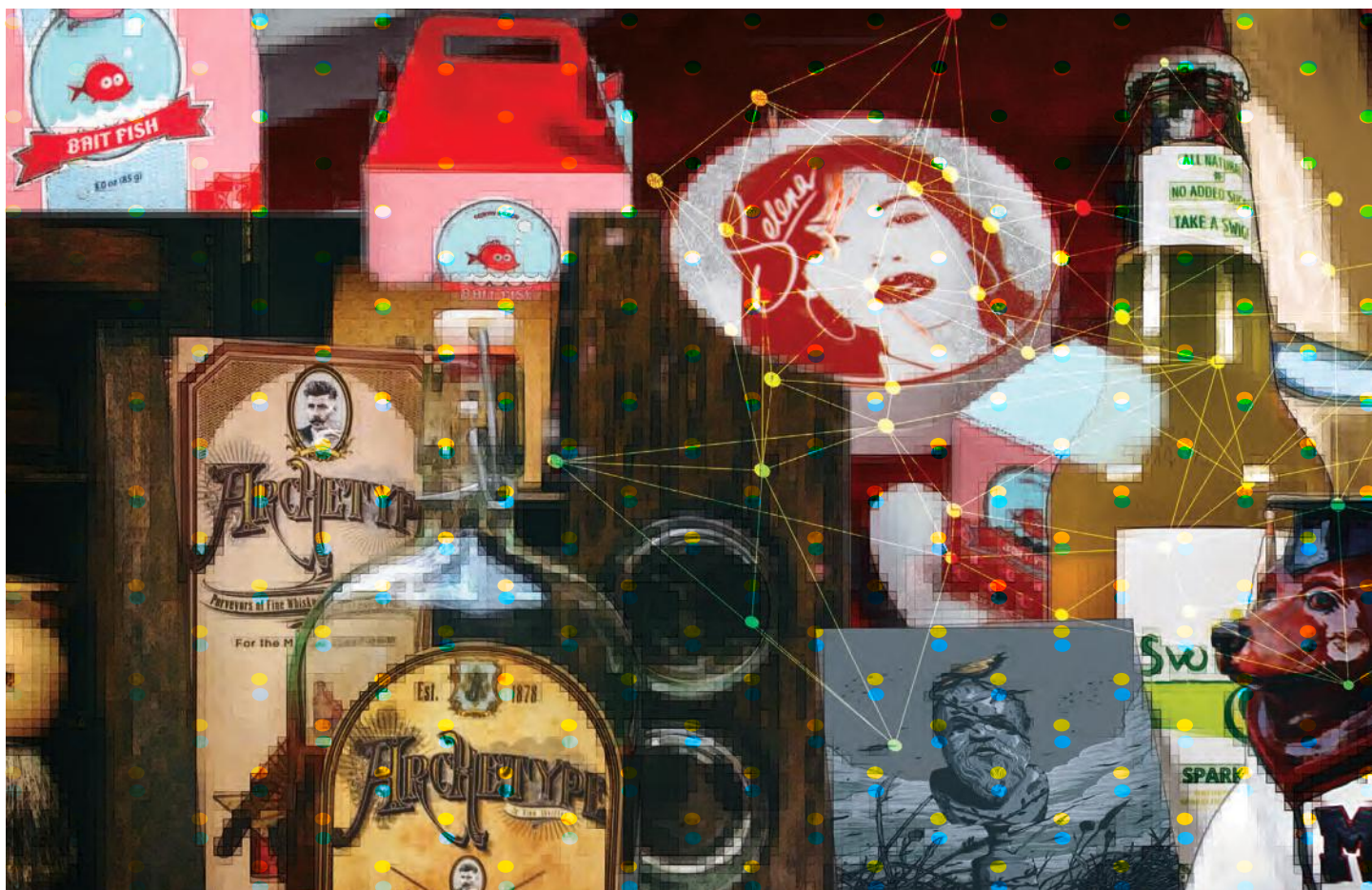
Bachelor of Arts Degree in Media Arts and Design with a concentration in Visual Design

Creativity and technology come together for Visual Design students. The worlds of entertainment, education, and business require visual design professionals who can tackle a wide variety of challenges using proven design techniques coupled with the latest technology. Students specializing in this area will develop the ability to create designed content, from initial conceptualization through to final realization. This content will be aimed at multichannel distribution, flowing between static and dynamic media, as needs dictate.

Visual designers are at the forefront of the burgeoning fields of UI/UX design and interaction design, the essential experiential and interactive components underlying an ever-changing digital world. It is their skill that makes the interplay of text and image come alive, and it is their skill that creates engaging experiences for the target audiences.

Students specializing in Visual Design will pursue coursework that covers user interface and experience design, branding, multichannel publishing, packaging, rapid prototyping, web, interaction design, and entrepreneurship. They will be able to further hone their focus into either a web design and development stream, or a multichannel design stream. Visual Design students are equipped for entry into career paths within the fields of Graphic or Visual Design, UI/UX Design, Interaction Design, and Web Design and Development.

* Gainful Employment (GE): For additional information on graduation rates, placement rates and median debt, visit: *http://www.mtsierra.edu/about-us/ge-disclosure-information*

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

Term	Course	Credits	Type	Description	Prerequisite
1	CCC 105	4	CC	Fundamental Drawing and Lab	None
1	CCC 101	4	CD	Intro to Computers and Lab	None
1	PDT 115	4	GE	Personal Management and Leadership	None
2	CCC 107	4	CC	Life Drawing and Lab	CCC 105
2	CCC 100	4	CC	Design Basics and Lab	None
2	ENG 135	4	GE	English Composition	None
3	CCC 103	4	CC	Digital Photography and Lab	CCC 100, CCC 101
3	CCC 130	4	CC	Photoshop 1 and Lab	CCC 100, CCC 101
3	ENG 155	4	GE	English Composition 2	ENG 135
4	CCD 102	4	CD	InDesign & Typography and Lab	CCC 100, CCC 101
4	CCC 110	4	CC	Principles of Animation and Lab	CCC 100, CCC 101, CCC 107
4	ENG 250	4	GE	Mythology	None
5	CCD 120	4	CD	Illustrator 1 and Lab	CCC 100, CCC101
5	PDT 315	4	GE	Information Literacy and Research Skills	None
5	HUM 240	4	GE	History of Graphic Design	CCC 100
6	DES 220	4	DES	Illustrator 2 and Lab	CCD 120
6	DES 232	4	DES	Photoshop 2 and Lab	CCC 130
6	ENG 260	4	GE	Storytelling	None
7	DES 211	4	DES	Logo & Branding Design and Lab	CCD 102, CCD 120, CCC 130
7	DES 212	4	DES	Typography and Design and Lab	CCD 102, CCD 120, CCC 130
7	CCD 240	4	CD	Motion Graphics and Lab	CCC 110, CCC 130, CCD 102, CCD 120
8	DES 205	4	DES	Information Design and Lab	CCD 102, CCD 120, CCC 130
8	DES 264	4	DES	Interaction Design 1 and Lab [UX and UI]	CCD 102, CCD 120, CCC 130
8	HUM 235	4	GE	Art History	None
9	DES 253	4	DES	Web Without Coding and Lab [Muse]	CCD 102, CCD 120, CCC 130
9	PHL 145	4	GE	Critical Thinking	None
9	SOC 165	4	GE	Sociology	None
10	GAM 210	4	GAM	Intro to 3D and Lab	CCC 130
10	PSY 215	4	GE	Psychology	None
10	MTH 135	4	GE	College Algebra	None
11	DES 364	4	DES	Interaction Design 2 and Lab	DES 264
11	CCC 350-D	4	DES	Portfolio Development and Lab	DES 212
11	WEB 251	4	DES	Web Design 1 and Lab	DES 253
12	DES 405 or WEB 351	4	DES	Prepress & Package Design and Lab or Web Design 2 and Lab	DES 211, DES 212 or WEB 251
12	DES 464	4	DES	Interaction Design 3 and Lab [Prototyping]	DES 364
12	BUS 486	4	BUS	Business Startup and Entrepreneurship	None
13	DES 395 or WEB 451	4	DES	Design Studio 1 and Lab or Web Design 3 and Lab	DES 264 or WEB 351
13	DES 400 or WEB 371	4	DES	Publication Design and Lab or Dynamic Web 1 and Lab	DES 212, DES 264 or WEB 351
13	MKT 486	4	BUS	Integrated Marketing Strategies	None
14	DES 495 or WEB 471	4	DES	Design Studio 2 and Lab or Dynamic Web 2 and Lab	DES 400 or WEB 371
14	MGT 486	4	BUS	Transnational Management	None
14	SPH 305	4	GE	Speech Communications	None
15	DES 411	4	DES	Senior Thesis and Lab for Visual Design	DES 495, CCC 350-D
15	PDT 426-D	4	GE	Career Strategies	DES 495, CCC 350-D
15	PHL 405	4	GE	Ethics and Legal Issues	None

Core Credits **120**   General Education Credits **60**   Total Required (*excluding pre-collegiate courses) **180**

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

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

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

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

* Gainful Employment (GE): For additional information on graduation rates, placement rates and median debt, visit:
 http://www.mtsierra.edu/about-us/ge-disclosure-information

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

Term	Course	Credits	Type	Description	Prerequisite
1	BUS 101	4	Core	Introduction to Business and Lab	None
	PDT 115	4	GE	Personal Management and Leadership	None
	ENG 135	4	GE	English Composition	None
2	CIT 101	4	Core	Introduction to PC Hardware and Lab	None
	CIT 120	4	Core	Local Area Networks (LANS I) and Lab	None
	ENG 155	4	GE	Advanced English Composition	ENG 135
3	CIT 102	4	Core	Introduction to PC Operating Software and Lab	CIT 101
	CIT 140	4	Core	Programming Fundamentals and Lab	CIT 101 or CCC 101
	PHL 145	4	GE	Critical Thinking	None
4	CIT 220	4	Core	Introduction to Wireless Communications and Lab	CIT 102
	SEC 130	4	Core	Introduction to Information Security and Lab	CIT 102
	MTH 135	4	GE	College Algebra	None
5	CIT 210	4	Core	Introduction to Database Administration and Lab	CIT 102
	CIT 180	4	Core	C++ Programming 1 and Lab	CIT 140
	SPH 305	4	GE	Speech Communications	ENG 135
6	CIT 230	4	Core	Network Systems Administration 1 and Lab	CIT 102
	CIT 265	4	Core	Java Programming and Lab	CIT 180
	POL 210	4	GE	Political Science	None
7	CIT 235	4	Core	Network Systems Administration 2 and Lab	CIT 230
	CIT325	4	Core	C++ Programming 2 and Lab	CIT 180
	HUM 205	4	GE	History of Civilization	ENG 135
8	CIT 330	4	Core	WANS and Internetworking 1 and Lab	CIT 102
	CIT 360	4	Core	Systems Analysis and Design and Lab	CIT 210
	PDT 315	4	GE	Information Literacy and Research Skills	ENG 135
9	CIT 335	4	Core	WANS and Internetworking 2 and Lab	CIT 220, CIT 330
	CIT 353	4	Core	Introduction to UNIX and Lab	CIT 102
	ENG 335	4	GE	Introduction to Literature	ENG 155
10	CIT 370	4	Core	UNIX Scripting and Lab	CIT 180, CIT 353
	PMT 310	4	Core	Project Management and Lab	BUS 101
	ENG 300	4	GE	Professional Writing	ENG 135
11	CIT 340	4	Core	Internet 1 and Lab	CIT 102
	CIT 390	4	Core	UNIX System Administration and Lab	CIT 370
	SOC 165	4	GE	Sociology	None
12	CIT 420	4	Core	Network Management 1 and Lab	CIT 235
	CIT 345	4	Core	Internet 2 and Lab	CIT 340
	CIT 315	4	Core	Database Administration 1	CIT 210
13	CIT 425	4	Core	Network Management 2 and Lab	CIT 420
	CIT 405	4	Core	Structured Query Language and Lab	CIT 180, CIT 315
	PSY 215	4	GE	Psychology	None
14	CIT 455	4	Core	Database Administration 2 and Lab	CIT 315, CIT 405
	PMT 410	4	Core	Senior Project 1 and Lab	PMT 310 Corequisite
	PHL 405	4	GE	Ethics and Legal Issues	ENG 135
15	CIT 445	4	Core	Network Management 3 and Lab	CIT 425
	PMT 499	4	Core	Senior Project 2 and Lab	PMT 410, SPH 305
	PDT 425	4	GE	Career Strategies	SPH 305

Core Credits **120**   General Education Credits **60**   Total Required (*excluding pre-collegiate courses) **180**

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

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

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

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

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

Information security is of ever-increasing concern. Securing the economic and information highway is of national and international importance. In addition to many of the careers listed for Computer Information Technology, students graduating with a specialization in Information Security will be prepared for entry-level professional opportunities that include, Desktop Sepcialist Helpdesk, Systems/Network Administrator, Technical Sales and Support, Information Systems and other related positions in the technology field.

* Gainful Employment (GE): For additional information on graduation rates, placement rates and median debt, visit:
http://www.mtsierra.edu/about-us/ge-disclosure-information

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

Term	Course	Credits	Type	Description	Prerequisite
1	BUS 101	4	Core	Introduction to Business and Lab	None
	PDT 115	4	GE	Personal Management and Leadership	None
	ENG 135	4	GE	English Composition	None
2	CIT 101	4	Core	Introduction to PC Hardware and Lab	None
	CIT 120	4	Core	Local Area Networks (LANS I) and Lab	None
	ENG 155	4	GE	Advanced English Composition	ENG 135
3	CIT 102	4	Core	Introduction to PC Operating Software and Lab	CIT 101
	TCT 100	4	Core	Telecommunications and Lab Technology	None
	PHL 145	4	GE	Critical Thinking	None
4	CIT 220	4	Core	Introduction to Wireless Communications and Lab	CIT 102
	SEC 130	4	Core	Introduction to Information Security and Lab	CIT 102
	MTH 135	4	GE	College Algebra	None
5	CIT 210	4	Core	Introduction to Database Administration and Lab	CIT 102
	TCT 110	4	Core	Introduction to Data Communications and Lab	TCT 100
	SPH 305	4	GE	Speech Communications	ENG 135
6	CIT 230	4	Core	Network Systems Administration 1 and Lab	CIT 102
	SEC 145	4	Core	Intrusion Detection and Lab	SEC 130
	POL 210	4	GE	Political Science	None
7	CIT 235	4	Core	Network Systems Administration 2 and Lab	CIT 230
	SEC 250	4	Core	Network Security and Lab	SEC 130
	HUM 205	4	GE	History of Civilization	ENG 135
8	CIT 330	4	Core	WANS and Internetworking 1 and Lab	CIT 102
	CIT 360	4	Core	Systems Analysis and Design and Lab	CIT 210
	PDT 315	4	GE	Information Literacy and Research Skills	ENG 135
9	CIT 335	4	Core	WANS and Internetworking 2 and Lab	CIT 220 and 330
	CIT 353	4	Core	Introduction to UNIX and Lab	CIT 102
	ENG 335	4	GE	Introduction to Literature	ENG 155
10	SEC 255	4	Core	Security Design and Lab	CIT 230
	PMT 310	4	Core	Project Management and Lab	BUS 101
	ENG 300	4	GE	Professional Writing	ENG 135
11	CIT 340	4	Core	Internet 1 and Lab	CIT 102
	SEC 280	4	Core	Disaster Recovery and Lab	BUS 101
	SOC 165	4	GE	Sociology	None
12	CIT 420	4	Core	Network Management 1 and Lab	CIT 235
	SEC 270	4	Core	Wide Area Network Security and Lab	CIT 330
	SEC 300	4	Core	UNIX/Linux Security	CIT 353
13	SEC 305	4	Core	Computer Forensics and Lab	SEC 270
	SEC 275	4	Core	Server Security and Lab	SEC 270
	PSY 215	4	GE	Psychology	None
14	SEC 315	4	Core	Network Security Management and Lab	CIT 420
	PMT 410	4	Core	Senior Project 1 and Lab	PMT 310 Corequisite
	PHL 405	4	GE	Ethics and Legal Issues	ENG 135
15	SEC 330	4	Core	Wireless Security and Lab	CIT 220, CIT 330
	PMT 499	4	Core	Senior Project 2 and Lab	PMT 410, SPH 305
	PDT 425	4	GE	Career Strategies	SPH 305

Core Credits **120**   General Education Credits **60**   Total Required (*excluding pre-collegiate courses) **180**

Bachelor of Science Degree in Network Communications

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

The program has the following eight areas of focus: general network communications, telephony and data communications, wireless technologies, emerging technologies, networking, Internet and intranet technologies, computer information systems, and general education. Voice and data communication, local and wide area network administration, switching systems, computer/telephony integration, Windows, UNIX and LINUX operating systems, broadband, Internetworking, wireless technology, and transport protocols are covered in detail. Project management is also a key part of the Network Communications program. All core courses include a hands-on lab to maximize the educational experience.

Students learn how to integrate the various aspects of network communications into practical solutions for today's business and professional environment.

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

Network Communications is designed for those students interested in computer hardware, establishing and maintaining network systems, and telephony and data communications. Graduates are prepared for entry-level careers such as Network Communications Technician, Network Communication, Equipment Installer, Helpdesk, Technical Support, Network Administrator, Information Systems, Support Assistant, and Systems Design

*Gainful Employment (GE): For additional information on graduation rates, placement rates and median debt, visit:
  http://www.mtsierra.edu/about-us/ge-disclosure-information

Bachelor of Science Degree in Network Communications

Term	Course	Credits	Type	Description	Prerequisite
1	BUS 101	4	Core	Introduction to Business and Lab	None
	PDT 115	4	GE	Personal Management and Leadership	None
	ENG 135	4	GE	English Composition	None
2	CIT 101	4	Core	Introduction to PC Hardware and Lab	None
	CIT 120	4	Core	Local Area Networks (LANS I) and Lab	None
	ENG 155	4	GE	Advanced English Composition	ENG 135
3	CIT 102	4	Core	Introduction to PC Operating Software and Lab	CIT 101
	TCT 100	4	Core	Telecommunications Technology and Lab	None
	PHL 145	4	GE	Critical Thinking	None
4	CIT 220	4	Core	Introduction to Wireless Communications and Lab	CIT 102
	SEC 130	4	Core	Introduction to Information Security and Lab	CIT 102
	MTH 135	4	GE	College Algebra	None
5	CIT 210	4	Core	Introduction to Database Administration and Lab	CIT 102
	TCT 110	4	Core	Introduction to Data Communications and Lab	TCT 100
	SPH 305	4	GE	Speech Communications	ENG 135
6	CIT 230	4	Core	Network Systems Administration 1 and Lab	CIT 102
	TCT 115	4	Core	Introduction to Voice Communications and Lab	TCT 100
	POL 210	4	GE	Political Science	None
7	CIT 235	4	Core	Network Systems Administration 2 and Lab	CIT 230
	TCT 200	4	Core	Telecommunications Technology and Lab	TCT 100
	HUM 205	4	GE	History of Civilization	ENG 135
8	CIT 330	4	Core	WANS and Internetworking and Lab	CIT 102
	CIT 360	4	Core	Systems Analysis and Design and Lab	CIT 210
	PDT 315	4	GE	Information Literacy and Research Skills	ENG 135
9	CIT 335	4	Core	WANS and Internetworking 2 and Lab	CIT 220 and 330
	CIT 353	4	Core	Introduction to UNIX and Lab	CIT 102
	ENG 335	4	GE	Introduction to Literature	ENG 155
10	TCT 170	4	Core	Introduction to Electronics and Lab	None
	PMT 310	4	Core	Project Management and Lab	BUS 101
	ENG 300	4	GE	Professional Writing	ENG 135
11	CIT 340	4	Core	Internet 1 and Lab	CIT 102
	TCT 210	4	Core	Voice Over Internet Protocol (VoIP) and Lab	CIT 102, TCT 110
	SOC 165	4	GE	Sociology	None
12	CIT 420	4	Core	Network Management 1 and Lab	CIT 235
	TCT 215	4	Core	Communication Systems 1 and Lab	TCT 115
	TCT 355	4	Core	Advanced Wireless Communications	CIT 220, CIT 330
13	CIT 425	4	Core	Network Management 2 and Lab	CIT 420
	TCT 455	4	Core	Fiberoptic Communications and Lab	CIT 235, TCT 215
	PSY 215	4	GE	Psychology	None
14	TCT 460	4	Core	Communication Systems 2 and Lab	CIT 235, TCT 215
	PMT 410	4	Core	Senior Project 1 and Lab	PMT 310 Corequisite
	PHL 405	4	GE	Ethics and Legal Issues	ENG 135
15	CIT 445	4	Core	Network Management 3 and Lab	CIT 425
	PMT 499	4	Core	Senior Project 2 and Lab	PMT 410, SPH 305
	PDT 425	4	GE	Career Strategies	SPH 305

Core Credits **120**   General Education Credits **60**   Total Required (*excluding pre-collegiate courses) **180**

Bachelor of Science Degree in Business Administration

In an environment of ever-changing, dynamic global economy, a Bachelor's of Science degree in Business Administration continues to be one of the most sought-after programs. At Mt Sierra College, the program truly caters to the 21st Century global marketplace where Business principles and theory are integrated with IT (Information Technology) and CRM (Customer Relationship Management) technologies as well as real-life industry specific experience.

Business Administration students enjoy the focus of small classrooms that surround students with attention and encouragement and amplify their impact inside a collaborative learning environment; and a body of faculty that bring their real-life industry experience and knowledge to the classroom.

Preparation for the professional world is what sets the Mt Sierra College graduate apart from competition. Mt Sierra students excel in core Business Administration skills, but they also develop the soft skills critical to prepare them as they enter the workforce to become future business leaders. Students are trained to analyze and identify current and future revenue opportunities, communicate effectively, manage 21st Century diversified workforce, plan and implement business strategies and align business practices with company mission and vision.

Graduates with a Bachelor of Science degree in Business Administration will be prepared for any of the following entry level positions: Account Management, Marketing Communication Management, Business Management, Public Relations, Social Media, Project Management, Retail Store Management, Marketing and Sales Management and Quality Assurance Manager.

* Gainful Employment (GE): For additional information on graduation rates, placement rates and median debt, visit:
http://www.mtsierra.edu/about-us/ge-disclosure-information

Bachelor of Science Degree in Business Administration

Term	Course	Credits	Type	Description	Prerequisite
1	BUS 101	4	Core	Introduction to Business and Lab	None
	PDT 115	4	GE	Personal Management and Leadership	None
	ENG 135	4	GE	English Composition	None
2	CIT 101	4	Core	Introduction to PC Hardware	None
	ECN 150	4	Core	Economics 1	None
	ENG 155	4	GE	Advanced English Composition	ENG 135
3	CIT 102	4	Core	Introduction to PC Operating Software and Lab	CIT 101
	ECN 250	4	Core	Economics 2	ECN 150
	PHL 145	4	GE	Critical Thinking	None
4	ACC 101	4	Core	Accounting Basics 1	None
	SEC 130	4	Core	Introduction to Information Security and Lab	CIT 102
	MTH 135	4	GE	College Algebra	None
5	ACC 102	4	Core	Accounting Basics 2	ACC 101
	CIT 210	4	Core	Introduction to Database Administration and Lab	CIT 102
	SPH 305	4	GE	Speech Communications	ENG 135
6	BUS 150	4	Core	Business Law	None
	MKT 215	4	Core	Marketing 1	None
	POL 210	4	GE	Political Science	None
7	ECN 350	4	Core	Managerial Economics	ECN 250, MTH 135
	MGT 310	4	Core	Business Management 1	BUS 101
	HUM 205	4	GE	History of Civilization	ENG 135
8	ACC 300	4	Core	Computerized Accounting	ACC 101
	MGT 315	4	Core	Business Management 2	MGT 310
	PDT 315	4	GE	Information Literacy and Research Skills	ENG 135
9	BUS 326	4	Core	eCommerce 1	BUS 101
	ACC 350	4	Core	Managerial Accounting	ACC 102
	ENG 335	4	GE	Introduction to Literature	ENG 155
10	BUS 327	4	Core	eCommerce 2	BUS 326
	PMT 310	4	Core	Project Management	BUS 101
	ENG 300	4	GE	Professional Writing	ENG 135
11	FIN 301	4	Core	Finance	ACC 102, MTH 135
	SEC 280	4	Core	Disaster Recovery and Lab	BUS 101
	SOC 165	4	GE	Sociology	None
12	MGT 420	4	Core	Management Science 1	MTH 135
	MKT 460	4	Core	Customer Relationship Management	MGT 310
	MGT 410	4	Core	Human Resource Management	MGT 310
13	MGT 430	4	Core	Management Science 2	MGT 420
	BUS 450	4	Core	Business Strategic Management	MGT 310
	PSY 215	4	GE	Psychology	None
14	BUS 480	4	Core	Negotiation Strategies	None
	PMT 410	4	Core	Senior Project 1	PMT 310 Corequisite
	PHL 405	4	GE	Ethics and Legal Issues	ENG 135
15	BUS 490	4	Core	Leadership: Building and Managing Success Teams	ENG 135
	PMT 499	4	Core	Senior Project 2	PMT 410, SPH 305
	PDT 425	4	GE	Career Strategies	SPH 305

Core Credits **120**   General Education Credits **60**   Total Required (*excluding pre-collegiate courses) **180**

Bachelor of Science Degree in Business Entrepreneurship

Learn how to launch your own enterprise when you earn your Bachelor of Science in Entrepreneurship at Mt Sierra College. Experience what it means to advance your leadership skills to the beat of your own learning style and schedule in a small classroom environment.

Whether you are a high-school graduate or a professional, the program will help an emerging entrepreneur like you to develop customer and industry intelligence, analyze and identify global competitive opportunities and build a potentially successful business. Your courses train you in the skills you need to innovate, create and develop business plans, raise venture capital, become an effective decision-maker and manage a small business in a diversified, global marketplace.

As students analyze business strategies and explore how to secure funding, they also learn how to write business plans, develop marketing strategies and examine potential markets ripe for an entrepreneurial enterprise. Via faculty and networking events, students are introduced to industry innovators who provide invaluable perspectives on starting and operating new business.

The graduates enjoy the focus of small classrooms that surround students with attention and encouragement and amplify their impact inside a collaborative learning environment; and a body of faculty that bring their real-life industry experience and knowledge to the classroom.

Upon completion of the Mt Sierra College entrepreneurship degree program, students typically have the knowledge base to: Start a small business, become a business consultant, Franchiser, Marketing Administrator, Business Developer and Financial Planner.

* Gainful Employment (GE): For additional information on graduation rates, placement rates and median debt, visit:
http://www.mtsierra.edu/about-us/ge-disclosure-information

Bachelor of Science Degree in Business Entrepreneurship

Term	Course	Credits	Type	Description	Prerequisite
1	BUS 101	4	Core	Introduction to Business and Lab	None
	PDT 115	4	GE	Personal Management and Leadership	None
	ENG 135	4	GE	English Composition	None
2	CIT 101	4	Core	Introduction to PC Hardware and Lab	None
	ECN 150	4	Core	Economics 1	None
	ENG 155	4	GE	Advanced English Composition	ENG 135
3	CIT 102	4	Core	Introduction to PC Operating Software and Lab	CIT 101
	ECN 250	4	Core	Economics 2	ECN 150
	PHL 145	4	GE	Critical Thinking	None
4	ACC 101	4	Core	Accounting Basics 1	None
	SEC 130	4	Core	Introduction to Information Security and Lab	CIT 102
	MTH 135	4	GE	College Algebra	None
5	ACC 102	4	Core	Accounting Basics 2	ACC 101
	CIT 210	4	Core	Introduction to Database Administration	CIT 102
	SPH 305	4	GE	Speech Communications	ENG 135
6	BUS 150	4	Core	Business Law	None
	MKT 215	4	Core	Marketing 1	None
	POL 210	4	GE	Political Science	None
7	ECN 350	4	Core	Managerial Economics	ECN 250, MTH 135
	MGT 310	4	Core	Business Management 1	BUS 101
	HUM 205	4	GE	History of Civilization	ENG 135
8	ACC 300	4	Core	Computerized Accounting	ACC 101
	MGT 315	4	Core	Business Management 2	MGT 310
	PDT 315	4	GE	Information Literacy and Research Skills	ENG 135
9	BUS 326	4	Core	eCommerce 1	BUS 101
	MKT 300	4	Core	Advertising and Public Relations	MKT 215
	ENG 335	4	GE	Introduction to Literature	ENG 155
10	BUS 327	4	Core	eCommerce 2	BUS 326
	PMT 310	4	Core	Project Management	BUS 101
	ENG 300	4	GE	Professional Writing	ENG 135
11	FIN 311	4	Core	Finance I for Entrepreneurship	ACC 102 and MTH 135
	SEC 280	4	Core	Disaster Recovery and Lab	BUS 101
	SOC 165	4	GE	Sociology	None
12	MGT 420	4	Core	Management Science 1	MTH 135
	MKT 460	4	Core	Customer Relationship Management	MGT 310
	MGT 410	4	Core	Human Resource Management	MGT 310
13	FIN 321	4	Core	Financial Management for Entrepreneurs	FIN 311
	BUS 450	4	Core	Business Strategic Management	MGT 310
	PSY 215	4	GE	Psychology	None
14	BUS 480	4	Core	Negotiation Strategies	None
	PMT 410	4	Core	Senior Project 1	PMT 310 Corequisite
	PHL 405	4	GE	Ethics and Legal Issues	ENG 135
15	BUS 490	4	Core	Leadership: Building and Managing Success Teams	ENG135
	PMT 499	4	Core	Senior Project 2	PMT 410, SPH 305
	PDT 425	4	GE	Career Strategies	SPH 305

Core Credits **120**   General Education Credits **60**   Total Required (*excluding pre-collegiate courses) **180**

Course Descriptions

Course Code

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

085	remedial
100	first year
200	second year
300	third year
400	fourth year

Prerequisite

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

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

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

ACC 101 | Accounting Basics 1
Prerequisite(s): None
In this course, students learn the fundamentals of daily business operations, bookkeeping, setting up a general ledger, and related systems: accounts payable, accounts receivable, and payroll. Students will integrate basic accounting concepts through practice in creating journals, ledgers, financial statements, and reconciling checking and cash accounts.

Credit Hours: 4
Lecture: 4 hours

ACC 102 | Accounting Basics 2
Prerequisite(s): ACC 101
This course covers accounting for promissory notes payable and receivable and the related interest calculations; the valuation of accounts receivable and inventories and property, plant and equipment, including depreciation methods and calculations; the fundamentals of partnership and corporation accounting; understanding and preparing a statement of cash flows and a basic understanding of financial statement analysis.

Credit Hours: 4
Lecture: 4 hours

ACC 300 | Computerized Accounting
Prerequisite(s): ACC 101
Students set up, build and maintain an accounting system in a hands-on learning environment. Additionally, students learn to work with a company's chart of accounts, bank deposits, write and print checks, prepare bank reconciliations, invoicing, accounts payable and accounts receivable, inventory, payroll, prepare company financial statements and various other bookkeeping and accounting tasks.

Credit Hours: 4
Lecture: 4 hours

ACC 350 | Managerial Accounting
Prerequisite(s): ACC 102
In this course, students are introduced to effective ways to use accounting to make quantitative business decisions. Topics explored will include direct and indirect labor, overhead, capital budgeting, variance analysis, cost analysis, net present value, and internal rate of return.

Credit Hours: 4
Lecture: 4 hours

BUS 101 | Introduction to Business and Lab
Prerequisite(s): None
This course is designed to develop a viable business vocabulary

and to give the students a working knowledge of the business world. It Introduces the world of business through fundamental concepts and challenges – managing change, economics, ethics and social responsibility, management and leadership, marketing, human resources, entrepreneurship, accounting and finance. Students are also introduced to basic office software applications in hands-on lab exercises.

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

BUS 150 | Business Law
Prerequisite(s): None
Students are introduced to the concepts and principles of common law and legal systems. Law contracts, torts and sales used in business transactions are also covered. An overview of international legal principles and current issues will be included.

Credit Hours: 4
Lecture: 4 hours

BUS 326 | eCommerce 1
Prerequisite(s): BUS 101
This course introduces the concepts, vocabulary, and procedures associated with E-Commerce and the Internet. It presents skills for the strategic use of eCommerce and related information technology from different perspectives: Business to Business, Business to Consumers, Consumers to Consumers and Intra-organizational. Topics include development of the Internet and E-Commerce, web site, social media strategies, payment options, security issues, and customer loyalty.

Credit Hours: 4
Lecture: 4 hours

BUS 327 | eCommerce 2

Prerequisite(s): BUS 326

This course is designed to help students master advanced skills in electronic commerce security, payment infrastructure, secure electronic commerce transactions, order entry, tracking and fulfillment. Students will learn marketing techniques for electronic commerce and web sites, tracking customer behavior, and availability of current and future eCommerce technology, products and services.

Credit Hours: 4
Lecture: 4 hours

BUS 450 | Business Strategic Planning

Prerequisite(s): MGT 310

This course will provide the core skills to develop and evaluate competitive strategies, apply basic principles to nurture decisions that achieve objectives, foster growth and maximize the long-term value of the organization. The students will be able to plan and implement business strategies and align them to company goals and objectives.

Credit Hours: 4
Lecture: 4 hours

BUS 480 | Negotiation Strategies

Prerequisite(s): None

Effective negotiations build lasting business relationships that translate into long-term benefits for the organization. The students will understand the complexity of global negotiations, learn the basic skills of preparing for negotiation and building negotiation strategies, and explore the nature of conflict and conflict resolution.

Credit Hours: 4
Lecture: 4 hours

BUS 486 | Business Startup and Entrepreneurship
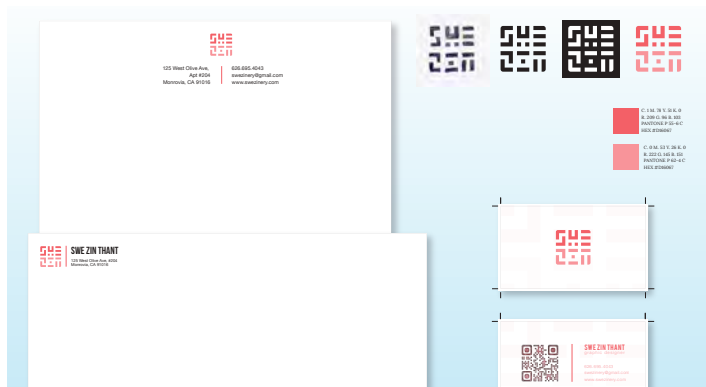
Prerequisite(s): None

This course explores all of the elements that are necessary to succeed in a business venture. The students learn to assess feasibility and drivers of opportunities, develop viable business models and make successful decisions. The students will also examine the concepts and learn the skills necessary for both predictive and creative approaches to all aspects of launching new ventures focusing on the business plan, the organization and support team, the marketing plan, service, social responsibility and growth strategies.

Credit Hours: 4
Lecture: 4 hours

BUS 490 | Leadership: Building and Managing Success Teams

Prerequisite(s): ENG 135

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

Credit Hours: 4
Lecture: 4 hours

CCC 100 | Design Basics and Lab

Prerequisite(s): None

This course is an overview of basic design principles, color theory and compositions. These considerations involved in visual communications theory– making meaningful, creative visual messages, presented for information, identification, persuasion and entertainment use. The course introduces techniques of conceptualization, design, and production that can be applied widely to general visual communication and applications commonly used by professionals and various industries; such as visual design and game arts.

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

CCC 101 | Introduction to Computers and Lab

Prerequisite(s): None

This course covers the basic operation of Macintosh and PC computers for both desktop and mobile environments. Students will learn file types, file management, and file compression. Document creation (including text, spreadsheet and PDF), cloud computing, networking and peripheral devices will also be included.

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

CCC 103 | Digital Photography and Lab

Prerequisite(s): CCC 100, CCC 101, CCC 107

The class will explore, but will not be limited to, the digital aspects of photography. Photography is studied for its functional and aesthetic values, and for its role in the world of art and design. Emphasis is placed on the creative approach to picture taking and making. Students are introduced to many types of photographic styles and techniques. Hands-on control of photo equipment and techniques, experimentation, problem solving, and portfolio development are critical to the course.

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

CCC 105 | Fundamental Drawing and Lab

Prerequisite(s): None

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

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

CCC 107 | Life Drawing and Lab

Prerequisite(s): CCC 105

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

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

CCC 110 | Principles of Animation and Lab

Prerequisite(s): CCC 100, CCC 101, CCC 107

This course covers the concepts of animation such as squash-and-stretch, anticipation, exaggeration, and timing. Focus includes key-framing, tweening, and the expression of emotion and gesture through movement.

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

CCC 130 | Photoshop 1 and Lab

Prerequisite(s): CCC 100, CCC 101, CCC 105

This keystone course will cover the most important, world class

digital imaging tools that has been widely used in the visual communications, game development. The fundamental concepts of professional imaging, the basics image manipulations, and digital content creations for multichannel publishing are also discussed. Students will obtain the knowledge for using the software for content creation and integrate this software with variety of digital applications in the future.

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

CCC 350 | Portfolio Development

Prerequisite(s):
Visual Design: DES 212, DES 253
Game Arts: GAM 321, GAM 330

This course will introduce the student to the techniques of professional portfolio building; review their previous work for further refinements; enhance soft skills in time management, finding the area of interest and prototyping for portfolio development. Students will be introduced to build a strong self-promotional package; such as website, brand identity, demo reels and printed portfolio. This course provides immersive interview trainings; helping students to establish, assemble and present a visually appealing portfolio for their future creative career.

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

CCD 102 | InDesign & Typography and Lab

Prerequisite(s): CCC 100, CCC 101

This course will familiarize students with Adobe InDesign and lead them to a practical understanding of its usage for multichannel publishing. Text-based design will be implemented using typography, styles, and master pages. Digital workflows, file formats, color output, image manipulation and printing options will be addressed.

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

CCD 120 | Illustrator 1 and Lab

Prerequisite(s): CCC 100, CCC 101, CCC 105

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

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

CCD 240 | Motion Graphics 1 and Lab
Prerequisite(s): CCC 110, CCC 130, CCD 102, CCD 120
This course provides instruction in the history, technology and design of motion and the graphic image. Working with scanned images, graphics, text and video, the process of developing a motion concept will be emphasized to produce complete motion sequences. Projects may include title sequences, commercials, TV bumpers and news graphics and other motion graphic applications. Lab exercises will be conducted to prepare students for the larger portfolio projects.

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

CIT 101 | Introduction to PC Hardware and Lab
Prerequisite(s): None
Students receive in-depth exposure to computer hardware while learning to build and maintain computers. This course will enable students to understand the functionality of hardware and software components as well as suggested best practices for maintenance and safety issues. An introduction to networking is also covered. Students will assemble and configure a computer, and troubleshoot hardware and software problems in the hands-on lab.

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

CIT 102 | Introduction to PC Operating Software and Lab
Prerequisite(s): CIT 101
Students study multi-use/multitasking operating systems to understand how operating systems work with computer hardware. The course covers managing and troubleshooting today's popular operating systems, as well as managing computer memory and support hard drives and printers. The hands-on lab will help students learn how to select an operating system and install it on a hard drive. Also covered is the use of utilities to troubleshoot computers and upgrade operating systems.

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

CIT 120 | Local Area Networks (LANs) I and Lab
Prerequisite(s): None
Introduction to the building blocks, components, technology, standards, and characteristics of local area computer networking is the primary focus of this course. Following the introduction of the basic concepts of networks and network system administration, students build a foundation in current networking technologies The course provides the knowledge necessary to perform post-installation and day-to-day administration in a single-domain and multiple-domain Windows based network. In the hands-on lab students will identify features of major networking concepts, create and customize user and group accounts, administer rights and polices, and configure the user environment.

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

CIT 140 | Programming Fundamentals 1 and Lab
Prerequisite(s): CIT 101 or CCC 101
This course provides an introduction to fundamental programming concepts. Students will learn flowcharting, logic, elements of object-oriented design, and basic coding theory using today's popular programming and scripting languages. Various types of object-oriented programming and scripting applications will be covered. Lab exercises include the processes involved in writing and debugging computer programs and scripts.

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

CIT 180 | C++ Programming 1 and Lab
Prerequisite(s): CIT 140
This course provides the introduction to C++ programming, including top down planning, structured programming and modular design using conditional branching, looping, switch statements, operations of arrays and functions. Topics covered include number system, structure of C++ programs, syntax, comments, header files, variable types, programmed decision blocks, logical operators, formatted I/O, library functions, pointer arithmetic, data files, and dynamic memory allocations. Students improve programming techniques using seven steps: defining the program objective, designing the program, writing the code, compiling, running the program; testing/debugging the program, and maintaining/modifying the program. Lab exercises include designing, writing, and debugging C++ programs.

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

CIT 210 | Introduction to Database Management and Lab
Prerequisite(s): CIT 102
Concepts and objectives of a successful database management system (DBMS) are covered in this course. The objectives are to learn the purpose of database technology, understand the components of DBMS, develop skills to model user requirements using entity-relationships (top-down) or semantic-objects (bottom-up), explain data normalization, and understand the role of data and database administration. Also presented are concepts of database integrity and SQL language. Case studies are used to emphasize the DBMS concepts, through the use of case studies. Students are provided real-world problems, in a laboratory setting, on implementing key concepts of database management. Students have opportunities to develop and implement various aspects of database administration using systems used in modern business applications.

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

CIT 220 | Introduction to Wireless Communications and Lab
Prerequisite(s): CIT 102
An introduction to wireless protocols is provided for the design and management of local area networks as well as wide area networks. Students also cover topics ranging from general wireless networking to specific protocols, services and applications. Students receive applied practice in designing wireless local area networks and wide area networks utilizing appropriate protocol services, applications and utilities.

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

CIT 230 | Network Systems Administration 1 and Lab
Prerequisite(s): CIT 102
This course covers network administration skills such as how to identify and upgrade software and hardware, simple and custom network operating system installation, configuration of current network operating systems, and optimization of system performance. Lab experience includes implementing directory services, selecting the most suitable directory services structure for a given business situation, identifying the issues involved in planning an effective directory services structure, analyzing and optimizing servers, creating a measurement baseline by collecting data log files and viewing reports.

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

CIT 235 | Network Systems Administration 2 and Lab
Prerequisite(s): CIT 230
Setup, configuration, use, and support of TCP/IP and other network services on operating systems such as Microsoft Windows 20XX servers are covered in the lecture portion of this course. Students will install and configure servers based on current Windows Server operating systems, identify the network and host ID, install roles and services used in modern networks, and configure computers running Windows server.

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

CIT 240 | Programming Fundamentals 2 and Lab
Prerequisite(s): CIT 140, PHL 145
This course focuses on writing, compiling, debugging, and executing computer programs and scripts. Students will follow top-down design and modular development techniques to create objects, events, through polymorphism, inheritance, and other methods. Lab exercises include creating and manipulating objects using popular object-oriented programming and scripting languages.

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

CIT 265 | Java Programming and Lab
Prerequisite(s): CIT 180
This course provides the training to create object-oriented, event-driven Java applications with a modern Java FX graphical user interfaces.

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

CIT 315 | Database Administration 1 and Lab
Prerequisite(s): CIT 210
This course covers database administration topics, including installing and configuring the database, managing database components such as tables, queries, reports, managing database access/security, assigning user permissions, backing up and restoring databases, backing up and restoring considerations, and importing and exporting data. Oracle or MS SQL is

the platform used to explain the above objectives. Designed databases are used to explain some of the important concepts studied in this course. The labs are designed to create databases, tables, queries, and reports. Students have hands-on opportunities to administer databases that are in common use in the modern business environment.

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

CIT 325 | C++ Programming 2 and Lab

Prerequisite(s): CIT 180
Introduction to the basics of using C++ for object-oriented programming (OOP), Input/output (I/O) streams; I/O manipulators; file I/O; function and operator overloading; classes, objects, constructors, destructors and friend functions; inheritance, polymorphism, and composition; virtual base classes, virtual functions and templates are studied. Labs focus on how to create OOPS programs using association of data structures with operation.

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

CIT 330 | Wide Area Networks (WANs), Internetworking 1 and Lab

Prerequisite(s): CIT 102
The course provides instruction in the fundamentals of interconnecting computer networks and transporting data, voice, and video applications outside a local area via common carrier lines. Interconnectivity equipment including bridges, routers, gateways and switches as well as Internet working devices, the OSI reference model, data-link protocols, and network protocols are considered. Students learn to optimize server-to-server network traffic, identify generated scenarios in a Cisco environment, and identify the functions of routers in networking components and distributed networking components.

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

CIT 335 | Wide Area Networks (WANs), Internetworking 2 and Lab

Prerequisite(s): CIT 220; CIT 330
This course provides an in-depth look at network support professionals who install, configure, customize, and support Cisco operating systems. Also discussed are routing concepts and networking utilities provided by various vendors. In the laboratory portion of the course, students are offered hands-on opportunities to install, configure and support a variety of routers. Students learn to troubleshoot and handle common problems in LAN, WAN, and wireless applications.

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

CIT 340 | Internet 1 and Lab

Prerequisite(s): CIT 102
This course provides instruction on Internet features, services, and capabilities of the Internet. Browsers, search engines, Internet Service Providers, specialty sites, and the World Wide Web will be studied to facilitate designing and publishing web home pages. How to author, design, and publish web pages will be explored, as well as evolution of the Hyper Text Mark-up Language (HTML), dHTML, CSS, and Javascript. Students will create and design their own web site and home pages using text editors, HTML Editors, HTML, word processor add-ons, and conversion tools. Students will explore, in an experiential way, business and personal applications of effective website and Internet applications.

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

CIT 345 | Internet 2 and Lab

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

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

CIT 353 | Introduction to UNIX and Lab

Prerequisite(s): CIT 102
This course is designed to familiarize technical and non-technical students with operating and networking systems other than Microsoft. The student is introduced to the multi-user, multi-tasking operating system UNIX/Linux through the examination of its features and analyzing applications. Application of UNIX operating commands occurs in a hands-on environment. Students will be able to apply theory to a practical application of UNIX operating system features.

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

CIT 360 | Systems Analysis and Design and Lab
Prerequisite(s): CIT 210
This course covers tools and techniques used in systems analysis, design, and project management. Topics include preparation of system specifics, detailed system design, Gantt charts, Performance Evaluation and Review Technique (PERT), and data flow diagrams. Practical discussions of alternative forms of input, output, processing, storage and telecommunications, as well as methodology for analyzing business needs, designing appropriate solutions, and managing their implementations are also covered. Design model standards such as Windows Open Services Architecture (WOSA) and Common Object Request Broker Architecture (CORBA) are previewed. Case studies are used to evaluate the different methods of analyzing the flow of data, using the information presented in the laboratory portion of the course. Students are given practical experience in analyzing the effectiveness of various systems using a variety of computerized applications.

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

CIT 370 | UNIX Scripting and Lab
Prerequisite(s): CIT 180; CIT 353
Application of UNIX and Linux popular scripting languages is the focus of this course. Students will develop an understanding of the shell, including various commands and syntax and all available major text filtering tools. Students gain practical experience in basic and advanced shell programming techniques. Students will use scripting languages in the development of actual programs.

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

CIT 390 | UNIX Systems Administration and Lab
Prerequisite(s): CIT 370
This course addresses UNIX/Linux administration, command line tools, and troubleshooting system-level problems. Students will gain practical experience as a UNIX Administrator by actually administering UNIX/Linux and developing problem solving strategies in a real world environment.

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

CIT 405 | Structured Query Language (SQL) and Lab
Prerequisite(s): CIT 180; CIT 315
The course covers high performance database management systems designed to meet the demanding requirements of distributed client/server computing, supporting very large databases through its integration with Open Database Connect technology. Students learn to write and execute SQL code using Microsoft or Oracle tools. Students put into practice database design, indices, joins, sub queries, views, data integrity, creating and filtering a database, selecting data, sorting, grouping and joining tables.

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

CIT 420 | Network Management 1 and Lab
Prerequisite(s): CIT 235
This course provides the skills to plan and implement network operating systems. Topics cover proper use of networking protocols, as well as networking services such as DHCP, DNS,WINS, RAS, IP Routing and IP Security. Using Windows 20XX, students will design, implement, and support the server in a multi-domain enterprise environment. Students will create a measurement baseline by collecting data, creating log files, and viewing the reports of the log files. Students participate in hands-on use of OSI-based network management software and other network management platforms.

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

CIT 425 | Network Management 2 and Lab
Prerequisite(s): CIT 420
This course covers the business implications of network management. It examines the different management reference models, such as Fault, Configuration, Accounting, Performance, and Security (FCAPS). An understanding of the building blocks of network management and their purposes, as well as assessing of the implications and impact of management technologies and putting them into perspective will also be covered. The course will prepare the student for decisions about network management that require an understanding for the overall network picture. Students are provided a hands-on opportunity to install network man-

agement software and MIB browsers, monitor network and device health, and map-out existing networks.

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

CIT 445 | Network Management 3 and Lab

Prerequisite(s): CIT 425

This course continues concepts learned in CIT-420, Network Management I, by focusing on applied network management functions. This course includes configuring, administering, and trouble-shooting services available within a network infrastructure such as DNS, DHCP, RIP, RAS, as well as active directory objects such as users and groups. Students are provided a hands-on opportunity to configure routers, build an intranetwork with multiple networks and routing protocols utilizing a variety of media.

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

CIT 455 | Database Administration 2 and Lab

Prerequisite(s): CIT 315; CIT 405

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

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

DES 205 | Information Design and Lab

Prerequisite(s): CCD 102, CCD 120, CCC 130

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

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

DES 211 | Logo & Branding Design and Lab

Prerequisite(s): CCD 102, CCD 120, CCC 130

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

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

DES 212 | Typography & Design and Lab

Prerequisite(s): CCD 102, CCD 120, CCC 130

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

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

DES 220 | Illustrator 2 and Lab

Prerequisite(s): CCD 120

This course covers computer illustration in the vector environment, furthering the knowledge and skills presented in Digital Illustration I. Students will develop aesthetic and communication skills that will be used to create illustrations and visual concepts used in the art and design industry. The course will also study the style and philosophies of other artists and illustrators. The development of a personal style will be encouraged.
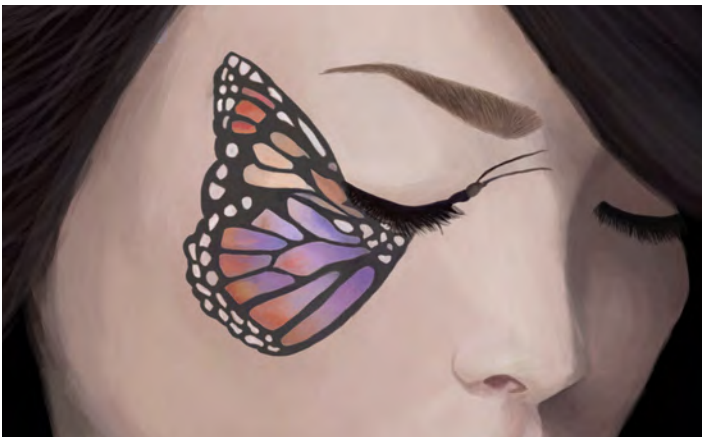
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES 232 | Photoshop 2 and Lab

Prerequisite(s): CCC 130

Students continue the development of skills and techniques using industry standard digital imaging tools. The course also covers digital imagery as required in real production situations as well as more advanced image manipulation tools in the use of vector graphic, photo retouching, and filters. The design development and production process are reinforced in the construction of professional compositions. In addition, the course includes detailed coverage of the output of various file formats.

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

DES 253 | Web Without Coding and Lab

Prerequisite(s): CCD 102, CCD 120, CCC 130

This course reviews the emerging technologies within Adobe Creative Cloud that can be used to enhance existing output for interactive and web design. Adobe Muse will be explored for its ability to design, prototype, and create interactive elements for deployments to multiple publishing channels.

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

DES 264 | Interaction Design 1 and Lab

Prerequisite(s): CCD 102, CCD 120, CCC 130

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

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

DES 364 | Interaction Design 2 and Lab

Prerequisite(s): DES 264,

This course builds on the the visual and interaction design concepts previously explored in DES261. Industry standard pro-totyping tools will be used to build functional prototypes for

app development, across multiple devices. Fluidity, experience/ engagement, feedback and navigation are stressed.

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

DES 395 | Design Studio 1 and Lab

Prerequisite(s): DES 212, DES 264

This course presents a single visual design project that is artic-ulated by simulating working studio practices, from conceptu-alization through to realization. Photography and typography will be at the core of the process using multiple applications to produce a unified design that is expressed through both static and dynamic elements.

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

DES 400 | Publication Design and Lab

Prerequisite(s): CCD 102, DES 264

This course is concerned with the creation of print and tablet based publications made possible by interactive digital pub-lishing tools. Students will explore the interplay of typographic and pictorial components and extend them with the creation of dynamic content for an engaging user experience. Original content for multichannel deployment will also be generated.

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

DES 405 | Prepress & Packaging Design and Lab

Prerequisite(s): DES 211, DES 212

This class covers the requirements of prepress production through the creation of package design. Students will learn the principles of color and prepress file preparation, including preflight output, as well as the importing and exporting of files from imaging and layout soft-ware, and other applications to image setters. Production techniques, prototyping, and design considerations are explored. Marketing, merchandising, and branding will also be covered.

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

DES 411 | Senior Thesis for Visual Design

Prerequisite(s): DES 495, DES 400, CCC 350

The senior thesis culminates in the unifying of the design class-es into a single comprehensive project that tracks the design

process from conceptualization through to realization. Final delivery of the thesis will be targeted through multichannel publishing spanning static and dynamic media.

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

DES 464 | Interaction Design 3 and Lab
Prerequisite(s): DES 364
Continuing on from the foundations laid in DES261 and DES361, students broaden their skills by prototyping for multichannel publishing, including app and companion web development. Consistency of interface, heuristics and organization are implemented across all designs to foster engagement a unified user experience.

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

DES 495 | Design Studio 2 and Lab
Prerequisite(s): DES 395
By engaging in the process of programmatic design, students will engage in the creation of a single wholly branded product. This incorporates all aspects of the design and marketing that culminates in a unified, comprehensive identity, articulating the notions of space, place, and environment, expressed visually through type and image

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

DFX 341 | Motion Graphics 2 and Lab
Prerequisite(s): CCD 240
This course focuses on the communication of type, image and motion. The fundamental skills of using motion-based software will be brought to production level, preparing students for working in the motion graphics industry. Utilizing the design process, students will develop mastery over the industry-standard motion software that will illustrate their artistic and storytelling abilities. Hands-on exercises are engineered to teach and support the design and technical aspects of visual communication using motion, sound, light, and time.

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

DFX 342 | Motion Graphics 3 and Lab
Prerequisite(s): DFX 341

This course continues advanced techniques in motion design to further develop and communicate meaningful content. Utilizing type, graphics and images, students will advance their skills in dynamic typography, paint, puppetry, layering, 3D space, and effects to a professional level.

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

DFX 360 | Compositing 1 and lab
Prerequisite(s): DFX 341
This course covers methods of compositing imagery from diverse sources into a convincing, photoreal, industry quality visual effects shots. Students will go "beyond the buttons" in their understanding of the compositing processes. Topics include advanced color correction, layering, color keying, matte extraction and matte refining, fixing poorly lit greenscreen, compositing multi-pass CG, and working with log images.

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

ECN 150 | Economics 1
Prerequisite(s): None
This course provides an introduction to Economics presenting the basic interactions of individuals, firms and government in a market-oriented economy. The course includes analysis of supply and demand, scarcity, market prices, interest rates, and the role of monetary and fiscal policies in promoting economic growth and stability.

Credit Hours: 4
Lecture: 4 hours

ECN 250 | Economics 2
Prerequisite(s): ECN 150
Students learn the principles of pricing cost analysis, aggregate

economic analysis, marketing systems, and international trade and policies.

Credit Hours: 4
Lecture: 4 hours

ECN 350 | Managerial Economics

Prerequisite(s): ECN 250, MTH 135

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

Credit Hours: 4
Lecture: 4 hours

ENG 085 | Evolving English

Prerequisite(s): None

In this course, students learn the basic elements of good sentence and paragraph level writing with an emphasis on the presentation and practical application of proper sentence level and paragraph level writing, particularly for an academic environment. Students are prepared for college-level composition courses. Placement in ENG 085 is determined by the analysis of the student's writing assessment completed upon application to Mt Sierra College. Non-degree applicable.

Credit Hours: 4
Lecture: 4 hours

ENG 135 | English Composition

Prerequisite(s): None

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

Credit Hours: 4
Lecture: 4 hours

ENG 155 | Advanced English Composition

Prerequisite(s): ENG 135

Building on the skills acquired in English composition, this course continues to develop the student's ability to read, ana-

lyze, and evaluate, as well as write essays and articles that both enhance an appreciation of the written word and provide the opportunity to utilize and apply the various modes of discourse in compositions, culminating in written research projects.

Credit Hours: 4
Lecture: 4 hours

ENG 250 | Introduction to Mythology

Prerequisite(s): ENG 135

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

Credit Hours: 4
Lecture: 4 hours

ENG 260 | Storytelling

Prerequisite(s): ENG 135

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

Credit Hours: 4
Lecture: 4 hours

ENG 300 | Professional Writing

Prerequisite(s): ENG 135

This course offers students the skills needed to expand the principles of writing into a professional context. Emphasis will be placed on the principles of professional writing in common applications, as the course will include electronic communication, oral reporting, reports, and correspondence. Students may also learn to create online documents for communication purposes.

Credit Hours: 4
Lecture: 4 hours

## ENG 335 | Introduction to Literature

Prerequisite(s): ENG 155

This course explores the form and content of fictional stories, poems, and plays, providing the student with the opportunity

to examine the artistic problems encountered and solved by the creators of these works. Emphasis is placed on the narrative style, the artist's objective, and the artist's point of view. The instruction provides the means to sharpen critical skills and to participate in the creation, development, and telling of stories.

Credit Hours: 4
Lecture: 4 hours
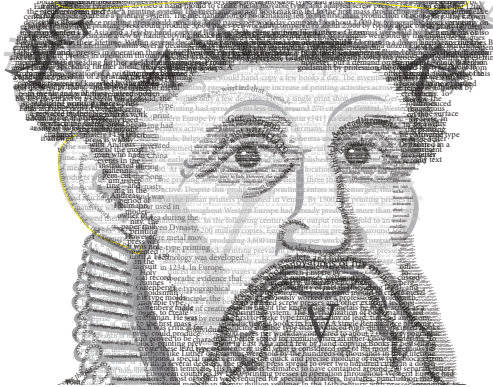
FIN 301 | Finance
Prerequisite(s): ACC 102, MTH 135
Students will learn the three major financial areas involving the financial system, investments, and business finance. The focus is on the practice of finance which includes the role of the financial system in a nation's economy, the concepts of the time value of money, methods used by businesses to raise funds, and ways that financial management obtains information from the financial markets to efficiently and profitably manage assets.

Credit Hours: 4
Lecture: 4 hours

FIN 311 | Finance I for Entrepreneurs
Prerequisite(s): ACC 102; MTH 135
In this course, students will learn the fundamentals of recognizing sound financial opportunities and will learn to evaluate those opportunities through the examination and interpretation of financial data which include balance sheets, income statements, cash flow statements, and related financial information from various industry and competitor financial data reporting mechanisms.

Credit Hours: 4
Lecture: 4 hours

FIN 321 | Financial Management for Entrepreneurs
Prerequisite(s): FIN 311
This course analyzes how to manage cash flow considerations such as excess cash, deficient cash positioning, and daily oper-

ations. Students also apply tools for determining growth opportunities, marketing share, and financial positioning through product, location, and/or service development and expansion.

Credit Hours: 4
Lecture: 4 hours

GAM 210 | Introduction to 3D and Lab
Prerequisite(s): CCC 130
This serves as the introductory course to digital content creation in three dimensions. Students will become familiar with the basics of 3D modeling, UV mapping, texturing, animation, lighting, and rendering in industry standard 3D software. By the end of the course, students will be able to create their own 3D scenes and renders.

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

GAM 215 | Digital Painting for Games and Lab
Prerequisite(s): CCC 107, CCC 130
The course will focus on Digital Painting with the world class digital imaging tool and how it applies to concept art, digital painting, and texture creating in game production. Students will learn the fundamental design principles in perspective, form, shapes, dramatic light and shadows, color theory to apply these techniques and athletic skills for environments and character creation. After obtaining these digital painting techniques, students will be able to create both realistic texture, and stylized surface creation. Understand game production pipe line and apply the texture making techniques in 2D and 3D space in the gaming industry.

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

GAM 221| Hard Surface Modeling and Lab
Prerequisite(s): GAM 210
This course builds upon 3D modeling skills learned in the fundamentals class. Students will focus solely on grasping and implementing hard surface modeling techniques; this includes clean modeling which uses proper topology and edge flow. Students will be able to reproduce real world objects in 3D with proper proportion and scale.

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

GAM 225 | Materials, Lighting and Rendering in 3D and Lab
Prerequisite(s): GAM 210, GAM 215
This class goes into depth on the topics of materials, lighting and rendering. Students will learn to build their own material shaders and create advanced texture maps. Lighting will be covered in depth along with industry standard rendering techniques.

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

GAM 231 | Game Assets and Lab
Prerequisite(s): GAM 221, GAM 225
This course builds on all previous modeling classes, applying all learned skills to create a complete game ready model. Students will explore every stage of asset creation including modeling, optimization, baking and texturing. After this class, students should understand the basics of the modeling pipeline for games.

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

GAM 235 | Game Design and Gameplay and Lab
Prerequisite(s): CCC 100
This course analyses the current theories and methodologies of video game design. Students will explore how to designing appropriate mechanics, dynamics, and aesthetics; implement challenges and win/lose conditions; control players' pacing and progress; and create effective player engagement in their games. Emphasis is on pre-production development and processes.

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

GAM 240 | Character Modeling and Lab
Prerequisite(s): GAM 231
This course will help the student understand the industry process and production techniques for creating game engine ready 3D character models. After finishing this course, students will demonstrate the character modeling process from reference concept artwork; have a good idea how to create a multiple UV layout; and the ability to digitally paint complex realistic textures.

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

GAM 245 | Keyframe Animation and Lab
Prerequisite(s): CCC 110, GAM 210
This course will help the student understand how 2D animation methodology has influenced the 3D animation process and industry techniques for animating objects and characters in a three-dimensional environment. After finishing this course, students will use pre-production techniques such as storyboards and concept sketches to compose and construct convincing complex smooth animation in 3D.

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

GAM 311 | Digital Sculpting and Lab
Prerequisite(s): GAM 240
This course will help the student understand how human anatomy relates to 3D organic modeling of high resolution character models. After finishing this course, students will have a core understanding of traditional sculpting concepts such as composition, form, proportion, gesture, expression, and emotion in which to apply all learned skills in digital character sculpting class.

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

GAM 315 | Character Setup and Rigging and Lab
Prerequisite(s): GAM 240; GAM 245
This course will help the student understand the methodology and develop problem solving techniques in the creation of custom character rigs using an industry standard 3D animation program. After finishing this course, students will be able to design complex character rigging solutions for bipedal characters, creatures, and props using such techniques as bone/joint creation, weighting, skinning, constraints, scripting controllers, blend shape creation, and special attributes.

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

GAM 321 | Alternative Techniques 1 and Lab
Prerequisite(s): GAM 215, GAM 231
This course will focuses on using alternative, cutting edge software in order to create hard surface and game ready assets. Students will practice the skills required in modern game industry pipeline; this includes modeling, optimizing and creating PBR materials.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

GAM 325 | Level Design 1 and Lab
Prerequisite(s): GAM 231; GAM 245
This course introduces the art of level design. Students will use cutting edge game engine technology, as well as analyzing existing games in order to gain an understanding of what is expected of them as an industry level designer. The course integrates both game and environmental design in order to create a functional, playable game level.

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

GAM 330 | Alternative Techniques 2 and Lab
Prerequisite(s): GAM 215, GAM 321
This course will help the student use alternative modeling and sculpting methods to understand organic shape and form of the human anatomy. After finishing this course, students will understand the industry process and production techniques for re-topologization of high resolution 3D character sculpts into game engine ready character models.

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

GAM 335 | Level Design 1 and Lab
Prerequisite(s): GAM 321; GAM 325
This course builds on the all the learned skills from the previous game engine class in which students focused on basic level design and in-game engine mechanics. After finishing this course, students will be demonstrate intermediate level design techniques and in-game engine mechanics to enhance the game play experience found in today's video games.

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

GAM 340 | Game Audio & Sound Design and Lab
Prerequisite(s): GAM 335
Audio Fundamentals is a general overview of sound physics, technologies, and creative applications. This course provides an opportunity to learn audio production through demonstrations and hands-on productions. Students are introduced to the science and physics of sound, providing a foundation for the understanding of the design and use of sound technologies. Acoustics and psychoacoustics are explored for greater knowledge of how sound makes us feel, both physically and mentally.

Recording sounds in the studio and in the field, loop based music, ADR, sound editing, asset management, mixing and processing, and mixing tracks using non-destructive techniques utilizing professional equipment and software. This course will also review compression techniques and technologies that must be considered for sound production for the web, video, film, and gaming.

Credit Hours: 4
Lecture: 3 hours
Lab: 2

GAM 400 | Senior Thesis 1 for Gaming
Prerequisite(s): CCC 350, GAM 335
This course will help the student develop portfolio content within a chosen discipline of study from the gaming industry to showcase their artistic talent. Their collection of work will demonstrate artistic strengths and proficient technical abilities in such areas as 2D character or environmental concept art; 3D hard surfacing or character modeling; 3D character rigging or animation; and scripting for game level design.

Credit Hours: 2
Lecture: 2 hours

GAM 411 | Beginning Scripting for Games and Lab
Prerequisite(s): CIT 240
This course is designed to give the student a basic understanding of scripting within a game engine. It introduces students to component based game engines and how to manipulate in-game objects through scripts. Throughout this course students will write scripts which impact animation, UI, lighting, particles, sounds, collision, and other core game functionality.

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

GAM 415 | Advanced Digital Painting for Gaming and Lab
Prerequisite(s): GAM 215
The course builds on the principles and techniques taught in the previous Digital Painting course. It emphasizes on stylized textures and concept arts created through a solid technical and athletic understanding of colors, values, compositions and lights. Students will advance these digital painting techniques for intellectual property content applied in game development.

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

GAM 421 | Senior Thesis 2 for Gaming

Prerequisite(s): GAM 400

This course will help the student continue to develop portfolio content within a chosen discipline of study from the gaming industry to showcase their artistic talent.

Credit Hours: 2
Lecture: 2 hours

GAM 422 | Advanced Scripting for Games and Lab

Prerequisite(s): GAM 411

This course expands students' scripting skills through the implementation of intermediate and advanced techniques into their own scripted project. Students explore advanced topics such as data persistence, serialization, object man-agement, as well as scripted behaviors such as navigation and pathfinding.

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

GAM 423 | Environment Modeling in Maya and Lab

Prerequisite(s): GAM 231

In this course, the student begins to build modular game assets to populate interior and exterior in-game environments. Students will combine previous learned skills as well as learning advanced game engine techniques.

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

GAM 424 | Game Animation and Lab

Prerequisite(s): GAM 245, GAM 315

This course builds on the all the learned skills from the previous animation classes in which students focused on 3D animation production methods and techniques used in today's video game industry. After finishing this course, students will be able to integrate forward (FK) and inverse kinematics (IK) in body mechanics in order to effectively express a complex 3D animation network using motion-capture data and traditional key-frame animation in a game engine.

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

GAM 431 | Programming for Mobile Platforms and Lab

Prerequisite(s): GAM 422

This course introduces students to development for current mobile devices. The unique challenges in developing for the mobile environment are investigated and the writing of optimized code when dealing with resource limited platforms is emphasized and re-enforced. Students are exposed to the development environments, kits, and interfaces necessary to author mobile application and will develop their own game app on one or more of the major mobile platforms.

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

GAM 432 | Advanced Digital Sculpting for Games and Lab

Prerequisite(s): GAM 311

This course builds on the all the learned skills from the previous digital character sculpting class in which students focused on organic shape and form. After finishing this course, students will have a good understanding of hard surface techniques and applications in the digital sculpting process in which to output complete 3D printed character maquettes.

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

GAM 433 | Advanced Game Audio & Sound and Lab

Prerequisite(s): GAM 340

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

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

Game Arts and Design Senior Electives

Game Arts and Design students complete Senior Electives to round out their education in areas of interest.
If this elective requirement is fulfilled using transfer credit from another institution, the courses will be noted as follows:
Senior Elective: SRE 1 and SRE 2

HUM 205 | History of Civilization

Prerequisite(s): ENG 135

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

Credit Hours: 4
Lecture: 4 hours

HUM 235 | Art History

Prerequisite(s): None

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

Credit Hours: 4
Lecture: 4 hours

HUM 240 | History of Graphic Design

Prerequisite(s): CCC 100, ENG 135

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

own time. Students also produce researched design projects to help reinforce this process of understanding.

Credit Hours: 4
Lecture: 4 hours

HUM 245 | History and Language of Moving Images

Prerequisite(s): None

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

Credit Hours: 4
Lecture: 4 hours

MGT 310 | Business Management 1

Prerequisite(s): BUS 101

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

Credit Hours: 4
Lecture: 4 hours

MGT 315 | Business Management 2

Prerequisite(s): MGT 310

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

Credit Hours: 4
Lecture: 4 hours

MGT 410 | Human Resource Management

Prerequisite(s): MGT 310

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

Credit Hours: 4
Lecture: 4 hours

MGT 420 | Management Science 1

Prerequisite(s): MTH 135

This course is designed to meet the needs of beginning

through advanced students, and provides a balanced coverage of the theory, applications, and computations of operations research techniques – with a focus on deterministic models, probabilistic models, and nonlinear models.

Credit Hours: 4
Lecture: 4 hours

MGT 430 | Management Science 2
Prerequisite(s): MGT 420
This course covers different theories of quantitative management and decision theory, forecasting, and game theory for decision-making processes.

Credit Hours: 4
Lecture: 4 hours

MGT 486 | Transnational Strategic Management
Prerequisite(s): MKT 486
A study of challenges associated with the strategic and operational management of organizations that achieve global competitive advantage and whose activities stretch across national boundaries. The course helps the students understand and examine the interplay between the multinational corporation, the country in which it does business and the economic, social, regulatory and political forces involved. The course provides comprehensive understanding of global trends in international policies, risk management, trade barriers and issues of cultural diversity.

Credit Hours: 4
Lecture: 4 hours

MKT 215 | Marketing 1
Prerequisite(s): None
This course covers the basics of marketing strategies, with concentration on the ability to solve advertising problems, while increasing sales. Emphasis is placed on effective advertising for newspapers, radio, and television as well as on public relations and budgeting.

Credit Hours: 4
Lecture: 4 hours

MKT 300 | Advertising and Public Relations
Prerequisite(s): MKT 215
The course provides the students with core fundamentals of the entire landscape of advertising and promotion and a look at the structure of the industry. The students learn how to carry out effective advertising and brand promotion strategies including consumer behavior analysis, market segmentation, brand differentiation and brand positioning.

Credit Hours: 4
Lecture: 4 hours

MKT 460 | Customer Relationship Management
Prerequisite(s): MGT 310
The course introduces the students to the history, technology and the process of Customer Relationship Management. It provides in-depth knowledge and hands-on practices of Integrated Marketing concepts involving attracting, engaging and retaining customers as well as maximizing customer loyalty and ROI. The students learn how to plan and implement multi-channel marketing campaign strategies and measure performance.

Credit Hours: 4
Lecture: 4 hours

MKT 486 | Integrated Marketing Strategies
Prerequisite(s): BUS 486
This course provides a foundation of knowledge necessary to plan and implement global integrated communications strategies that will support the successful performance of a product or service in today's competitive marketplace. This course provides students with a framework of how to launch new products and services and enter foreign markets.

Credit Hours: 4
Lecture: 4 hours

MTH 085 | Basic Mathematics
Prerequisite(s): None
This course begins with a short review of basic arithmetic skills and continues with the application of these skills. Problem solving involving fractional and decimal dimensions is emphasized. Real life applications for Business and Consumers are offered. Ratios and Proportions, as well as markup and discount problems are covered. A brief exposure to banking and personal accounting is also presented. The course also introduces introductory algebra with emphasis on utilization of formulas to work with signed numbers and first-degree equation solutions. Placement in MTH 085 is determined by the results of the student's math assessment completed upon application to Mt Sierra College. Non-degree applicable.

Credit Hours: 4
Lecture: 4 hours

MTH 135 | College Algebra
Prerequisite(s): None
This course provides a transition from practical arithmetic to the symbolic world of algebra by understanding and solving

logical and structured approaches to variables, equations and inequalities and factoring.

Credit Hours: 4
Lecture: 4 hours

PDT 115 | Personal Management and Leadership

Prerequisite(s): None

This course is designed to enable students to develop the necessary management skills and practice to manage themselves and others in order to obtain the maximum benefit from a college education. Students will be introduced to leadership theories and styles to be able to effectively lead, communicate, and collaborate with others. Students are required to complete this course in their first or second term of enrollment.

Credit Hours: 4
Lecture: 4 hours

PDT 315 | Information Literacy and Research Skills

Prerequisite(s): ENG 135

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

Credit Hours: 4
Lecture: 4 hours

PDT 375 | Portfolio Review

Prerequisite(s): CCC 350

In this course, students continue to enhance their portfolio previously developed in PDT 350 and to further improve their presentation skills. Students refine their portfolio by adding new content, polish existing work, and modify their portfolio to target a specific career path. Students also work on the design of public facing pro-

files on job networking sites. This course concludes with students assembling and presenting a polished professional portfolio for review by a board of faculty and advisors.

Credit Hours: 2
Lab Hours: 3 hours

PDT 425 | Career Strategies

Prerequisite(s): SPH 305

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

Credit Hours: 4
Lecture: 4 hours

PDT 426 | Career Strategies

Prerequisite(s):

Visual Design: CCC 350, DES 400, DES 495

Visual Effects and Digital Video: SPH 305, DFX 411

Game Arts: GAM 421, CCC 350

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

Credit Hours: 4
Lecture: 4 hours

PHL 145 | Critical Thinking and Problem Solving

Prerequisite(s): None

This course provides necessary skills to analyze and evaluate ideas and concepts that are encountered during and after college education. Emphasis is placed on the practical techniques to solve problems logically and effectively.

Credit Hours: 4
Lecture: 4 hours

PHL 405 | Ethics and Legal Issues

Prerequisite(s): ENG 135

This course covers human behavior as it applies to the individual in the conduct of business. Understanding legal principles and practices that govern relationships and rights will be emphasized. This course does not determine correct ethical action; rather, it is designed to assist you as a potential businessperson to make more informed and ethical decisions on a daily basis. Since there is no universal agreement on the correct ethical business norms, critical thinking and informed deci-

sion-making are emphasized

Credit Hours: 4
Lecture: 4 hours

POL 210 | Political Science

Prerequisite(s): None

This course will address political relations and global policies relating to international affairs and trade with special emphasis on the evolution of worldwide government and business relationships.

Credit Hours: 4
Lecture: 4 hours

PMT 310 | Project Management and Lab

Prerequisite(s): BUS 101

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

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

PMT 410 | Applied Project Management: Senior Project 1 and Lab

Corequisite(s): PMT 310

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

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

PMT 499 | Senior Project 2 and Lab

Prerequisite(s): PMT 410

Students must complete PMT 410 and PMT 499 in consecutive terms. Students complete their senior project, begun in PMT 410, with the application of acquired skills and knowledge. Working as members of a project team,

students solve a real world industry problem. Evaluation of student performance is shared between faculty members and industry representatives. The course enhances students' skills using software to analyze, develop, measure and report on Senior Project activities and results. Students will have the opportunity to work with business and non-profit community organizations in the application of strategies to increase effectiveness of the organization through the use of computerized tools.

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

PSY 215 | Psychology

Prerequisite(s): None

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

Credit Hours: 4
Lecture: 4 hours

SEC 130 | Introduction to Information Security and Lab

Prerequisite(s) CIT 102

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

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

SEC 145 | Intrusion Detection and Lab

Prerequisite(s): SEC 130

This course focuses on hardware and software approaches to detect intruders, including an overview of popular applications

and tools, configuration, and management of these tools.

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

SEC 250 | Network Security and Lab

Prerequisite(s): SEC 130
This course introduces students to implementing network security services using file systems permissions, individual and group policies, baseline security measures, network intrusion detection, and security updates.

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

SEC 255 | Security Design and Lab

Prerequisite(s): CIT 230
This course teaches how to design and deploy security across systems enterprises using intrusion detection tools and virtual private networks to control and manage access.

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

SEC 270 | WAN Security and Lab

Prerequisite(s): CIT 330
This course covers installation, configuration, and administration of Wide Area Network security programs and devices such as routers, hubs, switches, firewalls, and Internet Protocol Security (IPSec).

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

SEC 275 | Server Security and Lab

Prerequisite(s): SEC 270
This course covers creating, implementing and administration of security policies on network LAN, WAN, and wireless servers. Firewall security, server caching, and server VPN topics are also reinforced.

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

SEC 280 | Disaster Recovery and Lab

Prerequisite(s): BUS 101
In this course students learn methods to identify system vulnerabilities and take appropriate countermeasures to prevent and

mitigate failure risks for an organization. Risk assessment, recovery policy design, and management roles are also covered.

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

SEC 300 | UNIX/Linux Security and Lab

Prerequisite(s): CIT 353
This course covers configuring, managing, administering, and securing of Linux systems and networks. User account, protocol, and port controls are covered as well as remote management utilities.

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

SEC 305 | Computer Forensics and Lab

Prerequisite(s): SEC-270
This course provides students with a solid background in digital investigation, analysis, file, data, and disk repair, and data recovery. Legal aspects such as preserving of evidence, chain of custody recording, and serving as an expert witness are covered.

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

SEC 315 | Network Security Management and Lab

Prerequisite(s): CIT 420
This course covers authentication methods, network attack safeguards, infrastructure, and remote access management. Operational and organization security from a management perspective is also covered.

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

SEC 330 | Wireless Security and Lab

Prerequisite(s): CIT 220, CIT 330
This course covers wireless threats ranging from hackers to viruses. Special focus will be on understanding, configuring, deploying, and administrating wireless security tools.

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

SOC 165 | Sociology

Prerequisite(s): None

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

Credit Hours: 4
Lecture: 4 hours

SPH 305 | Speech Communications
Prerequisite(s): ENG 135
Students learn and apply the basic principles of effective communication through the use of the voice and body. Topics include audience analysis, organization, language, timing, and nonverbal communication. Practical application is also provided through individual and group presentations.

Credit Hours: 4
Lecture: 4 hours

TCT 100 | Telecommunications Technology 1 and Lab
Prerequisite(s): None
Students are introduced to telecommunications as a discipline with a focus on the fundamentals of a wide range of topics including technologies, career opportunities, user and vendor associations, standards organizations, professional organizations, regulatory organizations, and history, providing a comprehensive overview and scope of telecommunications technology. Facilities infrastructure and structured wiring plans for telecommunications systems are studied. There is a strong emphasis on the fundamentals of structured wiring and cable installation in accordance with ANSI and EIA/TIA standards. Students participate in the installation and testing of a Telecommunications Grounding System, as well as pre-installation procedures, cable pulling, cable testing, and troubleshooting.

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

TCT 110 | Introduction to Data Communications and Lab
Prerequisite(s): TCT 100
This course covers the fundamental concepts of analog and digital communications, as well as transmission and modulation methods for data networks. Also covered are industry standards, basic electronics for data communications, protocols, modems, data service unit/channel service units (DSU/CSU) and connectivity in local and wide area networks. Students are introduced to basic test equipment used in data communications including the breakout box, Penta-Scanner, volt-ohm meter, and other related equipment. Structured cabling for data networks according to EIA/TIA standards is emphasized. Students will perform hands-on installation, configuration, and troubleshooting of data communication equipment and systems.

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

TCT 115 | Introduction to Voice Communications and Lab
Prerequisite(s): TCT 100
This course provides an understanding of the technology of telephone systems and voice technology basics such as analog transmission, modulation techniques, amplification, multiplexing, and switching basics. Private telephony networks are compared with public networks. The laboratory builds upon the TCT-100 laboratory. Students "rough-in" voice structured cabling systems, perform pre-installation and termination of work area outlets, install cable-support systems, demonstrate fire-stopping techniques, install horizontal and backbone cables, and remove abandoned cable systems. Students perform testing, troubleshooting, and repair of voice systems, and are introduced to telecommunications grounding techniques. Basic phone technology including hands-on installation, repair, and programming of phone and PBX systems will be introduced.

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

TCT 170 | Introduction to Electronics and Lab
Prerequisite(s): None
Students will explore the theory of DC and AC and applications of DC and AC circuits. The course studies the three circuit parameters - resistance, inductance, and capacitance. The mathematical application of Ohm's law, series circuits, parallel circuits and compound circuits is undertaken. Magnetism,

electro-magnetism and atomic structure are also investigated. Hands on lab activities show how DC/AC circuits, semiconductor, device linear circuits and digital circuits work. Labs covering the construction of circuitry will demonstrate how circuit parameters work.

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

TCT 200 | Telecommunication Technologies II and Lab
Prerequisite(s):TCT-100
This course covers managing and running a telecommunications organization and network. Planning, organizing, and controlling skills for procuring, installing, and operating large telecommunications systems are developed and used. Vendors, regulatory bodies, user groups, and professional organizations are studied using strategic planning and feasibility analysis. Developing requirements and specifications, writing requests for proposals (RFPs), and using cost-benefit analysis methods are also investigated. Engineering economics is introduced. Software applications are employed to analyze network performance problems, track repairs, generate management reports, and perform financial analysis.

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

TCT 210 | Voice Over Internet Protocol (VOIP) and Lab
Prerequisite(s):TCT-110; CIT-102
This course surveys the history and evolution of integrating voice, data, and image processing technologies (CTI, or Computer-telephony Integration). Voice Over IP Technology provides students with the knowledge of Voice over IP technology, or making telephone calls over data networks such as the Internet. It has now reached the tipping point, and is expected to eventually become the standard telephone technology. Students will examine standards, applications, and concepts, as well as, business needs-analysis and case studies of both VoIP and computer response systems. Lab exercises include designing and installing voice mail systems.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

TCT 215 | Communication Systems I and Lab
Prerequisite(s):TCT-115
This course provides an introduction of the evolution of switching technology and the history of PBX systems. Students will learn to analyze voice system requirements using traffic theory and will investigate proprietary and PC based switching systems. The course will culminate in students planning major switch procurements for a business organization using RFPs, RFIs, RFQs, cost-benefit analysis, and CENTREX vs. PBX analysis. Installing components, programming features, troubleshooting, and interpretation of system performance will also be covered. In the hands on lab, students design, install and operate a switching system.

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

TCT 355 | Advanced Wireless Communications and Lab
Prerequisite(s):CIT-220, CIT-330
This course covers the evolution of wireless communications as an outgrowth of IEEE's 802.11 standards. Wireless networks such as cellular, packet radio, specialized mobile radio, personal communications services, satellite, spread spectrum, and infrared are covered in detail. Hands-on lab assignments include designing, troubleshooting, operating, and managing wireless networks.

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

TCT 455 | Fiber Optic Communications and Lab
Prerequisite(s): CIT-235; TCT-215
This course explores fiber-optic communications, providing comprehensive and intuitive introduction to this transport medium. The course covers concepts of building up and understanding of optical fibers, their properties, light sources and detectors, and fiber optic components and their application in fiber-optic systems. The course also covers the basics of fiber-optic management and troubleshooting. Lab assignments will include hands-on assignments in fiber-optic design, terminating, routing, as well as troubleshooting fiber-optic cables.

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

TCT 460 | Communication Systems 2 and Lab
Prerequisite(s): CIT-235; TCT-215
Students learn how to move and control information between networks using transport protocols. Error handling, prioritization, and security features of transport protocols are also covered as well as OSI Connection Oriented Transport Service (COTS) and Connectionless Transport Service (CLTS), SPX, TCP/IP, and NetBIOS and NetBEUI protocols. Students develop skills

in providing connection-oriented data-delivery services across networks. Students will also learn how to provide end-to-end data exchanges and troubleshoot problems. In a laboratory setting, students will actually transport information between using various transport protocols. Students will learn how to handle errors, security issues and other problems associated with the transmission of data and voice.

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

WEB 251 | Web Design 1 and Lab

Prerequisite(s): DES 253, DES 264 or CIT 102
This course is an introduction to the world of Web Design. From building web pages, integrating media, optimizing web imagery, to publishing sites for live viewing– students will gain the foundation necessary to begin creating web projects that are well-formed and meet the modern demands of a rapidly growing industry.

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

WEB 351 | Web Design 2 and Lab

Prerequisite(s): WEB 251
This course moves deeper into the world of modern web design by introducing dynamically driven web pages. From animating galleries to dynamic navigational systems, students gain an understanding of both JavaScript and jQuery to create a more dynamic user experience. Emphasis is on creating aesthetically pleasing websites that uphold modern user experience standards. Language specifics and form management are also examined. The course continues to explore HTML, CSS, asset management, design considerations, remote hosting, and live publishing (FTP) as introduced in Web Design 1.

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

WEB 451 | Web Design 3 and Lab

Prerequisite(s): WEB 351
This course continues to build upon the concepts and skills previously explored in Web Design I and II, adding a new dimension – Mobile Design. Students polish their understanding of content, appearance and behavior by designing websites that fit several devices (e.g. smart phones, note pads, desktop screens). By creating more versatile solutions, the student can generate websites that are more accessible, more user friendly, and less maintenance. This course offers a combination of both lecture and hands-on lab to enhance the student's comprehension of course concepts and materials.

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

WEB 371 | Dynamic Web Media 1 and Lab

Prerequisite(s): WEB 351
This course focuses on a deeper understanding of Web Design technologies by introducing relational database management systems and their impact on dynamically driven websites. The course will focus on designing web databases and interfacing with the data stored in these tables to present interactive information through a web browser. Hands on lab exercises will include creation of web applications employing a database. Topics include database design, relational tables, database connections, database queries, Content Management Systems (CMS), and multimedia related assets.

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

WEB 471 | Dynamic Web Media 2 and Lab

Prerequisite(s): WEB 351
This course brings all of the foundational web concepts under one roof to see how these technologies can coexist within web projects, while exploring their strengths and weaknesses in practice. The course will also examine Content Management Systems, giving clients the ability to make changes to pre-defined aspects of their website.

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

Administration and Faculty
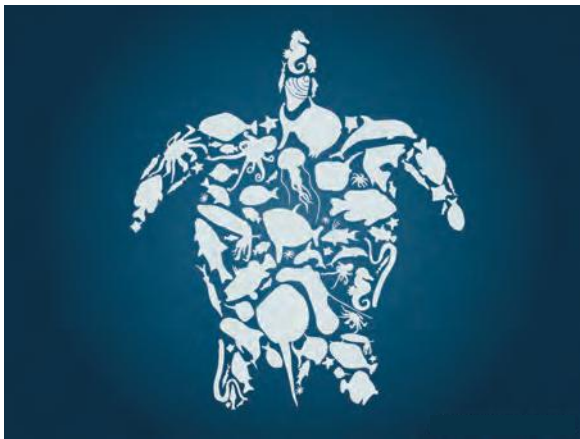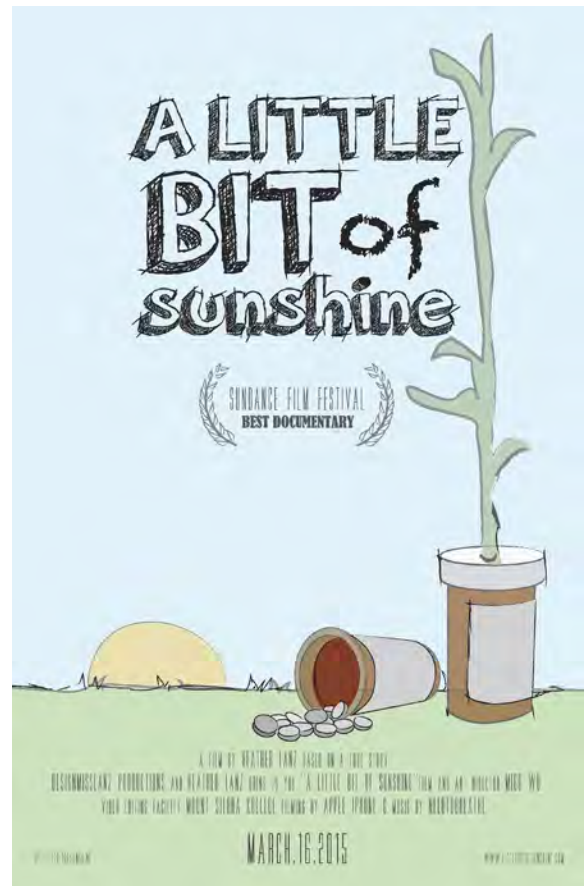
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Darlene Perez
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MA | English | National University | La Jolla, CA
BA | English | National University | La Jolla, CA

Roy Boulghourjian
Dean of Academic Operations
MA | Education | National University | Van Nuys, CA |
BA | Economics/Mathematics | American University of Beirut |
Beirut, Lebanon

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Director of International Academic Affairs
Lead Faculty Game Arts
MFA | Design | Savannah College of Art and Design Savannah, GA
BFA | Computer Graphics and Interactive Media | Pratt Institute |
Brooklyn, NY

Mike Pace
Media Arts and Design
Lead Faculty, Visual Design |
MFA | Photography | Durban Institute of Technology | Durban,
South Africa |
BA | English/Psychology | University of Natal | Durban, South Africa

Vicky Panossian
Business and Entrepreneurship
Lead Faculty Business Administration
MBA | Business Administration | Woodbury University | Burbank, CA
BS | Business Administration | Woodbury University | Burbank, CA

Rhea Sanchez
Lead Faculty General Education and ESL|
Ed.D | Organizational Leadership | Pepperdine University | Los
Angeles, CA
MA | English Literature | California State University | Long Beach, CA
BA | English | University of Redlands | Redlands, CA

Lisa Acosta
Academic Services Support Coordinator

Vanessa Lopez
Academic Services Support Coordinator
BA | Communications | CSU Fullerton | Fullerton, CA

REGISTRAR

Joyce Boylan
Registrar
AS | Business
Los Angeles Valley College | Los Angeles, CA

Shelley Tello
Assistant Registrar

Human Resources

Liz Zataray
Director of Human Resources
BS| Workforce Employment Law| University of Illinois| Carbon-
dale ILL
SPHR | Senior Professional Human Resouces
GHR | Global Human Resources
HRIC | Human Resouces Institutional Certification

Rhinda Thomas
Human Resources Assistant

LIBRARY

Stacy McKenna
LRC Manager/Librarian
MLIS | Library and Information Science | San Jose State University |
San Jose, CA

INTERNATIONAL DEVELOPMENT

Tongyu (Sherry) Zhao
International Admissions
BA | Financial Economics | Columbia University | New York, NY

Lauren Seo
Assistant Director of International Affairs
BFA | Drawing and Painting | School of the Art Institute of
Chicago | Chicago, IL

FULL TIME FACULTY

Dan Carreker
Game Arts and Design
BA | Game Art and Design | Mt Sierra College | Monrovia, CA

Randall Slade
Business and Entrepreneurship
MBA | Management Science | University of Rhode Island | Kingston, RI
BS | Marketing | University of Rhode Island | Kingston, RI

Paul Smith
Media Arts and Design
MFA | Computer Animation | William Patterson University | (Online) | Patterson, NJ
BFA | Computer Animation | William Patterson University | Patterson, NJ

Jason Taylor
Media Arts and Design
Game Design
BS | Game Arts and Design | The Art Institute of California | Orange County, CA

Teod Tomlinson
Media Arts and Design
BFA | Illustration | Art Center College of Design | Pasadena, CA |

ADJUNCT FACULTY

Javier Andre
Information Technology
BS | Computer Science | Cal State Los Angeles | Los Angeles, CA
BA | Political Science | Marquette University | Milwaukee, WI

Vanessa Andre
Media Arts and Design
BA | Studio, Photography concentration | UCR | Riverside, CA

Keegan Anglim
Media Arts and Design
DMA | Music | USC | Los Angeles, CA
MM | Music | USC | Los Angeles, CA
BM | Music | USC | Los Angeles, CA

Benjamin Aydindzhyan
General Education
JD | Law | University of La Verne Law School | Verne, CA
BA | Psychology | UCLA | Los Angeles, CA | |

Ardoush Baghdasarian
Telecommunications
BS | Electronics | University of Tehran | Tehran, Iran

Alessia Berghoudian
General Education
JD| Legal Education | Whittier Law School | Costa Mesa, CA
BA | Political Science | UCLA | Los Angeles, CA

Andrew Bina
Media Arts and Design
BS | Design | Mt Sierra College | Monrovia, CA

Daniel Chodos
General Education
MA| Speech/Theatre | University of Pittsburgh | Pittsburgh, PA |
BA | Drama | Dartmouth College | Hanover, NH

Steven Daily
Game Arts and Design
Award-winning artist with over 15 years of design experience.

Ted Dalton
Information Technology
DBA | Management Information Systems | Argosy University Orange County, CA
MS | Information Technology | Keller Graduate School | Oakbrook Terrace, IL
MA | Business Administration Keller Graduate School | Oakbrook Terrace, IL
BS | Information Technology | DeVry University | Pomona, CA

Reshama Damle
General Education
MA | CSULB | Long Beach, CA
BA | UCI | Irvine, CA

Khosrow Daraei
Business and Entrepreneurship
BS | Math/Computer Science | Indiana University | Terre Haute, IA
MS | Information Systems | Aspen University | Denver, CO

Maurice Dosso
Information Technology
MS| Computer Science | Alameda College and University
BS | Geology | USC | Los Angeles, CA

Mitch Gohman
Media Arts and Design
MS | Education | Capella University | Minneapolis, MN |
BS | Art | Illinois State University | Normal, IL

Leonard Gonzalez
Information Technology
BS | Information Technology | Mt Sierra College | Monrovia, CA

Joseph Gutierrez
Business and Entrepreneurship |
MBA | | Keller School of Management | Los Angeles, CA
BS | Business Administration | Devry University | Los Angeles, CA

Joy Harrison
General Education
MA | Organizational Leadership | National University | La Jolla, CA
MS | Educational Counseling | National University | La Jolla, CA
BA | Health Education | Herbert H Lehman University | Bronx, NY

Elma Hartunian
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MBA | Business Administration | University of Phoenix | Pasadena, CA
BA | Computer Science | Cal State University | Long Beach, CA

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Business and Entrepreneurship
MS | Business Administration | Woodbury University | Burbank, CA
BA | Public Administration | Pre Law | California Polytechnic
University | San Luis Obispo, CA

Nano Hovsepyan
Visual Design
MAeD | Educational Leadership | Argosy University | Santa Monica, CA
BS | Graphic Design | The Art Institute of California | Los Angeles, CA
MFA | Kh. Abovyan State Pedagogical Institute, Yerevan, Armenia
BFA | Terlemezyan Art College, Yerevan, Armenia

Roshan Hubbard
General Education
CAGS | Instructional Communication | School of Education |
Boston University | Boston, MA
MS | Broadcasting, Film | School of Public Communication |
Boston University | Boston, MA
BA | Painting/Art History | School of Fine Arts | Tehran
University |Tehran, Iran

Shael Jacobson
Business and Entrepreneurship
CPA | Accounting | | State of California | Los Angeles, CA |
BS | Accounting | Woodbury University | Los Angeles, CA

Laurel Klick
Media Arts and Design
BA | Art | Fresno State University | Fresno, CA

David Liu
Information Technology
BA | Business/Economics | University of California | Riverside, CA

Andrew Flores Luna
Media Arts and Design
BS | Multimedia Design | Mt Sierra College | Monrovia, CA

Mike Magro
Ph.D. | Policy Planning and Development | USC | Los Angeles, CA
MIT | Marketing Information | Administration | Loyola Mary-
mount University | Los Angeles, CA
BBS | Business | American Intercontinental University | Los
Angeles, CA

Jamie McDonough
General Education
MA | Clinical Psychology | California State University | Domin-
guez Hills, CA
BA | Psychology | California University | Chico, CA

Sean Osborn
Media Arts and Design
BS | Computer Information | Mt Sierra College | Monrovia, CA

Jesus Padro
Information Technology
MIS | Information Systems | | University of Phoenix (Online)
BS | Computer Information | Mt Sierra College | Monrovia, CA

Omar Patel
Media Arts and Design
BA | Political Science/Pre Dentistry | U C Berkeley | Berkeley, CA

Jonathan Patterson
Media Arts and Design
DMA | Music Education | USC | Los Angeles, CA |
MA | Japanese Popular Music | UC Berkeley, CA
BA | Interdisciplinary Studies | University of Southern California |
Los Angeles, CA

Ashton Potter
Information Technology
MBA | Business Administration | University of Redlands | Redlands, CA
BS | Computer Information | University of Phoenix | Online

Benjamin Reyes

Business and Entrepreneurship

MBA | Business Administration | University of Phoenix | Bay Area, CA

BA | Business Administration | UCSB | Santa Barbara, CA

Sal Rodriguez

Business and Entrepreneurship

MBA | Business Finance/Accounting | Cal Poly Pomona | Pomona, CA

Matthew Seng

Media Arts and Design

BFA | Graphics | Art Center College of Design | Pasadena, CA

Christopher Sepulveda

Media Arts and Design

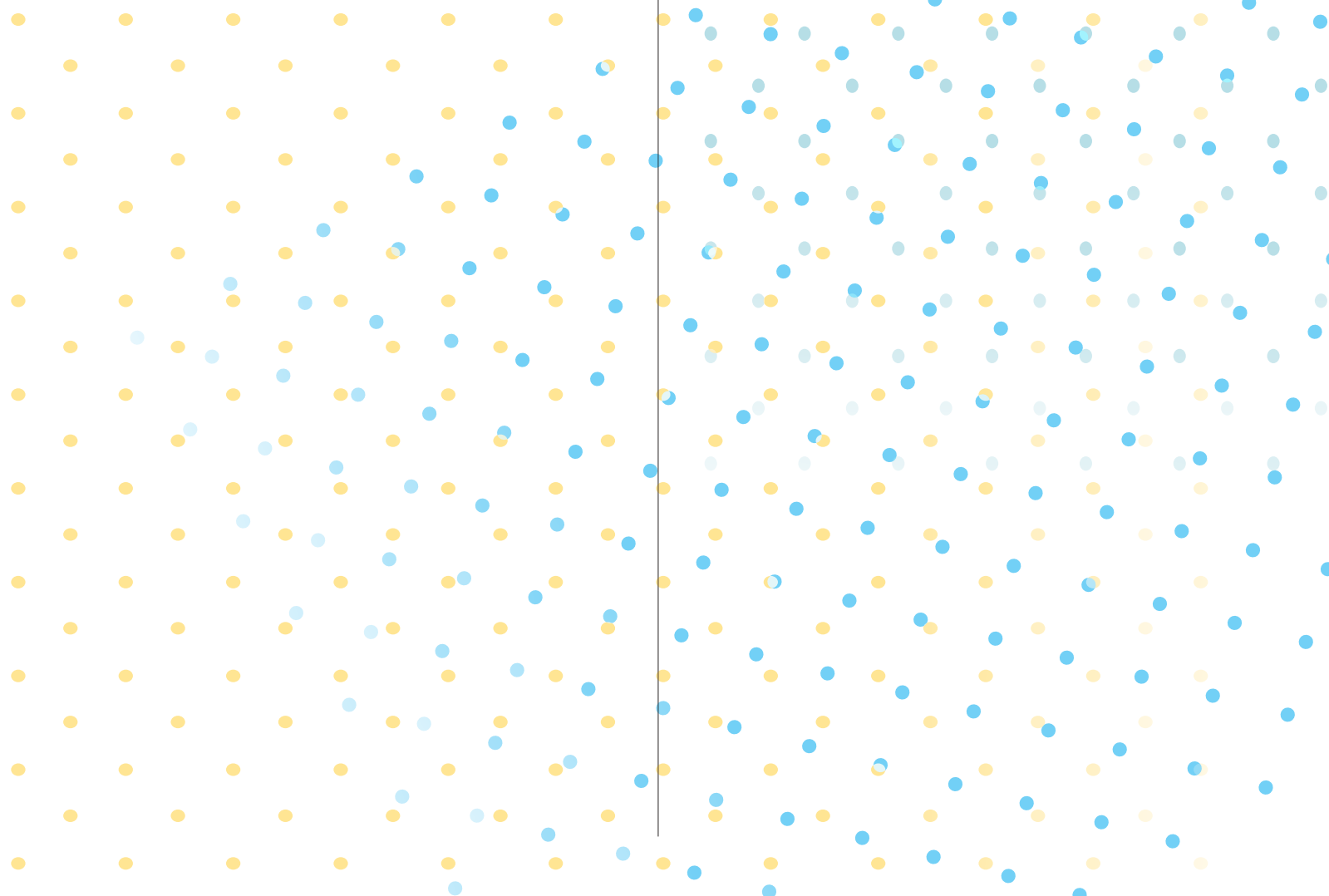MFA | Film Production | Chapman University | Orange, CA

BA | English Writing | St. Lawrence University | Canton, NY

Ted Wu

General Education

MS | Physics | University of Massachusetts | Amherst, MA

BS | Physics | National Taiwan University | Taipei, Taiwan

MT SIERRA COLLEGE

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