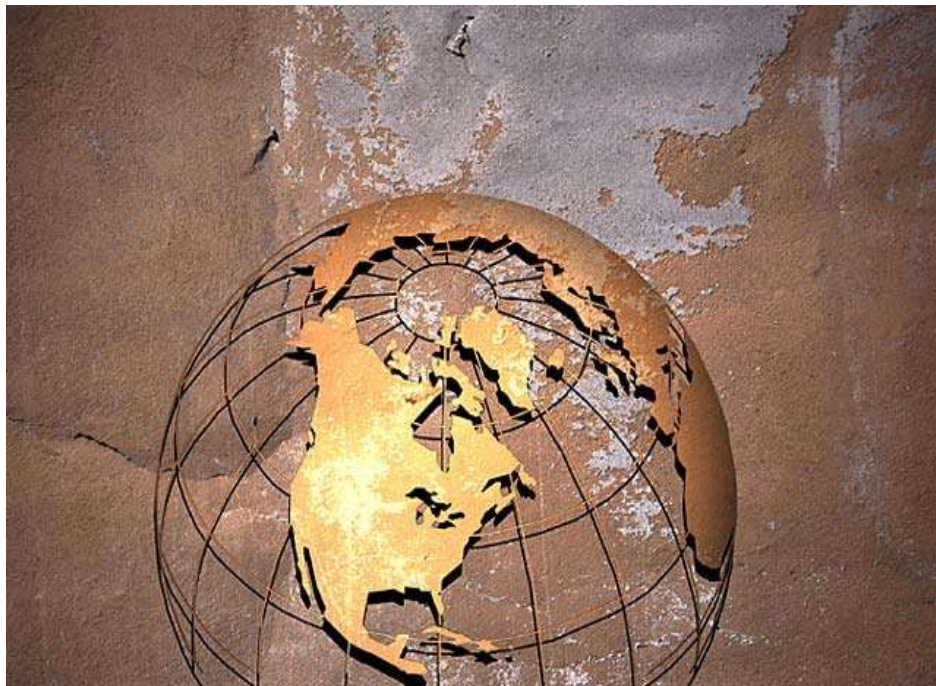


# Laurus College

*Quality Education • Quality Experience*



**Catalog**  
**Effective May 18, 2020 to December 31, 2020**

**Volume 5.8 v5-18-20**

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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](http://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](http://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](mailto:registrar@lauruscollege.edu).

### **Welcome from the Chancellor**

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!

*Jeffrey Redmond*  
Chancellor

## **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 Technology Systems Management, 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 interactive 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; Chris Koehler, 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.

Students attending Laurus College on an F1 Student Visa must enroll in the Hybrid Campus program and physically attend all courses on campus.

#### **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.

Students attending Laurus College on an F1 Student Visa will receive additional support on campus which may include guest lectures and supplemental lab activities. These services are available to any student physically attending on campus, and will also be made available via the virtual classroom. In addition, students attending Laurus College on an F1 Student Visa will be required to take all final examinations on-campus.

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. 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 both Occupational Associate and Bachelor of Science 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](http://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 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://mylaurus.lauruscollege.edu>) 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 multiple 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](mailto: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](mailto: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 230	Computer Video Compositing and Camera Matching	5
BSM 150	Business Start-Up Strategies	5
BSM 255	Project Management	5
CSC 100	Student Success Fundamentals	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 160	Introduction to Animation	5
DIG 200	Motion Graphics	5
DIG 210	Introduction to Shading and Lighting	5
DIG 220	Introduction to Rigging	5
DIG 230	Introduction to Digital Sculpting	5
WDD 110	Digital Graphics	5
<b>Total</b>		<b>100</b>

\*General Education course \*\* 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	CSC 100	Student Success Fundamentals
Term 2	ENG 101	Business Communication I
Term 3	CDM 101	Communication and Decision Making
Term 4	MAT 101	Applications of Mathematics
Term 5	WDD 110	Digital Graphics
Term 6	DIG 101	Animation Foundations
Term 7	ANI 110	Animation Dynamics
Term 8	DIG 110	Digital Illustration
Term 9	DIG 120	Introduction to Color Theory
Term 10	DIG 130	Introduction to Modeling
Term 11	BSM 150	Business Start-Up Strategies
Term 12	ENG 110	Business Communications II
Term 13	DIG 160	Introduction to Animation
Term 14	ANI 230	Computer Video Compositing and Camera Matching
Term 15	PRO 200	Professional Communications in the Workplace
Term 16	DIG 200	Motion Graphics
Term 17	DIG 210	Introduction to Shading and Lighting
Term 18	DIG 220	Introduction to Rigging
Term 19	DIG 230	Introduction to Digital Sculpting
Term 20	BSM 255	Project Management

### 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](http://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<sup>1</sup>**

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

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<sup>1</sup> 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
BSM 255	Project Management	5
CSC 100	Student Success Fundamentals	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 150	Basic Networking	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
<b>Total</b>		<b>100</b>

\*General Education course \*\* 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	CSC 100	Student Success Fundamentals
Term 2	ENG 101	Business Communication I
Term 3	ENG 110	Business Communications II
Term 4	CDM 101	Communication and Decision Making
Term 5	MAT 101	Application of Mathematics
Term 6	BSM 150	Business Start-Up Strategies
Term 7	ITS 100	Hardware Technology Fundamentals
Term 8	ITS 110	Fundamentals of Operating Systems
Term 9	ITS 120	Managing Computer Devices
Term 10	ITS 130	Systems Support
Term 11	ITS 150	Basic Networking
Term 12	ITS 180	Administering Networks
Term 13	ITS 190	Network Maintenance
Term 14	PRO 200	Professional Communications in the Workplace
Term 15	ITS 200	Software Deployment
Term 16	ITS 210	Network System Services
Term 17	ITS 220	Introduction to Database Management
Term 18	ITS 230	Managing Information Systems
Term 19	ITS 240	Cyber Security Fundamentals
Term 20	BSM 255	Project Management

### 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](http://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<sup>2</sup>**

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

<sup>2</sup> 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 100 quarter credits 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
<b>Total</b>		<b>100</b>

\*General Education course \*\* 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](http://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<sup>2</sup>**

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

<sup>2</sup> 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 credits 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 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	Digital Presentations	5
BSM 210	Principles of Management	5
BSM 220	Principles of Marketing	5
BSM 230	Human Relationships	5
BSM 240	Business Law	5
BSM 255	Project Management	5
BSM 260	Personal Finance	5
CSC 100	Student Success Fundamentals	5
WDD 101	Internet Fundamentals	5
WDD 110	Digital Graphics	5
<b>Total</b>		<b>100</b>

\*General Education course \*\* 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	CSC 100	Student Success Fundamentals
Term 2	ENG 101	Business Communication I
Term 3	ENG 110	Business Communications II
Term 4	CDM 101	Communication and Decision Making
Term 5	MAT 101	Application of Mathematics
Term 6	BSM 100	Introduction to Business
Term 7	BSM 110	Introduction to Word Processing
Term 8	BSM 120	Financial Accounting
Term 9	BSM 140	Introduction to Spreadsheets
Term 10	BSM 150	Business Start-Up Strategies
Term 11	BSM 160	Digital Presentations
Term 12	WDD 101	Internet Fundamentals
Term 13	WDD 110	Digital Graphics
Term 14	PRO 200	Professional Communications in the Workplace
Term 15	BSM 210	Principles of Management
Term 16	BSM 220	Principles of Marketing
Term 17	BSM 230	Human Relationships
Term 18	BSM 240	Business Law
Term 19	BSM 255	Project Management
Term 20	BSM 260	Personal Finance

### 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](http://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<sup>2</sup>**

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

<sup>2</sup> 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 100 quarter credits 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
BSM 220	Principles of Marketing	5
BSM 255	Project Management	5
CSC 100	Student Success Fundamentals	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 230	Web Frameworks Fundamentals	5
WDD 240	Digital Business Development	5
WDD 250	Client-Side Scripting Fundamentals	5
WDD 270	Digital Publishing	5
<b>Total</b>		<b>100</b>

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

\*General Education course \*\* 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	CSC 100	Student Success Fundamentals
Term 2	ENG 101	Business Communication I
Term 3	ENG 110	Business Communications II
Term 4	CDM 101	Communication and Decision Making
Term 5	MAT 101	Application of Mathematics
Term 6	BSM 150	Business Start-Up Strategies
Term 7	WDD 101	Internet Fundamentals
Term 8	WDD 130	Website Fundamentals
Term 9	WDD 110	Digital Graphics
Term 10	WDD 150	Creative Design
Term 11	WDD 160	Graphic Design Basics
Term 12	WDD 170	Web Page Authoring
Term 13	PRO 200	Professional Communications in the Workplace
Term 14	BSM 220	Principles of Marketing
Term 15	WDD 210	Digital Solutions
Term 16	WDD 230	Web Frameworks Fundamentals
Term 17	WDD 240	Digital Business Development
Term 18	WDD 250	Client-Side Scripting Fundamentals
Term 19	WDD 270	Digital Publishing
Term 20	BSM 255	Project Management

### 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](http://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<sup>2</sup>**

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

<sup>2</sup> Available jobs depend on employment trends at time of graduation.

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

## 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 variety 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
BSM 255	Project Management	5
CSC 100	Student Success Fundamentals	5
DGN 100	Design I	5
DGN 110	Design II	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 160	Introduction to Animation	5
DIG 200	Motion Graphics	5
DIG 210	Introduction to Shading and Lighting	5
DIG 220	Introduction to Rigging	5
DIG 230	Introduction to Digital Sculpting	5
DIG 305	Character Sculpting	5
DIG 310	Advanced Photoshop	5
DIG 315	Advanced Texture and Shader Creation	5
DIG 320	Digital Compositing	5
DIG 335	Advanced Character Rigging	5
DIG 345	Game Development	5
DIG 370	Acting in Animation	5
DIG 405	Animation for Games	5
DIG 415	Organic Modeling	5
DIG 420	Game Asset Creation	5
DIG 430	Rendering for Visual Effects	5
DIG 440	Environmental Modeling	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
WDD 110	Digital Graphics	5
	<b>Total</b>	<b>190</b>

\*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
1 <sup>ST</sup> QTR CSC 100 ENG 100	Student Success Fundamentals English Composition I	5 5 <b>10</b>
2 <sup>ND</sup> QTR ENG 200 MTH 101	English Composition II Introductory Algebra	5 5 <b>10</b>
3 <sup>RD</sup> QTR HUM 120 HUM 140	Introduction to Sociology Introduction to Psychology	5 5 <b>10</b>
4 <sup>TH</sup> QTR PRO 200 MTH 240	Professional Communications in the Workplace Statistics	5 5 <b>10</b>
5 <sup>TH</sup> QTR PHY 200 BIO 200	Physical Science Life Science	5 5 <b>10</b>
6 <sup>TH</sup> QTR BSM 150 DGN 100	Business Start-Up Strategies Design I	5 5 <b>10</b>
7 <sup>TH</sup> QTR DGN 110 DIG 101	Design II Animation Foundations	5 5 <b>10</b>
8 <sup>TH</sup> QTR DIG 110 DIG 120 DIG 130	Digital Illustration Introduction to Color Theory Introduction to Modeling	5 5 5 <b>15</b>
9 <sup>TH</sup> QTR DIG 160 WDD 110 DIG 200	Introduction to Animation Digital Graphics Motion Graphics	5 5 5

		<b>15</b>
10 <sup>TH</sup> QTR DIG 210 DIG 220 DIG 230	Introduction to Shading and Lighting Introduction to Rigging Introduction to Digital Sculpting	5 5 5 <b>15</b>
11 <sup>TH</sup> QTR BSM 255 ENG 305 HUM 300	Project Management Speech and Rhetoric World History	5 5 5 <b>15</b>
12 <sup>TH</sup> QTR DIG 305 DIG 310 DIG 315	Character Sculpting Advanced Photoshop Advanced Texture and Shader Creation	5 5 5 <b>15</b>
13 <sup>TH</sup> QTR DIG 320 DIG 335 DIG 345	Digital Compositing Advanced Character Rigging Game Development	5 5 5 <b>15</b>
14 <sup>TH</sup> QTR DIG 370 DIG 405 DIG 415	Acting in Animation Animation for Games Organic Modeling	5 5 5 <b>15</b>
15 <sup>TH</sup> QTR DIG 420 DIG 430 DIG 440	Game Asset Creation Rendering for Visual Effects Environmental Modeling	5 5 5 <b>15</b>
<b>Program Total</b>		<b>190</b>

## **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](http://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<sup>2</sup>**

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

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<sup>2</sup> 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 Technology Systems Management, Bachelor of Science (B.S.)**

The Bachelor of Science degree in Information Technology Systems Management 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 Technology Systems Management, 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 Technology Systems Management 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 Technology Systems Management 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 Technology Systems Management 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 Technology Systems Management 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 255	Project Management	5
CSC 100	Student Success Fundamentals	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 150	Basic Networking	5
ITS 180	Administering Networks	5
ITS 190	Network Maintenance	5
ITS 200	Software Deployment	5
ITS 205	Network Subnetting and TCP/IP	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 Network 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
	<b>Totals:</b>	<b>190</b>

\*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 Technology 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.

### Information Technology Systems Management

Course Number	Course Name	Credit Hours
1 <sup>ST</sup> QTR CSC 100 ENG 100	Student Success Fundamentals English Composition I	5 5 <b>10</b>
2 <sup>ND</sup> QTR ENG 200 MTH 101	English Composition II Introductory Algebra	5 5 <b>10</b>
3 <sup>RD</sup> QTR HUM 120 HUM 140	Introduction to Sociology Introduction to Psychology	5 5 <b>10</b>
4 <sup>TH</sup> QTR BSM 150 PRO 200	Business Start-Up Strategies Professional Communications in the Workplace	5 5 <b>10</b>
5 <sup>TH</sup> QTR PHY 200 BIO 200	Physical Science Life Science	5 5 <b>10</b>
6 <sup>TH</sup> QTR ITS 100 ITS 110	Hardware Technology Fundamentals Fundamentals of Operating System	5 5 <b>10</b>
7 <sup>TH</sup> QTR ITS 120 ITS 130	Managing Computer Devices Systems Support	5 5 <b>10</b>
8 <sup>TH</sup> QTR ITS 150 ITS 180 ITS 190	Basic Networking Administering Networks Network Maintenance	5 5 5 <b>15</b>
9 <sup>TH</sup> QTR ITS 200 ITS 205 ITS 210	Software Deployment Network Subnetting and TCP/IP Network System Services	5 5 5 <b>15</b>

10 <sup>TH</sup> QTR ITS 220 ITS 230 ITS 240	Introduction to Database Management Managing Information Systems Cyber Security Fundamentals	5 5 5 <b>15</b>
11 <sup>TH</sup> QTR MTH 240 BSM 255 ENG 305	Statistics Project Management Speech and Rhetoric	5 5 5 <b>15</b>
12 <sup>TH</sup> QTR HUM 300 ITS 300 ITS 310	World History Advanced Network Security Cross-Platform Operating Systems I	5 5 5 <b>15</b>
13 <sup>TH</sup> QTR ITS 320 ITS 330 ITS 340	Cross-Platform Operating Systems II Web Server and Websites Network Policies and Services	5 5 5 <b>15</b>
14 <sup>TH</sup> QTR ITS 350 ITS 400 ITS 410	Advanced Routing and Switching Network Security and Vulnerability Introduction to Enterprise Communication	5 5 5 <b>15</b>
15 <sup>TH</sup> QTR ITS 420 ITS 430 ITS 450	Advance Enterprise Communication Cloud Computing Development Specialist Advanced Services	5 5 5 <b>15</b>
<b>Program Total</b>		<b>190</b>

## **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](http://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<sup>2</sup>**

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

<sup>2</sup> 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	Digital Presentations	5
BSM 210	Principles of Management	5
BSM 220	Principles of Marketing	5
BSM 230	Human Relationships	5
BSM 240	Business Law	5
BSM 255	Project Management	5
BSM 260	Personal Finance	5
BSM 300	International Business	5
BSM 305	Personal Selling and Branding	5
BSM 315	Consumer Behavior	5
BSM 320	E-Commerce	5
BSM 330	Business in the 21 <sup>st</sup> Century	5
BSM 360	Technology and Marketing	5
BSM 400	Small Business Management	5
BSM 410	New Ventures in Business	5
BSM 420	Social Media Management	5
BSM 430	Organizational Leadership	5
BSM 465	Ethics & Law in Media Communications	5
CSC 100	Student Success Fundamentals	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
WDD 101	Internet Fundamentals	5
WDD 110	Digital Graphics	5
WDD 310	Digital Advertising	5
<b>Totals:</b>		<b>190</b>

\*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
1 <sup>ST</sup> QTR CSC 100 ENG 100	Student Success Fundamentals English Composition I	5 5 <b>10</b>
2 <sup>ND</sup> QTR ENG 200 MTH 101	English Composition II Introductory Algebra	5 5 <b>10</b>
3 <sup>RD</sup> QTR ENG 305 HUM 120	Speech and Rhetoric Introduction to Sociology	5 5 <b>10</b>
4 <sup>TH</sup> QTR HUM 140 BIO 200	Introduction to Psychology Life Science	5 5 <b>10</b>
5 <sup>TH</sup> QTR PHY 200 MTH 240	Physical Science Statistics	5 5 <b>10</b>
6 <sup>TH</sup> QTR BSM 100 BSM 110	Introduction to Business Introduction to Word Processing	5 5 <b>10</b>
7 <sup>TH</sup> QTR BSM 120 BSM 140	Financial Accounting Introduction to Spreadsheets	5 5 <b>10</b>
8 <sup>TH</sup> QTR BSM 150 BSM 160 PRO 200	Business Start-Up Strategies Digital Presentations Professional Communications in the Workplace	5 5 5 <b>15</b>
9 <sup>TH</sup> QTR WDD 101 WDD 110 BSM 210	Internet Fundamentals Digital Graphics Principles of Management	5 5 5

		<b>15</b>
10 <sup>TH</sup> QTR BSM 220 BSM 230 BSM 240	Principles of Marketing Human Relationships Business Law	5 5 5 <b>15</b>
11 <sup>TH</sup> QTR BSM 255 BSM 260 WDD 310	Project Management Personal Finance Digital Advertising	5 5 5 <b>15</b>
12 <sup>TH</sup> QTR HUM 300 BSM 300 BSM 305	World History International Business Personal Selling and Branding	5 5 5 <b>15</b>
13 <sup>TH</sup> QTR BSM 315 BSM 320 BSM 330	Consumer Behavior E-Commerce Business in the 21 <sup>st</sup> Century	5 5 5 <b>15</b>
14 <sup>TH</sup> QTR BSM 360 BSM 400 BSM 410	Technology and Marketing Small Business Management New Ventures in Business	5 5 5 <b>15</b>
15 <sup>TH</sup> QTR BSM 420 BSM 430 BSM 465	Social Media Management Organizational Leadership Ethics & Law in Media Communications	5 5 5 <b>15</b>
<b>Program Total</b>		<b>190</b>

## **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](http://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<sup>2</sup>**

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

<sup>2</sup> 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
BSM 255	Project Management	5
CSC 100	Student Success Fundamentals	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 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	Digital Publishing	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
	<b>Totals:</b>	<b>190</b>

*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
1 <sup>ST</sup> QTR CSC 100 ENG 100	Student Success Fundamentals English Composition I	5 5 <b>10</b>
2 <sup>ND</sup> QTR ENG 200 MTH 101	English Composition II Introductory Algebra	5 5 <b>10</b>
3 <sup>RD</sup> QTR ENG 305 HUM 120	Speech and Rhetoric Introduction to Sociology	5 5 <b>10</b>
4 <sup>TH</sup> QTR HUM 140 BSM 150	Introduction to Psychology Business Start-Up Strategies	5 5 <b>10</b>
5 <sup>TH</sup> QTR PHY 200 BSM 220	Physical Science Principles of Marketing	5 5 <b>10</b>
6 <sup>TH</sup> QTR BIO 200 MTH 240	Life Science Statistics	5 5



		<b>10</b>
7 <sup>TH</sup> QTR ITS 100 ITS 150	Hardware Technology Fundamentals Basic Networking	5 5 <b>10</b>
8 <sup>TH</sup> QTR WDD 101 WDD 130 WDD 110	Internet Fundamentals Website Fundamentals Digital Graphics	5 5 5 <b>15</b>
9 <sup>TH</sup> QTR WDD 150 WDD 160 WDD 170	Creative Design Graphic Design Basics Web Page Authoring	5 5 5 <b>15</b>
10 <sup>TH</sup> QTR PRO 200 WDD 210 WDD 230	Professional Communications in the Workplace Digital Solutions Web Framework Fundamentals	5 5 5 <b>15</b>
11 <sup>TH</sup> QTR WDD 240 WDD 250 WDD 260	Digital Business Development Client-Side Scripting Fundamentals Advanced Client-Side Scripting	5 5 5 <b>15</b>
12 <sup>TH</sup> QTR WDD 270 BSM 255 HUM 300	Digital Publishing Project Management World History	5 5 5 <b>15</b>
13 <sup>TH</sup> QTR WDD 280 WDD 310 WDD 320	Motion Graphics for Web Design Digital Advertising Usability Design	5 5 5 <b>15</b>
14 <sup>TH</sup> QTR WDD 330 WDD 340 WDD 410	Desktop Publishing Content Creation Community Management	5 5 5 <b>15</b>
15 <sup>TH</sup> QTR WDD 420 WDD 430 WDD 440	Brand Management Digital Strategies Project Development	5 5 5 <b>15</b>
<b>Program Total</b>		<b>190</b>

## **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](http://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<sup>2</sup>**

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

<sup>2</sup> 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.

*Prerequisite: DIG 210 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 210 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**

#### **Digital 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 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 255**

#### **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 projects and how these skills may be applied to an individual project or a group project.

### **BSM 260**

#### **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 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 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.

*Prerequisite: BSM 220 Principles of Marketing*

#### **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.

*Prerequisite: BSM 210 Principles of Management*

#### **BSM 410**

##### **New Ventures in 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 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 430**

##### **Organizational Leadership**

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 explore the various styles and functions of leadership. Topics studied in this course include, effective communication, and effective leadership skills needed to engage with others across all industries. Students will learn how to motivate and influence individuals and groups in a diverse workforce.

#### **BSM 465**

##### **Ethics and Law in Media Communications**

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

Ethics and Law in Media Communications: In this course, students will explore the legal issues surrounding mass media. Topics covered in this class include, copyright laws, contracts, distribution agreements, music licensing, and other business media communication laws. This class focuses on the ethical decisions that people in mass media face each day. Students study the fundamental principles of ethics and how to apply them to their daily lives.

#### **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 core skills needed to be successful at an academic, professional and personal level. Students will identify core skills, values and interest to assist in their path to success. Topics covered in this course may include time management, effective study skills, written and oral communication, improving critical thinking to enhance problem-solving skills. Other topics may include job search techniques and job etiquette, and on-the-job behavior. Students will

work towards building their professional development through various assignments and topics throughout the course. Students will explore Laurus College resources for success inside and outside the classroom.

### **DGN 100**

#### **Design I**

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 design theory and practices used in visual design and communication. Topics focus around developing the fundamental knowledge of design elements and design principles and their application in visual communication. These design fundamentals are universal across all forms of visual design; allowing their use in a variety of industries to aid in visual design solutions.

### **DGN 110**

#### **Design 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 expands on design theory and practices used in visual design covered in previous courses while introducing additional design components. Topics focus on developing knowledge of; design elements, design principles, gestalt principles, color theory, typography, and conceptualization. Project throughout the course will guide students on utilizing a variety of design components through practical application of 2D and 3D design solutions.

*Prerequisite: DGN 100 Design I*

### **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. The course focuses 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 the 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.

### **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 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 students 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 200****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 students will explore Motion Graphics tools and the Motion Graphics Industry. Students will learn how to create eye-catching motion graphics projects.

**DIG 210****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 220****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 210 Introduction to Shading and Lighting*

**DIG 230****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 210 Introduction to Shading and Lighting*

**DIG 305****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 230 Introduction to Digital Sculpting*

**DIG 310****Advanced Photoshop**

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.

*Prerequisites:* WDD 110 Digital Graphics & DIG 210 Introduction to Shading and Lighting

### **DIG 315**

#### **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 230 Introduction to Digital Sculpting

### **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 230 Introduction to Digital Sculpting

### **DIG 335**

#### **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 220 Introduction to Rigging

### **DIG 345**

#### **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 230 Introduction to Digital Sculpting

### **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 230 Introduction to Digital Sculpting

### **DIG 405**

#### **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 345 Game Development*

### **DIG 415**

#### **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 345 Game Development*

### **DIG 420**

#### **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 345 Game Development*

### **DIG 430**

#### **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 345 Game Development*

### **DIG 440**

#### **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 345 Game Development*

### **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 100 Hardware Technology Fundamentals*

### **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 100 Hardware Technology Fundamentals*

### **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 100 Hardware Technology Fundamentals*

### **ITS 180**

#### **Administering Networks**

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 150 Basic Networking*

### **ITS 205**

#### **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 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 150 Basic Networking*

### **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 150 Basic Networking*

### **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 210 Network System Services*

### **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 150 Basic Networking*

### **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 web servers 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 policies, 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.

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 340 Network Policies and Services*

### **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 be 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 medical field 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 task 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.

### **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.

### **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 110 Digital Graphics*

### **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 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 130 Website 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 to the theory and creation of single page applications using popular JavaScript frameworks & AJAX and JSON data files.

*Prerequisite: WDD 250 Client-side Scripting Fundamentals*

### **WDD 270**

#### **Digital 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 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.  
*Prerequisite: WDD 110 Digital Graphics*

### **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.

*Prerequisite: WDD 160 Graphic Design Basics*

### **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.

*Prerequisite: WDD 160 Graphic Design Basics*

### **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.

*Prerequisite: WDD 160 Graphic Design Basics*

### **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.

*Prerequisite: WDD 310 Digital Advertising*

**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.

*Prerequisite: WDD 310 Digital Advertising*

**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 introduces students to analytics and its role in digital marketing. Students will learn how to

gather and interpret customer metrics and use them to plan and develop online advertising campaigns through popular web platforms such as Google AdSense. The course will teach students how to set client budgets and achieve individual client goals by interpreting and applying data trends. Students will also learn how to integrate tracking pixels, plugins, and other metric gathering tools into their web solutions.

**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.

*Prerequisite: WDD 310 Digital Advertising*

## **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 or designee 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 or designee 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 –

- An Intel i3 processor or compatible
- 8G RAM
- 25G free space on the hard drive
- Open GL graphics card (3D only)
- 3-button mouse
- Keyboard
- Video display (monitor)
- Windows 7 OS
- IE v10 or higher or Chrome browser
- Webcam
- 1 Available USB port for a headset (to be supplied by Laurus College)

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

### **Security**

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 is 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 classes and verification of student identity are a priority for Laurus College and as such, the following systems are in place:

- All classes are secure and are accessed through the MyLaurusPortal (MLP).
- Students are scheduled for their classes according to time preference and courses needed and then registered into the appropriate class. In order to access their classes, students must log into their MyLaurusPortal (MLP) student account, which is password protected.
- The student's MyLaurusPortal (MLP) account includes their picture and other identifying information.
- Only when the student is logged into their MyLaurusPortal (MLP) account, can they access their class by clicking on the class link, which will then take them into the class resource page and into the classroom.

### **Student Verification**

Student identity is verified through comparison with photo identification provided by the student at the time of enrollment with the institution and the student photo on the class roster. Instructors have access to the class roster in the MyLaurusPortal (MLP) which displays a visual

image of the students who are registered in the class. The class instructor compares the image on the computer screen of the student logged into class with the student's picture on the class roster in the MyLaurusPortal (MLP).

If an image is not available, or if a student cannot be identified, the student must provide the instructor with photo identification immediately. A student who cannot provide proof of identity will be removed from the class by the instructor.

**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 regarding 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 College 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

Upon enrollment, new students will be asked to provide both a primary and secondary preferred class time. Students may later change their preferred class time by notifying the Registrar department via email ([registrar@lauruscollege.edu](mailto:registrar@lauruscollege.edu)). Every effort will be made to schedule students into their preferred class times. However, Laurus College does not guarantee the availability of courses at specific class times.

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 Director of Education.

Courses at Laurus College are numbered based on difficulty 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 lower (100 & 200) 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. It is the responsibility of the student to have all official transcripts forwarded directly to the school for review if transfer credit is sought. Official transcripts must be received prior to the student being scheduled for the class(es) for which he or she is seeking transfer credit for.

A student who does not agree with the initial transfer credit evaluation may request a secondary review through the Director of Education. If the Director of Education performed the initial transfer credit evaluation, the student may request a secondary review through the Chancellor.

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.

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 per the following criteria:

- All relevant General Education courses completed at Laurus College.
- All relevant Core courses completed at Laurus College within seven (7) years from the time of enrollment in their new program

Relevant Core courses completed at Laurus College more than seven (7) years from the time of enrollment in their new program will not be transferred without a waiver authorized by the Director of Education or designee.

In addition, students who choose to transfer from an 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 the 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.

**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](mailto: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.

Students who have graduated from high school or completed their high school equivalency test within twelve (12) months of their first day of classes with Laurus College are required to attend all of their classes via live sessions for their first three (3) terms, unless granted a waiver. Failure to

attend all live sessions may affect academic evaluation. These students will still have access to the archived (recorded) classes for academic review and study.

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	60-66	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 cumulative grade point average (CGPA), 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 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 cumulative grade point

average (CGPA) for each evaluation period is calculated on courses taken at Laurus College. 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 academic year. An academic year is the first six consecutive terms of enrollment (typically 30 weeks), followed by each period of six consecutive terms of enrollment. 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.

CREDIT HOURS ATTEMPTED AT EVALUATION	MINIMUM CGPA	MINIMUM COMPLETION OF CREDITS ATTEMPTED
30 credit hours attempted	1.00	50%
31-59 credit hours attempted	1.50	60%
60 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 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) Financial Aid Probation**

A student who does not meet any one or more of the SAP measurements (not MTF) at the end of any given SAP evaluation point may no longer be eligible to receive financial assistance under Title IV (see section XI - Financial Assistance for information regarding Title IV). During such an occurrence, students will be notified of their status in writing and 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. 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 payment period is two consecutive terms of enrollment, which is usually 10 weeks.

A student on Probation status is eligible to receive FSA for the payment period on Probation or while following his or her 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.

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) 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 or designee 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 academic 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.

#### **f) 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 Program Director and must be approved by the Chancellor or designee. The plan must be communicated to the student in writing and will be evaluated at each payment period SAP evaluation point. In addition, the Academic Improvement Plan may be refined as internal and external developments warrant.

If the student is not in compliance with the Academic Improvement Plan during any payment period SAP evaluation point, the student will be dismissed. The maximum time period an individual Academic Improvement Plan will be implemented is three consecutive 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.

**g) 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 courses apply to the student's program of study.

**h) 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.

**i) 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 or designee. 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.

**j) 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.

**k) 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.

## **l) 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.

## **m) 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 or designee 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 at the current tuition rate, which will add cost to the total amount quoted for the Occupational Associate or Bachelor of Science Degree program being sought.*

### **Program Tuition and Fees Effective April 14, 2020:**

<b>Degree / Program Title</b> <i>OA = Occupational Associate</i> <i>BS = Bachelor of Science</i>	<b>Credit Hours</b>	<b>Registration Fee</b>	<b>Technology Fees**</b>	<b>Program Fees**</b>	<b>Tuition</b>	<b>Total Program Costs*</b>
OA Digital Arts and Computer Animation	100	\$100	\$4,500	\$1,500	\$30,000	<b>\$36,100</b>
OA Information Technologies and Network Systems	100	\$100	\$4,500	\$1,500	\$30,000	<b>\$36,100</b>
OA Medical Billing and Coding	100	\$100	\$4,500	\$1,500	\$30,000	<b>\$36,100</b>
OA Professional Business Systems	100	\$100	\$4,500	\$1,500	\$30,000	<b>\$36,100</b>
OA Web Design	100	\$100	\$4,500	\$1,500	\$30,000	<b>\$36,100</b>
BS Business Systems Management	190	\$100	\$9,000	\$3,000	\$57,000	<b>\$69,100</b>
BS Digital Arts and Computer Animation	190	\$100	\$9,000	\$3,000	\$57,000	<b>\$69,100</b>
BS Information Technologies and Network Systems	190	\$100	\$9,000	\$3,000	\$57,000	<b>\$69,100</b>
BS Web Design and Development	190	\$100	\$9,000	\$3,000	\$57,000	<b>\$69,100</b>

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

**\*\*Technology Fees Schedule**

<b>Degree Level</b>	<b>First Term of Attendance</b>	<b>60 Credits Attempted</b>	<b>120 Credits Attempted</b>	<b>Total Technology Fees</b>
OA Degrees	\$3,000	\$1,500	N/A	<b>\$4,500</b>
BS Degrees	\$6,000	\$1,500	\$1,500	<b>\$9,000</b>

“Total Technology Fees” represents the total technology fees to be paid to the College for the educational program.

**\*\*Program Fees Schedule**

<b>Degree Level</b>	<b>First Term of Attendance</b>	<b>90 Credits Attempted</b>	<b>Total Program Fees</b>
OA Degrees	\$1,500	N/A	<b>\$1,500</b>
BS Degrees	\$1,500	\$1,500	<b>\$3,000</b>

“Total Program Fees” represents the total program fees 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.

**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](mailto: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, technology / program 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 ( $\$3,000 \times 62\%$ ), less a registration or administration fee not to exceed \$100.00, and less any technology / program 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.

### **Federal Work Study (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**

### **Veterans Assistance and Loans (VA)**

Veterans, active duty service persons, reservists or otherwise eligible members (such as spouses and dependents) may be eligible to qualify for various VA educational assistance programs. Eligibility criteria for military educational assistance and benefits vary by state and school. Applicants must first check with the Veterans Affairs Administration Office to see if they qualify for benefits.

Laurus College does not penalize students using VA Education benefit programs under Chapters 33 and 31 due to the delayed disbursement funding from the Department of Veterans Affairs, providing students submit a Certificate of Eligibility (COE) for entitlement to educational assistance no later than the first day of their program start, a written request to use such entitlement, and any additional information needed to certify enrollment. In compliance with Title 38 USC 3679 (e), students providing the required documentation will continue have access to classes, libraries, and other institutional facilities as outlined in this catalog. No late fees will be assessed and students accounts will be considered on hold.

Students who receive VA educational benefits are still required to select one of the College's primary financing options (e.g. Financial Aid, Cash) to cover educational costs and related expenses not covered directly by the VA. All payments to this primary financing option must be made in accordance with the College's financial policies and procedures.

### **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](mailto: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 Registrar and the Chancellor. 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 that have aged beyond the retention requirements of the State of California. 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 the 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 portfolio includes more than 90,000 sources – over 450,000 e-books - 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](http://www.lauruscollege.edu) and the MyLaurus student portal <https://mylaurus.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 provides academic counseling and tutorial services through the Peer Mentor Program. Students may also 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) Peer Mentors**

Laurus College offers tutoring services through the Peer Mentor Program. Peer Mentors are current students who have performed successfully in their subjects. The Peer Mentor Program also helps students with note taking, time management, and study skills. Tutoring is provided to students at no additional charge and can be requested through email:

[tutoring@lauruscollege.edu](mailto:tutoring@lauruscollege.edu).

#### **m) 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](mailto: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**

**Tim Redmond**  
Director of Financial Aid

**Mr. Jeffrey Redmond**  
Chancellor  
**Cecilia Mortela**  
VP Student Programs

**Brendan Coyle**  
Registrar

**Susana Guerrero**  
Director of Student & Career  
Services

**Dr. Karen Edwards**  
Director of Workforce &  
Economic Development

**Jason Smith**  
Director of Admissions

### **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) Proctoring of Exams**

All final exams are proctored. Students must log into the My Laurus Portal (MLP) using their unique username and password to access the Adobe Connect virtual classroom, where the proctored exam will take place. Students are then instructed to turn on their cameras, which are required to remain live throughout the exam duration. The instructor proctoring the exam verifies student identity via the student's valid, government-issued photo identification.

**e) 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.

**f) 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.

**g) 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**  
1747 North Market Blvd., Suite 225  
Sacramento, CA 95834  
[www.bppe.ca.gov](http://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](http://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**  
1350 Eye Street, NW, Suite 560  
Washington, DC 20005  
TEL: (202) 336-6780 FAX: (202) 789-1747

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

**h) 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

**i) 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.

**j) 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 domains 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.

**k) 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.

**l) 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](mailto:admin@lauruscollege.edu)

Official Website: [www.lauruscollege.edu](http://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

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\* 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.

## 2020 Academic Calendar

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

### Winter I 2020

**First Day of Class:**

December 30, 2019

**New Year's Day**

**(No Classes):**

January 1, 2020

**Martin Luther King Day Observance**

**(No Classes):**

January 20, 2020

**Last Day of Class:**

January 31, 2020

### Winter II 2020

**First Day of Class:**

February 3, 2020

**Last Day of Class:**

March 6, 2020

### Spring I 2020

**First Day of Class:**

March 9, 2020

**Last Day of Class:**

April 10, 2020

### Spring II 2020

**First Day of Class:**

April 13, 2020

**Last Day of Class:**

May 15, 2020

### Spring III 2020

**First Day of Class:**

May 18, 2020

**Memorial Day Observance**

**(No Classes):**

May 25, 2020

**Last Day of Class:**

June 19, 2020

### Summer I 2020

**First Day of Class:**

June 29, 2020

**Independence Day Observance**

**(No Classes):**

July 4, 2020

**Last Day of Class:**

July 31, 2020

### Summer II 2020

**First Day of Class:**

August 3, 2020

**Last Day of Class:**

September 4, 2020

### Fall I 2020

**Labor Day Observance**

**(No Classes):**

September 7, 2020

**First Day of Class:**

September 8, 2020

**Last Day of Class:**

October 9, 2020

### Fall II 2020

**First Day of Class:**

October 12, 2020

**Veteran's Day Observance**

**(No Classes)**

November 11, 2020

**Last Day of Class:**

November 13, 2020

### Fall III 2020

**First Day of Class:**

November 16, 2020

**Thanksgiving Holiday**

**(No Classes):**

November 26-27, 2020

**Last Day of Class:**

December 18, 2020



# Laurus College Addendum

## Faculty Listing

### BUSINESS SYSTEMS DEPARTMENT

#### Flores, Wendy (Department Director)

**Education:**

- M.A., Education; Brandman University, Irvine, CA
- B.A., Sociology; UCSB; Santa Barbara, CA

**Summary:**

Ms. Flores has been in the professional business field for several years. She held a management position for a large financial institution, giving her the opportunity to become acquainted with different businesses while serving her community. Her passion for teaching and serving as a mentor is what really drives her, sharing a variety of expertise from management to business development with her students.

**Office Location:** Santa Maria

**Email:** [wendy.flores@lauruscollege.edu](mailto:wendy.flores@lauruscollege.edu)

#### Bates, Jesse

**Education:**

- B.A., Business Management, Western Governor's University, Utah
- Certificate, IT and Service Professional, Atlas Computer Centers, California

**Certifications:**

- CompTIA A+ Certification
- CompTIA Network+ Certification
- CompTIA Project + Certificate
- MOS Microsoft Word Certificate
- IC3 Key Applications Certificate
- IC3 Computing Fundamentals Certificate
- IC3 Living Online Certificate
- PC Pro Certificate
- TestOut Desktop Pro

**Summary:**

Mr. Bates has over 20 years of administrative and management experience in a variety of industries, including 16 years in higher education instruction and various administrative roles. Mr. Bates brings energy, engagement, and enthusiasm to the classroom focusing on the student experience and learning. He also has an extensive background working with a diverse array of technology platforms used in a variety of business operations.

**Office Location:** Atascadero

**Email:** [jesse.bates@lauruscollege.edu](mailto:jesse.bates@lauruscollege.edu)

#### Belsky, Lynette

**Education:**

- J.D., Law, Lewis & Clark Law School, Portland, OR
- B.S., Political Science, California State University, San Marcos, CA

**Office Location:** Remote

**Email:** [lynette.belsky@lauruscollege.edu](mailto:lynette.belsky@lauruscollege.edu)

## [Bryant, Melanie](#)

### **Education:**

- M.F.A., Creative Writing; University of New Orleans; New Orleans, LA
- B.A., Drama and Communications, Film and Television Production; University of New Orleans; New Orleans, LA

### **Certifications:**

- Technical Writing Certificate, California State University
- Secondary English Teaching, Credential University of New Orleans

### **Summary:**

Ms. Bryant brings a unique mix of education and industry experience, including over 20 years of experience teaching English and writing at both the secondary and post-secondary level and as a Professional Freelance Writer. She's used her copywriting and marketing ingenuity to help businesses promote their products and grow their brands through strategic social media marketing and relevant content development and while she's worked with a variety of clients in diverse industries, she focused on the luxury sector, with an expertise in the niche food, fine wine and real estate markets. She has also worked in Hospitality, Restaurant, and Non-Profit Management.

**Office Location:** Atascadero

**Email:** [melanie.bryant@lauruscollege.edu](mailto:melanie.bryant@lauruscollege.edu)

## [Burrill, Cecelia, Ed.D](#)

### **Education:**

- Ed.D, Counseling Psychology; Argosy University Sarasota; Sarasota, FL
- M.A., Clinical Psychology; Argosy University Atlanta; Atlanta, GA
- B.S., Biblical Education; Lee University; Cleveland, TN

### **Summary:**

Dr. Burrill has over 25 years of experience in Administrative Leadership & Organizational Development, and was recognized by Soroptimist International with a "Women Making a Difference" Award in 2014.

**Office Location:** Remote

**Email:** [cecilia.burrill@lauruscollege.edu](mailto:cecilia.burrill@lauruscollege.edu)

## [Edwards, Karen, Ph.D.](#)

### **Education:**

- Ph.D., Art History, Case Western Reserve University, Cleveland, OH
- M.A., Art History, Case Western Reserve University, Cleveland, OH
- B.A., Art History, University of Dayton, Dayton, OH

### **Summary:**

Dr. Edwards has served as an educator and administrator at the high school, community college, and university level for over twenty years. She taught at the College of Wooster and the University of Akron prior to joining the faculty at Laurus College. Her expertise is in the visual arts and curriculum development. She has authored numerous articles on Italian Renaissance art; served on a variety non-profit boards; and owns a small business. Dr. Edwards is a passionate educator who enjoys challenging students while offering them support to reach their academic potential.

**Office Location:** San Luis Obispo

**Email:** [karen.edwards@lauruscollege.edu](mailto:karen.edwards@lauruscollege.edu)

### Henggeler (Barnes), Christie

**Education:**

- M.S, Instructional Technologies; Grand Canyon University; Phoenix, AZ
- B.S., Business Education; California State University; Northridge, CA

**Summary:**

Ms. Barnes has over 23 years of experience teaching business and technology, including Microsoft Office applications, at both the post-secondary and high school level.

**Office Location:** Oxnard

**Email:** [christie.barnes@lauruscollege.edu](mailto:christie.barnes@lauruscollege.edu)

### Krueger, Richard

**Education:**

- B.S., Management Science; CSULA, CA
- A.A., Business; Ventura College, CA

**Summary:**

Mr. Krueger has extensive experience in marketing, product management, communications and business development. He developed and directed the successful launch of innovative software, storage and RFID solutions and has proven success with growth, turn-around and start-up firms in the hi-tech industry. His expertise includes corporate strategy formation and driving alliances with global technology and channel partners.

**Office Location:** Oxnard

**Email:** [richard.krueger@lauruscollege.edu](mailto:richard.krueger@lauruscollege.edu)

### MacNair, Kasey

**Education:**

- M.A., Counseling Psychology, Adams State College, Alamosa, CO
- B.A., World History, Mesa State College, Grand Junction, CO

**Summary:**

Ms. MacNair has over 15 years of experience in nonprofit management and education. Ms. MacNair is passionate about assisting her students in reaching both their professional and personal goals. She enjoys teaching classes related to sociology, human development, communications, and psychology. Kasey believes that all individuals can obtain success along with meaningful careers through education, mentorship and purposeful life experiences.

**Office Location:** Remote

**Email:** [kasey.macnair@lauruscollege.edu](mailto:kasey.macnair@lauruscollege.edu)

### Manibusan, Laurie

**Education:**

- M.A., Public Administration; University of Guam; Mangilao, Guam
- B.S., Public Administration; University of Guam; Mangilao, Guam

**Summary:**

With over 24 years of experience in public administration, Ms. Manibusan's expertise extends into the areas of legislative and public policy, fiscal and grants management, and human resources. She has worked in both the public and private sectors, on both the East and West Coast. Recognized on numerous occasions by the U.S. Office of Personnel Management (NWT) for her commitment to excellence in customer service, Ms. Manibusan is equally dedicated to the success of her students. She actively volunteers in serving military personnel and their families and community outreach.

**Office Location:** Remote

**Email:** [laurie.manibusan@lauruscollege.edu](mailto:laurie.manibusan@lauruscollege.edu)

### [Meadors, Todd, Ed.D.](#)

**Education:**

- Ed.D., Instructional Technology and Distance Education, Nova Southeastern University, Fort Lauderdale, FL
- M.S., Computer Information Systems, Georgia State University, Atlanta, GA
- M.B.A, Management, Mercer University, Atlanta, GA
- B.A., Business Administration, Mercer University, Atlanta, GA

**Office Location:** Remote

**Email:** [todd.meadors@lauruscollege.edu](mailto:todd.meadors@lauruscollege.edu)

### [Miller, Shanna](#)

**Education:**

- M.B.A, Business Administration; Capella University; Minneapolis, MN
- B.A., Psychology; Buena Vista University; Storm Lake, IA
- A.A.; Southeastern Community College; Keokuk, IA

**Summary:**

Ms. Miller has 25 years of experience in management/director positions. Ms. Miller has two years of online education experience and enjoys bringing a wide variety of experiences into the classroom to engage the students in a successful endeavor.

**Office Location:** San Luis Obispo

**Email:** [shanna.miller@lauruscollege.edu](mailto:shanna.miller@lauruscollege.edu)

### [Munkres, Nancy](#)

**Education:**

- M.B.A, Business Administration; University of Phoenix; Online Campus
- B.A., Business; University of Phoenix; Online Campus
- A.A. Journalism; Los Angeles Pierce College; Woodland Hills, CA

**Summary:**

Ms. Munkres has a California State Vocational Teaching Credential and over 20 years of experience teaching. She also has over 11 years of experience as a business owner / entrepreneur in both web-based and brick & mortar operations. Ms. Munkres enjoys encouraging her students to further their education and helping them to learn topics that they will use in everyday life.

**Office Location:** Remote

**Email:** [nancy.munkres@lauruscollege.edu](mailto:nancy.munkres@lauruscollege.edu)

### [Smith, Alisha](#)

**Education:**

- M.A., Public Relations, Ball State University
- B.S., Speech Communications, Southern Illinois University-Carbondale

**Summary:**

Ms. Smith has over 20 years of public relations, public speaking, publication design, and database management experience. She has expertise in both the health care and natural resources fields, and has held positions at the private, public, and state government levels. She is a certified Health and Wellness Coach with a focus on integrative health, workplace wellness, stress management, and mindfulness. Her diverse background in mind-body medicine, speech communications, zoology, and small business management allows her to help students develop an individualized and unique career path. Ms. Smith is a dedicated instructor who strives to help students reach their full potential in mind, body, and spirit.

**Office Location:** San Luis Obispo

**Email:** [alisha.smith@lauruscollege.edu](mailto:alisha.smith@lauruscollege.edu)

## Smith-Goley, Sara

**Education:**

- M.B.A., Business Administration, Columbia College
- B.S., Business Administration in Financial Services, Columbia College
- A.A., Criminal Justice, Cuesta College

**Summary:**

Ms. Smith-Goley has over 17 years experience as a financial crimes compliance professional within the Financial Services industry, focusing on adherence with global anti-money laundering and counter terrorist financing regulations. Her skills include training development & delivery, data analysis, project management & change control processes, regulatory impact assessment, and management.

**Office Location:** Remote

**Email:** [sara.goley@lauruscollege.edu](mailto:sara.goley@lauruscollege.edu)

## Stangeland, Lyn

**Education:**

- M.B.A., Business Administration; University of Phoenix, Online
- B.A., Criminal Justice, University of Phoenix, Online

**Certifications:**

- TESOL & TOEFL Certificates
- CECU Certified Higher Education Professional

**Summary:**

Ms. Stangeland has worked as an instructor since 1991, teaching all levels; adults, teenagers and children, as well as various disciplines including Enterprise Risk Management, Leadership and Marketing. She has expertise in administering professional development workshops for teachers and administrators that drive success within classrooms and school operations, and several years of experience in Project Coordination, Budget Preparation, and Office Administration.

**Office Location:** Remote

**Email:** [lyn.stangeland@lauruscollege.edu](mailto:lyn.stangeland@lauruscollege.edu)

## Stover, Clint

**Education:**

- B.S., Applied Studies, CSU Dominguez Hills, Dominguez Hills, CA
- A.A., General Studies, Cuesta College, CA

**Summary:**

Mr. Stover brings to Laurus College a unique background that includes a lifelong interest in computers and computer programs, as well as several years of experience in office and retail management.

**Office Location:** Atascadero

**Email:** [clint.stover@lauruscollege.edu](mailto:clint.stover@lauruscollege.edu)

## Weinstein, Eric

### **Education:**

- M.B.A., Business Administration; Woodbury University, Burbank, CA
- B.S., Computer Science; Sonoma State University, Rohnert Park, CA
- A.S., Computer Science; Moorpark College, Moorpark, CA
- A.A., Liberal Arts and Science; Moorpark College, Moorpark, CA

### **Summary:**

With over 15 years of experience as a Systems / Database / Network Administrator, Systems Analyst, Computer Programmer, IT Consultant and Webmaster, Mr. Weinstein brings a powerful combination of both industry expertise and formal education that helps students understand the connection between the business and technology fields. His expertise also includes emerging technologies impacting the business world today such as E-Commerce, Social Media and various Web Designed platforms.

**Office Location:** Oxnard

**Email:** [eric.weinstein@lauruscollege.edu](mailto:eric.weinstein@lauruscollege.edu)

# DIGITAL ARTS AND COMPUTER ANIMATION DEPARTMENT

## Koehler, Christopher (Department Director)

### Education:

- M.S., Instructional Design & Technology; Full Sail University; Winter Park, FL
- B.S., Computer Animation; Full Sail University; Winter Park, FL
- O.A., Digital Arts and Computer Animation; Laurus College, CA
- Certificate, 3D Animation; Laurus College, CA

### Certifications:

- CG Autodesk Maya Certified User

### Summary:

Mr. Koehler has 13 years experience as a 3D Artist / Designer, Modeler, and Texture Artist. He's also completed a wide array of professional development courses through The Gnomon Workshop, Digital Tutors, and Lynda.com. Mr. Koehler fuses together his professional and educational experiences in order to give his students a glimpse into their own creative and professional potential.

**Office Location:** San Luis Obispo

**Email:** [christopher.koehler@lauruscollege.edu](mailto:christopher.koehler@lauruscollege.edu)

## Evangelista, Tyler

### Education:

- B.S., Computer Animation; Full Sail University; Winter Park, FL
- O.A., Digital Arts and Computer Animation; Laurus College, CA
- Certificate, 3D Animation; Laurus College, CA

### Summary:

Mr. Evangelista has over seven years of experience as a 3D Artist, 3D Generalist and 3D Modeler in the movie and commercial-based VFX industries.

**Office Location:** San Luis Obispo

**Email:** [tyler.evangelista@lauruscollege.edu](mailto:tyler.evangelista@lauruscollege.edu)

## Garcia, Conrad

### Education:

- B.S., Game Art and Design; Art Institute; Santa Monica, CA

### Summary:

Mr. Garcia has over seven years of experience as a 3D Artist, 3D Modeler and Art Director where he has worked on shipped titles for mobile, pc and console, both at an independent and full-team production scale.

**Office Location:** Remote

**Email:** [conrad.garcia@lauruscollege.edu](mailto:conrad.garcia@lauruscollege.edu)

## Ocampo, Nelson

### **Education:**

- B.S., Business; Western Governors University; Salt lake City, UT
- A.S., Criminal Justice; Kaplan University, IA
- Certificate, Character Animation; Animation Mentor, CA
- Certificate, 3D Graphics; Technology Development Center, CA

### **Summary:**

Over the last several years, Mr. Ocampo has held a variety of positions in the animation industry including Technical Artist, Animator, Production Assistant, and QA Tester.

**Office Location:** Oxnard

**Email:** [nelson.ocampo@lauruscollege.edu](mailto:nelson.ocampo@lauruscollege.edu)

## Wahl, Andre

### **Education:**

- M.A., Animation and Visual Effects; Academy of Art University, San Francisco, CA (Anticipated Graduation December 2020)
- B.S., Animation and Visual Effects; Ex'pression College for Digital Arts; Emeryville, CA

### **Summary:**

Mr. Wahl has over eight years of experience working in the creative industries. He has experience working as a 3D Artist, Motion Graphics Artist, Graphics Designer, Concept Artist, Illustrator, and Product Designer. In addition to teaching at Laurus, he actively continues working in the field and on personal projects, perpetually seeking to refine his craft. Mr. Wahl champions life-long learning and aims to not only teach students the skills needed to land a job in the industry, but also the passion to maintain a career in a field that is ever-changing as technology advances.

**Office Location:** Santa Maria

**Email:** [andre.wahl@lauruscollege.edu](mailto:andre.wahl@lauruscollege.edu)

## Williams, Paul Al

### **Education:**

- B.S., Digital Arts and Computer Animation, Laurus College, CA
- A.S., Purchasing Management; Fresno City College; Fresno, CA

### **Summary:**

Mr. Williams spent over ten years in the animation industry as a 3D Character Animator, working directly under and being mentored by well respected animation professionals from industry giants like Sony Image and Disney.

**Office Location:** Atascadero

**Email:** [al.williams@lauruscollege.edu](mailto:al.williams@lauruscollege.edu)



# INFORMATION TECHNOLOGIES AND NETWORK SYSTEMS DEPARTMENT

## Courter, Michael (Department Director)

### **Education:**

- M.S., Cyber Security; Bellevue University, Bellevue, NE
- M.S., Instructional Science & Technology, CSU-Monterey Bay; Seaside, CA
- B.S., Computer and Management Information Systems; Peru State College, Peru, NE
- Certificate, Information Security Management; Bellevue University, Bellevue, NE

### **Certifications:**

- TestOut Security Pro
- TestOut Network Pro
- TestOut PC Pro
- Client Pro Test
- Desktop Pro

### **Summary:**

Mr. Courter has been actively working in information technology with various roles such as computer support, analyst, systems administrator and consultant for over 20 years.

**Office Location:** Remote

**Email:** [michael.courter@lauruscollege.edu](mailto:michael.courter@lauruscollege.edu)

## Butler, Laurence

### **Education:**

- M.B.A., Business Administration, CSU-Stanislaus
- B.S, Business Administration, CSU-Stanislaus
- A.S, Business Administration, San Joaquin Delta College
- Certificate, Online Teaching & Learning; California State University, East Bay

### **Certifications:**

- ISACA Certified Information Security Manager (CISM)
- ISC2 Certified Information Systems Security Professional (CISSP)
- CompTIA A+ Certification
- CompTIA Net+ Certification
- Certified Wireless Network Professionals – Certified Wireless Specialist (CWS)
- Certified Wireless Network Professionals – Certified Wireless Technician (CWT)
- Project Management Institute – Project Management Professional Certification (PMP)
- Project Management Institute – Risk Management Professional Certification (PMI-RMP)
- Project Management Institute – Agile Certified Professional Certification (PMI-ACP)
- Project Management Institute – Schedule Professional Certification (PMI-SP)

### **Summary:**

Mr. Butler has over 29 years experience in Business and Information Technology and has worked in many different aspects of the Business and Information Technology Fields. Mr. Butler currently works in Information Technology Application Development and I.T. Project Management.

**Office Location:** Remote

**Email:** [laurence.butler@lauruscollege.edu](mailto:laurence.butler@lauruscollege.edu)

## Chalmers, Shamikka

### **Education:**

- M.S., Information Technology; University of Phoenix, AZ
- B.S., Information Systems; University of Phoenix, AZ

### **Certifications:**

- CompTIA Security+ Certification
- CompTIA Network+ Certification
- CompTIA Advanced Security Practitioner Certification
- Microsoft Certified-Windows Server 2008
- Microsoft Certified-Windows 7 Configuration
- CompTIA Linux+ Certification
- Cisco Certified Network Professional – Switch
- CISSP Certified Information Systems Security Professional

### **Summary:**

Ms. Chalmers has over 16 years of experience as an IT Specialist, Network Administrator, and Information Security Officer.

**Office Location:** Remote

**Email:** [shamikka.chalmers@lauruscollege.edu](mailto:shamikka.chalmers@lauruscollege.edu)

## Franklin, Karen

### **Education:**

- M.S., Instructional Design & Technology; Walden University; Minn, MN
- B.S., Information Technology; Western Governors University; Salt Lake City, UT
- A.A., Cuesta College; San Luis Obispo, CA
- Certificate, IT & Service Professional; Laurus College, CA
- Certificate, Professional Business Support; Laurus College, CA
- Certificate, Grad Program in Business Management; Walden University; Minn, MN

### **Certifications:**

- Certificate in Human Resources / Personnel Management Development
- CompTIA A+ Certification
- CompTIA Project+ Certification
- MTA Networking Fundamentals
- MTA Security Fundamentals
- MTA Software Development Fundamentals
- MTA Windows Server Administration Fundamentals
- Microsoft Office Specialist (MOS)
- SUSE Technical Certification: Certified
- Administrator in Enterprise Linux 11
- CNA OES for NetWare

### **Summary:**

In addition to Ms. Franklin's 13+ years of experience in the IT industry as a Computer Lab Technician/Network Support Technician/Office Automation Specialist, she also has over ten years of experience as a Paraprofessional and Instructor.

**Office Location:** Santa Maria

**Email:** [karen.franklin@lauruscollege.edu](mailto:karen.franklin@lauruscollege.edu)

## Hicks, William

**Education:**

- M.S., Management Information Systems, Bellevue University, Bellevue, NE
- B.S., Professional Studies, Empire State College, Buffalo, NY
- A.A.S., Liberal Arts & Science, Erie County Community College, Buffalo, NY

**Office Location:** Remote

**Email:** [william.hicks@lauruscollege.edu](mailto:william.hicks@lauruscollege.edu)

## Jones, Tedi

**Education:**

- B.A., Sociology; Ashford Universtiy, San Diego, CA
- Certificate, Computer Networking; Laurus College, CA
- Certificate, Professional Business Support; Laurus College, CA
- Certificate, Information Technology and Service Professional; Laurus College, CA

**Certifications:**

- CompTIA A+ Certification
- Client Pro
- TestOut Desktop Pro
- Microsoft Certified Professional for Office Word
- CompTIA Network+ Certification
- TestOut Security Pro Certification

**Summary:**

Mr. Jones has over seven years of experience as an IT Services Consultant and Operations Manager.

**Office Location:** Remote

**Email:** [tedi.jones@lauruscollege.edu](mailto:tedi.jones@lauruscollege.edu)

## Lewis, Randall

**Education:**

- O.A.D., Information Technology and Networking; Laurus College, Oxnard, CA
- B.A., English Writing; California State University, Northridge, CA

**Certifications:**

- TestOut PC Certified Network Pro
- TestOut PC Certified Client Pro
- CompTIA A+ Certification
- TestOut Desktop Pro
- TestOut PC Pro
- TestOut Security Pro
- Cybrary 3 CPE / CPU End User: Social Engineering

**Summary:**

Mr. Lewis has more than seven years of experience as a Senior Technical Writer, Business Control Specialist, and Business Control Analyst in enterprise environments. He manages the school's IT club, the ITNet Pro Club, the club's Facebook page, and the department's hands-on labs for students. He participates in the National Cyber League's twice-a-year ethical hacking competition.

**Office Location:** Oxnard

**Email:** [randall.lewis@lauruscollege.edu](mailto:randall.lewis@lauruscollege.edu)

## Marshall, Steven

### **Education:**

- B.S., Management of Technology; Athens State University, Athens, AL
- A.A., Network System Administration; Stautzenberger College, Maume, OH

### **Certifications:**

- CompTIA A+ Certification
- Microsoft Certified Application Specialist
- TestOut: PC Pro
- TestOut Network Pro
- TestOut Server Pro
- TestOut Client Pro
- TestOut Security Pro

### **Summary:**

Mr. Marshall has over 12 years of experience as a Test & Analysis Technician, IT Technical Assistant, and Desktop Support Specialist. He has been teaching and mentoring in both the corporate and academia for over 20 years, bringing both his enthusiasm and energy into the classroom to empower and motivate his students.

**Office Location:** Remote

**Email:** [steven.marshall@lauruscollege.edu](mailto:steven.marshall@lauruscollege.edu)

## Mason, Christina

### **Education:**

- M.B.A., Information Systems Management; Keller Graduate School, Irving, TX
- M.B.A., Business Administration; Keller Graduate School, Irving, TX
- B.S., Computer Information Systems; DeVry University, Irving, TX

### **Certifications:**

- CCNA CyberOps
- Cybrary Organizational Data Security Fundamentals

### **Summary:**

Ms. Mason has over 17 years of experience as an IT Systems Manager / Engineer, IT / Networking Specialist, and Infrastructure Specialist.

**Office Location:** Remote

**Email:** [christina.mason@lauruscollege.edu](mailto:christina.mason@lauruscollege.edu)

## Meadors, Todd, Ed.D.

### **Education:**

- Ed.D., Instructional Technology and Distance Education, Nova Southeastern University, Fort Lauderdale, FL
- M.S., Computer Information Systems, Georgia State University, Atlanta, GA
- M.B.A, Management, Mercer University, Atlanta, GA
- B.A., Business Administration, Mercer University, Atlanta, GA

**Office Location:** Remote

**Email:** [todd.meadors@lauruscollege.edu](mailto:todd.meadors@lauruscollege.edu)

## [Okali, Alice](#)

### **Education:**

- M.S., Healthcare Mgmt. with a concentration in Health Data Informatics & Analytics; University of Denver, CO (Anticipated Graduation December 2020)
- B.A., Computer and Quantitative Methods; University of St. Thomas, Saint Paul, MN

### **Certifications:**

- ITIL Foundation
- Certified Scrum Master
- Certified Scrum Product Owner

### **Summary:**

Ms. Okali is a seasoned Health Information Technologist with over 20 years of experience leading complex, multi-disciplinary software engineering projects using domain expertise in data mining and analytics to improve business processes. Her areas of expertise include software development, product/project management, data analytics, data management, information security, and leadership.

**Office Location:** Remote

**Email:** [alice.okali@lauruscollege.edu](mailto:alice.okali@lauruscollege.edu)

## [Polfer, Allen](#)

### **Certifications:**

- CompTIA IT Operations Specialist – CIOS
- CompTIA Secure Infrastructure Specialist – CSIS
- CompTIA A+ 1001 & 1002
- CompTIA Network + N10-007
- CompTIA Security + SYO-501
- TestOut Network Pro
- TestOut Security Pro
- TestOut PC Pro & TestOut Windows Server Pro
- TestOut Client Pro & TestOut Desktop Pro
- Microsoft Small Business Specialist

### **Summary:**

Mr. Polfer has been professionally involved for 30 years in Information Technology through which he has developed skills with IT infrastructures, related to IT and Networking Technology solutions with leading edge programs and software. He has had extensive computer and networking experience while designing and developing curriculum, lesson materials, and providing instruction as well.

**Office Location:** Remote

**Email:** [allen.polfer@lauruscollege.edu](mailto:allen.polfer@lauruscollege.edu)

## [Sangwanphanit, Songpol](#)

### **Education:**

- B.S., Business Administration / Finance, California State University Northridge, CA

### **Certifications:**

- CompTIA A+ Certified
- Microsoft Certified Professional
- CompTIA Network+ Certified

### **Summary:**

Mr. Sangwanphanit has over five years of experience as a Network Administrator / Tech and Technical Support Specialist.

**Office Location:** Oxnard

**Email:** [songpols@lauruscollege.edu](mailto:songpols@lauruscollege.edu)

## Sparks, John

### **Education:**

- B.S., Industrial Technology; San Jose State University, San Jose, CA
- Graduate Certificate for Advanced Study in Digital Forensics, University of Rhode Island, Kingston, RI

### **Certifications:**

- CompTIA A+ Certified
- CompTIA Network+ Certified
- Microsoft Certified Desktop Support Technician
- Microsoft Certified Systems Engineer
- Microsoft Certified Professional

### **Summary:**

Mr. Sparks has over 20 years of experience as a Systems Administrator, IT Specialist, and Network Administrator. He has been teaching IT courses for over 8 years. Mr. Sparks has received numerous awards from the Federal Bureau of Investigation for his work as a Sr. Forensic Examiner - IT Specialist to include: Great Casework by a Team, Section Employee of the Month, Time Off Awards, and Above and Beyond Awards. Mr. Sparks enjoys IT security research and has provided bug and vulnerability feedback to Microsoft.

**Office Location:** Remote

**Email:** [john.sparks@lauruscollege.edu](mailto:john.sparks@lauruscollege.edu)

## Vorathavorn, Vance

### **Education:**

- M.S., IT Management, Western Governor's University, Salt Lake City, UT
- M.A., Philosophy; Biola University; La Mirada, CA
- B.S., Information Technology, University of Phoenix, AZ

**Office Location:** Remote

**Email:** [vance.vorathavorn@lauruscollege.edu](mailto:vance.vorathavorn@lauruscollege.edu)

# MEDICAL BILLING AND CODING DEPARTMENT

## Sandoval, Rebecca (Department Director)

**Education:**

- A.A.S., Medical Billing and Coding; Charter College, CA

**Certifications:**

- ICD-10-CM Certified, Coding Certification Org
- Medicare Fraud and Abuse Certificate
- Diagnosis Coding Using the ICD-10-CM Certificate

**Summary:**

Ms. Sandoval has worked in the medical field for over 17 years. She started in the chart room and eventually moved into a position where she was in charge of obtaining authorizations. As she continued to learn more about insurance companies and coding guidelines, she was then trained for the billing position and eventually spent several years as a Medical Office Coordinator.

**Office Location:** Oxnard

**Email:** [rebecca.sandoval@lauruscollege.edu](mailto:rebecca.sandoval@lauruscollege.edu)

## Gray, Erica

**Education:**

- A.S., Healthcare Administration; Ashworth College, GA

**Summary:**

Mrs. Gray has over 8 years of experience in the medical field and started as a medical receptionist working for a podiatrist. She then moved on to being in charge of the front office working for a busy Gynecologist office where she oversaw the registration process, triaged phone calls and was a patient liaison that bridged the gap between the office itself and the outside billing office when the patient's had billing issues. Eventually, she began working as an assistant medical biller for a medical billing and coding company, but was soon promoted to a revenue cycle management account manager where she coordinated the entire billing cycle of medical claims for seven different offices with combined revenues close to a million dollars.

**Office Location:** Remote

**Email:** [erica.gray@lauruscollege.edu](mailto:erica.gray@lauruscollege.edu)

## Lincoln, Patricia

**Certifications:**

- Certified Professional Coder (CPC) – American Academy of Professional Coders (AAPC)

**Summary:**

Ms. Lincoln is a CPC (Certified Professional Coder) with an extensive background in medical coding, billing, compliance, and related fields. She has taught coding, billing, and terminology courses academically, as well as trained and managed many coders professionally over the years. Ms. Lincoln has also taught medical documentation seminars for groups of physicians in various cities across the U.S., as well as served as an expert consultant in Medical Billing & Coding Fraud legal cases.

**Office Location:** Remote

**Email:** [patricia.lincoln@lauruscollege.edu](mailto:patricia.lincoln@lauruscollege.edu)

## Munoz, Sheryl

**Education:**

- M.B.A., Healthcare Management, Western Governor's University
- B.S., Health Administration; University of Phoenix, Online
- A.A., Health Administration; University of Phoenix, Online

**Summary:**

Ms. Munoz has worked in the healthcare industry for over 20 years, starting in a large healthcare organization, and then moving to various medical offices of different specialty physicians. Her knowledge of the healthcare industry from medical billing, claims processing, conducting training, and overseeing an entire medical office, along with keeping up-to-date in her area of expertise has enhanced her teaching at Laurus College.

**Office Location:** Oxnard

**Email:** [sheryl.munoz@lauruscollege.edu](mailto:sheryl.munoz@lauruscollege.edu)

## Hawkins, Amy

**Education:**

- Certificate, Medical Secretary Certificate, Madera Adult School, CA

**Summary:**

Ms. Hawkins has over 22 years of experience in the medical field in various Medical Front & Back Office positions. She has also been teaching in higher education for 15 years.

**Office Location:** Remote

**Email:** [amy.hawkins@lauruscollege.edu](mailto:amy.hawkins@lauruscollege.edu)

## Sanchez, Charla

**Education:**

- A.S., Clinical Administrative Medical Assistant, San Joaquin Valley College; Fresno, CA

**Certifications:**

- ICD-10 Certified, CodingCertification.Org
- CMS-1500 Form Certification
- Medicare Fraud and Abuse Certification

**Summary:**

Ms. Sanchez has 23 years in the Medical Industry in various areas of the Medical office; Administrative, Clinical and Billing & Coding. She is a professional in her industry and has been recognized for her continued efforts in her field.

**Office Location:** Remote

**Email:** [charla.sanchez@lauruscollege.edu](mailto:charla.sanchez@lauruscollege.edu)

## Walker, Norma

**Education:**

- A.A.S., Medical Coding and Billing; Charter College, CA

**Certifications:**

- ICD-10-CM Certified, Coding Certification Org
- CMRS, Certified Medical Reimbursement Specialist, American Medical Billing Association

**Summary:**

Known for her friendliness and attention to detail, Ms. Walker has been teaching medical billing and coding for over seven years, taking pride in helping students succeed in the classroom so that they can enter the healthcare field as confident and outgoing professionals.

**Office Location:** Oxnard

**Email:** [norma.walker@lauruscollege.edu](mailto:norma.walker@lauruscollege.edu)



## WEB DESIGN AND DEVELOPMENT DEPARTMENT

### Koehler, Christopher (Department Director)

**Education:**

- M.S., Instructional Design & Technology; Full Sail University; Winter Park, FL
- B.S., Computer Animation; Full Sail University; Winter Park, FL
- O.A., Digital Arts and Computer Animation; Laurus College, CA
- Certificate, 3D Animation; Laurus College, CA

**Certifications:**

- CG Autodesk Maya Certified User

**Summary:**

Mr. Koehler has 13 years experience as a 3D Artist / Designer, Modeler, and Texture Artist. He's also completed a wide array of professional development courses through The Gnomon Workshop, Digital Tutors, and Lynda.com. Mr. Koehler fuses together his professional and educational experiences in order to give his students a glimpse into their own creative and professional potential.

**Office Location:** San Luis Obispo

**Email:** [christopher.koehler@lauruscollege.edu](mailto:christopher.koehler@lauruscollege.edu)

### Decker, Rory

**Education:**

- B.S., Web Design and Development, Laurus College, CA
- A.A., English; Cuesta College, CA
- Certificate, Web Design; Laurus College, CA

**Summary:**

Mr. Decker has over 12 years of experience as a Web Designer, Illustrator & Concept Designer.

**Office Location:** Atascadero

**Email:** [rory.decker@lauruscollege.edu](mailto:rory.decker@lauruscollege.edu)

### Hage, Bushra

**Education:**

- M.A., Educational Technology: Learning, Design and Technology, Central Michigan University, MI
- B.S., Computer Science; Yarmouk University; Jordan

**Certifications:**

- Adobe Certified Expert, Adobe Photoshop CS
- Expert Rating Certificate, Macromedia Flash
- Expert Rating Certificate, 3DS Max 8.0

**Summary:**

Ms. Hage has over seven years of experience as a Graphic Designer and Multimedia Production Specialist, having worked for a variety of companies in the industry such as Rubicon Group Holding, ITG (Integrated Technology Group), and Rojas Publishing. Her favorite projects to work on during her career were corporate profiles, interactive product profiles of pharmaceutical drugs, and edutainment software for children.

**Office Location:** Remote

**Email:** [bushra.hage@lauruscollege.edu](mailto:bushra.hage@lauruscollege.edu)

## Koyak, Brad

### **Education:**

- M.S., Psychology; Capella University; Online
- M.Ed., Education; American Intercontinental University; Online
- B.F.A., Advertising & Design; International Academy of Design & Technology; Chicago, IL

### **Certifications:**

- Certificate, Adobe After Effects; Illinois Institute of Art Schaumburg
- Certificate, Digital Photography; Illinois Institute of Art Schaumburg

### **Summary:**

Mr. Koyak has over five years of experience as a Media Sales General Manager, Digital Strategist and Advertising Manager.

**Office Location:** Atascadero

**Email:** [brad.koyak@lauruscollege.edu](mailto:brad.koyak@lauruscollege.edu)

## Monson, Blake

### **Education:**

- M.A., Visual Communications & Design, Liberty University, Online Campus
- B.A., Art w/ emphasis in Time-Based Digital Animation, CSUCI, Camarillo, California
- A.S., Liberal Studies, Ventura College, Ventura, California

### **Certifications:**

- Certificate, Visual Communications and Graphic Design; UCSB Extension, California

### **Summary:**

With 20+ years of industry experience, Mr. Monson has led entire graphics departments and worked on highly visible interactive projects like, King of Fighters, 9 Experiment, Shining Stars, and Oprah's NO-PHONE-ZONE widget to name a few. He has also delivered projects for an impressive list of clients, like Comedy Central, Ben & Jerry's, McDonalds, Jarritos, Harley Davidson, Unilever, Focus Features, Bluefly, Konami & more. After spending time teaching at USC, Blake now brings his talents and industry experience to the students here at Laurus College.

**Office Location:** Oxnard

**Email:** [blake.monson@lauruscollege.edu](mailto:blake.monson@lauruscollege.edu)

## Nimmo, Wesley

### **Education:**

- M.S., Management Information Systems, National University, CA
- B.A., Political Science; UCLA, Westwood, CA

### **Summary:**

Mr. Nimmo has over 10 years of experience as a Website Project Manager and Marketing Director, with a specific passion for front-end web development.

**Office Location:** San Luis Obispo

**Email:** [wesley.nimmo@lauruscollege.edu](mailto:wesley.nimmo@lauruscollege.edu)

## Staso, Jeffrey

**Education:**

- M.S., Instructional Science and Technology; CSUMB, CA
- B.S., Telecommunications, Multi-Media & Applied Computing; CSUMB, CA

**Summary:**

Mr. Staso has over 12 years of experience as a Web Designer & Web / Graphics Technician.

**Office Location:** Santa Maria

**Email:** [jeffrey.staso@lauruscollege.edu](mailto:jeffrey.staso@lauruscollege.edu)

## Weinstein, Eric

**Education:**

- M.B.A., Business Administration; Woodbury University, Burbank, CA
- B.S., Computer Science; Sonoma State University, Rohnert Park, CA
- A.S., Computer Science; Moorpark College, Moorpark, CA
- A.A., Liberal Arts and Science; Moorpark College, Moorpark, CA

**Summary:**

With over 15 years of experience as a Systems / Database / Network Administrator, Systems Analyst, Computer Programmer, IT Consultant and Webmaster, Mr. Weinstein brings a powerful combination of both industry expertise and formal education that helps students understand the connection between the business and technology fields. His expertise also includes emerging technologies impacting the business world today such as E-Commerce, Social Media and various Web Designed platforms.

**Office Location:** Oxnard

**Email:** [eric.weinstein@lauruscollege.edu](mailto:eric.weinstein@lauruscollege.edu)

# GENERAL EDUCATION DEPARTMENT

## Flores, Wendy (Department Director)

### Education:

- M.A., Education; Brandman University, Irvine, CA
- B.A., Sociology; UCSB; Santa Barbara, CA

### Areas of Expertise:

- Physical Science
- Sociology

**Office Location:** Santa Maria

**Email:** [wendy.flores@lauruscollege.edu](mailto:wendy.flores@lauruscollege.edu)

## Bryant, Melanie

### Education:

- M.F.A., Film and Theater Arts; University of New Orleans; New Orleans, LA
- B.A., Drama and Communications; University of New Orleans; New Orleans, LA

### Certifications:

- Technical Writing Certificate, California State University
- Secondary English Teaching, Credential University of New Orleans

### Areas of Expertise:

- Communications
- English

**Office Location:** Atascadero

**Email:** [melanie.bryant@lauruscollege.edu](mailto:melanie.bryant@lauruscollege.edu)

## Burrill, Cecelia, Ed.D

### Education:

- Ed.D, Counseling Psychology; Argosy University Sarasota; Sarasota, FL
- M.A., Clinical Psychology; Argosy University Atlanta; Atlanta, GA
- B.S., Biblical Education; Lee University; Cleveland, TN

### Areas of Expertise:

- Psychology

**Office Location:** Remote

**Email:** [cecilia.burrill@lauruscollege.edu](mailto:cecilia.burrill@lauruscollege.edu)

## Freckleton, Iain

### Education:

- M.A., Anthropology, UC Davis; Davis, CA
- B.A., Anthropology; CSU Long Beach; Long Beach, CA
- Secondary Teaching Credential-Social Sciences; Western Governors University; Salt Lake City, UT

### Areas of Expertise:

- Sociology
- World History
- Physical Science

**Office Location:** Santa Maria

**Email:** [iain.freckleton@lauruscollege.edu](mailto:iain.freckleton@lauruscollege.edu)

## Koyak, Brad

### **Education:**

- M.S., Psychology; Capella University; Online
- M.Ed., Education; American Intercontinental University; Online
- B.F.A., Advertising & Design; International Academy of Design & Technology; Chicago, IL

### **Areas of Expertise:**

- Psychology

**Office Location:** Atascadero

**Email:** [brad.koyak@lauruscollege.edu](mailto:brad.koyak@lauruscollege.edu)

## MacNair, Kasey

### **Education:**

- M.A., Counseling Psychology, Adams State College, Alamosa, CO
- B.A., World History, Mesa State College, Grand Junction, CO

### **Areas of Expertise:**

- Psychology
- History

**Office Location:** Remote

**Email:** [kasey.macnair@lauruscollege.edu](mailto:kasey.macnair@lauruscollege.edu)

## Mesa, Marady

### **Education:**

- M.P.H., Health Promotion, National University, San Diego, CA
- B.S., Biology, CSU-Channel Islands, Camarillo, CA

### **Areas of Expertise:**

- Life Science
- Physical Science
- Math
- Sociology

**Office Location:** Remote

**Email:** [marady.mesa@lauruscollege.edu](mailto:marady.mesa@lauruscollege.edu)

## Miller, Shanna

### **Education:**

- M.B.A, Business Administration; Capella University; Minneapolis, MN
- B.A., Psychology; Buena Vista University; Storm Lake, IA
- A.A.; Southeastern Community College; Keokuk, IA

### **Areas of Expertise:**

- English
- Life Science
- Math
- Psychology

**Office Location:** San Luis Obispo

**Email:** [shanna.miller@lauruscollege.edu](mailto:shanna.miller@lauruscollege.edu)

## Munkres, Nancy

**Education:**

- M.B.A., Business Administration; University of Phoenix; Online Campus
- B.A., Business; University of Phoenix; Online Campus
- A.A. Journalism; Los Angeles Pierce College; Woodland Hills, CA

**Areas of Expertise:**

- Communications
- English

**Office Location:** Remote

**Email:** [nancy.munkres@lauruscollege.edu](mailto:nancy.munkres@lauruscollege.edu)

## Smith-Goley, Sara

**Education:**

- M.B.A., Business Administration, Columbia College
- B.S., Business Administration in Financial Services, Columbia College
- A.A., Criminal Justice, Cuesta College

**Areas of Expertise:**

- Communications
- English
- Math

**Office Location:** Remote

**Email:** [sara.goley@lauruscollege.edu](mailto:sara.goley@lauruscollege.edu)

## Stangeland, Lyn

**Education:**

- M.B.A., Business Administration; University of Phoenix, Online
- B.A., Criminal Justice, University of Phoenix, Online

**Certifications:**

- TESOL & TOEFL Certificates
- CECU Certified Higher Education Professional

**Areas of Expertise:**

- Psychology

**Office Location:** Remote

**Email:** [lyn.stangeland@lauruscollege.edu](mailto:lyn.stangeland@lauruscollege.edu)

## Weinstein, Eric

**Education:**

- M.B.A., Business Administration; Woodbury University, Burbank, CA
- B.S., Computer Science; Sonoma State University, Rohnert Park, CA
- A.S., Computer Science; Moorpark College, Moorpark, CA
- A.A., Liberal Arts and Science; Moorpark College, Moorpark, CA

**Areas of Expertise:**

- Math

**Office Location:** Oxnard

**Email:** [eric.weinstein@lauruscollege.edu](mailto:eric.weinstein@lauruscollege.edu)

# Laurus College Addendum

## Staff Listing\*

James E. Redmond.....Chief Executive Officer, QE2 Systems  
Jeffrey Redmond ..... Chancellor / LION Director  
Melanie Bryant ..... Director of Education  
Dr. David Ahn ..... Campus President, Oxnard Branch Campus  
Cecilia Mortela ..... VP of Student Programs  
Dr. Karen Edwards..... Director of Workforce & Economic Development  
Ana Gelotti..... Director of Human Resources/ Title IX Coordinator  
Jesse Bates.....Director of Operations / Assistant Librarian  
Susana Guerrero ..... Director of Student & Career Services  
Elizabeth Gutierrez..... Student Advocate  
Chrisandra Castillo..... Academic Specialist / Peer Mentor Coordinator  
Iris Velez ..... Academic Specialist  
Greg Gardner ..... Career Services Coordinator  
Andres Guerrero ..... Career Services Coordinator  
Arlene Velez ..... Student Success Coordinator  
Brendan Coyle..... Registrar  
Leo Craven..... Chief Compliance Officer  
Antoinette Durden..... Compliance Review Coordinator  
Lisa McClain ..... Chief Financial Officer  
Brent Green ..... Director of Finance  
Timothy Redmond .....Director of Financial Aid  
Chris Rusconi .....Financial Aid Operations Manager  
Celia Escudero .....Financial Aid Representative  
Molly Gonzales .....Financial Aid Representative  
Joe Avila.....Financial Aid Representative  
Jennifer Dominy .....Financial Aid Representative  
Carla Smith.....Financial Aid Representative  
Teresa Fowler ..... Financial Aid Loan Specialist  
Jason Smith ..... Director of Admissions  
PJ Pangilinan.....Assistant Director of Admissions  
Cedric Warren.....Assistant Director of Admissions  
Natallia Rusconi ..... Admissions Representative  
Vicente Camacho ..... Admissions Representative  
Donna Jardim ..... Admissions Representative  
Keyanna Bethea..... Admissions Representative  
Maxine Marlow ..... Admissions Representative  
Erica Benson ..... Admissions Representative  
Joseph DeLoza.....Marketing & Design Coordinator  
Sarah Sur .....Librarian

\* Remote and assigned on-site for both campus locations

# Board of Directors, Laurus College, LLC

**James E. Redmond..... Chairman**  
**Jeffrey Redmond ..... Vice-Chairman**  
**Brendan Coyle..... Treasurer**  
**Leo Craven..... Secretary**  
**Cecilia Mortela ..... Board Member**  
**Lisa McClain ..... Board Member**  
**Steve Johnson ..... Board Member**  
**Chris Koehler ..... Board Member**

## Advisory Board

**Thomas Leskie..... Board Member**  
**Alexander Bailey ..... Board Member**  
**Tim Pearson..... Board Member**  
**Dr. Al Roberts ..... Board Member**  
**Sue Anderson..... Board Member**



# Laurus College Addendum - Updates

**The following revisions were made to the Laurus College Catalog (V5.8 v5-18-20, effective May 18, 2020):**

## **VI) Programs at Laurus College (Pages 9 thru 71)**

This section went through significant revisions. Students are encouraged to review this entire section and reach out to the Registrar [registrar@lauruscollege.edu](mailto:registrar@lauruscollege.edu) or (805) 267-1643 if they have any questions.

**The following revisions were made to the Laurus College Catalog (V5.7 v4-13-20, effective April 13, 2020):**

## **X) Tuition (Pages 87 thru 88)**

The updated Program Tuition and Fees Schedule went into effect on April 13, 2020. All students enrolling on the effective date and after will be subject to the new Program and Tuition Fees schedule.

Students who enrolled prior to April 13, 2020 will continue to pay tuition and fees as stipulated in their active enrollment agreement. Students are encouraged to reach out to the Financial Aid department [fa@lauruscollege.edu](mailto:fa@lauruscollege.edu) (805) 267-1690 if they have any questions.

**The following revisions were made to the Laurus College Catalog (V5.4 v9-9-19, effective September 9, 2019):**

## **f) Attendance Policy (Page 79)**

*The following language was added to this section:*

Students who have graduated from high school or completed their high school equivalency test within twelve (12) months of their first day of classes with Laurus College are required to attend all of their classes via live sessions for their first three (3) terms, unless granted a waiver. Failure to attend all live sessions may affect academic evaluation. These students will still have access to the archived (recorded) classes for academic review and study.

## **IX) Standards of Satisfactory Academic Progress (Pages 83 thru 87)**

This section went through significant revisions. Students are encouraged to review this entire section and reach out to the Registrar [registrar@lauruscollege.edu](mailto:registrar@lauruscollege.edu) or (805) 267-1643 if they have any questions.

## **a) Federal Student Financial Aid (Pages 93 thru 95)**

*The following language was added to this section:*

**Veterans Assistance and Loans (VA)**

Veterans, active duty service persons, reservists or otherwise eligible members (such as spouses and dependents) may be eligible to qualify for various VA educational assistance programs. Eligibility criteria for military educational assistance and benefits vary by state and school. Applicants must first check with the Veterans Affairs Administration Office to see if they qualify for benefits.

Laurus College does not penalize students using VA Education benefit programs under Chapters 33 and 31 due to the delayed disbursement funding from the Department of Veterans Affairs, providing students submit a Certificate of Eligibility (COE) for entitlement to educational assistance no later than the first day of their program start, a written request to use such entitlement, and any additional information needed to certify enrollment. In compliance with Title 38 USC 3679 (e), students providing the required documentation will continue have access to classes, libraries, and other institutional facilities as outlined in this catalog. No late fees will be assessed and students accounts will be considered on hold.

Students who receive VA educational benefits are still required to select one of the College's primary financing options (e.g. Financial Aid, Cash) to cover educational costs and related expenses not covered directly by the VA. All payments to this primary financing option must be made in accordance with the College's financial policies and procedures.