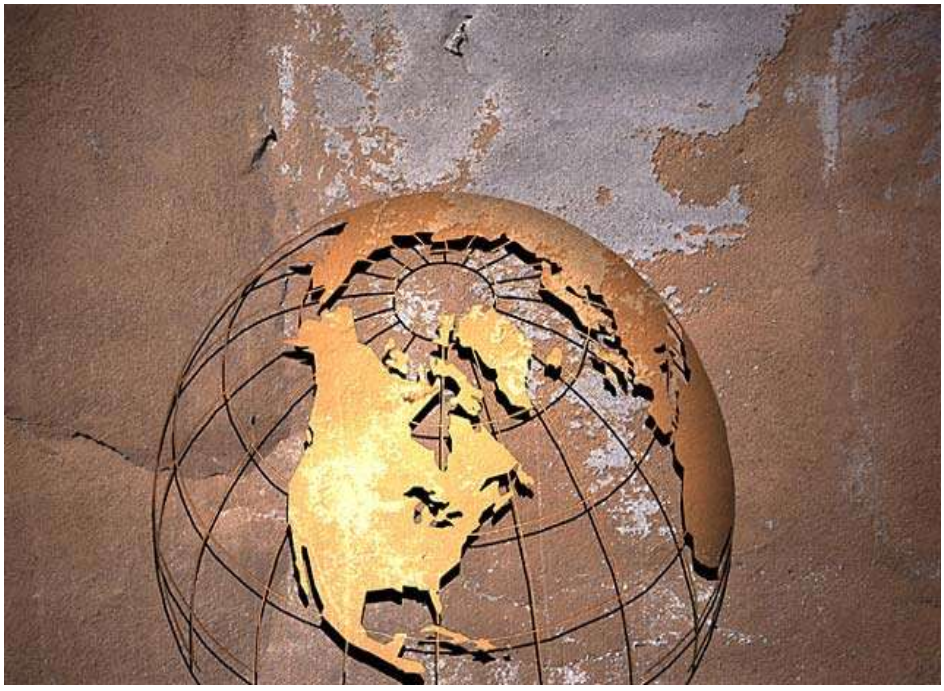
Laurus College

Quality Education • Quality Experience



Catalog
Effective August 6, 2018 to December 31, 2018

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Laurus College Catalog

Disclosure Statement: This catalog contains a summary of the policies, rules and procedures of Laurus College at the time of publication. 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. Also, 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 Dr., Suite 400 in Sacramento, CA 95833, www.bppe.ca.gov, toll free telephone (888) 370-7589 or fax (916) 263-1897.

Laurus College reserves the right to change any provisions of this catalog at any time. Updates to the catalog are released as needed. This catalog is updated, at a minimum, on an annual basis on or before December 5th of the current year. Major updates will have a change in primary volume number, such as from volume 3 to volume 4. Minor updates will have a change in subordinate volume number, such as from volume 3.01 to volume 3.02.

All updates will be posted on the Laurus College website (lauruscollege.edu), and will be announced via email to all students and staff through the Laurus College student portal. Students will be held to the standards of the catalog in effect when they enrolled, unless notified by email. If you have any questions regarding the catalog or any addenda, please contact the Registrar's office at registrar@lauruscollege.edu.

Welcome from the Chief Executive Officer

Are you a person who wants a career that uses your talents? Do you dream of working in an exciting professional environment or in a company geared to take advantage of new global opportunities?

Welcome to Laurus College! We are dedicated to providing every student with a quality education and a quality experience that prepares you for success in the global marketplace of the modern world. To do this we provide focused instruction and personalized caring to every student. Our emphasis on career opportunities in all of our program offerings helps open up avenues of opportunity that previously may have gone unrealized. We offer this experience in fields such as Business Systems, Digital Arts & Computer Animation, Information Technologies & Network Systems, Medical Billing & Coding, and Web Design & Development.

We know that our success as a school and your success in your career depend on all of us doing our utmost to build a strong commitment to our goals and keeping communication open and evolving. Begin networking from day one and work to make this experience as powerful a learning opportunity as possible. We wish you good luck and look forward to working with you and being part of your success story!

Dr. Wayne Neale

Chief Executive Officer

I) Statement of Purpose, Mission, and Objectives

Statement of Purpose

Laurus College is a private postsecondary career school founded to provide a collegiate-level education for students seeking successful careers. Laurus College has developed Occupational Associate Degree programs to train students entering the Digital Arts & Computer Animation, Information Technologies & Network Systems, Medical Billing & Coding, Professional Business Systems, and Web Design fields. In addition, Laurus College has developed Bachelor of Science Degree programs to train students entering the Business Systems Management, Digital Arts & Computer Animation, Information Technologies & Network Systems, and Web Design & Development fields.

Mission Statement

"The mission of Laurus College is to serve as a quality institution of higher education dedicated to creating a quality experience for all of its students by combining career focused programs and the necessary fundamentals of e-learning to supply the tools needed to succeed in the 21st century. The Laurus College experience enables our students to start their careers and to lay the foundation for further education that will augment their careers."

Objectives

a) Provide a quality education within a well-planned, relevant, and concise curriculum to give students success in their chosen field.
b) Educate students with relevant technology, equipment, and tools used in the program area.
c) Give students an educational basis that they may use for further educational endeavors.
d) Provide and develop personal growth and life skills through participation in all classes, cultural enrichment opportunities, and/or guest lectures.
e) Provide a skilled and experienced educational faculty and staff devoted to the personal and professional skill development of each student.
f) Provide student services to assist students in obtaining the needed skills and employment assistance in their selected career field.

II) History of the College

Laurus is derived from a Latin word meaning “success”. We at Laurus College strive to make our learning environment a place where caring and excellence thrives. The name of our college signifies our commitment to our goal of success for students and serves as a reminder of our most important mission, a quality education and a quality experience.

Laurus College is a private postsecondary institution and is a wholly owned subsidiary of Laurus College, LLC. Laurus College, LLC helped to develop this college in order to offer a quality education and a quality experience for students seeking a unique college experience. Laurus College, LLC was founded in 2006, and opened its first campuses in the state of California comprised of a Main Campus in San Luis Obispo and Learning Site / Satellite Locations in Atascadero and Santa Maria. All three locations were formerly known as Atlas Computer Centers and were established in 1998. In July 2011, the college opened its fourth location, a Branch Campus, in Oxnard, CA.

Laurus College, LLC is a wholly owned subsidiary of Qe2 Systems, Inc., a Michigan corporation incorporated in 2004. At this time, neither this institution nor its parent company Qe2 Systems, Inc. have a pending petition in bankruptcy, are operating as a debtor in possession, have filed a petition within the preceding five years, or have had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

The Board of Directors for Laurus College, LLC include James E. Redmond-Chairman of the Board of Directors; Jeffrey T. Redmond-Vice Chair; Brendan Coyle-Treasurer; Leo Craven-Secretary; Steve Johnson-Board Member, Cecilia Mortela-Board Member, Lisa McClain-Board Member.

III) What is the Laurus Experience?

The Laurus experience is our commitment to a quality education and a quality experience for every student. The quality education rests on the dedication, experience and caring of our staff and faculty, and also requires the serious pursuit of career goals by the student. The quality experience centers on our passion for excellent customer service.

The programs at Laurus College prepare students for a career. Students at Laurus College gain an understanding of how their field of study operates. Students study current and emerging markets and the impact those markets have on the industry today and in the future. Laurus College prepares students for a career and for the world.

a) Instructional Delivery Model

Laurus College offers a fully integrated virtual learning environment for both distance education and hybrid students, giving students the opportunity for live, real-time interaction, as well as the ability to review archived sessions. Whether a student chooses to attend their class from a campus or via distance education, all students receive the same live instruction and interactive learning experience.

The class lecture delivery uses synchronous instruction, allowing the teacher to see and interact in real-time with students across all four campuses and online at the same time via computer webcams. Students are able to not only see and communicate with their instructors, but can also see and interact with each other.

Distance Education

Distance education courses are delivered over the Internet through a synchronous and asynchronous e-learning platform using a Moodle (Modular Object-Oriented Dynamic Learning Environment) learning management system (LMS). Moodle supports the virtual classroom. In addition to Moodle, the online courses use Adobe Connect, which supports the online classroom through synchronous live classroom lectures and labs. Adobe Connect allows for three-way communication between an instructor and a class of students, among students, and between an instructor and an individual student. Features of Adobe Connect include recording of live classroom sessions and online group work by allowing the students in a live session to work in smaller breakout rooms. Instructors can monitor online lab activities and provide real-time constructive feedback.

Hybrid Instruction

In addition to distance education, Laurus College operates four locations which include instructor work stations, administrative offices, classrooms, and student lounge areas. Students work at individual computer work stations, where they interact with their instructors and fellow classmates during scheduled class meeting times via the virtual classroom. Classroom lectures are supplemented with additional open laboratory time during which students' complete assignments and work on their program's software and equipment. Classroom computers are all Internet connected, and equipped with all software and peripherals students will need during their enrollment with the college.

These delivery models, hybrid and online, allow for flexibility in student scheduling, expanded course offerings, and greater commitment to successful completion of courses and programs.

b) Facilities (for hybrid instruction)

All of the locations operated by Laurus College (see Section V of this Catalog for a listing of all locations) are modern, well lit, air-conditioned, clean, and safe, and include instructor work stations, administrative offices, classrooms, and student lounge areas. Students at Laurus College learn in modern classrooms, with a maximum number of 30 students in a typical classroom or lab, using industry standard software and equipment in their programs. Classroom computers are all Internet connected, and equipped with all software and peripherals students will need during their enrollment with the college. Students also have access to printers, copy machines, and fax machines at each location. The college also provides an 1,800 square foot conference center for research and study on a separate site near the college campus and administrative offices in Santa Maria, California.

IV) Licensure and Approvals

Laurus College is a private postsecondary institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Laurus College gained this approval in March 2006 and is formed under the laws of the State of California. Laurus College, formerly Atlas Computer Centers, received a Change of Ownership approval from the Bureau in March 2006. Atlas Computer Centers received its most recent approval to operate by the Bureau for Private Postsecondary and Vocational Education in October 2003, and has been in continuous operation since 1998. Laurus College is recognized by the new California Bureau for Private Postsecondary Education (BPPE), which became effective January 1, 2010.

Laurus College is accredited by the Accrediting Council for Independent Colleges and Schools to award Occupational Associate and Bachelor of Science Degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. Laurus College is also recognized by the United States Department of Education to offer students enrolled in select programs Federal Student Financial Aid for those who qualify (see Section XI of this Catalog for the school's policies regarding financial assistance).

Laurus College is also accredited by the Distance Education Accrediting Commission to award Occupational Associate Degrees. The Distance Education Accrediting Commission is listed by the U.S.

Department of Education as a recognized accrediting agency and is recognized by the Council for Higher Education Accreditation (CHEA).

V) The Locations

Laurus College has four locations in the central coast of California offering a quality education and experience to students. In July 2011, the college opened its fourth location in Oxnard, CA. Classes are held on site at each location, and students may choose which location to attend their classes. Individuals can contact the college at (805) 267-1690 or visit the website at www.lauruscollege.edu for more information.

San Luis Obispo (Main Campus)

The Main Campus is located at 81 Higuera Street, Suite 110 in San Luis Obispo, CA 93401. Traveling north or south on Highway 101, take the Madonna Road exit, turn east and go to the Pacific Coast Center at the intersection of Madonna Road and Higuera Street. The Main Campus consists of three classrooms, a computer lab, dedicated library & career services areas, and office space for all student-related services.

Atascadero (Learning Site to Main Campus)

The Atascadero satellite location is located at 8693 El Camino Real and 8771 El Camino Real in Atascadero, CA 93422. Traveling north or south on Highway 101, take the Curbaril Avenue exit, proceed east to El Camino Real. Turn south and proceed to the Atascadero Oaks shopping center. The school is located in the first shopping section. The Atascadero location consists of two classrooms, a computer lab, dedicated library & career services areas, and office space for all student-related services.

Santa Maria (Learning Site to Main Campus)

The Santa Maria satellite location is located at 325 East Betteravia Road, Suite B-7 and Suite B-8 in Santa Maria, CA 93454. Traveling north or south on Highway 101, take the Betteravia Road exit, proceed west and go to the Target Shopping Center at the corner of Miller Road and Betteravia Road. The Santa Maria location consists of three classrooms, a computer lab, dedicated library & career services areas, and office space for all student-related services.

Oxnard (Branch Campus)

The Branch Campus is located at 2351 Lockwood Street in Oxnard, CA 93036. Traveling north or south on Highway 101, take the Rice Avenue exit, turn right onto East Gonzales Road, and another right onto Solar Drive; Solar Drive becomes Lockwood Street. The school is located immediately on the right. The Oxnard location consists of six classrooms, a computer lab, dedicated library & career services areas, and office space for both administrative staff and all student-related services. In addition to offering on site programs, the Oxnard campus is approved to offer online programs.

Campus Access, Staff and Faculty Office Hours

During the academic term, campus and learning site / satellite locations are open Monday through Thursday from 8 am to 10:05 pm and Friday from 9 am to 4 pm. Administrative staff are typically available Monday through Thursday from 8 am to 5 pm and Friday from 8 am to 4 pm. Faculty hours are posted on the individual course syllabi.

Access to the Student Portal (https://lauruscollege.edu/mylaurus) is available 24/7. Technical assistance is available Monday through Thursday from 8 am to 8 pm and Friday from 8 am to 4 pm.

Services Available for Students with Disabilities

Laurus College has designed its programs and instructional methodologies stressing adaptability and multi approaches to learning. All courses provide instruction using auditory and visual modes. Archived lessons are available for review and help students keep pace. Elevators and/or accessibility ramps, as well as, accessible bathroom facilities are standard in all facilities. Individual student mentors and tutors are also

available through the student services department. If a student needs an accommodation they should contact the student services department at 805-267-1690 or studentservices@lauruscollege.edu for more information and assistance.

Dissemination of Information

For assistance in obtaining information on financial assistance, the school, graduation and completion rates, placement rates, and security policies and crime statistics please contact the Registrar office at 805-267-1690 or registrar@lauruscollege.edu.

VI) Programs at Laurus College

Occupational Associate Degree Programs

Digital Arts and Computer Animation

This program introduces students to the world of computer animation. Students focus on the techniques and the methods for creating 3D animation and effects using the industry standard software Maya. Maya software is one of the world's most powerfully integrated 3D modeling, animation, effects, and rendering solutions in the video game design and development industry today. Film and video artists, video game developers, web designers, and print designers turn to Maya software to realize their creative vision. Using this software, students explore ways to model, texture, animate, and render creative environments. Students work in both 2D and 3D, creating characters with realistic motion in everyday life. In this program, students work with industry standard software to gain valuable skills in the video game design and development industry. Students in this Occupational Associate Degree program create a portfolio that showcases their creativity and their skills.

Learning Goals: Upon completion of the Digital Arts and Computer Animation Occupational Associate degree, students should be able to:

- Demonstrate proficiency with a variety of digital art and computer animation software programs.
- Sculpt and model 3D Objects.
- Create and edit a variety of texture types and images.
- Understand the three phases and the many sub-phases within an animation production, (Pre-Production, Production, and Post-Production).
- Create advanced materials utilizing physically-based rendering workflow to be used with rendering engines.
- Demonstrate the ability to adjust and modify rendered images together with various compositing techniques.
- Create 2D and 3D assets to construct various video game levels using modern day game engines.
- Perform scholarly research.

Program Length: The Digital Arts and Computer Animation Occupational Associate Degree program is 100 quarter credits and can be completed in two (2) years if the student attends all terms full time and consecutively.

Instructional Methods: The Digital Arts and Computer Animation Occupational Associate Degree program is practical application and involves intense interactive learning. All classes are lecture based with practical application laboratory and computer time for students to enhance their skills and abilities. Interactive virtual classrooms are part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

Communication and Critical Thinking Skills: Students in the Digital Arts and Computer Animation Occupational Associate Degree program complete challenging projects and assignments by using creative problem solving skills. Students communicate ideas through written and oral presentations in various courses throughout the program.

Completion Requirements: Students wishing to obtain an Occupational Associate Degree in Digital Arts and Computer Animation from Laurus College need to meet all program completion requirements. Students must have completed a minimum of 100 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for an Occupational Associate Degree.

Program Outline

Course #	Title	Quarter Credit Hours
ENG 101	Business Communications I**	5
ENG 110	Business Communications II**	5
CDM 101	Communication and Decision Making**	5
MAT 101	Applications of Mathematics**	5
PRO 200	Professional Communications in the Workplace**	5
ANI 110	Animation Dynamics	5
ANI 220	Advanced Design and Animation	5
ANI 230	Computer Video Compositing and Camera Matching	5
DIG 101	Animation Foundations	5
DIG 120	Introduction to Color Theory	5
DIG 130	Introduction to Modeling	5
DIG 140	Introduction to Shading and Lighting	5
DIG 170	Introduction to Rigging	5
DIG 180	Introduction to Digital Sculpting	5
DIG 210	Character Sculpting	5
DIG 220	Advanced Texture and Shaded Creation	5
DIG 230	Advanced Character Rigging	5
DIG 240	Game Development	5
DIG 250	Digital Illustration	5
WDD 110	Digital Graphics	5
Total		**100**

** Applied General Education course

Program Plan

The following is an example of the sequence of classes a student would follow in order to complete the Digital Arts and Computer Animation Occupational Associate Degree program in the planned time frame. Your course progression may be different based on course availability in a specific term and the student's schedule and availability.

Term 1	ENG 101	Business Communication I
Term 2	ENG 110	Business Communications II
Term 3	CDM 101	Communication and Decision Making
Term 4	MAT 101	Applications of Mathematics
Term 5	WDD 110	Digital Graphics
Term 6	DIG 100	Animation Foundations
Term 7	ANI 110	Animation Dynamics
Term 8	DIG 140	Introduction to Shading and Lighting
Term 9	DIG 130	Introduction to Modeling
Term 10	DIG 120	Introduction to Color Theory
Term 11	DIG 180	Introduction to Digital Sculpting
Term 12	DIG 170	Introduction to Rigging
Term 13	ANI 220	Advanced Design and Automation
Term 14	ANI 230	Computer Video Compositing and Camera Matching
Term 15	DIG 240	Game Development
Term 16	DIG 110	Digital Illustration
Term 17	DIG 210	Character Sculpting
Term 18	DIG 220	Advanced Texture and Shader Creation
Term 19	DIG 230	Advanced Character Rigging
Term 20	PRO 200	Professional Communications in the Workplace

Careers to Which This Occupational Associate Degree May Lead

The Standard Occupational Classification (SOC) system is used by Federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. The Digital Arts and Computer Animation Occupational Associate Degree Program offered at Laurus College can help prepare graduates for a variety of careers that include, but are not limited to the list of careers that may be listed under the following SOC codes (for more information on a particular SOC code, visit www.onetonline.org).

SOC Code 15-1199.11 - Video Game Designers
Design core features of video games. Specify innovative game and role-play mechanics, story lines, and character biographies. Create and maintain design documentation. Guide and collaborate with production staff to produce games as designed.

SOC Code 25-1194.00 – Vocational Education Teachers, Postsecondary
Teach or instruct vocational or occupational subjects at the postsecondary level (but at less than the baccalaureate) to students who have graduated or left high school. Includes correspondence school, industrial, and commercial instructors; and adult education teachers and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. Teaching may take place in public or private schools whose primary business is education or in a school associated with an organization whose primary business is other than education.

SOC Code 27-1011.00 - Art Directors
Formulate design concepts and presentation approaches for visual communications media, such as print, broadcasting, and advertising. Direct workers engaged in art work or layout design.

SOC Code 27-1013.00 - Fine Artists, Including Painters, Sculptors, and Illustrators
Create original artwork using any of a wide variety of media and techniques.

SOC Code 27-1014.00 - Multimedia Artists and Animators
Create special effects, animation, or other visual images using film, video, computers, or other electronic tools and media for use in products or creations, such as computer games, movies, music videos, and commercials.

SOC Code 27-1024.00 - Graphic Designers
Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.

SOC Code 27-2012.01 - Producers
Plan and coordinate various aspects of radio, television, stage, or motion picture production, such as selecting script, coordinating writing, directing and editing, and arranging financing.

Sample Job Titles[1]
Upon successful completion of the Digital Arts and Computer Animation Occupational Associate Degree program, the student may be qualified for positions in the animation industry such as:

2D Character Artist
3D Animator
3D Artist
3D Character Artist
3D Environment Designer
3D Environmental Artist
3D Generalist
3D Hard Surface Artist
3D Modeler
3D Production Artist
3D Unity Artist
Animator
Artist
Assistant Character Designer
Associate Game Designer
Cartoon Artist
Cartoon Editor
CG Generalist
Character Concept Artist
Character Designer
Concept Artist
Creative Services Assistant Designer
Digital Artist
Digital Illustrator
Digital Painter
Digital Sculptor
Fine Artist
Game Balance Specialist
Game Capture Assistant
Game Designer
Game Writer
GFX Artist
Graphic Artist
Graphic Designer
Hard Surfaces Artist
Jr. Graphic Designer
Jr. Motion Graphics Designer
Layout Artist
Lighting Artist
Maya Generalist
Mid-Level Game Designer
Mobile Gameplay Designer
Model Builder
Model Maker
Motion Designer
Motion Graphics Artist
Portrait Artist
Product Designer
Production Artist
Publications Designer
Toy Designer
VFX Artist
Video Game Designer
Video Game Developer
Video Game Tester
Video Game Writer
Visual Development Artist
World Designer

[1] Available jobs depend on employment trends at time of graduation.

Information Technologies and Network Systems

Many companies want to have a staff member who can maintain the company's PC's and support their non-technical PC users, while other companies need staff who can go onsite to service computer problems. For this reason, technicians with this knowledge are in very high demand. Computer networking offers businesses, schools, small and large corporations, and families several benefits including faster access to more information, improved communication and collaboration, and more convenient access to software tools. Students in this program gain an understanding of how networks actually work and how they are used in many businesses today. Students move from the basics of computer networking to advanced network issues and implementations. This challenging and exciting program gives students the tools and the information for potential employment in the IT and network service fields.

Learning Goals: Upon completion of the Information Technologies and Network Systems Occupational Associate degree, students should be able to:

- Demonstrate proficiency with a WAN networking system.
- Set up remote access for a networked system.
- Analyze network security and understand how it is maintained and implemented in an organization.
- Identify tools, diagnostic procedures, and troubleshooting techniques for personal computers, laptops, peripherals, and operating systems.
- Perform preventive maintenance on personal computers, laptops, peripherals, and operating systems.
- Perform scholarly research.

Program Length: The Information Technologies and Network Systems Occupational Associate Degree program is 100 quarter credits and can be completed in two (2) years by attending all terms full time and consecutively.

Instructional Methods: The Information Technologies and Network Systems Occupational Associate Degree program is practical application and involves intense interactive learning. All classes are lecture based with practical application computer and laboratory time for students to enhance their skills and abilities. Interactive virtual classrooms are part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

Communication and Critical Thinking Skills: Students in the Information Technologies and Network Systems Occupational Associate Degree program complete challenging projects and assignments by using creative problem solving skills. Students communicate ideas through written and oral presentations in various courses throughout the program.

Completion Requirements: Students wishing to obtain an Occupational Associate Degree from Laurus College in Information Technologies and Network Systems need to meet all program completion requirements. Students must have completed a minimum of 100 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for completion.

Program Outline

Course #	Title	Quarter Credit Hours
BSM 150	Business Start-Up Strategies	5
MAT 101	Applications of Mathematics**	5
ENG 101	Business Communications I**	5
ENG 110	Business Communications II**	5
CDM 101	Communication and Decision Making**	5
PRO 200	Professional Communications in the Workplace**	5
ITS 100	Hardware Technology Fundamentals	5
ITS 110	Fundamentals of Operating Systems	5
ITS 120	Managing Computer Devices	5
ITS 130	Systems Support	5
ITS 140	IT Certification	5
ITS 150	Basic Networking	5
ITS 160	Network Subnetting and TCP/IP	5
ITS 180	Administering Networks	5
ITS 190	Network Maintenance	5
ITS 200	Software Deployment	5
ITS 210	Network System Services	5
ITS 220	Introduction to Database Management	5
ITS 230	Managing Information Systems	5
ITS 240	Cyber Security Fundamentals	5
Total		**100**

** Applied General Education course

Program Plan

The following is an example of the sequence of classes a student would follow in order to complete the Information Technologies & Network Systems Occupational Associate Degree program in the planned time frame. Your course progression may be different based on course availability in a specific term and the student's schedule and availability.

Term 1	ENG 101	Business Communication I
Term 2	ENG 110	Business Communications II
Term 3	CDM 101	Communication and Decision Making
Term 4	MAT 101	Application of Mathematics
Term 5	BSM 150	Business Start-Up Strategies
Term 6	ITS 100	Hardware Technology Fundamentals
Term 7	ITS 110	Fundamentals of Operating Systems
Term 8	ITS 120	Managing Computer Devices
Term 9	ITS 130	Systems Support
Term 10	ITS 140	IT Certification
Term 11	ITS 150	Basic Networking
Term 12	ITS 160	Network Subnetting and TCP/IP
Term 13	ITS 180	Administering Networks
Term 14	ITS 190	Network Maintenance
Term 15	ITS 240	Cyber Security Fundamentals
Term 16	ITS 200	Software Deployment
Term 17	ITS 210	Network System Services
Term 18	ITS 220	Introduction to Database Management
Term 19	ITS 230	Managing Information Systems
Term 20	PRO 200	Professional Communications in the Workplace

Careers to Which This Occupational Associate Degree May Lead

The Standard Occupational Classification (SOC) system is used by Federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. The Information Technologies & Network Systems Occupational Associate Degree Program offered at Laurus College can help prepare graduates for a variety of careers that include, but are not limited to the list of careers that may be listed under the following SOC codes (for more information on a particular SOC code, visit www.onetonline.org).

SOC Code 15-1121.00 – Computer Systems Analysts
Analyze science, engineering, business, and other data processing problems to implement and improve computer systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software.

SOC Code 15-1122.00 – Information Security Analysts
Plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. May ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure. May respond to computer security breaches and viruses.

SOC Code 15-1141.00 – Database Administrators
Administer, test, and implement computer databases, applying knowledge of database management systems. Coordinate changes to computer databases. May plan, coordinate, and implement security measures to safeguard computer databases.

SOC Code 15-1142.00 – Network and Computer Systems Administrators
Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Monitor network to ensure network availability to all system users and may perform necessary maintenance to support network availability. May monitor and test Web site performance to ensure Web sites operate correctly and without interruption. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. May supervise computer user support specialists and computer network support specialists. May administer network security measures.

SOC Code 15-1143.00 – Computer Network Architects
Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption.

SOC Code 15-1151.00 – Computer User Support Specialists
Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, or via telephone or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

SOC Code 15-1152.00 – Computer Network Support Specialists
Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption.

SOC Code 25-1194.00 – Vocational Education Teachers, Postsecondary
Teach or instruct vocational or occupational subjects at the postsecondary level (but at less than the baccalaureate) to students who have graduated or left high school. Includes correspondence school, industrial, and commercial instructors; and adult education teachers and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. Teaching may take place in public or private schools whose primary business is education or in a school associated with an organization whose primary business is other than education.

SOC Code 43-9011.00 – Computer Operators
Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions. Monitor and respond to operating and error messages. May enter commands at a computer terminal and set controls on computer and peripheral devices.

SOC Code 49-2011.00 – Computer, Automated Teller, and Office Machine Repairers
Repair, maintain, or install computers, word processing systems, automated teller machines, and electronic office machines, such as duplicating and fax machines.

Sample Job Titles[2]
Upon successful completion of the Information Technologies & Network Systems Occupational Associate Degree program, the student may be qualified for positions in the information technology and computer networking industry such as:

Applications Analyst
Automated Teller Machine Technician
Board Operator
Broadcast Technician
Business Analyst
Business Systems Analyst
Computer Analyst
Computer Console Operator
Computer Network Specialist
Computer Operator
Computer Repair Technician
Computer Security Specialist
Computer Specialist

Computer Support Specialist
Computer Systems Analyst
Computer Systems Consultant
Computer Technician
Copier Technician
Customer Service Technician
Data Administrator
Data Officer
Data Processing Manager
Data Security Administrator
Database Administrator
Database Analyst
Database Consultant
Database Coordinator
Database Developer
Database Programmer
Digital Technician
Electronic Data Interchange System Developer
Electronic Data Processing Auditor
Failure Analysis Technician
Field Service Technician
Field Technician
Help Desk Analyst
Information Security Analyst
Information Security Officer
Information Security Specialist
Information Systems Analyst
Information Systems Security Analyst
Information Technology Consultant
Information Technology Security Analyst
Information Technology Specialist
Local Area Network (LAN) Administrator
Master Control Operator
Network Administrator
Network Analyst
Network Consultant
Network Manager
Network Specialist
Network Support Specialist
Network Technical Analyst
Network Technician
Operations and Maintenance Technician
Personal Computer Network Analyst
Production Assistant
Programmer Analyst
Quality Assurance Analyst
Refurbish Technician
Senior Information Technology Assistant
Service Technician
Software Technician
Support Specialist
System Administrator
System Programmer
Systems Administrator
Systems Analyst
Systems Operator
Systems Specialist
Technical Support Specialist
Telecommunications Analyst
Test Technician

[2] Available jobs depend on employment trends at time of graduation.

Medical Billing and Coding

The standards for accuracy in health insurance claims processing are becoming more exacting at the same time that health insurance plan options are rapidly expanding. These changes, coupled with modifications in regulations affecting the health insurance industry, are a constant challenge to medical office personnel. Those responsible for processing health insurance claims require instruction in all aspects of medical insurance, including plan options, carrier requirements, various regulations, extracting relevant information from source documents, accurate claim form completion, and diagnosis and procedure coding. The Medical Billing and Coding Occupational Associate Degree program at Laurus College gives students the skills to market themselves to future employers in this fast paced industry.

Learning Goals: Upon completion of the Medical Billing and Coding Occupational Associate degree, students should be able to:

- Demonstrate an understanding of medical terminology and the importance of spelling.
- Identify both CPT (Current Procedural Coding) and ICD-10 (Diagnostic Coding) guidelines, and how to look up codes.
- Show proficiency in filling out various forms with regard to billing such as CMS-1500 claim form, appeals letters, and denial letters.
- Read EOB's, aging reports, and financial policies within the medical office.
- Identify different types of insurance plans, and insurance terminology.
- Understand HIPAA guidelines including HIPAA privacy and HIPAA security rule.
- Demonstrate the importance of time management skills, communication, scheduling, and teamwork.
- Perform scholarly research.

Program Length: The Medical Billing and Coding Occupational Associate Degree is a 100 quarter credit hour program and can be completed in two (2) years by attending all terms full time and consecutively.

Instructional Methods: The Medical Billing and Coding Occupational Associate Degree program is practical application and involves intense interactive learning. All classes are lecture based with practical application laboratory and computer time for students to enhance their skills and abilities. Interactive virtual classrooms are part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

Communication and Critical Thinking Skills: Students in the Medical Billing and Coding Occupational Associate Degree program complete challenging projects and assignments by using creative problem solving skills. Students communicate ideas through written and oral presentations in various courses throughout the program.

Completion Requirements: Students wishing to obtain an Occupational Associate Degree from Laurus College in Medical Billing and Coding need to meet all program completion requirements. Students must have completed a minimum of 100 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for completion.

Program Outline

Course #	Title	Quarter Credit Hours
ENG 101	Business Communications I**	5
ENG 110	Business Communications II**	5
CDM 101	Communication and Decision Making**	5
MAT 101	Applications of Mathematics**	5
CSC 100	Student Success Fundamentals	5
MED 110	Medical Terminology	5
MED 150	Health Insurance	5
MED 160	Diagnosis Coding	5
MED 170	Supplies and Procedural Coding	5
MED 200	Electronic Medical Billing	5
MED 210	Medical Field Overview	5
MED 220	Medical Office Functions	5
MED 230	Legal & Regulatory Issues in Business	5
MED 240	Health Care Facility	5
MED 250	Medical Billing Processes	5
MED 260	Human Resource Issues	5
MED 270	Medical Management Supervision	5
MED 280	Staff Management	5
MED 290	Medical Front Office	5
PRO 200	Professional Communications in the Workplace**	5
Total		**100**

** Applied General Education course

Program Plan

The following is an example of the sequence of classes a student would follow in order to complete the Medical Billing and Coding Occupational Associate Degree program in the planned time frame. Your course progression may be different based on course availability in a specific term and the student's schedule and availability.

Term 1	ENG 101	Business Communication I
Term 2	ENG 110	Business Communications II
Term 3	CDM 101	Communication and Decision Making
Term 4	MAT 101	Application of Mathematics
Term 5	CSC 100	Student Success Fundamentals
Term 6	MED 110	Medical Terminology
Term 7	MED 150	Health Insurance
Term 8	MED 160	Diagnosis Coding
Term 9	MED 170	Supplies and Procedural Coding
Term 10	MED 200	Electronic Medical Billing
Term 11	MED 210	Medical Field Overview
Term 12	MED 220	Medical Office Functions
Term 13	MED 230	Legal & Regulatory Issues in Business
Term 14	MED 240	Health Care Facility
Term 15	MED 250	Medical Billing Processes
Term 16	MED 260	Human Resource Issues
Term 17	MED 270	Medical Management Supervision
Term 18	MED 280	Staff Management
Term 19	MED 290	Medical Front Office
Term 20	PRO 200	Professional Communications in the Workplace

Careers to Which This Occupational Associate Degree May Lead

The Standard Occupational Classification (SOC) system is used by Federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. The Medical Billing and Coding Occupational Associate Degree Program offered at Laurus College can help prepare graduates for a variety of careers that include, but are not limited to the list of careers that may be listed under the following SOC codes (for more information on a particular SOC code, visit www.onetonline.org):

SOC Code 29-2071.00 - Medical Records and Health Information Technicians
Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system.

SOC Code 43-3021.02 - Billing, Cost, and Rate Clerks
Compile data, compute fees and charges, and prepare invoices for billing purposes. Duties include computing costs and calculating rates for goods, services, and shipment of goods; posting data; and keeping other relevant records. May involve use of computer or typewriter, calculator, and adding and bookkeeping machines.

SOC Code 43-3011.00 - Bill and Account Collectors
Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Duties include receiving payment and posting amount to customer's account; preparing statements to credit department if customer fails to respond; initiating repossession proceedings or service disconnection; and keeping records of collection and status of accounts.

SOC Code 43-4171.00 - Receptionists and Information Clerks
Answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding activities conducted at establishment and location of departments, offices, and employees within the organization.

SOC Code 43-6013.00 - Medical Secretaries
Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

SOC Code 43-9041.01 - Insurance Claims Clerks
Obtain information from insured or designated persons for purpose of settling claim with insurance carrier.

SOC Code 25-1194.00 – Vocational Education Teachers, Postsecondary
Teach or instruct vocational or occupational subjects at the postsecondary level (but at less than the baccalaureate) to students who have graduated or left high school. Includes correspondence school, industrial, and commercial instructors; and adult education teachers and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. Teaching may take place in public or private schools whose primary business is education or in a school associated with an organization whose primary business is other than education.

SOC Code 43-9041.02 - Insurance Policy Processing Clerks
Process applications for, changes to, reinstatement of, and cancellation of insurance policies. Duties include reviewing insurance applications to ensure that all questions have been answered, compiling data on insurance policy changes, changing policy records to conform to insured party's specifications, compiling data on lapsed insurance policies to determine automatic reinstatement according to company policies, canceling insurance policies as requested by agents, and verifying the accuracy of insurance company records.

Sample Job Titles[2]
Upon successful completion of the Medical Billing and Coding Occupational Associate Degree program, the student may be qualified for positions in the medical billing and coding industry such as:

Account Administrator
Accounts Payable Clerk
Accounts Receivable Clerk
Administrative Assistant
Admissions Coordinator
Admitting Clerk
Admitting Registrar
Agency Service Representative
Appointment Scheduler
Associate Financial Representative
Biller
Billing Clerk
Billing Coordinator
Billing Specialist
Call Center Representative
Claims Clerk
Claims Customer Service Representative (Claims CSR)
Claims Processing Specialist
Claims Processor
Claims Representative
Claims Service Representative
Claims Technician
Clerk Specialist
Community Liaison
Customer Service Technician
Dental Receptionist
Field Secretary
Front Desk Receptionist
Front Office Assistant
Front Office Care Team Representative
Front Office Coordinator
Front Office Specialist
Greeter
Health Information Clerk
Health Information Specialist
Health Information Technician
Help Desk Support Analyst
Help Desk Support Technician
Hospital Administrative Assistant

Insurance Analyst
Insurance Verification Specialist
Lobby Concierge
Medical Assistant
Medical Billing Specialist
Medical Content Development Specialist
Medical Front Office Coordinator
Medical Insurance Coordinator
Medical Office Site Leader
Medical Office Specialist
Medical Receptionist
Medical Records Clerk
Medical Records Coder
Medical Records Coordinator
Medical Records Field Technician
Medical Records Technician
Medical Secretary
Medical Services Assistant
Member Service Representative
Office Administrator
Office Assistant
Operator / Scheduler
Patient Access Liaison
Patient Access Navigator
Patient Accounts Collector
Patient Accounts Representative
Patient Coordinator
Patient Services Representative
Personal Service Coordinator
Physician Office Specialist
Processing Clerk
Release of Information Specialist
Scheduling Coordinator
Surgery Scheduler

[2] Available jobs depend on employment trends at time of graduation.

Professional Business Systems

This program helps students prepare for entry into the business world by guiding them through the core principles of accounting, marketing, business start-up and management. Students will have the opportunity to build a strong foundation for understanding business operations while also enhancing their skills in communication, digital presentations and business software. Upon completion of the Professional Business Systems program, students may compete for entry-level work in a variety of business-related fields including project coordination, account management, communications, accounts payable, human resources and office environment supervision.

Learning Goals: Upon completion of the Professional Business Systems Occupational Associate degree, students should be able to:

- Demonstrate an understanding of the key functions of business, including accounting, economics, management, marketing, and regulations.
- Understand the role of human motivation and relationships in an organization.
- Show proficiency in effective leadership skills, including communication and problem solving skills.
- Identify the basics for starting a business, including legal structure, local and state regulations, and the dilemmas faced by entrepreneurs.
- Apply the basic principles of marketing and develop a marketing plan.
- Create and edit documents using Microsoft Office, presentation and desktop publishing software.
- Create and work with spreadsheets, charts, data and databases.
- Perform scholarly research.

Program Length: The Professional Business Systems Occupational Associate Degree is 100 quarter credit hour program, and can be completed in two (2) years by attending all terms full time and consecutively.

Instructional Methods: The Professional Business Systems Occupational Associate Degree program is practical application and involves intense interactive learning. All classes in this program are lecture based with hours designated to laboratory time. Classes are held in computer laboratories in order to give students the full experience with working with Microsoft Office software and programs. Interactive virtual classrooms are part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

Professional Skills: Students learn how to work in a business oriented environment and are prepared for entry-level positions in the office industry. They learn to follow professional and ethical guidelines used within the office industry.

Communication and Critical Thinking Skills: The ability to follow oral and written instructions is a mandatory job skill for employees in the business industry. Students generate creative solutions to challenging assignments, demonstrating a clear understanding of project needs. Students communicate ideas effectively through written and oral presentations in various courses throughout the program.

Completion Requirements: Students wishing to obtain an Occupational Associate Degree from Laurus College in Professional Business Systems need to meet all program completion requirements. Students must have completed a minimum of 100 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for completion of the program.

Program Outline

Course #	Title	Quarter Credit Hours
ENG 101	Business Communications I**	5
ENG 110	Business Communications II**	5
CDM 101	Communication and Decision Making**	5
MAT 101	Applications of Mathematics**	5
PRO 200	Professional Communications in the Workplace**	5
BSM 110	Introduction to Word Processing	5
BSM 120	Financial Accounting	5
BSM 140	Introduction to Spreadsheets	5
BSM 150	Business Start-Up Strategies	5
BSM 160	Power Point Presentations	5
BSM 170	Professional Publishing Software	5
BSM 200	Introduction to Database Management	5
BSM 210	Principles of Management	5
BSM 220	Principles of Marketing	5
BSM 230	Human Relationships	5
BSM 240	Business Law	5
BSM 250	Advanced Software Applications	5
BUS 100	Bookkeeping Essentials for Business	5
BUS 250	Principles of Economics	5
CSC 100	Student Success Fundamentals	5
Total		**100**

** Applied General Education course

Program Plan

The following is an example of the sequence of classes a student would follow in order to complete the Professional Business Systems Occupational Associate Degree program in the planned time frame. Your course progression may be different based on course availability in a specific term and the student's schedule and availability.

Term 1	ENG 101	Business Communication I
Term 2	ENG 110	Business Communications II
Term 3	CDM 101	Communication and Decision Making
Term 4	MAT 101	Application of Mathematics
Term 5	CSC 100	Student Success Fundamentals
Term 6	BUS 100	Bookkeeping Essentials for Business
Term 7	BSM 120	Financial Accounting
Term 8	BSM 150	Business Start-Up Strategies
Term 9	BSM 110	Introduction to Word Processing
Term 10	BSM 140	Introduction to Spreadsheets
Term 11	BSM 160	Power Point Presentations
Term 12	BSM 200	Introduction to Database Management
Term 13	BSM 210	Principles of Management
Term 14	BSM 170	Professional Publishing Software
Term 15	BSM 250	Advanced Software Applications
Term 16	BSM 220	Principles of Marketing
Term 17	BSM 230	Human Relationships
Term 18	BSM 240	Business Law
Term 19	BUS 250	Principles of Economics
Term 20	PRO 200	Professional Communications in the Workplace

Careers to Which This Occupational Associate Degree May Lead

The Standard Occupational Classification (SOC) system is used by Federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. The Professional Business Systems Occupational Associate Degree Program offered at Laurus College can help prepare graduates for a variety of careers that include, but are not limited to the list of careers that may be listed under the following SOC codes (for more information on a particular SOC code, visit www.onetonline.org):

SOC Code 11-3011.00 - Administrative Services Managers
Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, custodial operations, and other office support services.

SOC Code 13-1161.00 – Market Research Analysts and Marketing Specialists
Research market conditions in local, regional, or national areas, or gather information to determine potential sales of a product or service, or create a marketing campaign. May gather information on competitors, prices, sales, and methods of marketing and distribution.

SOC Code 25-1194.00 – Vocational Education Teachers, Postsecondary
Teach or instruct vocational or occupational subjects at the postsecondary level (but at less than the baccalaureate) to students who have graduated or left high school. Includes correspondence school, industrial, and commercial instructors; and adult education teachers and instructors who prepare persons to operate industrial machinery and equipment

and transportation and communications equipment. Teaching may take place in public or private schools whose primary business is education or in a school associated with an organization whose primary business is other than education.

SOC Code 43-1011.00 - First-Line Supervisors of Office and Administrative Support Workers
Directly supervise and coordinate the activities of clerical and administrative support workers.

SOC Code 43-3011.00 - Bill and Account Collectors
Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Duties include receiving payment and posting amount to customer's account; preparing statements to credit department if customer fails to respond; initiating repossession proceedings or service disconnection; and keeping records of collection and status of accounts.

SOC Code 43-3021.02 - Billing, Cost, and Rate Clerks
Compile data, compute fees and charges, and prepare invoices for billing purposes. Duties include computing costs and calculating rates for goods, services, and shipment of goods; posting data; and keeping other relevant records. May involve use of computer or typewriter, calculator, and adding and bookkeeping machines.

SOC Code 43-3031.00 - Bookkeeping, Accounting, and Auditing Clerks
Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

SOC Code 43-3051.00 - Payroll and Timekeeping Clerks
Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks.

SOC Code 43-4071.00 - File Clerks
File correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. Locate and remove material from file when requested.

SOC Code 43-4161.00 - Human Resources Assistants, Except Payroll and Timekeeping
Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reason for termination. May prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons.

SOC Code 43-4171.00 - Receptionists and Information Clerks
Answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding activities conducted at establishment and location of departments, offices, and employees within the organization.

SOC Code 43-6011.00 - Executive Secretaries and Executive Administrative Assistants
Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.

SOC Code 43-9061.00 - Office Clerks, General

Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.

Sample Job Titles[2]

Upon successful completion of the Professional Business Systems Occupational Associate Degree program, the student may be qualified for positions in the business industry such as:

Account Clerk
Account Executive
Account Receivable Clerk
Account Representative
Accounting Assistant
Accounting Clerk
Accounts Payable Clerk
Accounts Receivable Clerk
Administration Assistant
Administrative Aide
Administrative Assistant
Administrative Coordinator
Administrative Secretary
Biller
Billing Clerk
Bookkeeper
Claims Clerk
Clerk
Client Services Coordinator
Collector
Community Liaison
Credit Clerk
Customer Service Representative
Debt Collector
Executive Administrative Assistant
Executive Assistant
Executive Secretary
File Clerk
Front Desk Receptionist
Greeter
Human Resources Administrative Assistant
Human Resources Assistant (HR Assistant)
Manufacturing Clerk
Market Analyst
Market Research Analyst
Marketing Assistant
Member Service Representative
Office Assistant
Office Clerk
Office Coordinator
Payroll Assistant
Payroll Clerk
Payroll Representative
Personnel Assistant
Personnel Coordinator
Police Records Clerk
Receptionist
Records Clerk
Scheduler
Secretary
Social Media Sales
Social Media Strategist
Supervisor
Telephone Collector
Unit Assistant

[2] Available jobs depend on employment trends at time of graduation.

Web Design

In today's world the Internet is the fastest growing source of information. For this reason, the demand for innovative and creative web pages and web sites has grown immensely. Laurus College offers students the opportunity to learn the skills needed for careers in the web design and the web development industry. Students in this dynamic program examine and train on software and design programs that are considered the standards in the industry. This exciting program includes training in the principles of web design, programming languages, image development and implementation, movie and animation loading to the web, graphics applications, and web page formatting.

Learning Goals: Upon completion of the Web Design Occupational Associate degree, students should be able to:

- Create a multi-column HTML/CSS solution using a text editor.
- Create and implement an online store using WordPress.
- Create and implement a custom bootstrap based WordPress theme.
- Design a new site or redesign an existing site to improve usability.
- Design a logo or other similar graphic design project
- Demonstrate the ability to improve the aesthetics of a graphic.
- Create a short banner animation and a simple mobile application.
- Use jQuery to connect to an online API and display the retrieved data.
- Use PHP to create a simple token based login system.
- Perform scholarly research.

Program Length: The Web Design Occupational Associate Degree program is a 100 quarter credit hour program, and can be completed in two (2) years if the student attends all terms full time and consecutively.

Instructional Methods: The Web Design Occupational Associate Degree program is practical application and involves intense interactive learning. All classes are lecture based with practical application laboratory and computer time for students to enhance their skills and abilities. Classes are held in computer laboratories in order to give students experience with working with web design software and programs. Interactive virtual classrooms are part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

Communication and Critical Thinking Skills: Students in the Web Design Occupational Associate Degree program complete challenging projects and assignments by using creative problem solving skills. Students communicate ideas through written and oral presentations in various courses throughout the program.

Completion Requirements: Students wishing to obtain an Occupational Associate Degree from Laurus College in Web Design need to meet all program completion requirements. Students must have completed a minimum of 100 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for completion.

Program Outline

Course #	Title	Quarter Credit Hours
BSM 150	Business Start-Up Strategies	5
ENG 101	Business Communications I**	5
MAT 101	Applications of Mathematics**	5
CDM 101	Communication and Decision Making**	5
ENG 110	Business Communications II**	5
PRO 200	Professional Communications in the Workplace**	5
WDD 101	Internet Fundamentals	5
WDD 110	Digital Graphics	5
WDD 130	Website Fundamentals	5
WDD 150	Creative Design	5
WDD 160	Graphic Design Basics	5
WDD 170	Web Page Authoring	5
WDD 210	Digital Solutions	5
WDD 220	Data Management	5
WDD 230	Web Frameworks Fundamentals	5
WDD 240	Digital Business Development	5
WDD 250	Client-Side Scripting Fundamentals	5
WDD 260	Advanced Client-Side Scripting	5
WDD 270	Designing for Screens	5
WDD 280	Motion Graphics for Web Design	5
Total		**100**

Proficiency in Windows or Mac OS is highly recommended for this program.

** Applied General Education course

Program Plan

The following is an example of the sequence of classes a student would follow in order to complete the Web Design Occupational Associate Degree program in the planned time frame. Your course progression may be different based on course availability in a specific term and the student's schedule and availability.

Term 1	ENG 101	Business Communication I
Term 2	ENG 110	Business Communications II
Term 3	CDM 101	Communication and Decision Making
Term 4	MAT 101	Application of Mathematics
Term 5	BSM 150	Business Start-Up Strategies
Term 6	WDD 101	Internet Fundamentals
Term 7	WDD 130	Website Fundamentals
Term 8	WDD 110	Digital Graphics
Term 9	WDD 150	Creative Design
Term 10	WDD 160	Graphic Design Basics
Term 11	WDD 170	Web Page Authoring
Term 12	WDD 250	Client-Side Scripting Fundamentals
Term 13	WDD 230	Web Frameworks Fundamentals
Term 14	WDD 210	Digital Solutions
Term 15	WDD 240	Digital Business Development
Term 16	WDD 220	Data Management
Term 17	WDD 260	Advanced Client-Side Scripting
Term 18	WDD 270	Designing for Screens
Term 19	WDD 280	Motion Graphics for Web Design
Term 20	PRO 200	Professional Communications in the Workplace

Careers to Which This Occupational Associate Degree May Lead

The Standard Occupational Classification (SOC) system is used by Federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. The Web Design Occupational Associate Degree Program offered at Laurus College can help prepare graduates for a variety of careers that include, but are not limited to the list of careers that may be listed under the following SOC codes (for more information on a particular SOC code, visit www.onetonline.org):

SOC Code 11-2011.00 – Advertising and Promotions Managers

Plan, direct, or coordinate advertising policies and programs or produce collateral materials, such as posters, contests, coupons, or giveaways, to create extra interest in the purchase of a product or service for a department, an entire organization, or on an account basis.

SOC Code 13-1199.06 – Online Merchants

Conduct retail activities of businesses operating exclusively online. May perform duties such as preparing business strategies, buying merchandise, managing inventory, implementing marketing activities, fulfilling and shipping online orders, and balancing financial records.

SOC Code 15-1131.00 – Computer Programmers

Create, modify, and test the code, forms, and script that allow computer applications to run. Work from specifications drawn up by software developers or other individuals. May assist software developers by analyzing user needs and designing software solutions. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

SOC Code 15-1134.00 – Web Developers

Design, create, and modify Web sites. Analyze user needs to implement Web site content, graphics,

performance, and capacity. May integrate Web sites with other computer applications. May convert written, graphic, audio, and video components to compatible Web formats by using software designed to facilitate the creation of Web and multimedia content.

SOC Code 15-1199.03 – Web Administrators
Manage web environment design, deployment, development and maintenance activities. Perform testing and quality assurance of web sites and web applications.

SOC Code 15-1199.10 – Search Marketing Strategists
Employ search marketing tactics to increase visibility and engagement with content, products, or services in Internet-enabled devices or interfaces. Examine search query behaviors on general or specialty search engines or other Internet-based content. Analyze research, data, or technology to understand user intent and measure outcomes for ongoing optimization.

SOC Code 25-1194.00 – Vocational Education Teachers, Postsecondary
Teach or instruct vocational or occupational subjects at the postsecondary level (but at less than the baccalaureate) to students who have graduated or left high school. Includes correspondence school, industrial, and commercial instructors; and adult education teachers and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. Teaching may take place in public or private schools whose primary business is education or in a school associated with an organization whose primary business is other than education.

SOC Code 27-1011.00 – Art Directors
Formulate design concepts and presentation approaches for visual communications media, such as print, broadcasting, and advertising. Direct workers engaged in art work or layout design.

SOC Code 27-1014.00 – Multimedia Artists and Animators
Create special effects, animation, or other visual images using film, video, computers, or other electronic tools and media for use in products or creations, such as computer games, movies, music videos, and commercials.

SOC Code 27-1024.00 – Graphic Designers
Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.

SOC Code 43-9031.00 – Desktop Publishers
Format typescript and graphic elements using computer software to produce publication-ready material.

Sample Job Titles[2]
Upon successful completion of the Web Design Occupational Associate Degree program, the student may be qualified for positions in the web design and development industry such as:

Administrative Support Coordinator
Applications Developer
Basic Website / E-Commerce Maintenance / I.T.
Corporate Webmaster
Digital Account Executive
Digital Advertising Copy Writer
Digital Advertising Writer
Digital Artist
Digital Communications Specialist
Digital Copywriter
Digital Marketing Assistant
Digital Marketing Specialist
Digital Optimization Specialist
Digital Production Artist
Digital Production Director
Digital Publications Designer
Digital Sales Representative
Entry Level Web Design Specialist
Freelance Digital Copywriter
Front End Web Developer
Graphic Artist
Graphic Designer
Help Desk Analyst
Internet Marketing Consultant
Internet Marketing Specialist
Internet Programmer
Internet Sales
Jr. Web Developer

Online Support Specialist
Owner, E Commerce Company
PPC & Paid Media Specialist
Quality Assurance Analyst (QA Analyst)
Social Media Coordinator
Technical Support Specialist
UI Designer
Web Content Specialist
Web Content Writer
Web Copy Editor
Web Design Teacher
Web Designer
Web Developer
Web Development Specialist
Web Instructor
Web Programmer
Web Project Coordinator
Web Project Manager
Web Sales Clerk
Web Site Manager
Webmaster
WordPress Front End Developer & Creative
Wordpress Web Development & Design

[2] Available jobs depend on employment trends at time of graduation.

Bachelor of Science Degree Programs

Digital Arts and Computer Animation, Bachelor of Science (B.S.)

The Bachelor of Science degree in Digital Arts and Computer Animation prepares students for a multi-faceted career in the animation industry, including video game development, feature film animation, and visual effects creation. The goal of the program is to help students develop the creative and technical skills essential to pursuing a successful career in the computer animation industry. Students will be given the opportunity to acquire fundamental and advanced techniques used throughout the computer animation industry by conducting research, practical application, and self-development. Students will use industry standard software to explore different techniques used to model, texture, rig, animate, and render digital works of art. Students will also be expected to develop a portfolio that can be used to seek employment within the computer animation industry.

Upon completion of the Bachelor of Science degree in Digital Arts and Computer Animation, students can pursue careers in a number of fields, including VFX and feature films, video games, product visualization, and computer graphics.

Learning Goals

- **Communication:** Demonstrate effective oral and written communication skills; communicate concisely, professionally, and accurately in various professional modes, including emails and presentations.

- **Critical Thinking:** Demonstrate critical thinking skills by formulating problems and developing achievable solutions; create, analyze and evaluate appropriate solutions, including those for ambiguous problems; streamline information for relevancy; effectively articulate their thinking processes throughout the problem-solving process.

- **Creativity:** Exhibit a strong understanding of principles of design, color theory, and composition to create captivating 2D and 3D computer graphics, including illustrations, characters, environments, and animations; demonstrate an understanding of the techniques used in planning, developing, and finalizing digital works of art to meet production requirements in a timely manner.

- **Proficiency:** Demonstrate an understanding of the proper workflow for a verity of software used throughout the animation industry, recognize individual software strengths, utilize creative control provided by software, develop a tailored skillset to achieve industry readiness, and apply practical application skillset to real world production problems.

- **Specialization:** Demonstrate skillfulness and problem solving abilities of one or more particular specializations within the animation production pipeline, including, illustration, modeling, texturing, rigging, animation, and compositing for feature film, VFX, and video games.

Program Length: The Digital Arts and Computer Animation Bachelor of Science Degree program is 190 quarter credits and can be completed in four (4) years if the student attends all terms full time and consecutively.

Instructional Methods: The Digital Arts and Computer Animation Bachelor of Science Degree program is practical application and involves intense interactive learning. All classes are lecture based with practical application laboratory and computer time for students to enhance their skills and abilities. Interactive virtual classrooms are part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

Communication and Critical Thinking Skills: Students in the Digital Arts and Computer Animation Bachelor of Science Degree program complete challenging projects and assignments by using creative problem solving skills. Students communicate ideas through written and oral presentations in various courses throughout the program.

Completion Requirements: Students wishing to obtain a Bachelor of Science Degree in Digital Arts and Computer Animation from Laurus College need to meet all program completion requirements. Students must have completed a minimum of 190

quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for a Bachelor of Science Degree.

Program Outline

Course Number	Course Titles	Quarter Credits
BIO 200*	Life Science	5
BSM 150	Business Start-Up Strategies	5
DIG 101	Animation Foundations	5
DIG 110	Digital illustration	5
DIG 120	Introduction to Color Theory	5
DIG 130	Introduction to Modeling	5
DIG 140	Introduction to shading and lighting	5
DIG 150	Motion Graphics	5
DIG 160	Introduction to Animation	5
DIG 170	Introduction to Rigging	5
DIG 180	Introduction to digital sculpting	5
DIG 200	Character Performance	5
DIG 210	Character Sculpting	5
DIG 220	Advanced Texture and Shader Creation	5
DIG 230	Advanced Character Rigging	5
DIG 240	Game Development	5
DIG 300	Current Industry Techniques	5
DIG 310	Photoshop for Digital Artists	5
DIG 320	Digital Compositing	5
DIG 330	Scripting for Animation	5
DIG 340	2D Game Development	5
DIG 350	Animation for games	5
DIG 360	Organic Modeling	5
DIG 370	Acting in Animation	5
DIG 380	Game Asset Creation	5
DIG 400	Rendering for Visual Effects	5
DIG 410	Environmental Modeling	5
ECN 300*	Fundamentals of Economics	5
ENG 100*	English Composition I	5
ENG 200*	English Composition II	5
ENG 305*	Speech and Rhetoric	5
HUM 120*	Intro to Sociology	5
HUM 140*	Intro to Psychology	5
HUM 300*	World History	5
MTH 101*	Introductory Algebra	5
MTH 240*	Statistics	5
PHY 200*	Physical Science	5
PRO 200*	Professional Communications in the Workplace	5
	Total	**190**

*General Education course

Program Plan

The following is an example of the sequence of classes a student would follow in order to complete the Digital Arts and Computer Animation Bachelor of Science Degree program in the planned time frame. Your course progression may be different based on course availability in a specific term and the student's schedule and availability.

Digital Arts & Computer Animation

Course Number	Course Name	Credit Hours
1ST QTR		
ENG 100	English Composition I	5
ENG 200	English Composition II	5
		10
2ND QTR		
ENG 305	Speech and Rhetoric	5
MTH 101	Introductory Algebra	5
		10
3RD QTR		
HUM 120	Introduction to Sociology	5
HUM 140	Introduction to Psychology	5
		10
4TH QTR		
HUM 300	World History	5
ECN 300	Fundamentals of Economics	5
		10
5TH QTR		
PHY 200	Physical Science	5
BIO 200	Life Science	5
		10
6TH QTR		
MTH 240	Statistics	5
BSM 150	Business Start-Up Strategies	5
		10
7TH QTR		
DIG 101	Animation Foundations	5
DIG 110	Digital Illustration	5
		10
8TH QTR		
DIG 120	Introduction to Color Theory	5
DIG 130	Introduction to Modeling	5
DIG 140	Introduction to Shading and Lighting	5
		15
9TH QTR		
DIG 150	Motion Graphics	5
DIG 160	Introduction to Animation	5
DIG 170	Introduction to Rigging	5

		15
10TH QTR		
DIG 180	Introduction to Digital Sculpting	5
DIG 200	Character Performance	5
DIG 210	Character Sculpting	5
		15
11TH QTR		
DIG 220	Advanced Texture and Shader Creation	5
DIG 230	Advanced Character Rigging	5
DIG 240	Game Development	5
		15
12TH QTR		
PRO 200	Professional Communications in the Workplace	5
DIG 300	Current Industry Techniques	5
DIG 310	Photoshop for Digital Artists	5
		15
13TH QTR		
DIG 320	Digital Compositing	5
DIG 330	Scripting for Animation	5
DIG 340	2D Game Development	5
		15
14TH QTR		
DIG 350	Animation for Games	5
DIG 360	Organic Modeling	5
DIG 370	Acting in Animation	5
		15
15TH QTR		
DIG 380	Game Asset Creation	5
DIG 400	Rendering for Visual Effects	5
DIG 410	Environmental Modeling	5
		15
Program Total		**190**

Careers to Which This Bachelor of Science Degree May Lead

The Standard Occupational Classification (SOC) system is used by Federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. The Digital Arts and Computer Animation Bachelor of Science Degree Program offered at Laurus College can help prepare graduates for a variety of careers that include, but are not limited to the list of careers that may be listed under the following SOC codes (for more information on a particular SOC code, visit www.onetonline.org).

SOC Code 15-1199.11 - Video Game Designers
Design core features of video games. Specify innovative game and role-play mechanics, story lines, and character biographies. Create and maintain design documentation. Guide and collaborate with production staff to produce games as designed.

SOC Code 25-1194.00 – Vocational Education Teachers, Postsecondary
Teach or instruct vocational or occupational subjects at the postsecondary level (but at less than the baccalaureate) to students who have graduated or left high school. Includes correspondence school, industrial, and commercial instructors; and adult education teachers and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. Teaching may take place in public or private schools whose primary business is education or in a school associated with an organization whose primary business is other than education.

SOC Code 27-1011.00 - Art Directors
Formulate design concepts and presentation approaches for visual communications media, such as print, broadcasting, and advertising. Direct workers engaged in art work or layout design.

SOC Code 27-1013.00 - Fine Artists, Including Painters, Sculptors, and Illustrators
Create original artwork using any of a wide variety of media and techniques.

SOC Code 27-1014.00 - Multimedia Artists and Animators
Create special effects, animation, or other visual images using film, video, computers, or other electronic tools and media for use in products or creations, such as computer games, movies, music videos, and commercials.

SOC Code 27-1024.00 - Graphic Designers
Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.

SOC Code 27-2012.01 - Producers
Plan and coordinate various aspects of radio, television, stage, or motion picture production, such as selecting script, coordinating writing, directing and editing, and arranging financing.

Sample Job Titles[2]
Upon successful completion of the Digital Arts and Computer Animation Bachelor of Science Degree program, the student may be qualified for positions in the animation industry such as:

2D Character Artist
3D Animator
3D Artist
3D Character Artist
3D Environment Designer
3D Environmental Artist
3D Generalist
3D Hard Surface Artist
3D Modeler
3D Production Artist
3D Unity Artist
Animation Director
Animator
Artist
Assistant Character Designer
Associate Game Designer
Cartoon Artist
Cartoon Editor
CG Generalist
Character Concept Artist
Character Designer

[2] Available jobs depend on employment trends at time of graduation.

Concept Artist
Creative Services Assistant
Designer
Digital Artist
Digital Illustrator
Digital Painter
Digital Sculptor
Fine Artist
Game Balance Specialist
Game Capture Assistant
Game Designer
Game Writer
GFX Artist
Graphic Artist
Graphic Designer
Hard Surfaces Artist
Jr. Graphic Designer
Jr. Motion Graphics Designer
Layout Artist
Lighting Artist
Maya Generalist
Mid-Level Game Designer
Mobile Gameplay Designer
Mobile Gaming Project Manager
Model Builder
Model Maker
Motion Designer
Motion Graphics Artist
Portrait Artist
Product Designer
Production Artist
Project Engineer
Publications Designer
Senior Maya Generalist
Toy Designer
VFX Artist
Video Game Designer
Video Game Developer
Video Game Tester
Video Game Writer
Visual Development Artist
World Designer

Information Technologies and Network Systems, Bachelor of Science (B.S.)

The Bachelor of Science degree in Information Technologies and Network Systems prepares students to be knowledgeable and well versed in modern technology concepts. The goal of the program is to help students develop the technical skills needed for pursuing a successful career as an IT professional. This program covers fundamental and advanced skill development in a variety of IT related areas, while also providing the knowledge to successfully apply information technology theory and principles to address real world business opportunities and challenges. This program also provides students with the opportunity to effectively use information resources, conduct intellectual research, and communicate scientific knowledge based on today's technology requirements.

Upon completion of the Bachelor of Science degree in Information Technologies and Network Systems, students can pursue careers in a number of fields, including systems administration, applications support and database analysis, server administration, network administration, computer repair, desktop support, and cybersecurity.

Learning Goals

- **Communication:** Demonstrate effective oral and written technical communication skills; communicate concisely, professionally, and accurately in various technical professional modes, including an ability to communicate effectively with a range of audiences about technical information. Demonstrate proficiency in communicating technical information in formal reports, documentation, and delivering presentations to users and information technology professionals.

- **Critical Thinking:** Demonstrate critical thinking skills using the ability to analyze a problem, and to identify and define the computing requirements appropriate to its solution. Demonstrate the ability to use industry best practices in troubleshooting information technology issues.

- **Information Management:** Demonstrate the ability to analyze, plan and support the impact of information and computing technologies overall effectiveness for users, organizations and enterprises on a global scale; effectively map information systems with organizational operational functions across an enterprise.

- **Networking Management:** Demonstrate a thorough understanding of how to analyze complex network local area network (LANs), wide area network (WANs), and other critical data communications infrastructure across enterprises; manage, install and oversee safe and secure network data centers by applying modern technologies that will further enhance enterprise security.

- **Expert Knowledge:** Demonstrate expertise knowledge of core information technologies that include web, database management, enterprise system security, computer architecture, operating systems, networking and system administration.

- **Application of Standards:** Demonstrate competently applying best practices including standards to applications, information technologies, information security, network technologies, and system management.

- **Information Technology Foundation:** Demonstrate knowledge of current market trends and innovative information technology in a rapidly changing global environment. Demonstrate the ability to disseminate direct comprehensive knowledge to organizational stakeholders.

Program Length: The Information Technologies and Network Systems Bachelor of Science Degree program is 190 quarter credits and can be completed in four (4) years by attending all terms full time and consecutively.

Instructional Methods: The Information Technologies and Network Systems Bachelor of Science Degree program is practical application and involves intense interactive learning. All classes are lecture based with practical application computer and laboratory time for students to enhance their skills and abilities. Interactive virtual classrooms are part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

Communication and Critical Thinking Skills: Students in the Information Technologies and Network Systems Bachelor of Science Degree program complete challenging projects and assignments by using creative problem solving skills. Students communicate ideas through written and oral presentations in various courses throughout the program.

Completion Requirements: Students wishing to obtain a Bachelor of Science Degree from Laurus College in Information Technologies and Network Systems need to meet all program completion requirements. Students must have completed a minimum of 190 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for completion.

Program Outline

Course Number	Course Titles	Quarter Credits
BIO 200*	Life Science	5
BSM 150	Business Start-Up Strategies	5
ECN 300*	Fundamentals of Economics	5
ENG 100*	English Composition I	5
ENG 200*	English Composition II	5
ENG 305*	Speech and Rhetoric	5
HUM 120*	Introduction to Sociology	5
HUM 140*	Introduction to Psychology	5
HUM 300*	World History	5
ITS 100	Hardware Technology Fundamentals	5
ITS 110	Fundamentals of Operating System	5
ITS 120	Managing Computer Devices	5
ITS 130	Systems Support	5
ITS 140	IT Certification	5
ITS 150	Basic Networking	5
ITS 160	Network Subnetting and TCP/IP	5
ITS 180	Administering Network	5
ITS 190	Network Maintenance	5
ITS 200	Software Deployment	5
ITS 210	Network System Services	5
ITS 220	Introduction to Database Management	5
ITS 230	Managing Information Systems	5
ITS 240	Cyber Security Fundamentals	5
ITS 300	Advanced Security	5
ITS 310	Cross-Platform Operating Systems I	5
ITS 320	Cross-Platform Operating Systems II	5
ITS 330	Web Server and Websites	5
ITS 340	Network Policies and Services	5
ITS 350	Advance Routing and Switching	5
ITS 400	Network Security and Vulnerability	5
ITS 410	Introduction to Enterprise Communication	5
ITS 420	Advance Enterprise Communication	5
ITS 430	Cloud Computing Development Specialist	5
ITS 450	Advanced Services	5
MTH 101*	Introductory Algebra	5
MTH 240*	Statistics	5
PHY 200*	Physical Science	5
PRO 200*	Professional Communications in the Workplace	5
	Totals:	**190**

*General Education course

Program Plan

The following is an example of the sequence of classes a student would follow in order to complete the Information Technologies and Network Systems Bachelor of Science Degree program in the planned time frame. Your course progression may be different based on course availability in a specific term and the student's schedule and availability.

Information Technologies and Network Systems

Course Number	Course Name	Credit Hours
1ST QTR		
ENG 100	English Composition I	5
ENG 200	English Composition II	5
		10
2ND QTR		
ENG 305	Speech and Rhetoric	5
MTH 101	Introductory Algebra	5
		10
3RD QTR		
HUM 120	Introduction to Sociology	5
HUM 140	Introduction to Psychology	5
		10
4TH QTR		
HUM 300	World History	5
ECN 300	Fundamentals of Economics	5
		10
5TH QTR		
PHY 200	Physical Science	5
BIO 200	Life Science	5
		10
6TH QTR		
MTH 240	Statistics	5
ITS 150	Basic Networking	5
		10
7TH QTR		
ITS 240	Cyber Security Fundamentals	5
BSM 150	Business Start-Up Strategies	5
		10
8TH QTR		
ITS 100	Hardware Technology Fundamentals	5
ITS 110	Fundamentals of Operating System	5
ITS 120	Managing Computer Devices	5
		15
9TH QTR		
ITS 130	Systems Support	5
ITS 140	IT Certification	5
ITS 160	Network Subnetting and TCP/IP	5
		15

10TH QTR		
ITS 180	Administering Network	5
ITS 190	Network Maintenance	5
ITS 200	Software Deployment	5
		15
11TH QTR		
ITS 210	Network System Services	5
ITS 220	Introduction to Database Management	5
ITS 230	Managing Information Systems	5
		15
12TH QTR		
PRO 200	Professional Communications in the Workplace	5
ITS 310	Cross-Platform Operating Systems I	5
ITS 320	Cross-Platform Operating Systems II	5
		15
13TH QTR		
ITS 330	Web Server and Websites	5
ITS 340	Network Policies and Services	5
ITS 350	Advanced Routing and Switching	5
		15
14TH QTR		
ITS 300	Advanced Security	5
ITS 400	Network Security and Vulnerability	5
ITS 410	Introduction to Enterprise Communication	5
		15
15TH QTR		
ITS 420	Advance Enterprise Communication	5
ITS 430	Cloud Computing Development Specialist	5
ITS 450	Advanced Services	5
		15
Program Total		**190**

Careers to Which This Bachelor of Science Degree May Lead

The Standard Occupational Classification (SOC) system is used by Federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. The Information Technologies & Network Systems Bachelor of Science Degree Program offered at Laurus College can help prepare graduates for a variety of careers that include, but are not limited to the list of careers that may be listed under the following SOC codes (for more information on a particular SOC code, visit www.onetonline.org).

SOC Code 15-1121.00 – Computer Systems Analysts
Analyze science, engineering, business, and other data processing problems to implement and improve computer systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software.

SOC Code 15-1122.00 – Information Security Analysts
Plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. May ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure. May respond to computer security breaches and viruses.

SOC Code 15-1141.00 – Database Administrators
Administer, test, and implement computer databases, applying knowledge of database management systems. Coordinate changes to computer databases. May plan, coordinate, and implement security measures to safeguard computer databases.

SOC Code 15-1142.00 – Network and Computer Systems Administrators
Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Monitor network to ensure network availability to all system users and may perform necessary maintenance to support network availability. May monitor and test Web site performance to ensure Web sites operate correctly and without interruption. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. May supervise computer user support specialists and computer network support specialists. May administer network security measures.

SOC Code 15-1143.00 – Computer Network Architects
Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption.

SOC Code 15-1151.00 – Computer User Support Specialists
Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, or via telephone or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

SOC Code 15-1152.00 – Computer Network Support Specialists
Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption.

SOC Code 25-1194.00 – Vocational Education Teachers, Postsecondary
Teach or instruct vocational or occupational subjects at the postsecondary level (but at less than the baccalaureate) to students who have graduated or left high school. Includes correspondence school, industrial, and commercial instructors; and adult education teachers and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. Teaching may take place in public or

private schools whose primary business is education or in a school associated with an organization whose primary business is other than education.

SOC Code 43-9011.00 – Computer Operators
Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions. Monitor and respond to operating and error messages. May enter commands at a computer terminal and set controls on computer and peripheral devices.

Sample Job Titles[2]
Upon successful completion of the Information Technologies & Network Systems Bachelor of Science Degree program, the student may be qualified for positions in the information technology and computer networking industry such as:
Applications Analyst
Board Operator
Broadcast Technician
Business Analyst
Business Systems Analyst
Computer Analyst
Computer Console Operator
Computer Network Specialist
Computer Operator
Computer Repair Technician
Computer Security Specialist
Computer Specialist
Computer Support Specialist
Computer Systems Analyst
Computer Systems Consultant
Computer Technician
Computing Services Director
Customer Service Technician
Data Administrator
Data Officer
Data Processing Manager
Data Security Administrator
Database Administrator
Database Analyst
Database Consultant
Database Coordinator
Database Developer
Database Programmer
Digital Technician
Electronic Data Interchange System Developer
Electronic Data Processing Auditor
Failure Analysis Technician
Field Service Technician
Field Technician
Information Security Analyst
Information Security Officer
Information Security Specialist
Information Systems Analyst
Information Systems Security Analyst
Information Technology Consultant
Information Technology Director
Information Technology Manager
Information Technology Security Analyst
Information Technology Specialist
Local Area Network (LAN) Administrator
Management Information Systems Director
Master Control Operator
Master Control Supervisor
Network Administrator
Network Analyst
Network Consultant
Network Manager
Network Specialist
Network Technical Analyst
Network Technician
Operations and Maintenance Technician
Personal Computer Network Analyst
Production Assistant
Programmer Analyst
Quality Assurance Analyst
Refurbish Technician
Senior Information Technology Assistant
Service Technician
Software Technician
System Administrator
System Programmer
Systems Administrator
Systems Analyst
Systems Operator
Systems Specialist
Technical Services Manager
Technical Support Specialist
Telecommunications Analyst
Test Technician

[2] Available jobs depend on employment trends at time of graduation.

Business Systems Management, Bachelor of Science (B.S.)

The Bachelor of Science degree in Business Systems Management prepares students for a career in business, whether in a corporation, startup, or to follow their own entrepreneurial ambitions. The goal of the program is to provide students with an opportunity to develop skills in critical and creative thinking, problem-solving, social responsibility, human relationships, and technological savvy. Students will interact with faculty and peers in a career-oriented business education that emphasizes personal and professional integrity. Managerial courses emphasize human values and techniques for establishing a sense of responsibility to employers, employees, and other stakeholders while building strong relationships; marketing and social entrepreneurship courses demonstrate the role of marketing in business and provide students with adaptive skills and tools to think creatively and develop innovative business ideas and solutions; and, finance and accounting courses equip business students with the primary concepts and skills necessary to understand budgeting and funding and to evaluate the cash flow within an enterprise.

Upon completion of the Bachelor of Science degree in Business Systems Management, students can pursue careers in a number of fields, including business management, social media marketing, marketing, advertising, banking, personal finance, and entrepreneurship.

Learning Goals

- **Communication**: Demonstrate effective oral and written communication skills; communicate concisely, professionally, and accurately in various professional modes, including emails and presentations.
- **Critical Thinking:** Demonstrate critical thinking skills by formulating problems and developing achievable solutions; create, analyze and evaluate appropriate solutions, including those for ambiguous problems; streamline information for relevancy; effectively articulate their thinking processes throughout the problem-solving process.
- **Management:** Demonstrate an understanding of sound management skills, including the effective management of groups and processes, the ability to appraise and evaluate both people and situations, and formulate solutions to common workplace problems; demonstrate knowledge and application of common leadership skills.
- **Marketing:** Exhibit a strong understanding of personal branding, selling, and promotional techniques and the ability to create compelling advertisements and pitches for goods and services, including product, price, place, and promotional strategy; demonstrate an understanding of the legalities of marketing and intellectual property and the effective use of technology for marketing purposes, and to generate presence, connectivity, and relationships.
- **Financial Knowledge:** Demonstrate mathematical and problem-solving skills in relation to financial management, including economics, personal finance, math, statistics, and accounting; use financial tools to collect and analyze data and to keep track of monetary trends.
- **Business Tools:** Effectively use a variety of business and accounting tools, including Microsoft Word, Excel, Access, PowerPoint, Publisher, QuickBooks, and available online platforms, to more efficiently and effectively run the day-to-day business operations of an enterprise or organization.

Program Length: The Business Systems Management Bachelor of Science Degree is 190 quarter credits, and can be completed in four (4) years by attending all terms full time and consecutively.

Instructional Methods: The Business Systems Management Bachelor of Science Degree program is practical application and involves intense interactive learning. All classes in this program are lecture based with hours designated to laboratory time. Classes are held in computer laboratories in order to give students the full experience with working with Microsoft Office software and programs. Interactive virtual classrooms are part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

Communication and Critical Thinking Skills: The ability to follow oral and written instructions is a mandatory job skill for employees in the business industry. Students generate creative solutions to challenging assignments, demonstrating a clear understanding of project needs. Students communicate ideas effectively through written and oral presentations in various courses throughout the program.

Completion Requirements: Students wishing to obtain a Business Systems Management Bachelor of Science Degree from Laurus College need to meet all program completion requirements. Students must have completed a minimum of 190 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for completion of the program.

Program Outline

Course Number	Course Titles	Quarter Credits
BIO 200*	Life Science	5
BSM 100	Introduction to Business	5
BSM 110	Introduction to Word Processing	5
BSM 120	Financial Accounting	5
BSM 140	Introduction to Spreadsheets	5
BSM 150	Business Start-Up Strategies	5
BSM 160	Power Point Presentations	5
BSM 170	Professional Publishing Software	5
BSM 200	Introduction to Database Management	5
BSM 210	Principles of Management	5
BSM 220	Principles of Marketing	5
BSM 230	Human Relationships	5
BSM 240	Business Law	5
BSM 250	Advanced Software Applications	5
BSM 300	International Business	5
BSM 305	Personal Selling and Branding	5
BSM 310	Project Management	5
BSM 312	Personal Finance	5
BSM 315	Consumer Behavior	5
BSM 320	E-Commerce	5
BSM 330	Business in the 21st Century	5
BSM 360	Technology and Marketing	5
BSM 400	Small Business Management	5
BSM 410	New Product Development	5
BSM 420	Social Media Management	5
BSM 460	Public Policy	5
CSC 100	Student Success Fundamentals	5
ECN 300*	Fundamentals of Economics	5
ENG 100*	English Composition I	5
ENG 200*	English Composition II	5
ENG 305*	Speech and Rhetoric	5
HUM 120*	Intro to Sociology	5
HUM 140*	Intro to Psychology	5
HUM 300*	World History	5
MTH 101*	Introductory Algebra	5
MTH240*	Statistics	5
PHY 200*	Physical Science	5
PRO 200*	Professional Communications in the Workplace	5
	Totals:	**190**

*General Education course

Program Plan

The following is an example of the sequence of classes a student would follow in order to complete the Business Systems Management Bachelor of Science Degree program in the planned time frame. Your course progression may be different based on course availability in a specific term and the student's schedule and availability.

Business Systems Management

Course Number	Course Name	Credit Hours
1ST QTR		
ENG 100	English Composition I	5
ENG 200	English Composition II	5
		10
2ND QTR		
MTH 101	Introductory Algebra	5
CSC 100	Student Success Fundamentals	5
		10
3RD QTR		
ENG 305	Speech and Rhetoric	5
HUM 120	Introduction to Sociology	5
		10
4TH QTR		
HUM 140	Introduction to Psychology	5
HUM 300	World History	5
		10
5TH QTR		
ECN 300	Fundamentals of Economics	5
PHY 200	Physical Science	5
		10
6TH QTR		
BIO 200	Life Science	5
MTH 240	Statistics	5
		10
7TH QTR		
BSM 100	Introduction to Business	5
BSM 110	Introduction to Word Processing	5
		10
8TH QTR		
BSM 120	Financial Accounting	5
BSM 140	Introduction to Spreadsheets	5
BSM 150	Business Start-Up Strategies	5
		15
9TH QTR		
BSM 160	Power Point Presentations	5
BSM 170	Professional Publishing Software	5
BSM 200	Introduction to Database Management	5

		15
10TH QTR		
PRO 200	Professional Communications in the Workplace	5
BSM 210	Principles of Management	5
BSM 220	Principles of Marketing	5
		15
11TH QTR		
BSM 230	Human Relationships	5
BSM 240	Business Law	5
BSM 250	Advanced Software Applications	5
		15
12TH QTR		
BSM 300	International Business	5
BSM 305	Personal Selling and Branding	5
BSM 310	Project Management	5
		15
13TH QTR		
BSM 312	Personal Finance	5
BSM 315	Consumer Behavior	5
BSM 320	E-Commerce	5
		15
14TH QTR		
BSM 330	Business in the 21st Century	5
BSM 360	Technology and Marketing	5
BSM 400	Small Business Management	5
		15
15TH QTR		
BSM 410	New Product Development	5
BSM 420	Social Media Management	5
BSM 460	Introduction to Public Policy	5
		15
Program Total		**190**

Careers to Which This Bachelor of Science Degree May Lead

The Standard Occupational Classification (SOC) system is used by Federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. The Business Systems Management Bachelor of Science Degree Program offered at Laurus College can help prepare graduates for a variety of careers that include, but are not limited to the list of careers that may be listed under the following SOC codes (for more information on a particular SOC code, visit www.onetonline.org):

SOC Code 11-3011.00 - Administrative Services Managers
Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, custodial operations, and other office support services.

SOC Code 13-1161.00 – Market Research Analysts and Marketing Specialists
Research market conditions in local, regional, or national areas, or gather information to determine potential sales of a product or service, or create a marketing campaign. May gather information on competitors, prices, sales, and methods of marketing and distribution.

SOC Code 25-1194.00 – Vocational Education Teachers, Postsecondary
Teach or instruct vocational or occupational subjects at the postsecondary level (but at less than the baccalaureate) to students who have graduated or left high school. Includes correspondence school, industrial, and commercial instructors; and adult education teachers and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. Teaching may take place in public or private schools whose primary business is education or in a school associated with an organization whose primary business is other than education.

SOC Code 43-1011.00 - First-Line Supervisors of Office and Administrative Support Workers
Directly supervise and coordinate the activities of clerical and administrative support workers.

SOC Code 43-3011.00 - Bill and Account Collectors
Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Duties include receiving payment and posting amount to customer's account; preparing statements to credit department if customer fails to respond; initiating repossession proceedings or service disconnection; and keeping records of collection and status of accounts.

SOC Code 43-3021.02 - Billing, Cost, and Rate Clerks
Compile data, compute fees and charges, and prepare invoices for billing purposes. Duties include computing costs and calculating rates for goods, services, and shipment of goods; posting data; and keeping other relevant records. May involve use of computer or typewriter, calculator, and adding and bookkeeping machines.

SOC Code 43-3031.00 - Bookkeeping, Accounting, and Auditing Clerks
Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

SOC Code 43-3051.00 - Payroll and Timekeeping Clerks
Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks.

SOC Code 43-4071.00 - File Clerks
File correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. Locate and remove material from file when requested.

SOC Code 43-4161.00 - Human Resources Assistants, Except Payroll and Timekeeping
Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reason for termination. May prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons.

SOC Code 43-9061.00 - Office Clerks, General
Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.

Sample Job Titles[2]
Upon successful completion of the Business Systems Management Bachelor of Science Degree program, the student may be qualified for positions in the business industry such as:

Account Clerk
Account Executive
Account Receivable Clerk
Account Representative
Accounting Assistant
Accounting Clerk
Accounts Payable Clerk
Accounts Receivable Clerk
Administrative Coordinator
Administrative Secretary
Biller
Billing Clerk
Bookkeeper
Business Manager
Claims Clerk
Clerk
Client Services Coordinator
Collector
Community Liaison
Credit Clerk
Customer Service Representative
Debt Collector
Entrepreneur
File Clerk
Human Resources Administrative Assistant
Human Resources Assistant (HR Assistant)
Manufacturing Clerk
Market Analyst
Market Research Analyst
Marketing Assistant
Member Service Representative
Office Clerk
Office Coordinator
Office Manager
Payroll Assistant
Payroll Clerk
Payroll Representative
Personnel Coordinator
Police Records Clerk
Project Coordinator
Records Clerk
Scheduler
Social Media Sales
Social Media Strategist
Supervisor
Telephone Collector
Unit Assistant

[2] Available jobs depend on employment trends at time of graduation.

Web Design and Development, Bachelor of Science (B.S.)

The Bachelor of Science degree in Web Design and Development prepares students for a career in the expansive web design industry. The goal of the program is to provide students with the opportunity to develop skills in web design, front-end development, digital marketing, brand development, usability design, and content creation. Web authoring courses focus on crafting web pages utilizing modern coding techniques to create mobile ready, responsive web sites using semantically correct code. Students also learn how to leverage existing technologies and frameworks to build pages and sites quickly and easily, and to apply both client and server-side code to improve their user experience. The digital marketing courses focus on researching and applying data toward creating campaigns that meet both user and business goals, as well as equip students with the primary concepts and skills necessary to manage social media communities and to design, develop, and deploy touchpoints to maximize conversions. Content creation and design courses build student skills in writing, image development, audio/video editing, and multimedia creation, as well as graphic design and layout skills, with an eye toward developing concrete visual hierarchies and utilizing design patterns and trends effectively.

Upon completion of the Bachelor of Science degree in Web Design and Development, students can pursue careers in several fields, including web design, social media marketing, advertising, desktop publishing, instructional design, ecommerce, and digital marketing.

Learning Goals

- **Web Authoring:** Plan and build responsive web solutions using modern HTML and CSS techniques.
- **Web Frameworks:** Build and manage an eCommerce-based website that utilizes a modern back-end framework including plugins, themes, and custom code.
- **Design:** Develop skills toward creating eye-catching designs based on solid principles that communicate a specific message and drive engagement through call to action.
- **Coding:** Demonstrate an understanding of the foundations of programming through client-side and server-side scripting languages.
- **Marketing:** Measure, categorize, and compare data to create user personas and develop customer scenarios to build marketing plans, create landing pages, develop advertisements, and launch social media campaigns.
- **Usability Design:** Demonstrate an industry accepted pipeline for researching and developing websites based on usability principles while utilizing information architecture to organize content into logical groupings with appropriate navigation, and applying interaction design techniques to improve website usability and quality.
- **Content Creation:** Develop text, images, audio/video, and multimedia content consistent with brand goals to encourage customer engagement and conversions for use in digital marketing, desktop publishing, eLearning, websites, and other applications.
- **Community Management:** Demonstrate the management of online communities via creating a growth strategy to attract new users while developing relationships, creating community content, instigating discussions, and improving user experience.
- **Social Media Management:** Create profiles and develop content that is both consistent with the culture for each of the major social media networking platforms and matches the brand tone and personality.

- **Branding:** Plan and produce a brand identity and develop materials to support its tone and personality.

Program Length: The Web Design and Development Bachelor of Science Degree program is 190 quarter credits, and can be completed in four (4) years if the student attends all terms full time and consecutively.

Instructional Methods: The Web Design and Development Bachelor of Science Degree program is practical application and involves intense interactive learning. All classes are lecture based with practical application laboratory and computer time for students to enhance their skills and abilities. Classes are held in computer laboratories in order to give students experience with working with web design software and programs. Interactive virtual classrooms are part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

Communication and Critical Thinking Skills: Students in the Web Design and Development Bachelor of Science Degree program complete challenging projects and assignments by using creative problem solving skills. Students communicate ideas through written and oral presentations in various courses throughout the program.

Completion Requirements: Students wishing to obtain a Web Design and Development Bachelor of Science Degree from Laurus College need to meet all program completion requirements. Students must have completed a minimum of 190 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for completion.

Program Outline

Course Number	Course Titles	Quarter Credits
BIO 200*	Life Science	5
BSM 150	Business Start-Up Strategies	5
BSM 220	Principles of Marketing	5
ECN 300*	Fundamentals of Economics	5
ENG 100*	English Composition I	5
ENG 200*	English Composition II	5
ENG 305*	Speech and Rhetoric	5
HUM 120*	Introduction to Sociology	5
HUM 140*	Introduction to Psychology	5
HUM 300*	World History	5
ITS 100	Hardware Technology Fundamentals	5
ITS 150	Basic Networking	5
MTH 101*	Introductory Algebra	5
MTH 240*	Statistics	5
PHY 200*	Physical Science	5
PRO 200*	Professional Communications in the Workplace	5
WDD 101	Internet Fundamentals	5
WDD 110	Digital Graphics	5
WDD 130	Website Fundamentals	5
WDD 150	Creative Design	5
WDD 160	Graphic Design Basics	5
WDD 170	Web Page Authoring	5
WDD 210	Digital Solutions	5
WDD 220	Data Management	5
WDD 230	Web Framework Fundamentals	5
WDD 240	Digital Business Development	5
WDD 250	Client-Side Scripting Fundamentals	5
WDD 260	Advanced Client-Side Scripting	5

WDD 270	Designing for Screens	5
WDD 280	Motion Graphics for Web Design	5
WDD 310	Digital Advertising	5
WDD 320	Usability Design	5
WDD 330	Desktop Publishing	5
WDD 340	Content Creation	5
WDD 410	Community Management	5
WDD 420	Brand Management	5
WDD 430	Digital Strategies	5
WDD 440	Project Development	5
	Totals:	**190**

Proficiency in Windows or Mac OS is highly recommended for this program.
*General Education course

Program Plan

The following is an example of the sequence of classes a student would follow in order to complete the Web Design and Development Bachelor of Science Degree program in the planned time frame. Your course progression may be different based on course availability in a specific term and the student's schedule and availability.

Web Design and Development

Course Number	Course Name	Credit Hours
1ST QTR		
ENG 100	English Composition I	5
ENG 200	English Composition II	5
		10
2ND QTR		
MTH 101	Introductory Algebra	5
BSM 220	Principles of Marketing	5
		10
3RD QTR		
ENG 305	Speech and Rhetoric	5
HUM 120	Introduction to Sociology	5
		10
4TH QTR		
HUM 140	Introduction to Psychology	5
HUM 300	World History	5
		10
5TH QTR		
ECN 300	Fundamentals of Economics	5
PHY 200	Physical Science	5
		10
6TH QTR		
BIO 200	Life Science	5
MTH 240	Statistics	5

		10
7TH QTR		
BSM 150	Business Start-Up Strategies	5
ITS 100	Hardware Technology Fundamentals	5
		10
8TH QTR		
ITS 150	Basic Networking	5
WDD 101	Internet Fundamentals	5
WDD 130	Website Fundamentals	5
		15
9TH QTR		
WDD 110	Digital Graphics	5
WDD 150	Creative Design	5
WDD 160	Graphic Design Basics	5
		15
10TH QTR		
WDD 170	Web Page Authoring	5
WDD 210	Digital Solutions	5
PRO 200	Professional Communications in the Workplace	5
		15
11TH QTR		
WDD 220	Data Management	5
WDD 230	Web Framework Fundamentals	5
WDD 240	Digital Business Development	5
		15
12TH QTR		
WDD 250	Client-Side Scripting Fundamentals	5
WDD 260	Advanced Client-Side Scripting	5
WDD 270	Designing for Screens	5
		15
13TH QTR		
WDD 280	Motion Graphics for Web Design	5
WDD 310	Digital Advertising	5
WDD 320	Usability Design	5
		15
14TH QTR		
WDD 330	Desktop Publishing	5
WDD 340	Content Creation	5
WDD 410	Community Management	5
		15
15TH QTR		
WDD 420	Brand Management	5
WDD 430	Digital Strategies	5
WDD 440	Project Development	5
		15
Program Total		**190**

Careers to Which This Bachelor of Science Degree May Lead

The Standard Occupational Classification (SOC) system is used by Federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. The Web Design and Development Bachelor of Science Degree Program offered at Laurus College can help prepare graduates for a variety of careers that include, but are not limited to the list of careers that may be listed under the following SOC codes (for more information on a particular SOC code, visit www.onetonline.org):

SOC Code 11-2011.00 – Advertising and Promotions Managers
Plan, direct, or coordinate advertising policies and programs or produce collateral materials, such as posters, contests, coupons, or giveaways, to create extra interest in the purchase of a product or service for a department, an entire organization, or on an account basis.

SOC Code 13-1199.06 – Online Merchants
Conduct retail activities of businesses operating exclusively online. May perform duties such as preparing business strategies, buying merchandise, managing inventory, implementing marketing activities, fulfilling and shipping online orders, and balancing financial records.

SOC Code 15-1131.00 – Computer Programmers
Create, modify, and test the code, forms, and script that allow computer applications to run. Work from specifications drawn up by software developers or other individuals. May assist software developers by analyzing user needs and designing software solutions. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

SOC Code 15-1134.00 – Web Developers
Design, create, and modify Web sites. Analyze user needs to implement Web site content, graphics, performance, and capacity. May integrate Web sites with other computer applications. May convert written, graphic, audio, and video components to compatible Web formats by using software designed to facilitate the creation of Web and multimedia content.

SOC Code 15-1199.03 – Web Administrators
Manage web environment design, deployment, development and maintenance activities. Perform testing and quality assurance of web sites and web applications.

SOC Code 15-1199.10 – Search Marketing Strategists
Employ search marketing tactics to increase visibility and engagement with content, products, or services in Internet-enabled devices or interfaces. Examine search query behaviors on general or specialty search engines or other Internet-based content. Analyze research, data, or technology to understand user intent and measure outcomes for ongoing optimization.

SOC Code 25-1194.00 – Vocational Education Teachers, Postsecondary
Teach or instruct vocational or occupational subjects at the postsecondary level (but at less than the baccalaureate) to students who have graduated or left high school. Includes correspondence school, industrial, and commercial instructors; and adult education teachers and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. Teaching may

take place in public or private schools whose primary business is education or in a school associated with an organization whose primary business is other than education.

SOC Code 27-1011.00 – Art Directors
Formulate design concepts and presentation approaches for visual communications media, such as print, broadcasting, and advertising. Direct workers engaged in art work or layout design.

SOC Code 27-1014.00 – Multimedia Artists and Animators
Create special effects, animation, or other visual images using film, video, computers, or other electronic tools and media for use in products or creations, such as computer games, movies, music videos, and commercials.

SOC Code 27-1024.00 – Graphic Designers
Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.

SOC Code 43-9031.00 – Desktop Publishers
Format typescript and graphic elements using computer software to produce publication-ready material.

Sample Job Titles[2]
Upon successful completion of the Web Design and Development Bachelor of Science Degree program, the student may be qualified for positions in the web design and development industry such as:

Applications Developer
Basic Website / E-Commerce Maintenance
Corporate Webmaster
Digital Account Executive
Digital Advertising Copy Writer
Digital Advertising Writer
Digital Artist
Digital Communications Specialist
Digital Copywriter
Digital Marketing Specialist
Digital Optimization Specialist
Digital Production Artist
Digital Publications Designer
Digital Sales Representative
Entry Level Web Design Specialist
Freelance Digital Copywriter
Front End Web Developer
Graphic Artist
Graphic Designer
Internet Marketing Consultant
Internet Marketing Specialist
Internet Programmer
Internet Sales
Jr. Web Developer
Online Support Specialist
Owner, E Commerce Company
PPC & Paid Media Specialist
Quality Assurance Analyst (QA Analyst)
Social Media Coordinator
UI Designer
Web Content Specialist
Web Content Writer
Web Copy Editor
Web Design Teacher
Web Designer
Web Developer
Web Development Specialist
Web Instructor
Web Programmer
Web Project Coordinator
Web Project Manager
Web Sales Clerk
Web Site Manager
Webmaster
WordPress Front End Developer & Creative
Wordpress Web Development & Design

[2] Available jobs depend on employment trends at time of graduation.

Course Descriptions

ANI 110
Animation Dynamics
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course introduces students to the basics of visual effects and animation, and gives students the first stage to begin animating in 3D using the Maya software. The word "Dynamics" refers to the mathematical solutions for physics-based animation, such as the way objects collide or the way particles flow. Students in this course study many of the basic procedures used in building a dynamics system. Students begin exploring rigid body dynamics, constraints, and optimization. Students gain an understanding of particles and their use in creating effects such as fire, smoke, sparkles, and even flocks of models like insects.

ANI 220
Advanced Design and Animation
40 lecture hours; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course gives students in depth looks at character development, rigging, animation, and the different modeling strategies available in Maya. Students study advanced character creation, as well as curve and surface modification. Students work with advanced shading and texturing techniques, and learn further control and applications of the Maya software. Students further enhance their rendering, dynamics, and modeling skills, using these skills to create advanced video game effects.
Prerequisite: DIG 140 Introduction to Shading and Lighting

ANI 230
Computer Video Compositing and Camera Matching
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course will take students through the fundamental techniques associated with taking video image sequencing, adding 3D camera match moving and compositing. Topics covered in this class may include compositing video image sequences with 3d actors, environments, light, cameras, VFX and key color removal such as blue and green screens, computer video editing, and adding Titles and closing credits.
Prerequisite: DIG 140 Introduction to Shading and Lighting

BIO 200 – General Education
Life Science
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

The study of life processes ecological factors and the plant and animal kingdoms; biological systems and their control; Human anatomy and physiology; Human Diseases, genetics, inheritance and evolution; the cell as the basic unit of life.

BSM 100
Introduction to Business
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course is designed as a survey course that explores the functions of modern business, including an overview of marketing, management, ethics, social responsibility, and human resources management. The course introduces common terminology, concepts, topical readings and current issues in business, while fostering critical and analytical thinking skills.

BSM 110
Introduction to Word Processing
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

In this course students gain an understanding of the word processing software Microsoft Word. Students in this course create numerous Microsoft Word documents, and apply various techniques such as editing and proofing, formatting text, cutting and pasting, saving and deleting. Students use tables, styles, and graphics to build documents such as business letters, letterhead, envelopes, and flyers. Students also learn how to perform a mail merge using Word's powerful Mail Merge feature. This course gives students the foundation to work effectively with this software and to market their acquired skills to potential employers.

BSM 120
Financial Accounting
40 hours lecture; 20 hours lab 5 credits

80 hours additional out-of-class work is expected as part of this course.

This course covers the fundamentals of financial accounting, including double-entry accounting and the accounting cycle. Other topics include cash, receivables, inventories, plant assets, liabilities, partnerships, corporation, investments, statement of cash flows, and interpretation of financial statements.

BSM 140
Introduction to Spreadsheets
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course covers basic Microsoft Excel skills that include creating, modifying, and formatting a worksheet, and turning the data into highly functional charts. Students begin to experiment with basic functions and formulas and learn to automate spreadsheet tasks. Students build and edit worksheets, work with cells and cell ranges, format cell contents and values, and manage workbooks.

BSM 150
Business Start-up Strategies
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Students in this course are exposed to basic issues in starting a business. Topics may include capitalization, staffing, subcontracting, permits, facilities, and basic business planning. The course offers students practical exercises to begin strategic development of a business and offers practical problems and issues in the startup phase of building a successful organization.

BSM 160
Power Point Presentations
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Students in this course gain an understanding for creating electronic presentations using Microsoft PowerPoint. Topics in this course may include working with template slides, formatting slides, working with layouts, working with graphics, creating charts, and adding animation. Students also study methods and techniques for giving presentations using this exciting software.

BSM 170
Professional Publishing Software
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course familiarizes students with the desktop publishing software program Microsoft Publisher. In this course students study creating publications with topics including working with text, working with graphics and objects, enhancing publications, working with multiple page publications, and many others. Students learn the basic operations and use of this versatile software program.

BSM 200
Introduction to Database management
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course will help students understand the mechanics of a relational database and how it can find, organize, and present data. Students learn to create a simple database and maintain that data. Forms, reports, and queries will also be explored, enabling students to create a more complex database system and manipulate data quickly and efficiently. Students work with and design objects such as multiple table queries, forms with sub-forms, and reports with sub-reports.

BSM 210
Principles of Management
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Students in this course study the responsibilities for managing a business. Topics studied in this course may include making a business plan, cost planning and budgeting, development of the business and the business accounts, and the basics of buying and selling a business. This course introduces students to the foundations of business management, and how to apply those foundations to open a new business or to improve upon an already existing business.

BSM 220
Principles of Marketing
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

In this course, students study the nuances of promotion, advertising, and consumer spending, and how those concepts can be applied to getting the word out about a company, product or service. Students learn about planning effective advertising campaigns by analyzing public demand for a particular product or service, and the products offered by the competition. Students also learn about the different methods of marketing, and how technology has impacted the way marketing is handled for both big and small companies.

BSM 230
Human Relationships
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

In this course, students study the nature of Human Relationships. This includes Group and individual behaviors, improving productivity and quality through correct motivation, developing employees, correctly rewarding employees, and dealing with a variety of job related conflicts. Students learn about the human element related to the work environment and methods to achieve an effective fit between people and the organizational systems.

BSM 240
Business Law
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

In this course, students study the nuances of the legal environments including law, business strategy, and business ethics. Topics covered in this course include administrative law, international law, Business crime, Torts, contracts, and business related legal issues. Students also learn about antitrust law, intellectual property, agency law, employee regulations, business associations, and securities law that apply to small and big business alike.

BSM 250
Advanced Software Applications
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Students in this course work with advanced features of word processing and electronic spreadsheet software programs. Topics covered in the advanced features of word processing may include integrating with other programs, working with advanced graphics and diagrams, working with forms, and customizing the software program. Work in the advanced features of the electronic spreadsheet program software program may include, but is not limited to, automating tasks, enhancing charts and graphics, working with pivot tables, and collaborating with other programs. This class prepares students for the higher level Microsoft Office Examinations.
Prerequisites: BSM 110 Introduction to Word Processing; BSM 140 Introduction to Spreadsheets

BSM 300
International Business
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Students in this course study international business markets and through the analysis of case studies learn how trade, investments, law, politics, and culture drive the global financial market and open opportunity for emerging markets.

BSM 305
Personal Selling and Branding
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course covers both personal selling and branding. Participants will learn how to create their personal brand, define their target audience and use role playing and video presentations to master sales techniques and enhance interpersonal communication skills.

BSM 310
Project management
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course prepares students to develop and implement project plans when working to complete assigned projects. Topics in this course may include defining project goals and objectives, specifying tasks or how goals will be achieved, establishing needed resources for project completion, and associating budgets and completion timelines. Students study the major phases of project management including project feasibility, planning, implementation, evaluation, and support. Project management software will be used by students to

gain an understanding of how to best organize and delegate their project. Students gain an understanding of how to manage business projects and how these skills may be applied to an individual project or a group project.

BSM 312
Personal Finance
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course focuses on the management of personal finance. Broad coverage of personal financial decisions, including basic financial planning, use of credit, purchasing an automobile and home, insurance, tax issues, investing, retirement, and estate planning.

BSM 315
Consumer Behavior
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course examines the psychology of the consumer decision-making process and the influence of social media in the purchase of goods and services.

BSM 320
E-Commerce
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course examines the evolution of electronic transaction processing technologies in the buying and selling of goods. Topics include the basic understanding of the ecommerce system, the advent of ecommerce in the consumer's daily life, the underlying economic structure of the ecommerce system, transactional models with little or no human interaction and navigational technologies in the ecommerce cycle.

BSM 330
Business in the 21st century
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course is comprehensive survey of the functional areas of business: management and organization, human resource management, marketing, information systems and accounting, and finance and investment. Core topics include ethics and social responsibility, small business concerns and entrepreneurship, and global issues. This Course will also examine topics like the impact of social media on business, the economic crisis, green and socially responsible business, and sustainability.

BSM 360
Technology and Marketing
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course examines the impact of new information technologies in marketing and the industries undergoing high levels of change. Topics include database marketing, business-to-business marketing, customer contact management systems and the innovative development of new technologies to keep up with changes in innovative industry settings.

BSM 400
Small Business Management
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Students in this course study the responsibilities for managing a small business. Topics studied in this course may include making a business plan, cost planning and budgeting, development of the business and the business accounts, and the basics of buying and selling a small business. This course introduces students to the foundations of small business management, and how to apply those foundations to open a new business or to improve upon an already existing business.

BSM 410
New Product Development
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Students in this class will learn the process of new product development from the inception of brainstorming and ideation to building a prototype and launching a product or service into the marketplace. New product development also includes screening, concept development, and commercialization.

BSM 420
Social Media Management
40 hours lecture; 20 hours lab 5 credits

80 hours additional out-of-class work is expected as part of this course.

Social media is a cornerstone of the modern workplace and increasingly more companies are in need of social media managers to monitor and promote their brand, while managing public commentary and customer experience. This course utilizes popular online social media tools and platforms to master engagement and lessen disruptive public response.

BSM 460
Introduction to Public Policy
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

The Introduction to Public Policy covers a range of topics from the values of informed democratic decision making to the cost-benefit analysis of the public policy agenda. This course looks at the decision making process in the various sectors, including publican a private, analyzes the roles and responsibilities of the various stakeholders and the approaches to public policy.

BUS 100
Bookkeeping Essentials for Business
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Students learn the basic principles of manual accounting as well as computerized accounting at an entry level using QuickBooks Pro. Students acquire an understanding of how to track figures using business accounting methods, and how to create and maintain proper accounts. Students create journals and ledgers to keep track of their accounts. Using this program students gain the skills to create a new company profile and begin to maintain its accounts, creating such items as balance sheets, income statements, and cash flow statements. Students will work with the bookkeeping software to better gain an understanding of its capabilities and applications in the business world.

BUS 250
Principles of Economics
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

By studying Principle of Economics, students gain an understanding of the fundamentals surrounding Economics, master important economic concepts and use economic theories to analyze micro- and macroeconomic phenomena in our daily life. Students learn about business cycles, business growth, international trade, finance, competition, and consumers. Students also learn how to watch the business environment for changes and implement the correct business strategies.

CDM 101 – Applied General Education
Communication and Decision Making
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course examines decision making, strategic thinking, and communications for complex issues. Students will demonstrate the ability to recognize different approaches to developing written action plans for solving today's issues in the modern age.

CSC 100
Student Success Fundamentals
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course serves as an introduction to the necessary skills needed to operate a computer and function in a general environment. Students learn basic terminology associated with general computer operation and navigation. Topics covered in this course may include basic text editing, internet use and navigation, proper file management, and general computer navigation. Students enhance their typing skills through various assignments and topics throughout the course. Other topics may include job search techniques and job etiquette, and on-the-job behavior with regard to computer operations.

DIG 101
Animation Foundations
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course

This intensive course introduces students to the Maya software and will cover the basics of 2D and 3D animation, and how Maya software is used to create animation in video games. This course familiarizes students with the menus, panels, and tools they will use in the Maya software. Students grasp the basic concepts of Maya and will use knowledge gained in this course as the foundation for future courses in this program.

DIG 110
Digital Illustration
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course

This course will introduce students to the world of drawing and design within a digital work environment. With the course focus on foundation skills found in traditional drawing and painting as well as digital image creation techniques used throughout the design process today. Topics covered in the course may be found in multiple art disciplines giving students a wide range of skills also an understating of techniques used to create some of the world's greatest art pieces.

DIG 120
Introduction to Color Theory
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course

This course will take students through process of understanding how light works to create color. In this class students may uncover the science behind color and how light allows us to see color. This course may cover topics on color spectrum, the behavior of light as it is reflected, refracted and absorbed, value, hue, saturation, color harmony, and contrast.
Prerequisite: DIG 101 Animation Foundations

DIG 130
Introduction to Modeling
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course

This course will take students through each step of modeling a character from head to toe, from the first polygon to the final hair. Students study creating and modifying curves, and the principles behind creating curves and surfaces. Students study the differences in character modeling and hard surface modeling, as well as the tools used in Maya for creating each technique and effect. Students examine creating an organic model using curves and surface tools. Students work with modifying tools such as rebuilding curve/surface; attach/detach curves and surfaces, project tangent, and free form fillet. Students also study the various polygon tools available in Maya and how they are used in modeling and creation. Students will also sample the Paint Effects tool in Maya to create and modify textures used in character modeling.
Prerequisite: DIG 101 Animation Foundations

DIG 140
Introduction to Shading and Lighting
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course

This course further expands the student's proficiency with the Maya software as they examine the tools and techniques for rendering using this program. Students in this course learn to produce realistic environments and images through use of various shading, camera, lighting, and layering techniques. Students explore how various objects, materials, and environments are affected by lighting, textures, and shadows. This course includes how to use the rendering tool of Ray tracing to produce realistic reflections and refractions and how to integrate 2D and 3D images to create innovative environments and scenes. Providing students with the skills to optimize rendering quality and to troubleshoot common rendering problems is the focus of this class.
Prerequisite: DIG 101 Animation Foundations

DIG 150
Motion Graphics
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course

In this class we will look at Motion Graphics tools and the Motion Graphics Industry. Students will learn how to create eye-catching motion graphics projects.
Prerequisite: DIG 101 Animation Foundations

DIG 160
Introduction to Animation
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course

In this class we will look at Animation software and learn basic concept of animation. Students will learn how to plan, create, and refine animations. Furthermore, students will also learn about the history of animation.
Prerequisite: DIG 101 Animation Foundations

DIG 170
Introduction to Rigging

40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course

This course teaches students how to develop skeletal and muscular controls for animated 2D and 3D characters. Students examine primary and secondary motion for animated characters, as well as how to apply various motions to a created figure. Students explore ways to create realistic figures, as well as fantasy based characters with outrageous proportions and features such as wings and multiple appendages. This course demonstrates to students the techniques involved in modeling, detailing, optimizing, texturing, rigging, binding, and animating characters using Maya. This course takes students through the process of designing, modeling, and setting up animation controls for complex 3D characters. Students study how a character's skin and joints move through various motions.
Prerequisite: DIG 140 Introduction to Shading and Lighting

DIG 180
Introduction to Digital Sculpting
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course

This course will take students through the fundamentals of Zbrush. From building a basic mesh in Maya and exporting the mesh into Zbrush for final detail work. The class may be covering topics on interface layout, digital sculpture, texturing in Zbrush, and exporting normal maps, and displacement maps back into Maya.
Prerequisite: DIG 140 Introduction to Shading and Lighting

DIG 200
Character Performance
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

In this class we will look at what makes a life-less 3D model turn into a living breathing character. Students will learn how to add realism and life to their animations by studying human behavior and acting. Students learn to add personality and appeal to animated actions.
Prerequisite: DIG 160 Introduction to Animation

DIG 210
Character Sculpting
40 lecture hours; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

In this course students will learn to create realistic 3D character models using the latest techniques used in the game and film industry. Students will learn to differentiate between technique and practice used when modeling organic objects, as opposed to their previously learned hard surface modeling skills.
Prerequisite: DIG 180 Introduction to Digital Sculpting

DIG 220
Advanced Texture and Shader Creation
40 lecture hours; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course will introduce students to the next step in the 3D animation pipeline after modeling. This course's primary focus is on techniques used to create multiple types of texture maps to be used in development of shader and material networks, then applying those shader and material networks to 3D models. Topics covered may be but not limited to U.V. layout, texture painting techniques, and shader development process.
Prerequisite: DIG 140 Introduction to Shading and Lighting

DIG 230
Advanced Character Rigging
40 hours lecture; 40 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course focus is on the creation and technique used in creating animation rigs. From characters to cars everything created in 3D requires an animation rigs to control how it will move, rotate, squash and stretch. This course will take a look at character rigging, mechanical rigging and skinning technique to be used in both film and video game industries.
Prerequisite: DIG 170 Introduction to Rigging

DIG 240
Game Development
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course introduces students to creating a video game using the Maya software.

Students focus on the methods and techniques on how to effectively use the tools to produce 3D polygonal games within the Maya environment. Students design a video game character, create environments with backgrounds, and produce the animation to apply to their game creation. Students will review character modeling and animation techniques, as well as rendering techniques, and apply them to motion and control. Students work with various levels and effects to create a fun and exciting final game product.
Prerequisite: DIG 140 Introduction to Shading and Lighting

DIG 300
Current Industry Techniques
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

In this class we will look at motion capture and digital scan data. Students will learn how to clean up captured data so that it can be used in the CG pipeline.
Prerequisite: DIG 101 Animation Foundations

DIG 310
Photoshop for Digital Artists
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course provides an in-depth look into some of Photoshop's most advanced capabilities that artists can take advantage of. This class will focus on the use of non-destructive workflow methods and techniques, which will students to efficiently cater to art director's needs by making flexible documents that are easy to change. The concept of value painting and blending modes will be explored in-depth, as well as advanced photo manipulation techniques.

DIG 320
Digital Compositing
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course will introduce students to the fundamental aspects of digital compositing. Students will learn how to combine live film with digital renderings so that they blend seamlessly. Topics that will be covered in this class are advanced Green Screen techniques, rotoscoping, camera matching, and a multitude of advanced compositing techniques to make film shots blend seamlessly together.
Prerequisite: DIG 240 Game Development

DIG 330
Scripting for Animation
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Students will learn the coding language Python. Python is a universal language used across a multitude of industries. Python is used heavily in the visual effects industry as it is universally compatible with the various software packages the industry uses. Students will learn how to create useful scripts to automate tasks, preform specific functions, and create useful tools they can use to speed up their workflow.
Prerequisite: DIG 240 Game Development

DIG 340
2D Game Development
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

In this course you will expand upon the design concepts you gained in DIG 240 and will put these concepts to practical use. We will explore a 2D game from start to finish using the Unity Game. You will be introduced to scripting using the C# programming language. By the end of the course you will have completed a 2D game and you will have gained additional insight into the game development process.
Prerequisite: DIG 240 Game Development

DIG 350
Animation for Games
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

In this course we will take a look at the key differences between game animation and cinematic animation. This class will focus on creating game specific animations such as walk cycles, combat actions, and jumps rather than character acting. Students will learn how to make solid animations from every angle so that a character can move convincingly through 3D space. We will explore working with both hand keyed and procedural animation.
Prerequisite: DIG 240 Game Development

DIG 360
Organic Modeling
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course will take you through each step in creating rounded organic shapes and characters in Maya. This class will focus on moving beyond the modeling skills you acquired in foundations and Modeling, by looking at how to create plants and animals in Maya. We will explore how to create characters and natural settings in Maya, giving the artist the ability to quickly move from modeling to rigging and animating characters.
Prerequisite: DIG 130 Introduction to Modeling

DIG 370
Acting in Animation
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

In this class we will look at the importance of acting in animation. Students will learn how to record their own performances to use as reference for animation. We will discuss topics such as body language, expression of emotion, and what makes for a convincing performance. We will then apply these ideas by animating a performance of our own.
Prerequisite: DIG 240 Game Development

DIG 380
Game Asset Creation
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This class will focus on building assets for games. Students will start by learning the distinct differences between modeling for film and modeling for games. Students will learn how to work under the constraints of a polycount, as well as explore the importance of the silhouette in game design. Students will learn the various constraints of texture maps based on game genre and output platform, as well as the differences between CPU and GPU rendering. We will explore various texturing techniques used in the game industry.
Prerequisite: DIG 240 Game Development

DIG 400
Rendering For Visual Effects
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Students will get hands on experience with industry standard rendering software and will learn advanced rendering techniques used in the visual effects industry. Students will learn how to create complex shading networks, advanced light effects, and produce photo real renderings.
Prerequisite: DIG 240 Game Development

DIG 410
Environmental Modeling
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This intensive course introduces students to various modeling techniques, and workflows for creating indoor and outdoor environments using software state of the art animation software.
Prerequisite: DIG 240 Game Development

ECN 300 – General Education
Fundamentals of Economics
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

By studying Principle of Economics, students gain an understanding of the fundamentals surrounding Economics, master important economic concepts and use economic theories to analyze micro- and macroeconomic phenomena in our daily life. Students learn about business cycles, business growth, international trade, finance, competition, and consumers. Students also learn how to watch the business environment for changes and implement the correct business strategies.

ENG 100 – General Education
English Composition I
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

English provides students with the basic rhetorical foundations to prepare them for the demands of academic and professional writing. Students in this course will learn and practice the strategies and processes that successful writers employ when communicating information. These strategies include reading analytically and strategically, improving reading comprehension, writing persuasively, writing for investigative purposes,

problem-resolution, evaluation, explanation, and refutation.

ENG 101 – Applied General Education
Business Communications I
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Students in this course explore written and oral communication as a skill to be mastered and applied. Instruction covers communication strategies and conventions of written expression including idea generation, paragraph development, and essay construction. The writing portion of this course concentrates on the development of clear and organized sentences, paragraphs, and compositions, and their applications to real world documents such as cover letters, resumes, and memos. Students examine grammar, vocabulary and the writing process, and may apply the skills learned to multiple forms of writing. Students also explore oral communication skills used in a business setting, and how to effectively communicate written ideas. Other topics may include presentation skills, etiquette, interpersonal skills and delivery techniques. Students will be expected to deliver oral and written presentations to the instructor and classmates.

ENG 110 – Applied General Education
Business Communications II
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Students in this course explore written and oral communication as a skill to be mastered and applied at a more sophisticated level. Instruction covers complex communication strategies and conventions of written expression focusing on concept development, report construction. The writing portion of this course concentrates on the development of clear and organized complex structures and their applications to real world documents. Students will be expected to deliver oral and written presentations to the instructor and classmates.

ENG 200 – General Education
English Composition II
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

English provides students with the basic research foundations and skills to prepare them for the demands of academic and professional writing. Students in this course will learn and practice the strategies and processes that successful writers employ when researching topics and information to prepare reports and arguments. The course will culminate with a written research paper and the presentation of the student's research for peer response.

ENG 305 – General Education
Speech and Rhetoric
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course builds on the foundation of ENG100 (English Composition I) and ENG 200 (English Composition II) by introducing students to effective rhetorical concepts—both classical and modern—and to apply relevant analysis. Understanding classical rhetorical devices—logos, pathos, and ethos—and how writer's effectively use them to sway opinion provides students with a methodology of being able to appropriately judge the information they encounter in both the academic and professional arena. Additionally, this course will help students hone their skills in argumentation and presentation.

Prerequisite: ENG 100 English Composition I and ENG 200 English Composition II

HUM 120 – General Education
Introduction to Sociology
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course introduces tools used by sociologists to explore and understand society. Social relationships, social structures and processes are explored.

HUM 140 – General Education
Introduction to Psychology
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Psychology is the science of behavior and mental processes. In this class, students will dive into what makes themselves and others behave the way they do. Topics covered in this class include Neuroscience, Sensation and Perception, Learning, Memory, Thinking and Intelligence, Developmental Psychology, Personality Theories and Assessment, Social Psychology, Abnormal Psychology, and

Workplace Psychology. This class will be focused more on behavior as it pertains to the workplace rather than the clinical side of Psychology.

HUM 300 – General Education
World History
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Students will explore common challenges and experiences that unite the human past and identify key global patterns over time. This overview of world history covers political, economic, social, religious, intellectual, cultural, and military history in a chronological story that will help students gain an appreciation and understanding of the distinctive character and development of individual cultures in society.

ITS 100
Hardware Technology Fundamentals
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Students begin learning about computer hardware and each item that makes up a computer. Students build the skills needed for proper file management, and learn to troubleshoot basic problems that may occur during computer usage. Students study the system board in depth, learning about components, as well as, their functions. Other topics covered may include computer memory, different operating systems, floppy drives, and hard drives. Students also work with computer power supplies, learning how to measure output and proper removal and replacement of power supply units. Students learn to handle several system types and troubleshoot various computer hardware issues.

ITS 110
Fundamentals of Operating System
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Students study how to properly set up and install hard drives, as well as techniques for proper troubleshooting and data recovery. Students examine how to protect the hardware and software of a computer while troubleshooting, and how to properly use tool kits and troubleshooting reference guides while isolating and repairing a number of computer problems. Other topics studied may include ports and expansion slots for add-on devices, SCSI devices, keyboards, pointing devices, multimedia technology, monitoring system performance, and support devices. Students install and study about supporting applications with various operating systems.
Prerequisite: ITS 100 Hardware Technology Fundamentals

ITS 120
Managing Computer Devices
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Students in this course study operating systems designed specifically for networking, as well as the differences between various operating systems. Students install and customize operating systems, utilize system registries and diagnostic tools, and troubleshoot problems that typically arise in various systems. Other topics studied may include communication over the internet, browsing the World Wide Web, utilizing email, transferring files, communication over phone lines, and modems.
Prerequisite: ITS 110 Fundamental of Operating System

ITS 130
Systems Support
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Students study the basic principles of networking and networking concepts, as well as discover different types of network architectures and learn about various networking software and protocols. Students learn about many of the computer and printer problems that commonly occur in the workplace, and how to effectively troubleshoot and fix those problems. Students discover proper maintenance techniques for computers and printers in an office setting. Also discussed in this course are proper disaster recovery and maintenance plans for computers, how to create system backups, and viruses and other computer infestations.
Prerequisite: ITS 120 Managing Computer Devices

ITS 140
IT Certification
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

In this final course of the program students prepare for the coming A+ Certification examination. Students practice with pre-examination questions designed to gear him or her for the task of taking the real exams. The pre-exam questions used in this process may increase the student's comfort level with the exam and may increase the student's success rate at passing this exam.
Prerequisite: ITS 130 Systems Support

ITS 150
Basic Networking
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Starting with an introduction to networks students gain an understanding about communication services, mail services, and management services. Students study networking standards and models, and study the various layers making up networking as a whole. Students gain an understanding of different network protocols, and their functions. Students explore networking media and learn to install protocols on various operating systems. They examine the difference between LANs and WANs, and the transport systems that serve them both. Other topics covered may include installing NICs in computers and configuring them for various types of networks. Network hardware such as hubs, repeaters, bridges, and routers may also be examined in this course.
Prerequisite: ITS 130 System Support

ITS 160
Network Subnetting and TCP/IP
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

TCP/IP suite of protocols provides the basis for networking communication. In this course, students will review several of the transmission and networking protocols and applications, decimal-to-binary conversion, classful and classless addressing, mapping Internet addresses to physical addresses, and error and control messages.
Prerequisite: ITS 150 Basic Networking

ITS 180
Administering Network
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Network Administrators must understand a variety of key networking concepts and technology that include storage, network architecture, Voice over IP implementation, and server consolidation. In this course students come to understand the common causes and high costs of service outages, how to measure high network availability, how to design a data center and explore what must be considered with consolidating resources.
Prerequisite: ITS 150 Basic Networking

ITS 190
Network Maintenance
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Students in this course examine the essentials of a WAN, and learn how one is implemented and how remote connectivity is established. Students gain understanding of various network operating systems and how they are similar or may differ from one another. Students gain an understanding for how to establish users, groups, and rights in a networking system.
Prerequisite: ITS 150 Basic Networking

ITS 200
Software Deployment
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

In this course, students learn to plan, control, and manage the deployment of a network system. It will encompass documentation, operating system application governed by the system role. Students work with GUI (Graphical User Interface) based applications as well as the CLI (command-line interface) to accomplish tasks. GUI and CLI applications include Windows PE (Pre-installation Environment), Microsoft Visio, WDS (Windows Deployment Services), AD DS (Active Directory Domain Services), MDT (Microsoft Deployment Toolkit), and Windows AIK (Automated Installation Kit).
Prerequisite: ITS 180 Administering Networks

ITS 210
Network System Services
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Network System Services provide the structure for authenticating and authorizing users in the work place. This course prepares students to manage and administer these services in a Windows Domain environment. Topics include Active Directory, Group Policy, File Services, DNS, Remote Access Management, Server Management, and many other supporting services.
Prerequisite: ITS 200 Software Deployment

ITS 220
Introduction to Database Management
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Students are introduced to core database concepts, objects, data manipulation, storage structures, and administering a database. This course includes skills that prepare students to design, manage, and secure relational databases and an understanding of structured query language.
Prerequisite: ITS 180 Administering Networks

ITS 230
Managing Information Systems
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Students combine acquired skills from previous courses to capitalize in the process of IT and Computer Networking management. They plan, coordinate, document, and direct computer and network related projects within sets of scenario guidelines. Students will learn to project, set achievable business goals, and align projects to reach those goals.
Prerequisite: ITS 200 Software Deployment

ITS 240
Cyber Security Fundamentals
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This class will increase your understanding of potential threats, learn how to apply practical mitigation options, and react to attacks quickly. The class teaches you the skills and knowledge you need to design, develop, implement, analyze, and maintain networks and network protocols. It explains how these systems currently operate and the limitations that lead to security weaknesses. Topics covered in this course may include the fundamental issues needed to understand network security, the definition of security terms, security ethics, the OSI network model, and cryptography for networks. Students may explore the common risks for secure network design and development, including the impact of modularity on security and a summary of the general security issues.
Prerequisite: ITS 190 Network Maintenance

ITS 300
Advanced Network Security
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

In this class students will learn advanced security concepts perimeter defenses, network defenses, host defenses, application defenses, data defenses, and assessments and audits. Students also learn how to apply practical mitigation options, and react to attacks quickly. The class teaches students the skills and knowledge needed to harden the network perimeter, secure wireless devices, implement intrusion detection/prevention, and perform backup and recovery. Students will also learn how to protect and maintain integrity of data files, implement security logging and auditing, and run and analyze security reports.
Prerequisite: ITS240 Cyber Security Fundamentals

ITS 310
Cross-Platform Operating Systems I
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

In this course, students will learn the difference in Linux kernel, an operating system, and Linux Distributions. Students will start their journey by understanding basic installation of a Linux OS, file system management, users and group management, software installation, user interfaces and desktops, and boot and shutdown of Linux.
Prerequisite: ITS 130 Systems Support

ITS 320
Cross-Platform Operating Systems II
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course prepares students for Advanced Cross-Platform Skills. It focuses on choosing a strategy, maintaining Cross-Platforms, and maintaining and securing these systems.

Prerequisite: ITS 310 Cross-Platform Operating System I

ITS 330
Web Server and Websites
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Students study the fundamental knowledge and skills to configure and manage Internet and Intranet webservers using IIS (Information Services.) This course is intended to help provide prerequisite skills supporting a broad range of Internet web applications, security, and knowledge to help support other products that use IIS.
Prerequisite: ITS 200 Software Deployment

ITS 340
Network Policies and Services
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Network Administrators must understand a variety of key networking concepts and technology that include File and Print Services, Group Policy, Networking and DHCP. In this course students come to understand the commonly used features such as disk quotas, permissions, printing services, managing security and group polices, as well as understanding the concept of automatic IP addressing.
Prerequisite: ITS 300 Advanced Network Security

ITS 350
Advance Routing and Switching
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

In this course, students will learn ICDN2, and Cisco ISO Licensing. Students gain understanding of advanced features and configurations of cisco devices and protocols. Some of the topics covered are LAN switching technology, different methods of routing and routing protocols, IP Services and common troubleshooting of network connection problems.
Prerequisite: ITS 190 Network Maintenance

ITS 400
Network Security and Vulnerability
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course takes a look several areas of advance knowledge of information security within the field of technology. It teaches you skills and knowledge on how to identify threats coming into network system, protect your resources from threats and vulnerability, remedy the results of an attack. Students will also study penetration testing life cycle such as footprinting, enumerating, scanning, system exploits, sniffing traffic, Denial of Service, social engineering and other tactics.
Prerequisite: ITS 300 Advanced Network Security

ITS 410
Introduction to Enterprise Communication
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Exchange is a popular messaging system that includes a mail server, an e-mail program (e-mail client), and groupware applications. Designed for use in a business setting, the Exchange server are often used in conjunction with Microsoft Outlook to take advantage of Outlook's collaborative features, such as the ability to share calendars and contact lists. Students will be setting a Servers with Exchange Services running in a Virtual Lab.
Prerequisite: ITS 180 Administering Network

ITS 420
Advanced Enterprise Communication
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Students combine acquired skills from previous courses to capitalize in the process of IT and Computer Networking management. Students are introduced to advanced concepts of enterprise communication. They will plan, install, configure, migrate Unified Messaging, manage site resiliency, and manage advanced security in Exchange Infrastructure. Upon completion of this course students will also be able to design, configure and manage e-mails compliance, archiving, discovery, and secure e-mail servers and messaging system utilized in an enterprise.
Prerequisite: ITS 410 Introduction to Enterprise Communication

ITS 430
Cloud Computing Development Specialist

40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Cloud computing is the development of large-scale disturbed computing paradigm that is the driving force for organizations to grow to scale without the need for large dependent information technologies infrastructure. This course delivers a comprehensive in-depth study of Cloud Computing Solutions, Concepts and capabilities. This course covers cloud computing services, technologies, and the implementations on today's global enterprises.
Prerequisite: ITS 420 Advanced Enterprise Communication

ITS 450
Advanced Services
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Students combine acquired skills from previous courses to capitalize in the process of IT and Computer Networking management. They learn advanced topics in computer and network services such as high availability, certificate management and digital rights management. Upon completing this course, students will be able to implement network load balancing, failover cluster, managing certificates and active directory rights management services, with the goal of keeping high network uptime.
Prerequisite: ITS 320 Cross-Platform Operating Systems II

MAT 101 – Applied General Education Applications of Mathematics
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This math course is a thorough review and study of algebraic concepts, functions, and operations, utilizing a balanced approach of basic algebraic theories with practical applications and conceptual understanding. Students review mathematical concepts including addition, subtraction, multiplication, fractions and decimals as it applies to business operations. Students gain an understanding of basic mathematical and algebraic concepts and functions needed for the world of business including but not limited to account balancing, payroll, depreciation, profit and loss calculations, interest calculations, problem solving, probability theory, and decision making.

MED 110
Medical Terminology
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Students gain an understanding that many medical terms are made up of interchangeable word parts that are used over and over in different combinations. Students in this course learn about different subsystems of the human body and their accompanying terms, as well as examine the structure of word parts and functions of each subsystem. Students also examine how the terminology relates to pathology, diagnostic procedures, treatment procedures, and pharmacology.

MED 150
Health Insurance
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course introduces students to the various types of health insurances and the forms used in medical billing. Students will gain an understanding of the differences between insurance plans and policies. Upon completion of this class the students will accurately know how to complete the forms used for billing as well as have an understanding of the life cycle of an insurance claim.
Prerequisite: MED 110 Medical Terminology

MED 160
Diagnosis Coding
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course teaches the skills required to properly code a diagnosis. Students will learn the differences between the different types of ICD codes, such as disease, injury, and routine health care screening codes. They will learn how to properly indicate each diagnosis code on the CMS-1500 form and they will able to code for justification of medical necessity.
Prerequisite: MED 110 Medical Terminology

MED 170
Supplies and Procedural Coding
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course teaches the skills required to properly assign codes to office visits, procedures and surgeries performed, as well as medications and supplies used by physicians. They will learn how to bill for multiple procedures performed as well as for unusual circumstances. Students will be introduced to the requirements for correct reimbursement as well as the rules for additional justification.
Prerequisite: MED 160 Diagnosis Coding

MED 200
Electronic Medical Billing
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Students examine how medical software is applied to activities such as appointment scheduling, building patient files, adding guarantor information, account billing, and basic financial management. Students learn about the flow of information and the role of computers in a medical office. Students gain an understanding of how software can be used to manage billing routines and processes, including filling out billing worksheets and posting payments and adjustments. Students study report generation regarding financial summaries, patient billing, reference lists, statement routines, and general ledgers and distributions. Finally, students explore more advanced functions such as unique payments, aging reports, patient data, and period closes with and without purges.
Prerequisite: MED 110 Medical Terminology

MED 210
Medical Field Overview
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course provides students with knowledge of health care time accreditation, history of health care, and the continuum of care used in the field. Students wishing to enter the field of medical need to have an understanding of how the various health facilities, providers, and staff deal with delivering the standards of health care in the United States. It may include topics such as the theoretical and practical applications of those techniques and unique approaches to health information management. This course may allow students to focus on a variety of career opportunities in the health care and health information management organizations, networks and other professional advancement opportunities.
Prerequisite: MED 110 Medical Terminology

MED 220
Medical Office Functions
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course introduces students to a full range of office management topics: office environment, employees, systems and functions. It may also include usage and handling of office files and records, staying tasked oriented, professional organization, ability to work well with others, problem solving skills-requiring students to apply knowledge and skills learned to complete or solve a problem. Finally, students may learn simple solutions and latest updates on marketing techniques.
Prerequisite: MED 110 Medical Terminology

MED 230
Legal and Regulatory Issues in Business
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course provides students with comprehensive knowledge of social economics, accreditation, legal and regulatory issues, and the intellectual property and internet law. Students wishing to enter the field of business need to have an understanding of how the various legalities affect sales, leases, and E-contracts not only in United States but possibly the global economy. Topics may include the practical and legal applications of legal limitation and liability. This course could empower students with critical-thinking skills and a vast knowledge of wealth in the realm of legal decision making.
Prerequisite: MED 110 Medical Terminology

MED 240
Health Care Facility
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course introduces students to the perspectives of management operations and techniques used by organizations and payers to improve operations at said institutions and facilities. Topics may include the strategic implementation of programs and tools for reducing costs and improving quality of basic operations in management and staff. The course may include the use of performance improvement tools for supply chain management, scheduling, and other healthcare issues.
Prerequisite: MED 110 Medical Terminology

MED 250
Medical Billing Processes
40 hours lecture; 20 hours lab 5 credits
40 hours additional out-of-class work is expected as part of this course.

This course introduces students to the evolving reimbursement methodologies of the healthcare system. Topics may include health care accounting and financial statements, managing cash, billing, and collection. Students may also learn how to determine cost and use cost information in decision-making, budgeting, and performance measurement, as well as new laws and regulation that affect health care financial reporting and performance, and the revenue cycle. Finally, the student may learn about bond ratings, auditing and internal control of facility budgets and revenue.
Prerequisite: MED 110 Medical Terminology

MED 260
Human Resource Issues
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course introduces students to a variety of topics that may include health informatics, human resources planning, organizations, recruitment and all important retention of healthcare professionals, acknowledgement of incentive influences as motivation, changing demographics, culture diversity and other factors facing human resources.
Prerequisite: MED 110 Medical Terminology

MED 270
Medical Management Supervision
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course introduces students to a variety of examples, demonstrations, and explanations of key frameworks and models for clinical supervision. Topics may also include the development of staff supervisory relationships and focus on areas identified as problematic for supervision.
Prerequisite: MED 110 Medical Terminology

MED 280
Staff Management
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course introduces students to the various styles and methods of communication used for motivations and development of personnel and staff members. Students examine strategic planning, personnel management, conflict management as well as learning about staff coaching and delegation techniques. This course also examines the time and stress management to allow them to handle the daily routine and stress levels of staff multitasking and patient flow with effectiveness and minimal tension. Topics may include interviewing and budgeting along with mini-workshops that can improve leadership skills and fine tune financial and organizational skills. Finally, students learn how to submit forms for various insurance agencies.
Prerequisite: MED 110 Medical Terminology

MED 290
Medical Front Office
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

The Medical Front Office hosts a variety of responsibilities including the art and etiquette of emailing, greeting and directing patients, and answering telephones. Other duties may include obtaining insurance verification, collecting co pays, deductibles and authorization, admitting and scheduling patients, arranging for hospital admission and laboratory services. This course may cover these topics.
Prerequisite: MED 240 and MED 280

MTH 101 – General Education
Introductory Algebra
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course provides students with a conceptual understanding of algebra by using problem solving applications in context to real-world application. Students will integrate meaningful applications with relevant data, graphs, tables, charts, colors, and diagrams.

MTH 240 – General Education
Statistics
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course covers descriptive statistics and inferential statistics with relevant applications to solving real-world problems, hypothesis testing and

decision-making. Important statistical models and distributions will be discussed.

PHY 200 – General Education
Physical Science
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course introduces students to physical science. Students will learn about physics, chemistry, astronomy, meteorology, and geology. This will give students the ability to understand and interact with their physical environment in a more engaging way. Some of the knowledge students gain include Newton's Laws, chemical elements, the universe, and geologic concepts.

PRO 200 – General Education
Professional Communications in the Workplace
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course focuses on professional communication in the 21st workplace. Students in this course will hone their communication skills by working on various assignments and projects, including: face-to-face conversations, collaborative work groups, presentations, and interviews. Lectures include topics in nonverbal communication, cultural differences, organizational fit, and networking within specific industries through face-to-face interactions and via social networking sites, such as Facebook and LinkedIn. By the end of the course, students will have prepared industry specific portfolios and taken part in mock interviews specific to their field of study.

WDD 101
Internet Fundamentals
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course introduces students to the World Wide Web. Students examine the history of the web and how its development has shaped the ways people do business and advertise. Students gain an understanding for the complexity of the web and how servers, users, and databases all work, search, access information, and download simultaneously. Topics in this course may include the basics of HTTP, FTP, HTML language and tags, coding styles, links, image placement, and image maps. Students learn the importance of web page appearance and navigation. Students are introduced to the basics of initial web page planning and production, and learn key terminology applied to web page creation and implementation.

WDD 110
Digital Graphics
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course introduces students to Adobe Photoshop, the fundamental graphics application and image editing software used in the computer graphics industry. Students learn the fundamentals of this software, and will study topics including selections, layers, masking, filters, image manipulation and correction, composition, painting, and optimization for the web. Students examine techniques for efficient editing, processing, and file handling. Topics in photo editing may be studied, including color enhancement, lighting correction, and overall retouching.
Prerequisite: WDD 101 Internet Fundamentals

WDD 130
Website Fundamentals
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

In this course, students will learn how to reproduce common web design layout patterns to quickly create websites that are easy to understand and navigate. Students learn to create more complex multi column designs to make their pages easier to read and understand. Students learn the basics of wireframing and planning as they take first steps towards building custom layouts utilizing design patterns. Students review the anatomy of web pages and examine common workflows as well as build confidence via critiquing both their peers and ready-made examples.
Prerequisite: WDD 101 Internet Fundamentals

WDD 150
Creative Design
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

Vector graphics are ideal for simple or composite drawings that need to be device-independent, or do not need to achieve photo-realism. In this course,

students learn how to use a computer software program to create and edit vector-based graphic images for use within a web page. Applying the principles of graphics design, students will create and edit images for use within a web page. Other topics may include drawing and various artistic techniques to produce visual graphics effective for the web.
Prerequisite: WDD 101 Internet Fundamentals

WDD 160
Graphic Design Basics
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course introduces students to the basics of design theory as it relates to web design. Students gain an understanding of the effective use of design elements such as points, lines, colors, shapes, & space to create examples that emulate current web design trends. Students are introduced to building common layouts using design elements to create intentional visual hierarchies using visual weight and basic design principles. Students work with wireframes to create custom prototypes of web pages and other design solutions and learn to incorporate peer critiques into their designs. Additional topics include art history, typography, color theory, and designing for different audiences.
Prerequisite: WDD 130 Website Fundamentals

WDD 170
Web Page Authoring
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

In this course, students gain an understanding of the basics of responsive design techniques. Students work towards creating responsive web pages using current techniques. In addition, students are introduced to common CSS frameworks to improve the speed and accuracy of building web solutions. Students work building pages utilizing common design patterns and elements through frameworks. Topics include media queries, percentage based widths, image DPI, and modifying previously learned patterns to be responsive to different screen sizes.
Prerequisite: WDD 101 Internet Fundamentals

WDD 210
Digital Solutions
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

In this course, students gain an understanding of the PHP scripting language. This server-side language is especially suited for web development and can be embedded into HTML documents. Students in this course will learn how to write programs to store and retrieve data, build arrays, work with control structures, and build contact forms. Students are introduced to sessions and cookies, custom functions, uploading files, and working with common programming elements.
Prerequisite: WDD 130 Website Fundamentals

WDD 220
Data Management
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course introduces students to the basics of relational database management systems for storage and retrieval of user data. Students will gain an understanding of Structured Query Language (SQL) and how to write SQL commands to perform basic Create, Retrieve, Update and Delete (CRUD) functions. Students will study these topics in a practical fashion through an examination 'behind the scenes' of popular content management systems. Students will use scripting and database knowledge to create custom themes, modify templates, and code simple plugins.
Prerequisite: WDD 210 Digital Solutions

WDD 230
Web Framework Fundamentals
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

In this course, students will learn the basics of installing and managing popular Content Management Systems (CMS). This class will explore the creation and implementation of custom themes as well as the process of managing accounts, comments, pages, posts and other common CMS tools. Students will also study techniques to craft and display blog posts and other content. Topics include writing and installing plugins using popular scripting languages such as PHP, creating custom templates, and modifying the user interface.
Prerequisite: WDD 101 Internet Fundamentals

WDD 240
Digital Business Development
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

In this course students learn to create an online ecommerce solution using popular Content Management Systems (CMS). Students work with ecommerce plugins to transform their projects into websites designed for electronic sales including a means to collect orders, store customer information, work with payment gateways, and protect data. Students will learn to customize their sites for different types of businesses and products and add other common ecommerce elements. In addition students are introduced to analytics and metrics for CMS sites as well as improving search engine optimization through plugins and other methods.
Prerequisites: WDD 230 Web Framework Fundamentals

WDD 250
Client-Side Scripting Fundamentals
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

In this course students learn the basics of the JavaScript scripting language. Students are introduced programming elements such as variables, arrays, control structures, functions, and objects. Students gain an understanding of the Document Object Model and learn ways to manipulate HTML and CSS using current best practices. Students create simple common scripts and study how JavaScript can be incorporated into modern web designs. Other topics include DOM selection and events listeners, timers and dates, plus how to plan scripts and work with errors and bugs.
Prerequisite: WDD 101 Internet Fundamentals

WDD 260
Advanced Client-Side Scripting
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

In this course students will advance upon their foundations of web scripting techniques for the development & maintenance and scaling of JavaScript plugins for modern websites. Topics include popular design patterns for the structuring and organization of JavaScript plugins with the use of popular code libraries such as jQuery in addition the theory and creation of a single page applications using popular JavaScript frameworks & AJAX and JSON data files.
Prerequisite: WDD 250 Client-side Scripting Fundamentals

WDD 270
Designing for Screens
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course introduces strategies for creating simple interactive mobile applications. Students will gain an understanding of the basic theory behind creating effective mobile applications as well as techniques for creating custom apps based on common design patterns and interfaces. Topics in this course may include native mobile applications created via Adobe AIR via Adobe Animate CC and hybrid apps created via HTML/CSS & JavaScript.

WDD 280
Motion Graphics for Web Design
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course introduces students to the basic principles of creating motion graphics for online projects. Students will learn to create engaging HTML5 and CSS3 based animation and interactive experiences for use on the web. This course teaches advanced techniques to create responsive animations for a variety of devices and platforms. Topics will include audio and video via native HTML code features, managing animation physics, and utilizing current scripting technology to generate the code with ease.
Prerequisite: WDD 160 Graphic Design Basics

WDD 310
Digital Advertising
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course teaches common traditional and modern marketing theories. It focuses on consumer behavior, sales management, and basic marketing principles and research. This course also examines marketing strategies for specific audiences. In addition, this course focuses on email marketing, growing an email list, and the in and out of managing email mailers. It also focuses on creation

and management of pay per click ads and other types of online advertising as well as the creation, execution, and maintenance of an online ad campaign.

WDD 320
Usability Design
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course explores designing digital solutions specifically for ease of use. Topics include mobile development, designing for efficiency, audience testing, and experience design.

WDD 330
Desktop Publishing
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course explores using desktop publishing tools to create both digital and print based solutions to client needs. Possible topics include newsletter, brochure, magazine, and pamphlet layouts; working with printing presses; 3d printing; and other publishing topics.

WDD 340
Content Creation
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course outlines the skills necessary for writing on the web. It explores both short and long form writing with an emphasis on tone, grammar, and writing for specific audiences.

WDD 410
Community Management
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course explores popular digital marketing channels. Topics include social media use, trends, audience, and advertising. It also teaches audience communication and mood/tone management, dealing with angry customers, creating and continuing online conversations, and other forms of community management. This class also focuses on determining audiences for specific channels.

WDD 420
Brand Management
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course focuses specifically on creating layouts for different online channels. How to create items for Facebook vs Twitter and how to set up websites specifically for sharing. It also goes over creating landing pages and managing brands across different channels.

WDD 430
Digital Strategies
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course teaches focuses on the study of instructional design and eLearning theory. Students learn cognitive psychology, instructional systems design, learning theory, and eLearning principles.

WDD 440
Project Development
40 hours lecture; 20 hours lab 5 credits
80 hours additional out-of-class work is expected as part of this course.

This course assists students in creating portfolios, developing resumes, and improving interview skills. It explores different career options for digital marketers including freelance web design.

VII) Admission to Laurus College

a) Admissions Process:

To apply for one of the Occupational Associate Degree or Bachelor of Science Degree programs at Laurus College, prospective students should contact the college to reserve an appointment with an admissions representative. All prospective students are required to complete a personal interview with one of the school's admissions representatives, submit an application, and complete and sign an enrollment agreement.

For students who are applying by way of a third-party organization, the college will work with the student's agency counselor to initiate all enrollment processes after the required interview.

Initial applications may be submitted by prospective students completing his or her junior or senior year of high school; however, applicants will not be permitted to begin classes until submission of the appropriate documentation as referenced below in the section titled "Admissions Criteria".

The School Chancellor is responsible for determining if an applicant has met all admission requirements. Once all the required documents have been received and the admissions criteria met, the enrollment agreement is signed by the Chancellor and a copy of the signed enrollment agreement is sent to the student along with their acceptance letter. In the event the prospective student does not meet the admissions criteria, the student will be notified in writing.

Admissions Criteria

Prospective students must have evidence of a high school diploma, or its equivalent, or verified evidence of having completed a post-secondary education degree. Non-U.S. issued documents will be evaluated by an appropriate third party and translated into English (if applicable) at an additional cost to the prospective student. This additional fee will be waived for applicants who are either active or retired members of the U.S. military.

Prospective students must also demonstrate the ability to be successful in an online learning environment; and meet the technology requirements for participation in the program. A preliminary assessment of the student's system capabilities and of the student's ability to succeed in a distance education environment is conducted by way of their participation in an admissions interview using the same technology platform that courses are delivered through.

Further verification that the applicant meets minimum technology requirements is accomplished during the Operating System (OS) Orientation using remote system verification software. During this orientation, students are also asked to demonstrate competency with navigating and using the various technology platforms within the LMS.

Technology Requirements and Security and Verification of Student Identity

Courses are delivered over the Internet through a synchronous and asynchronous e-learning platform using Moodle (Modular Object-Oriented Dynamic Learning Environment) learning management system (LMS). In addition to Moodle, the online courses use Adobe Connect. These delivery models allow for students attending via distance education to receive the same live instruction and interactive learning experience as students attending on campus.

A minimum Internet connection of 3 Mbps (Megabits-Per-Second) is recommended for students to participate in distance education. Students must also have a workstation that meets the following minimum requirements –

- A Pentium 4 processor or faster
- 4G RAM
- 25G free space on the hard drive
- DVD-ROM
- Open GL graphics card
- 3-button mouse
- Keyboard
- Video display
- Windows 7 OS
- IE v10 or higher or Chrome browser
- 2 Available USB ports for a web camera and headset to be supplied by Laurus College

All student computer workstations located on campus meet or exceed the above specifications. Students enrolled in an OAD program are provided a laptop computer that meets the specifications stated above as part of their lab fees.

All information regarding the student is kept in house and secured and is not available to anyone other than Laurus employees with a need to access the information and the student.

Transmission of information will be encrypted which will protect student's identity and privacy. All student records at Laurus College are kept private in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Written consent must be provided by the student for release of records to outside parties, except for those agencies authorized by law.

The security of the classes and the verification of the students in class and their identity are a high priority for Laurus College, and are accomplished through a series of check points. The first check point is written: all classes are password protected and each student approved to attend a class needs to know the designated class password to get access to the class. The class passwords are emailed to each student approved to attend that class at the start of the term. The second check point is visual: attendance is conducted by the class instructor at the time a student logs in. This visual verification is accomplished using web cameras. Students who are attending class via online are provided web cameras by the institution. Also, a class roster is provided to the instructor which displays a visual image of the students attending the classes who are approved to attend via the online method; Student identity is verified through comparison with photo identification provided by the student at the time of enrollment with the institution. The class instructor compares the image on the computer screen of the student logged in to class to the picture provided on the class attendance roster. If an image is not available or cannot be identified, the student must provide the instructor with their student ID # to remain in class. A student will be removed from the class by the instructor if they cannot provide either a photo image on the computer screen or student ID# for security verification.

a) International Students:

Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of

instruction must demonstrate college-level proficiency in English for admission. For an undergraduate degree, a minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT), a 6.0 on the International English Language Test (IELTS), or 44 on the Pearson Test of English Academic Score Report.

Arrangements to take the TOEFL may be made by writing to: TOEFL, Education Testing Services, P.O. Box 900, Princeton, New Jersey 08540, USA. For any academic credits earned at an International institution that the student wants to have considered for transfer credit, the student needs to have official transcripts fully translated into the English equivalent and sent directly to the school for evaluation. The translation of transcripts is to be completed through a company approved by, but not affiliated with, Laurus College.

Please note: All courses at Laurus College are taught in the English language.

b) Academic Policies:

Students enrolled at Laurus College are expected to abide by all the terms stated in this catalog and any supplements or addenda to the catalog, and all college policies. All students are expected to become familiar with all policies and information presented in this catalog and in any supplemental material of Laurus College.

c) Non-Discrimination Statement:

In compliance with Civil Rights Legislation, Laurus College admits students without regard to race, gender, sexual orientation, national origin, ancestry, religion, creed, marital status, color, age, disability, or any other factor prohibited by law. Laurus College does not discriminate in its educational programs, placement procedures, or employment practices.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their Laurus College education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Laurus College receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   • A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

- If Laurus decides not to amend the record as requested, Laurus will notify the student in writing of the decision and the student's right to a hearing re¬garding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Laurus discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   - Laurus discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.

   - A school official typically includes a person employed by Laurus in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Laurus who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks.

   - A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Laurus.

   - Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Laurus to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5901

VIII) Academic Information

a) Class Schedules and Program Lengths

Programs at Laurus College are term based with new classes starting every five (5) weeks. Students are scheduled in appropriate classes for their program by the Registrar. The start of a term is considered the first day of classes for that term, and students may register for classes up through the Thursday of the first week of the term. Lecture classes meet at various times Monday through Thursday for two and half hours per day and lab classes meet Friday for two (2) hours for a total of 12 hours per week for each class. For the convenience of students,

morning, afternoon, and evening sessions are available, and students are given a 10-minute break during each scheduled hour of their class session as detailed in the table below

Class Start Time	Class End Time	Scheduled Break
8:00am	10:30am	8:50am-9:00am 9:50am-10:00am
11:00am	1:30pm	11:50am-12:00pm 12:50pm-1:00pm
2:00pm	4:30pm	2:50pm-3:00pm 3:50pm-4:00pm
5:00pm	7:30pm	5:50pm-6:00pm 6:50pm-7:00pm
7:35pm	10:05pm	7:50pm-8:00pm 8:50pm-9:00pm

All Occupational Associate Degree programs at Laurus College run two (2) years. All Bachelor of Science Degree programs at Laurus College run 190 weeks. To complete the programs in the given time frame students may need to attend consecutive terms throughout their program. Students have the option to take more than one class during certain terms in order to complete their Occupational Associate or Bachelor of Science Degree program in less than the stated time frame. All courses at Laurus College have additional out-of-class work as part of the official program. The out-of-class work may include, but is not limited to, additional reading and writing assignments, projects, or reports as directed by the instructor of the course. The additional out-of-class work will be evaluated by the instructor and will be part of the student's final grade in each class. Students experience interactive teleconference classrooms as part of the instructional process in their program at Laurus College. All programs offered at Laurus College are offered at all four (4) campuses for student convenience.

The academic year is defined for each student's six consecutive academic terms starting with the student's first academic term.

b) Prerequisite Requirements and Course Numbering

Some courses in the programs at Laurus College have a prerequisite requirement. Students are required to complete all prerequisite requirements listed on the course syllabus and in the course descriptions listed in this catalog before enrolling in a given course. Course prerequisites may be overridden by way of written approval from the Chancellor or Chief Academic Officer.

Courses at Laurus College are numbered based on difficultly of the course and advancement in the program. Currently, each course at Laurus College contains a course number between 100 and 499. Courses numbering 100-299 represent lower level courses in the student's program, and courses numbering 300-499 represent higher level courses.

c) Experiential Learning and Transfer of Credit into School

Students who have prior experience related to their program of study may request an assessment of skills in an attempt to waive the introductory level course(s) in his or her program. It is the responsibility of the student to schedule an assessment with the appropriate Program Director. Assessments for proficiency can be attempted one time, and need to be completed before the student is scheduled for the class which they are attempting proficiency credit for. A minimum score of 70% must be achieved on the proficiency exam to qualify the student a waiver of the course based on proficiency. There will be a fee of $250.00 charged for each course in the

student's program which is credited for proficiency in lieu of the full charges for the class. This fee is charged only if the student successfully passes the proficiency exam and the course is credited for proficiency. A student who does not meet the minimum 70% passing score for the proficiency exam will be required to complete the course with the college and will be subject to all fees and charges for the class.

Students who previously attended an accredited or approved college or university (other than Laurus College) may be granted transfer credit. Only courses substantially equivalent in content and degree level, and in which the student earned a grade of C (2.0) or above, will be considered for transfer. Laurus College does not guarantee the acceptance of any credit into the college without review of the official transcript forwarded directly to the school for review. It is the responsibility of the student to have all official transcripts forwarded directly to the school for review if transfer credit is sought.

A student who does not agree with the initial transfer credit evaluation may request a secondary review through the School Chancellor. If the School Chancellor performed the initial transfer credit evaluation, the student may request a secondary review through the Chief Academic Officer (CAO).

While there is no charge for the review of transcripts from other institutions, there will be a fee of $250.00 charged for each course in the student's program which is waived due to transfer credit. Laurus College does not accept transfer credit for courses older than seven (7) years from the time of enrollment in their program without a waiver.

A maximum of 75 percent of the credits required for a degree program may come from transfer credit or a combination of transfer credit and experiential credit (other than those credits earned at Laurus College). Credit awarded for experiential or equivalent learning cannot exceed 25 percent of the credits required for a degree.

Laurus College has an articulation agreement with Lincoln University in Oakland California to transfer as many as 43 credits from the Professional Business Systems Occupational Associate Degree Program to Lincoln's Bachelor of Arts in Business Administration Program.

Transfer of credit into the school, and credit granted for proficiency, will count towards the student's total credits attempted and total credits completed in their program, which will affect the student's approved timeframe to successfully complete the program for which they are enrolled.

d) Notice Concerning Transferability Of Credits And Credentials Earned At Our Institution

The transferability of credits you earn at Laurus College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the 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 of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Laurus College to determine if your credits or degree will transfer.

e) Transferability of Credits and Credentials Earned at Laurus College for Program Changes / Additional Degrees

Any student who desires to change his/her enrollment in a program of study at the College to a different program of study at the College must make the request in keeping with the College's

policy and will be required to sign a new enrollment agreement. The College will transfer all relevant courses into the new program.

In addition, students who choose to transfer from a Certificate or Occupational Associate (OA) Degree Program into a Bachelor of Science (BS) Degree Program with Laurus College may be eligible for a tuition credit.

The tuition credit is calculated at $1,500 for up to four (4) Applied General Education courses and for one Portfolio-related course that were successfully completed in either the Certificate or OA Degree Program, for a total tuition credit of up to $7,500, pending a review of the student's Laurus College transcript by the Registrar.

For those students wishing to transfer in additional General Education courses earned outside of Laurus College, the following courses are not eligible for both transfer credit from another college and the tuition credit. They are available for one or the other:

ENG 100, ENG 200, ENG 305, MTH 101, PRO 200

Students must complete their BS Degree Program with Laurus College in order to receive a tuition credit.

If you would like more information about how to qualify for tuition credit, please contact the Admissions office at admin@lauruscollege.edu.

f) Attendance Policy

At Laurus College, attendance is a vital aspect of student success. Instructors are required to take attendance during each class session, and Laurus administration reviews attendance records on a weekly basis.

Students attending via either Distance Education or Hybrid Instruction formats will have access to archived class sessions through the student portal for review of any missed classes. Although viewing the archived (recorded) classes constitutes being in attendance, students are required to attend one live session of their class per week. Failure to attend one live session per week may affect academic evaluation.

Absences with appropriate documentation provided may be considered excused. Excused absences will not lower the attendance element of the course grade. Students who will be absent from class should inform the instructor in advance wherever possible. It is the responsibility of the student to make-up missed assignments or exams if allowed so by the instructor.

Unexcused absences may affect the course grade. The course grade will affect the student's satisfactory academic performance, which can affect the student's academic and financial aid standing. If a student has more than two (2) consecutive unexcused absences, they may be contacted to ensure retention. Laurus College administration will issue warnings to students with excessive absences or tardiness. Laurus College reserves the right to dismiss a student for poor attendance in classes.

The dismissal process will begin if a student has not been in attendance or had academic interaction for fourteen consecutive days.

All attendance information will be considered part of the student's official school record and is available to Vocational Rehabilitation Counselors for review upon request. Students attending

school through a third party organization should contact their Vocational Rehabilitation Counselor, as well as their instructor, to inform them of any absence from class.

g) Grading System

Grade reports are issued to students and Vocational Rehabilitation Counselors (if applicable) at the completion of each term. Students are graded on their academic progress based on in-class assignments, homework assignments, practical application projects, attendance, quizzes, and exams as indicated on the course syllabus. Exams are proctored. All grades will be recorded on the student's transcript and averaged to decide the final grade for the program. The Cumulative Grade Point Average (CGPA) is calculated as a weighted average. For each course, the credit hours are multiplied by the quality points. The result is summed and divided by the total credit hours to yield the CGPA.

Letter Grade	Quality Points/Definition	Numeric Grade	Calculated into GPA	Calculated into Completion Rate
A	4.0	95-100	Yes	Yes
A-	3.7	90-94	Yes	Yes
B+	3.3	87-89	Yes	Yes
B	3.0	83-86	Yes	Yes
B-	2.7	80-82	Yes	Yes
C+	2.3	77-79	Yes	Yes
C	2.0	73-76	Yes	Yes
C-	1.7	70-72	Yes	Yes
D+	1.3	67-69	Yes	Yes
D	1.0	63-66	Yes	Yes
D-	0.7	60-62	Yes	Yes
F	0.0	59 and Below	Yes	Yes
W	Withdraw	*	No	Yes
I	Incomplete	*	No	Yes
IF	Incomplete Fail	*	Yes	Yes
TR	Transfer Credit	*	No	Yes
AU	Audit	*	No	No
PR	Proficiency/Life Credit	*	No	Yes
RF	Repeat Fail	*	No	Yes

h) Laurus College Definition of Credit Hour and Term

Courses are measured in credit hours. A credit hour is 10 hours of classroom instruction with an estimated 20 hours of work outside the classroom; or 20 hours of lab work. All courses meet for 60 clock hours unless noted otherwise.

Programs at Laurus College are term-based. Each term is five (5) weeks in length with lecture classes meeting Monday through Thursday for two and one-half (2 ½) hours per day and lab classes meeting Friday for two (2) hours for a total of 12 hours per week for each class.

i) Incomplete Grades

Students may receive an Incomplete Grade ("I") in a course if extenuating circumstances (i.e., critical illness/injury, severe family emergency, incarceration) arise during the term that prevent the student from completing the final coursework or final examinations for the class. Documentation must be provided supporting the request for the incomplete grade. Any student receiving an "I" must complete the required coursework to receive a final grade in the course during the following term or by the date specified by the instructor. If the incomplete coursework has not been completed by the end of the following term, or the date determined by the instructor, the grade of "I" will automatically be changed to the grade earned by the student. No credit will be awarded for

missing assignments, course work, or examinations, and the student's final grade in the course will be determined according to the grade structure set forth in the course syllabus. If the final grade is not of passing quality, the student will be required to retake the course at the student's expense. A course that is required to be repeated will count toward total credits attempted for the student's program (see the Satisfactory Academic Progress policy below). Satisfactory Academic Progress will be recalculated for students whose grades have been revised from a grade of incomplete in order to include the newly assigned grade in the calculation.

i) Dismissal and Suspension

Students may face suspension from class for reasons such as disruptive behavior, disrespectful behavior toward other students or instructors, or arriving for class under the influence of alcohol or illegal drugs. Notification of suspension will be mailed to the student as well as the Vocational Rehabilitation Counselor if applicable. A student who receives two (2) or more suspensions may be officially dismissed from the college.

j) Withdrawing from the College

If the student withdraws during an academic term, the student will be assigned a W or an IF as a grade for each class in process depending on the date of withdrawal (see the following policy on Dropping a Class for W and IF determination).

Refer to the Cancellation and Refund Policies section of this catalog for further information..

k) Adding and Dropping Classes

Students at Laurus College can make schedule adjustments for the term during the first scheduled week of classes. At the start of the second week of the term, students may drop a class for the term, but will no longer be permitted to replace the dropped class with a new selection. If a student wishes to drop a class during an academic term, the student needs to complete the drop request form with the Registrar or Chancellor. If a student wishes to drop a class during or after the second week of the term, he or she will be assigned a final grade of IF (incomplete fail) for each dropped class, which will affect the student's Cumulative Grade Point Average (CGPA).

l) Repeating a Course

For a student to be awarded an Occupational Associate or Bachelor of Science Degree by the college, the student will be required to repeat a course for which a final grade of F or IF was assigned, for all courses that are required as part of the student's program. If a student at Laurus College is required to repeat a course the student will be responsible for paying the tuition for the course the second time. A student may also choose to repeat a course and will be financially responsible for the repeated course. In all repeated course situations, the higher grade will be used in the Cumulative Grade Point Average (CGPA) calculation. If a student retakes a course due to a failing grade during the first attempt, and if the student passes the course the second time, the failing grade will no longer affect the student's CGPA, and will be displayed on the student's transcript as a RF. All grades will remain as part of the student's permanent record. Both the original class and the repeated class count toward the student's total amount of credits attempted for their program for Satisfactory Academic Progress determination.

m) Program Completion/Graduation Requirements

To receive an Occupational Associate or Bachelor of Science Degree from one of the programs at Laurus College, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required courses and minimum credit hours as dictated by the student's program. Students also must have completed the program within a maximum number of credit hours

attempted (within 150% of the total program length) to earn an Occupational Associate or Bachelor of Science Degree (See policy on Satisfactory Academic Progress).

The academic records for any student scheduled to complete a program will be reviewed by the Chancellor or Registrar to ensure all academic requirements have been met by the student and he or she qualifies for graduation from a program. Students must be current on all financial obligations to the school in order to receive his or her official Occupational Associate or Bachelor of Science Degree.

An official Occupational Associate or Bachelor of Science Degree and an official copy of the student's transcript will be mailed directly to students within 30 days after their official completion date. It is the student's responsibility to ensure the college has all current mailing address information before completion of the course of study to ensure timely receipt of official documents.

n) Maximum Time Frame

Students must complete their program within 150% of the total program length, based on the credit hour requirement for their program, to earn an Occupational Associate or Bachelor of Science Degree.

o) Leave of Absence/Interrupt

A leave of absence (LOA) is a temporary interruption of a student's program of study. If a student is unable to attend classes for a term, the student should apply for an LOA, or period of interrupt (if the student is attending through Worker's Compensation), from the college. The following events will qualify a student for a leave of absence or period of interrupt: medical situation, military service, family care, severe financial hardship, and other personal situations. Students are not required to apply for LOA if the student is not in attendance at the college due to an institutionally scheduled break. Students wishing to take an LOA must apply in advance of the intended period of LOA, unless unforeseen circumstances arise and prevent this (for example: a student is involved in a car accident and is unable to submit the request for LOA in writing due to their injuries). Students who are granted LOA due to unforeseen circumstances will be expected to provide documentation for the LOA situation at a later date.

A student may take an LOA for a period of time not to exceed 180 days in any 12-month period. To apply, a student will need to complete the appropriate LOA application paperwork with the Student Services Coordinator of the college. All requests for LOA must be submitted in writing and include the reason for the LOA request, as well as the date the request is submitted. The request will be reviewed and the student will be notified by mail within five (5) business days of the official decision. While on official LOA the student will not be subject to any increases in tuition rates, and will not be subject to additional institutional charges. Students who have been awarded Federal Student Financial Aid will not be eligible for additional Federal Student Aid while on LOA, but will continue to receive Federal Student Aid previously awarded.

Students attending the college through Worker's Compensation may interrupt their program for a period of no more than 180 days. To apply for a period of interrupt from a program, the student needs to contact his or her vocational counselor, who will then confirm the interrupt request with the college. The student needs to ensure his or her vocational counselor provides the college written notification of the interrupt request. Documentation of the period of interrupt will be filed as part of the student's official record.

For students who apply for and are granted an LOA during a term, the courses that the student withdraws from will count toward the calculation of total credits attempted for Satisfactory Academic Progress determination.

IX) Standards of Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) is the minimum standard a student must achieve to be considered successfully progressing through their program of study in a timely manner. Students must maintain satisfactory academic progress (SAP) in order to remain eligible to continue as regular students of the College and to retain eligibility for Federal Student Aid (FSA). A regular student is one who is enrolled for the purpose of receiving a degree. SAP is determined by calculating the student's grade point average (GPA), the student's rate of progression toward completion of the academic program, and maximum timeframe for completion of the academic program. Please see the appropriate table below to determine specified cumulative GPA and rate of progression requirements for each evaluation point. These standards apply to all students, not just those receiving FSA. All periods of a student's enrollment at the College are used in determining SAP (although only courses that count or would count toward the new program are used when a student changes programs). All undergraduate students must have a minimum cumulative GPA (CGPA) of 2.0 in order to graduate from any program.

Students who are not achieving satisfactory academic progress will receive written notification of the change in their SAP status and any sanctions that have occurred. Sanctions for not meeting the minimum SAP standards consist of being placed on warning, probation, and dismissal status, which affects the student's continued FSA eligibility. Students will be notified of the requirements and instructions to appeal (see SAP Appeal Process below) and be reinstated after a loss of FSA eligibility due to SAP reasons.

a) Calculation of Satisfactory Academic Progress

Calculation of the CGPA includes all grades assigned the student by the college for the program enrolled with the exception of grade assignments of W, I, AU, TR, PR or RF. Non-credit or remedial course work is not included in CGPA or completion rate. The grade point average (GPA) for each payment period and cumulative grade point average (CGPA) are calculated on courses taken at Laurus College. The GPA for each payment period is calculated by dividing the quality points earned that payment period by the credits attempted that payment period. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted.

Calculation of the completion rate includes all credits attempted and credits accepted for transfer to the program enrolled with the exception of courses assigned an AU. Credits earned include credits for the program enrolled earned at the college and credits accepted for transfer.

In the event a student changes programs, the hours attempted and grades earned in courses that apply to the student's new program of study will be included in the determination of a student's CGPA and completion rate.

b) Evaluation Schedule

SAP will be evaluated at the end of each payment period and at the 50% planned completion point. A payment period is two consecutive terms of enrollment, which is usually 10 weeks. At each SAP

evaluation point, the student's progress will be measured against the minimum SAP standards for CGPA, rate of progression, and maximum timeframe.

PROGRAM	CREDIT HOURS ATTEMPTED AT EVALUATION	MINIMUM CGPA	MINIMUM COMPLETION OF CREDITS ATTEMPTED
Certificates (40 weeks): • Computer Networking • IT & Service Professional • Medical Billing • Office Support	1 to 15 credit hours attempted	1.00	50%
	16 to 25 credit hours attempted	1.50	60%
	26 credit hours attempted to 150% of the program	2.00	66.67%
Certificates (80 weeks): • 3D Animation • Professional Business Systems • Web Design	1 to 15 credit hours attempted	1.00	50%
	16 to 30 credit hours attempted	1.50	60%
	31 to 45 credit hours attempted	1.75	66.67%
	46 credit hours attempted to 150% of program	2.00	66.67%
Occupational Associate Degrees (2 years): • Digital Arts & Computer Animation • Information Technologies & Network Systems • Medical Billing & Coding • Professional Business Systems • Web Design	1 to 15 credit hours attempted	1.00	50%
	16 to 30 credit hours attempted	1.50	60%
	31 to 45 credit hours attempted	1.75	66.67%
	46 credit hours attempted to 150% of program	2.00	66.67%
Bachelor of Science Degrees (190 weeks): • Digital Arts & Computer Animation • Information Technologies & Network Systems • Business Systems Management • Web Design & Development	1 to 15 credit hours attempted	1.00	50%
	16 to 30 credit hours attempted	1.50	60%
	31 to 45 credit hours attempted	1.75	66.67%
	46 credit hours attempted to 150% of program	2.00	66.67%

c) Maximum Timeframe

Students must successfully complete their program of study within a maximum timeframe (MTF) of 150 percent of the normal program length in attempted credit/clock hours in which the educational objective must be successfully completed. Program length is defined as the number of credit/clock hours required to complete a program and a student may not attempt more than 150 percent of the number of credits required for graduation. To calculate the course completion percentage, divide the number of cumulative hours successfully completed by the number of cumulative hours attempted/attended.

If at any time it becomes mathematically impossible for the student to complete his or her program within 150 percent of the program credits, the student will lose any further FSA eligibility for that program and may be dismissed. The student must request in writing to remain enrolled under extended enrollment in order to complete the program, but will be ineligible for any further FSA funds. The student will not be charged tuition and may receive the original academic credential for which he or she enrolled.

d) Warning

A student who does not meet any one or more of the SAP measurements (not MTF) after being in good SAP standing, is placed on Warning status at the end of any given payment period SAP evaluation point. The student will be notified of Warning status in writing. The College encourages the student to seek academic advisement to regain regular status prior to the end of the next payment period SAP evaluation point. A student on Warning status may receive FSA for one payment period despite the determination the student is not maintaining SAP. No appeal is necessary.

A student who does not achieve SAP requirements by the end of the Warning period will be dismissed unless he or she files an appeal and the appeal is approved (see SAP Appeal Process). A student with an approved appeal is placed on Probation status. If a student elects not to appeal the dismissal, the student must sit out at least one term and then apply for re-entry. At that time, the student will need to complete the appeal process outlined below to be reinstated.

e) Probation

A student who fails to meet one of the SAP measurements (not MTF) in the payment period on Warning status and who has successfully appealed will be placed on Probation. The student will be placed on Probation status for one additional payment period or until a student is able to meet SAP standards by a specific point as outlined in the student's Academic Improvement Plan. A student on Probation status is eligible to receive FSA for the payment period on Probation or while following the alternative SAP standards set forth in an Academic Improvement Plan. Failure to meet the SAP standards by the next payment period evaluation point or to comply with the Academic Improvement Plan designed by the College, will result in the student's loss of FSA eligibility and dismissal from the College as a regular student.

f) SAP Appeal Process

A student who is not making SAP and who believes that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress may appeal by written request to the Chancellor. Mitigating circumstances may include injury or illness of the student, the death of a relative, or other special circumstances. The written appeal must be submitted to the Chancellor within five business days after notification of dismissal. The appeal should explain the circumstances that lead to the student's poor academic performance, including supporting documentation, and what has changed in the student's situation that will allow him or her to meet the minimum SAP standards at the next evaluation. The student should also provide a timeline of when the circumstances occurred and what classes were affected. The student will be notified in writing of the appeal decision within five business days of the packet's submission or the grades being posted for the term, whichever is later.

When the College grants a student's appeal for unusual and/or mitigating circumstances, it is not eliminating or disregarding any grades or credits attempted in the calculation of a student's SAP standing. The student's credits attempted, CGPA, and SAP standing will remain the same. When an appeal is granted, the College is acknowledging that, because of the specified unusual

circumstances, the student will continue to receive FSA for which he or she is otherwise eligible even though he or she falls below the published SAP standard in the Probation status. The appeal process will also consider the point the student will be able to meet the minimum SAP standards and if an Academic Improvement Plan is required. An Academic Improvement Plan will be required if the student will require more than one payment period to return to good SAP standing. The Chancellor shall review and approve all appeals and Academic Improvement Plans.

If the appeal is approved, the student will be placed on Probation for one payment period or be placed on an Academic Improvement Plan. If the appeal is denied, the student's dismissal will stand and the student may reapply and appeal again after one term. Any decision resulting from the review of a mitigating circumstances appeal is final and may not be appealed. The result of the appeal (approved or denied) will be provided to the student in writing and cataloged in the Student Information System.

g) Academic Improvement Plan

Once placed on probation, an Academic Improvement Plan must be implemented, if the student needs more than one payment period to return to good SAP standing. The Academic Improvement Plan will serve as a road map to guide a student toward meeting his/her SAP goal within a specified time and method. The plan will be designed by the Chancellor or Program Director and must be approved by the Chancellor. The plan must be communicated to the student in writing and will be regularly evaluated and refined as internal and external developments warrant. During a student's payment periods on an Academic Improvement Plan, the student's SAP standards are modified and the student's SAP standing is measured based on the modified SAP standards. If the student does not meet the minimum SAP standards set forth in the plan, the student will be dismissed. The maximum time period an individual Academic Improvement Plan will be implemented is three consecutive terms/payment periods or until the student meets the regular minimum SAP standards, whichever is less. While on an Academic Improvement Plan, the student is required to attend academic advising sessions.

h) Extended Enrollment Status

A student who has been dismissed from the College may make a request to remain enrolled in Extended Enrollment Status. Students in Extended Enrollment Status are seeking to address and improve the academic deficiencies that caused them not to be making SAP. Students in Extended Enrollment Status are charged tuition, but they are not eligible for FSA. A student who re-establishes his or her SAP standing by improving his/her CGPA and course completion percentage to the minimum required while on Extended Enrollment Status may apply for reinstatement as a regular student and to regain eligibility for FSA. Credits attempted during the Extended Enrollment Status count toward all SAP measurements provided the course apply to the student's program of study.

i) Treatment of Transfer Courses

A student may request to transfer in credits from courses successfully completed at another accredited college following the Transfer Acceptance Policy. Any such courses, which are accepted for transfer, will be included in the credits attempted and the credits earned in both the rate of progression and MTF calculations. Transfer credits are not included when calculating the CGPA.

j) Program Changes / Additional Degrees

Any student who desires to change his/her enrollment in a program of study at the College to a different program of study at the College must make the request in keeping with the College's policy. More than two changes from one program to another will require permission from the

Chancellor. The College will transfer all relevant courses into the new program. Any courses transferred from one program to another will count in all SAP measurement for the new program.

k) Treatment of Repeat Courses

Courses may be repeated for the purpose of establishing a GPA or CGPA and improving academic standing. Each course attempt counts in the computation of successful completion percentages and MTF, but only the highest grade earned will be included in the computation of the GPA and CGPA.

l) Treatment of Incomplete Courses

Incomplete grades are assigned to those students who fail to complete any required course work by the end of the term and who obtain prior approval of their instructor. This grade is not included in the calculation of the CGPA, but will count as hours attempted but not earned for the purpose of calculating the rate of progress and MTF.

m) Treatment of Withdrawals

Students who withdraw from a course during the drop/add period receive no grade penalty, and the course is not considered as credit hours attempted. In addition, students who officially or unofficially withdraw from a course after the drop/add period and are eligible to receive the "W" grade. This grade is not included in the calculation of the CGPA, but will count as hours attempted but not earned for the purpose of calculating the rate of progress and MTF.

n) Reinstatement of Title IV

Students who have been dismissed due to failure to maintain SAP may apply to continue their studies at the College in an Extended Enrollment Status and must attempt to improve the deficient areas that led to the dismissal. The student is not eligible to receive FSA on this status and will be responsible for all costs incurred while on Extended Enrollment status. At the completion of a payment period(s) on this status, a student who has reestablished satisfactory progress according to the minimum SAP standards may apply to the College to return to a regular student status and reinstate their eligibility for FSA. A meeting will be scheduled between the Chancellor and the student applying for reinstatement to determine if the student has the academic ability and desire to successfully continue in the program.

X) Tuition

a) Current Schedule of Charges

Except where noted, all tuition and fees are mandatory and are subject to change. In the event of a change in tuition or fees, students will be given notification of the changes prior to the changes taking effect at the college. If a student needs to retake a course due to withdrawal or failure of the course, the student will be financially responsible to pay for the retaken course, which will add cost to the total amount quoted for the Occupational Associate or Bachelor of Science Degree program being sought.

Occupational Associate Degree (Program Tuition and Fees Effective February 13, 2017):

Program Title	Credit Hours	Registration Fee	Lab Fees	Tuition	Total Program Costs*
Digital Arts and Computer Animation Occupational Associate Degree	100	$100	$3,000	$30,000	**$33,100**
Information Technologies and Network Systems Occupational Associate Degree	100	$100	$3,000	$30,000	**$33,100**
Medical Billing and Coding Occupational Associate Degree Program	100	$100	$3,000	$30,000	**$33,100**
Professional Business Systems Occupational Associate Degree Program	100	$100	$3,000	$30,000	**$33,100**
Web Design Occupational Associate Degree Program	100	$100	$3,000	$30,000	**$33,100**

**"Total Program Costs" represents the total charges to be paid to the College for the educational program.*

Bachelor of Science Degree (Program Tuition and Fees Effective July 2, 2018):

Program Title	Credit Hours	Registration Fee	Lab Fees	Tuition	Total Program Costs*
Business Systems Management Bachelor of Science Degree	190	$100	$6,000	$57,000	**$63,100**
Digital Arts and Computer Animation Bachelor of Science Degree	190	$100	$6,000	$57,000	**$63,100**
Information Technologies and Network Systems Bachelor of Science Degree	190	$100	$6,000	$57,000	**$63,100**
Web Design and Development Bachelor of Science Degree Program	190	$100	$6,000	$57,000	**$63,100**

**"Total Program Costs" represents the total charges to be paid to the College for the educational program.*

General Fees

Transferred Course Fee.....$250 per course
Proficiency Course Fee.....$250 per course
Official Transcript Request Fee .....$10 per transcript
Returned Check Charge $30
STRF Fee $0

Please note that you are responsible for the amount of total program costs. If you obtain a student loan, you are responsible for repaying the loan amount plus any interest.

b) Other Charges

Beyond those listed in this Current Schedule of Charges there are no other expenses *required* of the student to be paid to the college. Laurus College may sponsor events at the school or offer items for purchase, which the student may elect to participate in at the expense of the student.

c) Cost of Attendance

Laurus College does not provide or offer student housing. To assist in planning the entire cost of attendance, the estimate for room and board and transportation is $1,031 per month for students living at home and $1,934 for students living independently.

d) Payment Schedule

Tuition is due and payable when indicated by the enrollment agreement signed by the student. If a tuition payment check is returned due to insufficient funds, Laurus College reserves the right to drop all current and future classes for that student. Students will be notified of this action and assessed a return check charge. Laurus may require students who have written multiple non-sufficient fund checks to make all future payments by cashier's check, cash, or money order. Laurus College reserves the right to modify tuition at any time, though the cost of tuition specified in any enrollment agreement will be valid during the time the agreement is in effect. Students attending school through Workmen's Compensation or Veteran's Affairs should work with his or her Vocational Rehabilitation counselor to arrange approval for payment to the school.

e) Refunds Cancellation and Refund Policies

Students are accepted and enrolled for classes with the understanding that they will remain for the entire course. The college's refund policy is designed so students who withdraw from class share in the costs incurred by the college for students who do not complete courses in which he or she has enrolled. Students must inform the Chancellor or the Registrar of the college immediately in writing of their intent to withdraw from the program.

Refunds are processed and mailed within thirty calendar days from the date the College is notified of the student's intent to withdrawal, or in the absence of notification, from the date the College determines the student is to be withdrawn. All refunds are mailed to the student's home address, unless funding has been arranged through a third party. Students are encouraged to confirm their contact information is up to date and that the address on file is correct. The College's cancellation and refund policies are described below.

f) Discounts

The Laurus College Alumni Discount is available to those students who have completed either a Certificate or Occupational Associate (OA) Degree Program with Laurus College, and choose to continue their education by pursuing a Bachelor of Science (BS) Degree Program with Laurus College.

The Alumni Discount is calculated at $1,500 for up to four (4) Applied General Education courses and for one Portfolio-related course that were successfully completed in either the Certificate or OA Degree Program, for a total discount of up to $7,500, pending a review of the alumnus' Laurus College transcript by the Registrar.

For those alumnus wishing to transfer in additional General Education courses earned outside of Laurus College, the following courses are not eligible for both transfer credit from another college and the Alumni Discount. They are available for one or the other:

ENG 100, ENG 200, ENG 305, MTH 101, PRO 200

Students must complete their BS Degree Program with Laurus College in order to receive the Alumni Discount.

If you would like more information about how to qualify for this discount, please contact the Admissions office at admin@lauruscollege.edu.

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period (see Withdrawal from the Program section which follows).

    2. If a student wishes to cancel his or her enrollment, the cancellation request must be made in writing and sent directly to the Chancellor or the Registrar of the College. The notice of cancellation is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. Written notice of cancellation may be sent to the College at: LAURUS COLLEGE, 421 East Betteravia Rd., Santa Maria, CA 93454, by mail or by hand delivery. If notice of cancellation is sent by mail, it is effective when deposited in the mail properly addressed with proper postage.

3. If the Enrollment Agreement is cancelled the school will refund the student, any money he/she paid, less a registration or administration fee not to exceed $100.00, and less any deduction for equipment not returned in good condition, within 30 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current 10-week payment period. Days completed are determined from the start of the payment period through the last day of attendance or educationally related activity in your program. Subtracted from the refund will be a registration or administration fee not to exceed $100.00, lab fees and any deduction for equipment not returned in good condition, within 30 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition for the period is considered earned in full and the student will receive no refund. Students who qualified for a discount will have their refunds calculated with the discount taken into account. If the student received Title IV Funds, the Return to Title IV Funds calculation, as described below, is performed first to determine the amount in Title IV funds the student is entitled to receive/retain.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

Refund example: A student enrolls in a Degree Program, and is charged $3,000 in tuition for the 10 credits, over 10 weeks enrolled. The student pays the full $3,000 in tuition. The payment period is 10 weeks in length, representing 68 days. If a student stops attending at the end of the 4th week, or after 26 days, the % of time elapsed in the payment period is 26/68, or 38%. The amount of tuition the College would refund is $1,860 ($3,000 x 62%), less a registration or administration fee not to exceed

$100.00, and less any lab fees and deductions for equipment not returned in good condition within 30 days of withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. Refunds will be issued by check and mailed to the student's address on file within 30 days of notification or determination of a student's withdrawal.

f) Transcripts and Official School Records
If the student owes a remittance, the school may withhold a student's transcript or grades. If the student has made partial payment of his or her tuition obligation, the school may withhold the portion of the grades or transcript that corresponds to the amount of tuition obligation the student has not paid. The school may release only the portion of the grades or transcript that corresponds to the amount of tuition the student has fully paid to the college.

Laurus College Return to Title IV Funds Policy

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. If a student does not begin training, the R2T4 formula does not apply.

For official withdrawals a student's withdrawal date is the date the school received notice from the student that they are withdrawing. For unofficial withdrawals a student's withdrawal date is their last day of physical attendance or educationally related activity. Laurus College's determination that a student is no longer in school for unofficial withdrawals is determined after 14 consecutive days of non-attendance.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Stafford Loans or Plus loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. A payment period is defined as 10 weeks. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the credit hours attended in the payment period as of the withdrawal date divided by the scheduled credit hours in the payment period. The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, Laurus College will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is a post withdrawal disbursement. Post withdrawal disbursements will be made from Pell grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a

Pell grant post withdrawal disbursement will be credited to the student's account. Any Pell grant funds in excess of current educational costs will be offered to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and the school must receive the student's permission before crediting their account.

The following Title IV refund distribution is used for all FA students due a refund:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Unsubsidized Direct Stafford Loan
4. Subsidized Direct Stafford Loan
5. Federal Perkins Loan
6. Federal PLUS Loan
7. Direct PLUS Loan
8. Federal Pell Grant
9. FSEOG
10. Federal Work Study

Refunds will be made to the federal programs within 45 days of notification or determination of a student's withdrawal.

The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by Laurus College from the total amount of unearned Title IV funds to be returned.

Description of Student Rights under the Student Tuition Recovery Fund

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

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

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

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

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this 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."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

XI) Financial Assistance

Laurus College offers a variety of financial plans for those students who qualify for financial aid. These plans include a combination of student loans and grants. The variety of available plans affords flexibility in choosing the one best suited for a specific need. The college offers individual financial planning sessions for each student and family.

a) Federal Student Financial Aid

Laurus College is approved to offer federal financial aid to those students enrolled in eligible programs and for those who qualify for the federal programs. Laurus College is an eligible institution to offer Federal Subsidized and Unsubsidized Direct Loans, Federal Parent Plus Loans, Federal PELL Grants, FSEOG, and Federal Work Study to students enrolled in programs eligible for these programs. Students obtaining a federal loan for financial assistance will be obligated to repay any amount of money received from the loan, as well as all interest incurred during the loan period; students receiving federal grant assistance may not be required to repay the amounts received as part of the grant. Repayment of the grant is dependent on whether or not the student graduates. Graduates are not required to repay grants; students who withdraw from school prior to graduation may be required to repay a portion of the grant. Interested students should contact a financial aid advisor at the college (805-267-1690) for assistance with the application process for these aid programs. Please see the Laurus College website at lauruscollege.edu for further consumer information about federal financial aid programs.

Loans

To be eligible for loans the student must maintain enrollment in an eligible program, have a high school diploma or equivalent, maintain SAO, be enrolled at least one course per term, have no drug convictions, be either a US citizen, us perm resident or other eligible noncitizen, cannot be in default or have an overpayment of another Title IV loan, and male students need to be registered for selective service. The financial aid representative is available to help the student apply and understand the eligibility and amounts awarded.

PELL

The amount of PELL grant available to a student will be based on their enrollment status – half time or full time – and their effective family contribution. The financial aid representative is available to help the student apply and understand the eligibility and amounts awarded.

Verification

Upon receipt of an ISIR returned with a verification or c-code flag, the student will be contacted and informed of the necessary requirements/information to resolve and correct the issue based on their verification group code. Student's will be given deadlines to return the paper work, but may not attend more than 2 terms with incomplete or missing paper work. At the conclusion of the 2nd

term, the student will receive the final notification that their enrollment will be terminated based on failure to submit required information. The individual verification items that an applicant must verify are based on the Verification Tracking Group to which the applicant is listed.

FSEOG
The FSEOG is a grant designed to help students with high financial need cover tuition and other educational costs. The school's yearly FSEOG authorization from ED is allocated throughout the award year for each class start. FSEOG is awarded to Pell eligible students and from lowest EFC first. FSEOG can be awarded to non-Pell eligible students but only after all Pell eligible students have been awarded first in each group. During the awarding process a running tabulation of the awards made must be kept as to not over extend the fund allocation for the start. Laurus will divide the yearly authorization over each term of the award year. The institutional match portion is equal to 25% of the award. The match will be in the form of Institutional Tuition Waiver. This tuition waiver is non-refundable and is simply pro-rated back to the student ledger should the student drop or otherwise requires a refund. The match will be posted to the student's ledger on the same day as the federal portion of the SEOG is credited to the student's ledger. The match will be done based on the individual basis. The minimum FSEOG award is $100 and the maximum is $4000 per award year.

FWS
The positions available for FWS will be peer mentor, student services administrator, and reading/math tutor. The number of jobs available at each position will be capped by the amount of FWS funds available during the academic year and the need for jobs at each position as determined by the college management team. Any student who is not on SAP and has completed a FAFSA for the academic year may apply for any position. Students must be qualified to perform the duties of the position for which they are applying. If more qualified students apply than there are positions available, priority will be given those students who have completed the greatest percentage of their programs. To apply, students contact their instructor to arrange an interview. For internal positions, students will complete an employee application and associated employee paperwork. For reading/math tutor positions, students will complete the application required at the participating facility.

For purposes of Title IV HEA programs, the institution's definition of a quarter credit is described on Page 89 of this catalog

b) Alumni Grant

The Laurus College Alumni Grant is available to those students who have completed an Occupational Associate (OA) Degree Program with Laurus College, and choose to pursue a Bachelor of Science (BS) Degree Program with Laurus College in a different field than the OA Degree Program. Students must complete their BS Degree Program with Laurus College in order to receive the $10,000 grant. If you would like more information about this grant, please contact the Admissions office at admin@lauruscollege.edu.

XII) Student Records

Laurus College maintains two (2) sets of student files, academic and financial. Academic files are maintained in a locked, fire-resistant file cabinet on site at the administrative office, with the keys held by the Chancellor and the Chief Executive Officer. The student financial files are maintained

in a locked file cabinet also on site at the administrative office. All faculty files are maintained in a locked cabinet in the office of the Human Resource Director.

Laurus College destroys those files older than the five (5) year retention required by the State of California. Electronic copies of all student transcripts are maintained by the College indefinitely.

Student hard files are maintained for at least five (5) years and Laurus College retains the capability to generate a transcript on a student's academic activity indefinitely.
All student records at Laurus College are kept private in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Written consent must be provided by the student for release of records to outside parties, except for those agencies authorized by law.

It is the responsibility of the student to keep all personal information current with the student records department. All students are required to provide the college with accurate contact information at time of enrollment and to inform the college of any changes in this information.

XIII) Student Services

a) Job Placement Assistance

Laurus College offers assistance for placing students in their related Occupational Associate or Bachelor of Science Degree field upon completion. The staff at Laurus works with employers in the field to assist students in obtaining employment upon completion of the programs. Students at Laurus College are assisted with the development of their resume and employment related documents. Students also may gain knowledge of skills in job searching, job application, and job growth as part of their program. The college does not guarantee job placement upon completion.

b) Housing

Laurus College does not have dormitory facilities under its control and we do not provide assistance to the student in finding housing. The availability of housing near the institution is favorable with the average cost of a home in the area at around $400,000 and rent for a 1-bedroom apartment is approximately $1200, but costs may vary depending on specific area.

c) Library and Learning Resources

Onsite at each Laurus College campus students have access to a number of resource materials such as dictionaries, thesauruses, and other resources to assist with their coursework.

In addition to the reference materials on site at each campus, Laurus College subscribes to the electronic reference database system ProQuest. The ProQuest Research Library includes more than 4,700 titles—over 3,300 in full text—from 1971 forward. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This electronic database and research library offers a wide selection of resources and reference material to the students at Laurus College. This electronic database is available for student access at any Laurus College computer station, and can be accessed by students offsite through the Laurus College website at www.lauruscollege.edu. Instructors have been trained to assist students with the use of this online resource to fulfill their research needs outside of the normal Librarian hours.

In addition to the reference materials onsite and available virtually, students can also access the resources available at the public Libraries close to each of the school locations: The Santa

Maria Public Library located at 420 S. Broadway, Santa Maria, CA 93454, the San Luis Obispo County Library located at 995 Palm Street, San Luis Obispo, CA 93401, the Atascadero Public Library located at 6850 Morro Road, Atascadero, CA 93422, and the Oxnard Public Library located at 251 South A Street, Oxnard, CA 93030. Students should contact the public Library nearest them for information on hours of operation.

d) Student Orientation

Prior to the first day of classes, students who are new to Laurus College are required to attend a New Student Orientation. During this time, students become acquainted with the campus, the administrative staff, the faculty and their peers. The directors of the administrative departments explain ways in which they assist students and clarify students' rights and responsibilities, and help to familiarize them with the policies for students at Laurus College. It is the responsibility of the student to become familiar with and abide by all regulations explained in this catalog and all supplements, as well as with the Laurus College Student Handbook.

e) Student Handbook

The Laurus College Student Handbook outlines the details of Laurus College's policies and regulations, and serves as a supplement to this catalog as it outlines any additional policies Laurus College has for all students. Students are expected to read the Student Handbook and comply with all policies listed. Copies of the Student Handbook are available at each campus for student review and access.

f) Student Study Groups

Students are encouraged to participate in study groups for joint study and research. During orientation and the first day of classes for each course, students are encouraged to form study groups.

g) Academic Counseling and Tutorial Services

Laurus College does not provide professional academic counseling or tutorial services. Students may seek extra assistance with college instructors in addition to scheduled class meeting times if extra academic assistance is needed. All campuses are open and available for student access on Fridays, during which time students may make arrangements with their instructors for additional academic or tutorial assistance. Laurus College administration will schedule students in appropriate courses to complete his or her program of study.

h) Personal Counseling

Laurus College aims to help students succeed in their chosen program. If additional personal assistance is needed, students can speak with the Student Services Director or the Chancellor to obtain referrals to information on other sources who may be able to assist. Laurus College does not offer professional counseling.

i) Textbooks

Laurus College staff will provide the appropriate textbook(s) for each course.

j) Vaccination Policy

Vaccinations are not provided nor required.

k) Changes to Students Contact Information

Students are encouraged to call or email the Registrar regarding any changes in the students contact information.

l) Success Ambassadors

Success Ambassadors assist their fellow students on campus, and complete duties such as social media promotion, club involvement, coffee station services, and computer work station check. Qualifications include a good academic standing, possess a positive and energetic attitude, and have strong verbal and written communications skills. Contact studentservices@lauruscollege.edu for more information.

XIV) Faculty

Laurus College looks to hire faculty with expertise in the specific course or program he or she is instructing. The faculty at Laurus College is dedicated to the success of the student. Success is the number one priority at Laurus College, and the caring faculty and staff members are dedicated to giving the student a quality education and a quality experience.

Full-time Faculty: A full-time faculty member's primary responsibilities include classroom teaching (minimum 20 hours per week), service, professional development, student advising, and participation in Laurus College's governance. Full-time faculty members may also be involved in curriculum development for new and existing programs at the college.

Adjunct Faculty: Adjunct faculty members teach one to two (2) courses during the term, advise students on course-related topics and participate in faculty development activities.

Learning is facilitated through lectures, outside reading, class discussions, interactive teleconferencing systems, case studies, and research projects relating students' interests. All faculty members at Laurus College are reviewed annually with regard to his or her instruction (course preparation, delivery and assessment), service to students, service to the program and institution, and evidence of professional development attained throughout the year (i.e., seminars attended, publications reviewed, etc.). Faculty members at Laurus College are required to provide evidence of faculty development activities performed throughout each academic year.

A full listing of active faculty members at Laurus College, including their areas of teaching specialization and their credentials, is available in the addendum attached at the back of this catalog.

XV) Academic Freedom

Academic freedom is practiced at Laurus College to promote the common good, not any individual teacher's interest or the interest of the college. Academic freedom in teaching is necessary for the protection of rights of the teachers to teach and of the students to learn. Academic freedom is the freedom for all to discuss relevant matters in the classroom, to explore avenues of scholarship, to have opportunities to research and to have creative expression as explained below:

(1) Instructors are entitled to full freedom in research and in publication of results, subject to adequate performance of their other academic duties.
(2) Instructors are entitled to freedom in the classroom to discuss subject matter, but they should be careful not to introduce into their teaching any controversial matter, which has no relation to the subject. Instructors are responsible for faithfully presenting course content that meets the requirements and learning objectives of approved syllabi.

(3) Students have academic freedom to address topics to be learned without bias or constraint. They have the freedom to express their views on subject matters in the classroom; however, rules of common courtesy and the rights of all students to express their views should be respected as classroom discussions touch on topics where there are varying opinions.

Faculty members are also informed of this policy through its publication in the faculty handbook.

Statement on Academic Governance
Members of the faculty are responsible for participating in the administration and the implementation of policy for the following academic affairs:

- Development of educational programs for the institution
- Selection of course materials, instructional equipment, and other educational resources
- Systemic evaluation and revision of curriculum
- Assessment of student learning outcomes
- Planning for institutional effectiveness

XVI) Corporate Staff

Dr. Wayne Neale
Chief Executive Officer

Tim Redmond Director of Financial Aid	**Jeff Redmond** Chancellor	**Brendan Coyle** Registrar
Amanda Cerrillo Student Services Coordinator	**Cecilia Mortela** VP Student Programs	**Jennifer Casillas** Director of Employer and Student Relations

XVII) Student Policies

a) Conduct

All students at Laurus College are expected to respect the rights of others and are held responsible for conforming to the laws of the local, state, and national governments. All students at Laurus College are responsible for conducting themselves in a manner consistent with the best interests of the college and of the student body. The school reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay school fees and/or tuition by acceptable deadlines, posing a danger to the health or welfare of students or other members of Laurus College, disruptive behavior, or failure to comply with the policies and procedures of Laurus College. Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal from the school.

b) Academic Integrity

All academic work submitted by any student at Laurus College is expected to be original work. Giving or getting unauthorized assistance, using unauthorized materials or plagiarism on projects, papers or exams, are examples of academic dishonesty, and will not be tolerated. Any student caught cheating will receive a failing grade for the project or exam, and may be subject to failure of the course and dismissal from the college. The Chancellor will recommend to college administration what disciplinary actions should be taken for students who commit academic dishonesty.

c) Policy Concerning Copyright Restrictions

Laurus College adheres to the copyright law of the United States (Title 17, United States Code) which governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. Laurus College reserves the right to refuse to accept a copying request if, in its judgment, fulfillment of the order would involve violation of copyright law.

d) Drug-Free Environment

Laurus College prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on the property and at any school sponsored activity. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for the first offense. Violations of the law may also be referred to the appropriate law enforcement authorities. If assistance is needed for drug abuse, the student should see a member of the administrative staff at Laurus College for referral assistance to local counseling centers. Students may also seek local treatment and assistance from the San Luis Obispo Addiction Recovery Center, located at 1223 Higuera Street, Suite 101 in San Luis Obispo, telephone number (805) 541-0632; or from the Central Coast Headway Drug Center, located at 318 Carmen Lane in Santa Maria, telephone number (805) 922-2106.

e) Weapons Free Environment

Students and staff at Laurus College are not permitted to carry any form of weapons on school property. All weapons including, but not limited to, firearms, knives, mace, pepper spray, and stun guns are prohibited. Any student carrying a weapon on college property will be subject to disciplinary action and may risk dismissal from the college. Staff members at Laurus College also follow a zero tolerance policy with regard to weapons, and will be subject to disciplinary action, up to termination of employment, for any violation.

f) Grievance Policy

Should a student have a grievance or complaint concerning any aspect of his or her enrollment, attendance, education services, or other services offered by the school, the student should first seek counsel from his or her instructor. From this point, the instructor, along with the applicable department staff person and/or director will attempt to resolve the student's complaint. In the event this contact does not resolve the complaint, the student is encouraged to make an appointment with the Registrar and Chancellor, Jeffrey Redmond, so that the complaint may be officially registered and solutions discussed. Every effort will be made by Laurus College administration to resolve the student's grievance. If the complaint is still not resolved to the satisfaction of the student, he or she may direct their complaint to:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Dr., Suite 400
Sacramento, CA 95833
www.bppe.ca.gov
toll free telephone (888) 370-7589 or fax (916) 263-1897

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 Web site www.bppe.ca.gov.

Students may also notify the Accrediting Council for Independent Colleges and Schools of any unresolved grievances with the college. Complaints should be submitted to:

The Accrediting Council for Independent Colleges and Schools
750 First Street, NE, Suite 980
Washington, DC 20002-4241
TEL: (202) 336-6780 FAX: (202) 842-2593

Students may also notify the Distance Education Accrediting Commission of any unresolved grievances with the college. Complaints should be submitted to:

The Distance Education Accrediting Commission
1101 17th Street NW, Suite 808
Washington, DC 20036
TEL: (202) 234-5100 FAX: (202) 332-1386

g) Sexual Harassment Policy

As required by state law, Laurus College has a policy prohibiting any act involving sexual discrimination, sexual violence, or sexual harassment by any of its employees, students, staff, faculty, or anyone conducting business on college premises, which includes the classroom and any location used for an off-site school function, program or activity.

Laurus College is committed to the policy that all members of the school's community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school's community. Should a student feel that he/she has been sexually harassed, the student should immediately inform Human Resources, the Chancellor, or the classroom teacher. Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful sexual harassment of any kind will not be tolerated at Laurus College.

The sexual harassment policy is posted on classroom bulletin boards and has been distributed to faculty members to share with students in the classroom. Laurus College staff and faculty are informed of the policy through staff meetings and in staff handbooks.

(NOTE: Students may be dismissed without the right to appeal if dismissal is the result of disruptive conduct or detriment to the college or student body.)

Harassment Grievance Procedures

Laurus College takes student safety very seriously; anyone who witnesses or experiences inappropriate and harassing behavior of a sexual nature is asked to report such behavior immediately to Human Resources, the Chancellor, or the classroom teacher. Whether it is a harassed student or a third party who files a complaint under the school's grievance procedures, Laurus College will promptly investigate to determine what occurred and then take immediate

and appropriate steps to resolve the situation. The school will make every effort to complete the investigation within 30 to 60 days upon being notified of an alleged incident. Written notice of the outcome of the investigation will be provided to both the alleged perpetrator and the complainant within 10 days of determination of fact. The school will perform its own investigation and take immediate action to eliminate the harassment, prevent its recurrence, and address its effects, in addition to any investigation performed by law enforcement officials.

Once an incident is reported, a school investigative panel will be assembled to gather information, interview all parties involved in an objective and nonpartisan manner, and come to a prompt and equitable determination of fact. In all cases, the school's inquiry will be prompt, thorough, and impartial; both parties will have the opportunity to present witnesses and other evidence, and will be afforded similar and timely access to any information that will be used at the hearing. In cases involving potential criminal conduct, school personnel, consistent with State and local law, will notify appropriate law enforcement officials or other appropriate authorities. Once the school's investigation is complete, all involved parties will be notified in writing as to the outcome of the complaint. As much due care and confidentiality will be maintained throughout the process as is reasonable and possible while still being able to conduct the investigation and come to findings of fact. Please note that while voluntary informal mechanisms (such as mediation) may be used for resolving some types of sexual harassment complaints, mediation is not appropriate, even on a voluntary basis, and will not be used in cases involving allegations of sexual assault.

Throughout the process, retaliatory actions will not be tolerated. School officials will not only take steps to prevent retaliation, but also take strong responsive action if it occurs. All steps to protect the complainant as necessary, including interim steps before the final outcome of the investigation is determined, will be taken promptly once the school has received notice of a sexual harassment or violence allegation.

For further information, or to report an incident, please contact the Human Resources Director at the following address and phone number:

421 E. Betteravia Road, Suite 100
Santa Maria, CA 93454
Phone: (805) 267-1690

h) Privacy Policy

Laurus College understands that security and privacy are important issues for visitors to their web site (the "Site") and recognizes their obligations to keep your information secure and confidential. That is why Laurus College maintains the following standards to help protect information that personally identifies you.

i) Sites Covered by this Policy

Laurus College is part of a nationwide organization, with legal entities, business processes, management structures and technical systems that cross state borders. This Privacy Policy (the "Policy") applies to all websites and domain owned by Laurus College, except that a privacy statement posted on a Laurus College website specific to a particular Laurus College program will apply instead of this Policy.

j) Collection of Information

You may be asked to voluntarily provide your name, address, phone number, email address or other personally identifiable information ("Personal Information") to have access to some

features of the Site. You may always refuse to provide your Personal Information, and this may lead to our inability to provide you with certain offerings, services or products. We or our business partners may also collect information that is anonymous, such as your IP address (a number used to identify your computer on the Internet) or the type of browser you are using ("Anonymous Information"), through the use of cookies or by other means. We hope that, by using Anonymous Information, we can update the site to make it more useful to you and other users. We reserve the right to maintain, update, disclose or otherwise use Anonymous Information, without limitation.

k) Use of Information

Laurus College uses your Personal Information for the following purposes: to process your requests; to administer and improve the Site and related services; to notify you of our offerings, services and products that maybe of interest to you; to provide Internet security; and to meet legal requirements. Laurus College may work with associated businesses which may perform certain functions on our behalf, such as sending email messages, managing data, processing credit card payments or providing services to users. These businesses have access to your Personal Information only to the extent necessary to perform these specific functions and may not use it for any other purpose. We may use third party advertising companies to place ads on the Site and to place our ads on other web sites. If Laurus College is involved in the sale of a substantial portion of its business assets, Anonymous or Personal Information may be among the transferred assets.

l) Privacy of Children

Laurus College encourages parents and guardians to be aware of and participate in their children's online activities. We strictly adhere to the Children's Online Privacy Protection Act and will not knowingly collect, use or disclose Personal Information from any child under the age of 13 in any manner that violates this law.

m) Your Opportunity to Opt-out of Email Advertising

In the event you do not wish to receive promotional email from Laurus College, follow the opt-out instructions contained within the body of any email message you receive.

n) Cookies

When you visit the Site, Laurus College or a third party may store or recognize some information on your computer in the form of a "cookie" or similar file that can help us in many ways. For example, cookies allow us to tailor the Site to better match your interests and preferences. With most Internet browsers or other software, you can erase cookies from your computer hard drive, block all cookies or receive a warning before a cookie is stored. Please refer to your browser instructions to learn more about these functions. If you reject cookies, functionality of the Site may be limited, and you may not be able to take advantage of some of the Site's features.

o) Links

The Site may contain links to other sites on the Internet that are owned and operated by third parties. If you access those links, you will leave the Laurus College website. Laurus College does not control those third-party sites or their privacy practices, which may differ from Laurus College's privacy practices. Laurus College does not endorse or make any representations about third-party websites. The personal data you choose to provide to or that is collected by those third parties is not covered by the Laurus College Privacy Policy. We encourage you to review the privacy policy of any website before submitting your personal information.

Laurus College may also provide social media features on the site that enable you to share information with your social networks and to interact with us on various social media sites. Your use of these features may result in the collection or sharing of information about you, depending on the feature. We encourage you to review the privacy policies and settings on the social media sites with which you interact to make sure you understand the information that could be shared by those sites.

p) Security

We have policies and procedures in place to protect the privacy and confidentiality of your Personal Information that we collect and maintain. All Personal Information is stored on our secured servers, behind a firewall at a data center with access to data strictly controlled. Any unauthorized use of the Site may result in criminal and/or civil prosecution.

q) Phishing Scams

It is a policy of Laurus College to not send unsolicited emails seeking certain highly sensitive personal information, such as social security number, date of birth or credit card number. In the event you receive such an email, and you have not previously been in direct contact with its sender, please do not respond and do not open any attachments as they may contain malicious code that will infect your computer.

r) Changes to the Policy

We may modify this Policy at any time by posting a revised version of the Policy here, with an updated effective date. Accordingly, we urge you to frequently review the Policy. We will always apply the Policy under which your information was collected, unless we obtain your prior consent. By using the Site and providing us with your personally identifiable information, you consent to our use of such information as described in this Policy.

s) Contacting Laurus College or Modifying Your Personal Information

If you have any questions or comments about this Policy or wish to update your Personal Information provided to us, please contact us. Please provide a concise communication with complete information, including your contact information.

XVIII) Contact Information

Primary Mailing Address:

421 East Betteravia Road, Suite 100
Santa Maria, CA 93454

Main Phone Number: (805) 267-1690
Main Facsimile: (805) 352-1307
Main E-mail: admin@lauruscollege.edu
Official Website: www.lauruscollege.edu

XIX) Holidays✸

Laurus College recognizes the following holidays, during which classes are not held and the campuses may be closed for business:

New Year's Day
Martin Luther King Jr. Birthday
Memorial Day
Independence Day
Labor Day
Constitution Day**
Veteran's Day
Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

✸ Note: Classes not held due to a holiday will be scheduled as a make-up session to ensure required class hours are met for each course. Students will be informed of the additional class meeting by their instructor.

**Laurus College observes Constitution Day annually on September 17; however, classes will still be held if this observance falls on a normal class meeting day.

2018 Academic Calendar

****Note: Prospective students may enroll for classes for a term up through the Thursday of the first week of classes**

Winter I 2018

First Day of Class:
January 2, 2018
Martin Luther King Day Observance
(No Classes):
January 15, 2018
Last Day of Class:
February 2, 2018

Winter II 2018

First Day of Class:
February 5, 2018
Last Day of Class:
March 9, 2018

Spring I 2018

First Day of Class:
March 12, 2018
Last Day of Class:
April 13, 2018

Spring II 2018

First Day of Class:
April 16, 2018
Last Day of Class:
May 18, 2018

Spring III 2018

First Day of Class:
May 21, 2018
Memorial Day Observance
(No Classes):
May 28, 2018
Last Day of Class:
June 22, 2018

Summer I 2018

First Day of Class:
July 2, 2018
Independence Day Observance
(No Classes):
July 4, 2018
Last Day of Class:
August 3, 2018

Summer II 2018

First Day of Class:
August 6, 2018
Labor Day Observance
(No Classes):
September 3, 2018
Last Day of Class:
September 7, 2018

Fall I 2018

First Day of Class:
September 10, 2018
Last Day of Class:
October 12, 2018

Fall II 2018

First Day of Class:
October 15, 2018
Veteran's Day Observance
(No Classes)
November 12, 2018
Last Day of Class:
November 16, 2018

Fall III 2018

First Day of Class:
November 19, 2018
Thanksgiving Holiday
(No Classes):
November 22-23, 2018
Last Day of Class:
December 21, 2018