2015 Catalog
Welcome to the
American College of Commerce & Technology
A Personal Message from the President

Thank you for the interest you have shown in our College. You have taken a first step toward an exciting and rewarding career. We have helped many students like you to find a place on the career ladder of their choice.

Our mission is to offer high quality instruction and an affordable tuition for our students. We offer merit scholarships to those who qualify, and interest-free payment plans. You will find that all of our staff and faculty are here to help you to achieve your objectives. All are highly experienced, both academically and professionally. We are committed to a small class size, intensive personalized, relevant instruction, and high standards of learning. Our faculty and staff are flexible and committed to student success in both academically and professionally.

We want each student who completes our programs to be qualified for at least entry level professional employment when he or she leaves us. To that end, we also provide career counseling and assistance in finding employment.

Thank you for your interest in the American College of Commerce and Technology. We look forward to a mutually rewarding and productive journey as you develop your employment skills and achieve your academic objectives. Our goal is to make the world a better place, one student at a time.

William V. Schipper, Ph.D.
President & CEO
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This Catalog is an official publication of American College of Commerce & Technology (ACCT). As such, it is subject to revision at any time. The College reserves the rights to add, withdraw or revise any course, program of study, provision or requirement described within the Catalog as may be deemed necessary. Occasionally, program requirements will vary by the printing date of the Catalog.

The tuition, fees, program graduation requirements, and other rules described in this Catalog apply to all students who enroll at ACCT while the Catalog is in effect.
Academic Calendar

Calendar 2015
A normal academic year consists of four quarters per year. Classes will meet 11 times, on average, per quarter. Any canceled classes due to inclement weather or holidays will be made up by the end of each quarter.

Winter Term 2015
January 5 - Monday  Winter Classes Begin
January 10  Orientation for new students
February 8  Last day to drop without academic penalty
March 22 - Sunday  Winter Classes End

Spring Term 2015
April 6 - Monday  Spring Classes Begin
April 11  Orientation for new students
May 10  Last day to drop without academic penalty
June 21 - Sunday  Spring Classes End

Summer Term 2015
July 6 – Monday  Summer Classes begin
July 11  Orientation for new students
Aug 9  Last day to drop without academic penalty
September 20 - Sunday  Summer Classes End

Fall Term 2015
September 28 - Monday  Fall Classes begin
October 3  Orientation for new students
October 25  Last day to drop without academic penalty
December 20 - Sunday  Fall Classes End

Holidays
The following holidays are observed and no classes are held:

- Martin Luther King’s Day (January 19)
- President’s Day (February 16)
- Memorial Day (last Monday in May)
- Labor Day (1st Monday in September)
- Oct 31 Halloween (no classes for 6pm schedule)
- Veterans Day (November 11)
- Thanksgiving Day (4th Thursday in November, Friday, Saturday and Sunday)
General Information

Mission and Philosophy
The mission of American College of Commerce and Technology (ACCT) is to empower its diverse student body to succeed in today’s dynamic world by integrating general education, professional skills, and career-focused education.

To this end, the College employs its faculty, services, curricula, and facilities to equip students with conceptual and practical tools required to become contributing members of a society and to achieve success in fields of employment with high growth potential.

Degree programs at American College of Commerce & Technology promote the perpetual career development of diverse professionals to meet the changing needs of the global marketplace.

ACCT offers affordable academic undergraduate and graduate degree programs designed to help students develop skills and competencies to enhance their professional careers. Degree programs include Accounting, Business Administration, and Computer Information Systems.

Vision Statement
In the twenty-first century, American College of Commerce & Technology will be a leading regional institution of higher education, offering the highest quality programs in a nurturing atmosphere where quality is always dictated by the needs of our principal consumer – students’ satisfaction is pursued by all as the paramount goal. In realization of this vision, a foremost measure of quality, the College will attract and retain a dedicated, professional staff as well as credentialed faculty recognized for expertise in their field and who excel in the art of teaching, student mentoring, endeavors of scholarship, research, and service. Built on this firm foundation of scholarship, service, and support, the institution will seek and maintain the most prestigious national accreditations.

Goals
The goals of ACCT are as follows:

- To maintain up-to-date curricula which are responsive to the current and future needs of students.
- To match expected learning outcomes to employer demands and expectations for skill development in students
- To match student goals with appropriate programs of study
- To employ faculty with experience in both academic and professional fields.
- To ensure affordability by tailoring scholarships, loan, grants, and financing to match the needs and circumstances of our students
- To develop a culture of continuous improvement in the delivery of our mission

History
The American College of Commerce & Technology (ACCT) was founded in 2010 by a group of experienced educators with the goal of providing students with an affordable education that links academic theory with the latest in real-world applications. The curriculum is based on contemporary issues faced by leaders in the international workplace. Courses, programs, and resources have been specifically designed for this process.

In 2010, ACCT was authorized to operate as an institution of higher education in the state of Virginia by State Council of Higher Education for Virginia.

In 2011, ACCT was approved by the Virginia Department of Veterans Services to provide education and training to veterans and became an approved training provider of the Northern Virginia Workforce Investment Board.
In February 2013, the College was authorized under Federal Law to enroll nonimmigrant students.

ACCT is an approved TOEFL, Dantes, and CLEP Test Center.

ACCT is a member of the Falls Church and the Vienna-Tyson’s Corner Chambers of Commerce.

**Term and Credit System**
The College operates on a quarter systems, four quarters per calendar year. Each quarter consists of eleven class sessions for 4.5 quarter hour credits. One quarter hour of credit is the amount of credit earned for the successful completion of 10 lecture hours, 20 lab hours, or 30 practicum hours of instruction.

**Degree and Certificate Programs**
The College’s Degree and Certificate Programs are designed to respond to market or employers’ needs and demands. All classes are taught by academically qualified professors. Students gain the technical and “soft” skills necessary to enter or advance in their chosen profession. Classes offered both on-line, in-classroom and/or at a company work-site.

Integral to each program is an optional cooperative graduate education practicum offered by ACCT in partnerships with sponsoring employers. Degree and Certificate Programs offered by the American College of Commerce and Technology are:

Certificate Programs
- Certificate in Accounting
- Certificate in Computer Information Systems: Hardware and Networking

Associate of Arts Degree Programs
- Accounting
- Business Administration
- Computer Information Systems

Bachelor of Science Degree Programs
- Accounting
- Business Administration
- Computer Information Systems

Master’s Degree Programs
- Accounting
- Business Administration
- Computer Information Systems

**Main Campus Location**
150 South Washington Street, Suite 101
Falls Church, VA. 22046
Telephone: 703-942-6200, 703-980-7019
Fax: 703-942-8791
From I-95 North toward Washington, DC
• Take I-95 North towards Washington, D.C.
• At the Springfield Interchange, Take exit 170B towards I-495 North (Capital Beltway) to Tyson's Corner / Falls Church.
• Take the Route 7 East/Leesburg Pike exit (47B) - toward Falls Church.
• Follow this for approximately 3.3 miles until it intersects Washington Street (Route 29/Lee Highway).
• Turn right on Washington Street to 150 South Washington Street

From I-95 South towards Washington, DC
• Take I-95 South towards Washington, D.C.
• Take exit 27 to I-495 West (Capital Beltway) towards Silver Spring
• Take the Route 7 East/Leesburg Pike exit (47B) - toward Falls Church
• Follow this for approximately 3.3 miles until it intersects Washington Street (Route 29/Lee Highway)
• Turn right on Washington Street to 150 South Washington Street

From I-66 West
• Take the Sycamore Street exit (Number 69).
• At the bottom of the ramp, turn right onto Sycamore Street.
• Turn left at the first light onto Washington Boulevard.
• Turn left at the first light onto Washington Street (Route 29).

From I-66 West
• Take the Sycamore Street exit (Number 69).
• At the bottom of the ramp, turn right onto Sycamore Street.
• Turn left at the first light onto Washington Boulevard.
• Turn left at the first light onto Washington Street (Route 29).
• Follow this for approximately one mile until it intersects Broad Street (Route 7).
• Continue through the intersection to 150 South Washington Street

From I-66 East
• Take the Washington Boulevard Exit (number 69).
• At the end of the exit ramp, turn right onto Washington Street (Rt. 29).
• Follow this for approximately one mile until it intersects Broad Street (Route 7).
• Continue through the intersection to 150 South Washington Street

From Route 50 East or West
• Take the Seven Corners exit to Route 7 west.
• Approximately 2 miles from Seven Corners, turn left onto Washington St/Route 29/Lee Hwy to 150 South Washington Street

From the Dulles Toll Road
• Take the Route 7 exit.
• Stay on Route 7 through Tyson’s Corner and into Falls Church.
• Route 7 then is renamed “Broad Street”
• At the intersection of Broad Street with Washington Street (Route 29), turn right to 150 South Washington Street
How to Reach Us by Metro (Rail/Bus)
Our College is accessible from the East and West Falls Church Metro Station.

Parking
ACCT has adequate free parking that is readily available at the back of campus. Parking lots are lighted, and have clearly marked spaces for handicapped parking. Just past the entrance to 150 South Washington Street, an alley leads to the parking lot behind the building.

Classrooms
Serene atmospheres, easily accessible, modern facilities, are some of the things essential for a good educational environment. ACCT provides the campus community with both wired and wireless access to the university’s network, as well as the external Internet.

Each classroom and computer lab is facilitated with a LAN and Wireless network. The classrooms are fully equipped with a transparency projector, speakers, white boards/projection screens and access to the high-speed Internet. The college also has high methodology applications such as On-line Moodle, On-line Class, and Student Portal.

Library Resources
The College has a well-stocked library for both student and faculty to use with more than 1000 hard cover reference works, books and text books relevant to all programs of study. The Library also has an array or business, computer, and accounting magazines and journals for faculty and student use.

The Library is complemented by ProQuest™, an online library database that provides 24 hours/7 days a week access to journals, news, and magazines. This includes two major databases – Regional Business News, which incorporates full text coverage of more than 80 regional business publications covering all metropolitan and rural areas within the United States, and Business Source Elite, a database of full text articles from over 1,000 business publications dating back to 1985, as well as over 10,100 substantial company profiles from Datamonitor™. ProQuest™ is available to our enrolled students, faculty and staff via the College website ACCT2day.org, on- or off-campus.

Moodle™ Learning Management System
In order to facilitate access of all course materials for every student regardless of the program or modality, ACCT has adopted the Moodle™ Learning Management System. Through the Moodle™ system, students have access to all materials related to each course from anywhere in the world on a 24 hour per day, seven day per week basis. Included are the course syllabus, individual class assignments, links to related media and documents, and reference materials.

English Proficiency Requirements
To qualify for advancement for a subsequent term and/or to qualify for program completion, each student must demonstrate English proficiency during his or her course of study at ACCT by achieving a score of at least 65 on the English Accuplacer diagnostic test. Each student must take the English Accuplacer diagnostic test during the first term at ACCT and again during the final quarter before graduation. Students whose score falls below 65 will be required to complete at least 20 hours of Language Development through ENG100, prior to their graduation.

Attendance
Faculty are required to take and report attendance for each class meeting. Students are expected to be on time and attend all scheduled classes. Students are responsible for the material covered in each class regardless of the reasons for absence or tardiness. Faculty cannot grant requests for excessive amounts of make-up material.

If a student fails to attend class during the first two weeks of any quarter, the student will be dropped from the class; a student who is absent from four meetings during the entire term will receive an automatic F.

Students who miss several class meetings due to circumstances beyond their control may apply to the faculty member for additional time to complete the course. Examples of such circumstances include serious illness of the student, military deployment, unforeseen travel requirements, extreme weather conditions, a change in the student’s
work schedule, or serious illness of an immediate family member for whom the student is the primary caregiver, or death of an immediate family member.

**Student Records**
All student grades and admission information are maintained by the school for a period of five years from the last day of attendance. Student transcripts are kept on file permanently and are protected from fire, theft and other perils.

**Transcript Requirements**
Applicants must submit official transcripts as part of the admission requirements to ACCT.

**Academic Record and Transcript Control**
Access to the permanent educational record is guaranteed to every student, subject only to reasonable regulation as to time, place, and supervision. Transcripts of academic records are issued by the ACCT Registrar. Official transcripts are released to other institutions of education or agencies upon a student's written request, and only after the student has completed one course at ACCT. Fees for this service may apply.

**Confidentiality Policy**
The American College of Commerce & Technology protects the privacy of student records, including address, e-mail address, phone number, grades, financial information and attendance dates.

**Student Health Insurance**
The American College of Commerce & Technology recommends all undergraduate and graduate students have and maintain adequate health insurance throughout their stay in the United States. Should you have any questions regarding a student health insurance plan, contact the Student Services department.

**Student Services**
ACCT offers the following services to all enrolled students:
- Advising, mentoring, tutoring, and career advancement
- English development
- Counseling
- Resume Building and Interview Techniques
- Research support
- Cultural and Technical Field trips and Conference participation
- Student break room
- Social events
- Multi-cultural exchange and support
- Technology support
- Disability support
  Any student wishing to take advantage of these services should contact the Student Services office

**Faculty Advising**
Each ACCT faculty is available to serve as advisor to students to assist in planning the student's program of study each quarter. Students are encouraged to seek information and assistance from their faculty advisors in planning their program of study each quarter.

**Student Grievance Policy**
Any student who has a grievance with the school or an instructor should first discuss the problem with the instructor or school director. If a resolution is not reached, the student should file a written complaint and submit it to the school director asking for a written response. When a satisfactory resolution of the problem is not obtained, the student may contact SCHEV at:
Grievance Procedure

First Step - Anyone with a grievance or complaint may request an individual conference with the instructor or staff member to discuss the matter.

Second Step – If a satisfactory resolution to the problem is not reached, the aggrieved party should seek guidance from the Executive Director.

Third Step – If the previous steps have not solved the grievance within 48 hours of the incident, the aggrieved party must present to the President, in writing, all facts of the grievance.

Within 24 hours, upon receipt of the written information, the President will schedule a Grievance Committee hearing. The time of the meeting will be communicated in writing to all parties. The Committee will consist of the President, the Executive Director, and two staff or faculty members not involved with the incident in question.

All persons or their representatives involved with the incident must be present at the time of hearing. All parties involved will be given the opportunity to discuss the grievance. The Grievance Committee will excuse all parties involved in the grievance and immediately review and conclude the case. The decision of the Committee will be communicated to those involved in the incident within 48 hours. The committee decision will be final.

Student Use of ACCT Facilities

Students are welcome to use the facilities of the ACCT but are not permitted to remain in the ACCT building space after ACCT hours without faculty supervision.

Schedule of Fees (effective Winter Quarter 2015)

- Application fee – $40
- Application fee for graduation (degree programs) – $125
- Application fee for certificate program – $75
- Transferring Out without registration – 10% of the tuition fee (full time)
- Transcript fee – $5 per copy
- Registration fee – $60 per quarter
- Academic Resources fee – $140 per quarter effective Winter 2015
- Late Registration – First day of quarter – $100
- Dantes Test Fee – $40
- CLEP Test Fee – $40
- English Language Diagnostic Fee - $50
- Life Experience Application fee – $100
- Undergraduate Tuition fee – $700 per class
- Graduate Tuition fee – $1,200 per class
- 600 -699 Post Master Courses Tuition fee–$1,550 per class
- Extended Payment Plan fee – $25
- Late Payment fee – $20
Refund Policy

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 weeks Prior to the Start of the new term</td>
<td>100%</td>
</tr>
<tr>
<td>Less than 25% of the Term</td>
<td>75%</td>
</tr>
<tr>
<td>25% and up but less than 50%</td>
<td>50%</td>
</tr>
<tr>
<td>50% and up but less than 75%</td>
<td>25%</td>
</tr>
<tr>
<td>75% and up</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

An applicant not accepted by the school is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, excluding the $40 non-refundable application fee.

Other Cancellations: Applicants who request cancellation more than three days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less $100.

Payment Plan Policy
All students are eligible for the ACCT Extended Payment Plan Program, which is a service provided for students with the understanding that the individual payment schedule is to be strictly adhered. The extended payment plan fee is $25 per quarter and is due at registration. All payments are due on the 1st day of each month, until the student’s entire obligation is met. There will be a $20 late fee for any missed monthly payment.

Payments
Students must have a zero balance or be on an approved pay plan schedule in order to be eligible to enroll in subsequent quarter classes.

Scholarships
Students eligible for scholarships may apply at any time. Application forms are available from the Registration Office or Campus Business Office ACCT has four scholarship programs for students who qualify.

A. Academic “MERIT” scholarship is a grant of $500. To qualify, the student must:
   1) Have been given NO prior financial assistance or scholarships.
   2) Be enrolled in a program and must have taken at least two graduate or three undergraduate classes for the prior two consecutive quarters.
   3) Have attained a GPA of 3.6.
   4) Must have no outstanding balance due the College for tuition or fees.

B. Financial Assistance grants provide a financial award for students who:
   1) Have no outstanding financial obligation to the College.
   2) Are registered as a full time student.
   3) Have a GPA of 3.0 or higher.
   4) adequately describe financial need

Lost & Found
Items found on campus will be turned in to the Student Service Office. To inquire about any lost or misplaced items, please contact the Student Service Office.

Student ID Cards
Each student is issued an ACCT Student photo ID card. The ID card is to be carried on campus at all times for security purposes.
Academic Information For All Programs

Class Hours and Units of Credit
ACCT operates on a four-quarter per calendar year system, with day, afternoon, evening, weekend and online classes. Students earn 4.5 quarter hour credits for each class completed. AA degree programs require 90 quarter credit hour, BS degree programs require 180, and Master’s degree programs require 54.

Course Numbering System
Course numbers are as follows:

000-009 Non Credit Courses
100-299 Associate and Bachelor Level Courses
300-499 Bachelor Level Courses
500-599 Master/Graduate Level Courses
600-699 Post Master Level Courses

Grading and Credits System
Program credits for all programs are awarded in quarter-hour credits. 1 quarter-hour credit = 10 classroom lecture hours, or 20 Laboratory hours, or 30 externship/practicum contact hours.

Student grade-point average (GPA) for all programs is computed by the following formula:

\[
\text{GPA} = \frac{\text{Total Quality Points Earned}}{\text{Total No. of Classes Attempted}}
\]

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Satisfactory</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Moderate Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Marginal Performance</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>NA</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew</td>
<td>NA</td>
</tr>
<tr>
<td>R</td>
<td>Repeat</td>
<td>NA</td>
</tr>
<tr>
<td>TC</td>
<td>Transfer Credit</td>
<td>NA</td>
</tr>
<tr>
<td>LE</td>
<td>Life Experience Credit</td>
<td>NA</td>
</tr>
<tr>
<td>AS</td>
<td>Advanced Standing Credit</td>
<td>NA</td>
</tr>
</tbody>
</table>

The following criteria determine a letter grade associated with a quality point value/description:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 0-59
I = Incomplete, Incomplete Grades
Incomplete grades do not factor into a student’s grade point average; however they do count as credits attempted for purposes of satisfactory academic progress.
**W = Withdrawal**
Indicates withdrawal from a course prior to its conclusion without academic penalty

**R = Repeat Class; R grades are not calculated in a student GPA**

**TC = Transfer Credit**
Transfer credit from other institutions must be comparable in content to those offered at the American College of Commerce and Technology. Does not affect GPA.

**LE = Life Experience Credit**
Represents credit awarded for previous education, training or work experience provided the learning objectives of particular courses are matched. Does not affect GPA.

**AS = Advanced Standing**
Advanced standing is the administrative placement of a student beyond the basic or first course(s) in a curriculum, allowing ACCT credit for life experiences, such as military training, work or management experience, or subject and/or subject matter or other appropriate training. Students must submit a portfolio consisting at least, but not limited to, a resume and documentation of experiences which relate to identified courses in the student’s curriculum. Any credits approved by the respective department head will be entered onto the student’s curriculum sheet and transcript as “AS” (Advanced Standing). The credits do not affect the grade point average.

**LE = Life Experience Credit**
Represents credit awarded for previous professional training or work experience provided that the learning objectives of particular courses are matched. Students may apply for undergraduate credit for previous education, training or work experience. The application must be submitted on ACCT’s “Life Experience Application Form” to the Registrar. The academic portfolio advisor will evaluate the application portfolio to determine if the documented experiences match the learning objectives of courses in the student’s curriculum. Any awarded credits are entered onto the student’s curriculum sheet and transcript as “LE” (Life Experience). The credits do not affect the student’s grade point average. The application and documentation are kept among the permanent records of the college.

Life Experience applications are reviewed in accordance with the following standards of the Council for Adult Experimental Learning (CAEL):

1. Credit or its equivalent should be awarded only for learning, and not for experience.
2. Assessment should be based on standards and criteria for the level of acceptable learning that are both agreed upon and made public.
3. Assessment should be treated as an integral part of learning, not separate from it, and should be based on an understanding of learning processes.
4. The determination of credit awards and competence levels must be made by appropriate subject matter and academic or credentialing experts.
5. Credit or other credentialing should be appropriate to the context in which it is warded and accepted.
6. If awards are for credit, transcript entries should clearly describe what learning is being recognized and should be monitored to avoid giving credit twice for the same learning.
7. Policies, procedures, and criteria applied to assessment, including provision for appeal, should be fully disclosed and prominently available to all parties involved in the assessment process.
8. Fees charged for assessment should be based on the services performed in the process and not determined by the amount of credit awarded.

9. All personnel involved in the assessment of learning should pursue and receive adequate training and continuing professional development for the functions they perform.

10. Assessment programs should be regularly monitored, reviewed, evaluated, and advised as needed to reflect charges in the needs being served, the purposes being met, and state of the assessment arts.

Transfer Credit

Transfer credit from other institutions must be comparable in content to those offered at the American College of Commerce and Technology. Degrees earned in a country other than the U.S. must be evaluated by a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES). The maximum number of transfer credits allowed is: 126.0 for bachelor’s degree programs; and 63.0 for associate degree.

Incomplete Grades

A student who receives a grade of incomplete or an “I” is required to make up within the following quarter. If the work is not completed and approved by the instructor within the following quarter, the grade converts from I to an F. Incomplete grades do not factor into a student’s grade point average; however they do count as credits attempted without credits earned for purposes of satisfactory academic progress.

Grade Disputes

Grade disputes may be raised only on final grade and must be raised by the student with the instructor within 60 days after the end of the quarter in which the grade was awarded. The student must submit a written justification and supporting documentation for the grade disputes to the instructor of the course and Student Services. The instructor or a representative from Student Services will meet with the student and/or provide a written explanation that includes the final grade calculation as specified by the syllabus grading criteria.

Enrollment Dates

Students may enroll in classes up to the start of the second meeting of any class. Students may not enroll in any class that has met twice without permission of the instructor.

Withdrawal from a Course

A student may withdraw from a course at any time prior to its conclusion without academic penalty, in which case the student shall receive a grade of “W”.

Withdrawal from the School

A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school. The notice must include the expected last date of attendance and be signed and dated by the student.

A student will be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused.

Refund for Cancellation of a Course

ACCT will process a refund for courses canceled by the ACCT.

Auditing a Course

Students desiring to audit a course without taking the examination or receiving credit for the course may do so by registering to audit that course. Students desiring to audit a course must register in the usual manner and pay the normal tuition. Audited courses carry no credit and do not count as part of the student's course load.
Degree and Graduation Requirements
Undergraduate students must achieve a GPA of at least 2.0, complete all required courses in the program and compile at least 90 quarter hours for an associate’s degree and 180 credits hours for a bachelor’s degree. At least 6 classes (27.0 credits) must be completed in residency for the associate degree program and at least 12 classes (54.0 credits) in residence for the bachelor degree program.

Graduate students must maintain a cumulative GPA of at least 3.0, complete all required courses in the program, and have at least 54.0 quarter hours of credit for a master’s degree. At least 8 courses must be taken in residence for the master’s degree program.
Satisfactory Academic Progress (SAP)

The following requirements apply to all students enrolled in any of the College’s programs of study. Students must meet the following qualitative and quantitative standards in order to maintain SAP: (1) complete all program course requirements within the permitted maximum timeframe (“MTF”) based on credits attempted; (2) maintain a minimum rate of progress toward program completion (“MCP”) at specified evaluation points; and (3) achieve a minimum a satisfactory cumulative grade point average (“CGPA”) at specified evaluation points. A student who fails to meet any one of these three criteria does not meet SAP.

1. Maximum Time Frame (MTF)

ACCT students must complete their program of study within a maximum time frame of 150% of normal program length, measured in terms of the quarter credit hours attempted (not the period of enrollment). Within this SAP policy, a “credit” is defined as a quarter credit hour, and an “attempted” credit is defined as one for which a student has incurred a financial obligation. This MTF also serves as the foundation for establishing the SAP evaluation points. The normal program length and MTF of the programs at each degree level are presented in the table below.

<table>
<thead>
<tr>
<th>Normal Program Length</th>
<th>MTF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate Programs:</td>
<td></td>
</tr>
<tr>
<td>18 credits</td>
<td>27 credits</td>
</tr>
<tr>
<td>Associate’s Degree Programs:</td>
<td></td>
</tr>
<tr>
<td>90 credits</td>
<td>135 credits</td>
</tr>
<tr>
<td>Bachelor’s Degree Programs:</td>
<td></td>
</tr>
<tr>
<td>180 credits</td>
<td>270 credits</td>
</tr>
<tr>
<td>Master’s Degree Programs:</td>
<td></td>
</tr>
<tr>
<td>54 credits</td>
<td>81 credits</td>
</tr>
</tbody>
</table>

2 and 3. Minimum Completion Percentage (MCP) and Cumulative Grade Point Average (CGPA)

Students are evaluated at least once each academic year (and at 50% of normal program length for programs of less than a year) including at 25%, 50%, 75% and 100% of MTF. If any of these percentage-based evaluation points occurs in the middle of a term, or the number of credits will exceed these amounts by the end of a term, the evaluation will be conducted at the end of the prior term.

To meet ACCT’s MCP and CGPA requirements, students must maintain the specified MCPs and CGPAs at the evaluation points identified in the chart below.
<table>
<thead>
<tr>
<th>Evaluation Points</th>
<th>Minimum Completion Percentage of Credits Attempted</th>
<th>Minimum CGPA Graduate Programs</th>
<th>Minimum CGPA Undergraduate Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>At 25% of MTF</td>
<td>55%</td>
<td>3.00</td>
<td>2.00</td>
</tr>
<tr>
<td>At 50% of MTF</td>
<td>60%</td>
<td>3.00</td>
<td>2.00</td>
</tr>
<tr>
<td>At 75% of MTF</td>
<td>65%</td>
<td>3.00</td>
<td>2.00</td>
</tr>
<tr>
<td>At 100% of MTF</td>
<td>67%</td>
<td>3.00</td>
<td>2.00</td>
</tr>
</tbody>
</table>

In order to graduate from any undergraduate program (certificate, associate’s degree, or bachelor’s degree program), a student must achieve a CGPA of 2.0 or higher in addition to meeting all other SAP and program requirements. In order to graduate from any master’s degree program, a student must achieve a CGPA of 3.0 or higher in addition to meeting all other SAP and program requirements.

**SAP Calculations**

Non-letter grades are included or excluded in ACCT’s calculation of a student’s SAP as defined in the table below.

<table>
<thead>
<tr>
<th>Types</th>
<th>Maximum Timeframe Credits Attempted Allowed (MTF)</th>
<th>Minimum Completion Percentage of Credits Attempted (MCP)</th>
<th>Minimum CGPA Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer</td>
<td>Include</td>
<td>Include</td>
<td>Exclude</td>
</tr>
<tr>
<td>Advanced Standing</td>
<td>Include</td>
<td>Include</td>
<td>Exclude</td>
</tr>
<tr>
<td>Life Experience</td>
<td>Include</td>
<td>Include</td>
<td>Exclude</td>
</tr>
<tr>
<td>Withdrawal or Incomplete</td>
<td>Include</td>
<td>Include</td>
<td>Exclude</td>
</tr>
<tr>
<td>Repeat</td>
<td>Include</td>
<td>Include</td>
<td>Include (Most Recent Grade)</td>
</tr>
<tr>
<td>Non-Credit or Remedial</td>
<td>Exclude</td>
<td>Exclude</td>
<td>Exclude</td>
</tr>
</tbody>
</table>

In addition, if a student changes his or her program of study, only those courses that count towards the new degree program will count in the CGPA and MCP calculations, and the student’s normal program length will be recalculated.
Impact of SAP on Academic Standing

**Academic Probation.** A student who fails to meet the minimum SAP requirements as outlined in this policy will be placed on academic probation status for the quarter immediately following the end of the term in which SAP is not met. The statement “Placed on Academic Probation” will be entered on the student’s transcript, and the student will receive a notice in writing explaining the status and offering an opportunity for counseling and assistance, if needed.

**Academic Dismissal.** At the end of the probationary quarter, if the student still does not meet ACCT’s minimum SAP standards, he or she will be academically dismissed and notified in writing of the opportunity for appeal. This notice of dismissal will be retained in the student’s file.

**Appeal of Academic Dismissal.** A student may appeal a dismissal by submitting a written request to the Academic Department Head within five business days after notification. An appeal must be based on significant mitigating circumstances that seriously impacted the student’s academic performance. Mitigating circumstances include serious illness, accident or injury to the student, death of a family member or other significant person in the student’s life, or other special circumstances. The student must submit with the appeal an explanation of the reason(s) why he or she failed to meet SAP, an explanation of what has changed that will allow the student to meet SAP in the next term, and any supporting documentation relevant to these explanations. The decision of the Academic Department Head is final. If the appeal is granted, the student will be placed on academic probation status for the next quarter. If the appeal is not granted, the student will be academically dismissed, and “Academic Dismissal” will be entered on the student’s transcript.

**Extended Enrollment Status.** A student who does not meet SAP for two consecutive quarters will be dismissed unless the student applies for and receives extended enrollment status for a maximum of one quarter in which to attempt to regain good academic standing. The Academic Department Head approves or denies requests for extended enrollment status. In extended enrollment status, the student is not eligible for any institutional financial aid, must retake classes previously failed (if offered), and meet specific terms and conditions agreed upon in writing by the student and the Academic Department Head. Extended enrollment status will be indicated on student’s transcript. The extended enrollment status must be completed within the MTF for the student’s program of study, and all credits attempted during the extended enrollment period count toward the MTF.

**Readmission After Academic Dismissal.** An individual who has been academically dismissed from ACCT may petition in writing to be readmitted after a period of one quarter. The petition must describe the changes in behavior or circumstance that will result in improved academic performance and must be submitted to Academic Department Head prior to the beginning of the quarter in which the student seeks to enroll. The Academic Department Head will determine if the student has demonstrated likelihood for future success in the program of study. If the petition is accepted, the student will be placed on academic probation for a one quarter, during which the student is not eligible for any institutional aid. If the student does not achieve SAP by the end of this probationary quarter, the student will be academically dismissed and will not be eligible for readmission. However, upon approval from the Academic Department Head, a student may reenroll in a different program, and all applicable credits attempted and grades earned will be transferred to the new program of study and considered as part of a recalculated MTF. Students are limited to one such program change following academic dismissal.

**Change of Program**
A student who is pursuing an academic program and decides to change his or her program of study may apply only those courses that count towards the new degree program in the CGPA calculations and course completion percentages. The student’s normal program length will be recalculated. He or she will start with the recalculated CGPA and credits attempted and completed for the purpose of determining satisfactory academic progress.

To change a program, a student must:
1. Submit a **Change of Program Form** (available both from the Registrar’s Office and on ACCT’s website).
2. Meet with the new program Academic Department Head for advising or for transfer credit issues.
3. Meet with a representative of ACCT’s Admissions Office to determine if extra documentation is required.
Additional Credentials
A student obtaining more than one degree must complete each degree with all the qualitative and quantitative standards of the SAP policy. Each degree must be completed within 150% of the normal period to complete the degree program. Also, the minimum completion percentage of credits attempted standard has to be met, but the CGPA of any prior program is not applied to the new SAP calculation.

Academic Dishonesty
Academic dishonesty is not condoned. Such misconduct subjects the student to possible disciplinary actions ranging from admonition to dismissal, along with any grade penalty the instructor might, in appropriate cases, impose. Academic dishonesty, as a general rule, involves one of the following acts:

- Cheating on an examination or quiz, including the giving, receiving or soliciting of information and the unauthorized use of notes or other materials during the examination or quiz.
- Buying, selling, stealing or soliciting any material purported to be the unreleased contents of a forthcoming examination, or the use of such material.
- Substituting for another person during an examination or allowing such substitution for one's self.
- Plagiarism. This is the act of appropriating passages from the work of another individual, either word for word or in substance, and representing them as one's own work. This includes any submission of written work other than one's own.
- Knowingly furnishing false information to the ACCT; forgery and alteration or use of ACCT documents or instruments of identification with the intent to defraud.

Academic Standing for Veterans
Any change in the status of a student receiving veterans benefits, whether that be a change of curriculum, change in course load, withdrawal, suspension, dismissal or other type of changes must be reported to the Department of Veterans Affairs not later than 30 calendar days after the process has been officially completed at the ACCT. Veterans who do not make satisfactory progress toward completion of their program must be reported to the Department of Veterans Affairs for action.
International Students

Admission and Registration
International students follow the same admission and registration procedures as non-international students. Students transferring to ACCT from another institution must also provide:

- Previous and current I-20

The prospective student must arrange for the Admissions Office to receive the following:

- Completed/signed application form
- High school diploma and official transcripts from each college or university attended.
- If the official transcripts are not in English, certified translations are required.
- English Requirement: TOEFL test score for undergraduate 500 (paper-based), 173 (computer-based) or 61 (internet-based) and 5.0 (IELTS); 65 Accuplacer score; graduate 550 (paper-based), 213 (computer-based) or 80 (internet-based) and 6.0 (IELTS); or 65 Accuplacer score.
- Affidavit of Support and/or Bank Statement which indicates source of financial support to cover tuition, books, room and board, health insurance, and other personal living expenses for up to one academic year.
- Applicants who obtained a Bachelor’s degree from abroad with less than the equivalent of 180 quarter-hour credits may be required to complete undergraduate pre-requisite course.

Reporting
Accepted students must report to the American College of Commerce & Technology within 30 days prior to the beginning of the first quarter of attendance. During this time they will receive academic counseling, orientation, and will complete the course registration process. Undergraduate international students must enroll into a full time course of residential study each quarter (three courses). Graduate students must enroll in at least two courses.

Full-time Status
International students must maintain fulltime status at all times: at least three courses for undergraduate students; at least two courses for Graduate students.

Leave of Absence
Students may apply for a leave of absence after completing three successive quarters. Application to the International Student Advisor must be completed 14 days prior to the start of the quarter for which a leave of absence is requested.

Working on Campus
F-1 students are allowed to work on campus up to 20 hours per week. Students should contact ACCT International Department for information about employment opportunities.

Contact Information
F-1 students must maintain up-to-date contact information on file at ACCT, including telephone number, address, email address and emergency contact information. Students must notify the campus of any changes within 10 days, or risk losing their F-1 status on CPT or OPT are required to report changes in employment within 10 days of the change.

Payments
International students must have a zero balance in order to be eligible to enroll in subsequent quarter classes.

Maintaining F-1 Status
- Students are individually responsible for maintaining their F-1 status.
- F-1 students must report to ACCT no longer than seven days after the program start date.
• F-1 students must maintain a valid Form I-20, including updated, current personal and academic changes, including requests for program extension and/or change in academic degree.
• F-1 whose SEVIS record has been terminated cannot transfer further enroll in classes until they have applied and submitted all required documentation for reinstatement.
• F-1 student transferring from one US institution to ACCT must complete the admission process within 60 days of program completion of expiration of Optional Practical Training (OPT) from their previous institution.
• F-1 student who have completed their program and who have not applied for OPT or a different degree program are required by the USCIS to leave the United States within 60 days of their last date of attendance.

Forms of Instruction
All of the ACCT degree and academic certificate programs are available in both on-ground and on-line modalities. Students may move from on-ground to on-line courses as their needs dictate. On-line courses follow the same schedule as classroom-based courses.

In accordance with SEVP rules, international students may take one on-line course each quarter provided they are enrolled in at least one on-ground, classroom-based course. International students electing this option must be aware that they must maintain attendance and academic progress in the on-ground course in order to remain in status for SEVP purposes. International students who exceed the maximum number of absences will be dropped from that course in accordance with ACCT attendance policy. Once dropped students will be in violation of SEVP requirements and will be dropped from the College. The standard College refund policy will apply in such cases.

Curricular Practical Training (CPT)
CPT is work authorization for students holding F-1 visas. An F-1 student may be authorized by the Designated School Official to participate in a curricular practical training program. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any type of required internship that is offered by sponsoring employers through cooperative agreements with ACCT. Students who received one academic year (three quarters) or more of full time curricular practical training are ineligible for post-graduate Optional Practical Training (OPT).
Undergraduate Programs

Scope
This section applies to Certificate, Associate Degree, and Bachelor Degree programs.

Undergraduate Program Admission Requirements
To be admitted to Associate and Bachelor programs, applicants must comply with the following:

- Complete and sign an application form
- Submit a non-refundable $40 application fee (electronic payment, check, or money order payable to “The American College of Commerce & Technology”).
- Submit a high school diploma or high school transcript.

For questions regarding admissions, please contact:

Admissions Office
American College of Commerce & Technology
150 South Washington Street, Suite 101
Falls Church, VA 22046
Telephone: 703-942-6200, 703-980-7019
Fax: 703-942-8791

Full-time Status
Full-time status for undergraduate students is three classes per quarter.

Advanced Standing
Advanced standing is the administrative placement of a student beyond the basic or first course(s) in the undergraduate curriculum, allowing ACCT credit for life experiences, such as military training, work or management experience, or subject and/or subject matter or other appropriate training. Students must submit a portfolio consisting at least, but not limited to, a resume and documentation of experiences which relate to identified courses in the student’s curriculum. Any credits approved by the respective department head will be entered onto the student’s curriculum sheet and transcript as “AS” (Advanced Standing). The credits do not affect the grade point average.

Experiential Learning Credit
Students may apply for undergraduate credit for previous education, training or work experience. The application must be submitted on ACCT’s “Work Life Experience Application Form” to the Registrar. The academic portfolio advisor will evaluate the application portfolio to determine if the documented experiences match the learning objectives of courses in the student’s curriculum. Any awarded credits are entered onto the student’s curriculum sheet and transcript as “LE” (Life Experience). The credits do not affect the student’s grade point average. The application and documentation are kept among the permanent records of the college.

Life Experience applications are reviewed in accordance with the following standards of the Council for Adult Experimental Learning (CAEL):

1. Credit or its equivalent should be awarded only for learning, and not for experience.
2. Assessment should be based on standards and criteria for the level of acceptable learning that are both agreed upon and made public.
3. Assessment should be treated as an integral part of learning, not separate from it, and should be based on an understanding of learning processes.
4. The determination of credit awards and competence levels must be made by appropriate subject matter and academic or credentialing experts.
5. Credit or other credentialing should be appropriate to the context in which it is warded and accepted.
6. If awards are for credit, transcript entries should clearly describe what learning is being recognized and should be monitored to avoid giving credit twice for the same learning.
7. Policies, procedures, and criteria applied to assessment, including provision for appeal, should be fully disclosed and prominently available to all parties involved in the assessment process.
8. Fees charged for assessment should be based on the services performed in the process and not determined by the amount of credit awarded.
9. All personnel involved in the assessment of learning should pursue and receive adequate training and continuing professional development for the functions they perform.
10. Assessment programs should be regularly monitored, reviewed, evaluated, and advised as needed to reflect changes in the needs being served, the purposes being met, and state of the assessment arts.

Transfer Credit (TC)

To receive credit from previous college or university coursework submit official transcripts to the admission office. Transfer credits can only be granted from state recognized or accredited U.S. institutions or the equivalent from a foreign college or university. Credits earned in a country other than the U.S. must be evaluated by a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES). ACCT staff screens foreign transcripts utilizing American Association of Collegiate Registrars and Admissions Officers (“AACRAO”).

Transfer credits must be comparable in content to those offered at the American College of Commerce and Technology. Students must furnish an official transcript for credit to be reviewed by ACCT officials. The maximum number of transfer credits allowed is: 126.0 for bachelor’s degree programs; and 63.0 for associate degree.

Transcript submitted in a foreign language must be translated in English from a certified translator service. Course credits earned in a country other than the U.S. will be evaluated for only those courses evaluated by an approved foreign transcript evaluating agency.

Each transfer course is evaluated separately. The evaluation includes a review of the description, credits, and grade of each course. Undergraduate transfer grades must be C or better. All transfer credit accepted by ACCT are recorded on the student transcript with the designation “TC” but the credits will not affect the student’s grade point average. All requests for transfer credits are submitted to the registrar office on “ACCT Transfer Credit Request Application Form”.

Transfer of credits earned at the American College of Commerce and Technology to other institutions is solely upon the discretion of the accepting institution.

Language Proficiency

Applicants whose first language is not English must provide proof of language proficiency by at least one of the following:

- Test of English as a Foreign Language (TOEFL) score for undergraduate of 500 (paper-based), 173 (computer-based) or 61 (internet-based);
- International English Language Testing System (IELTS) score of 5.0 for undergraduate;
- Completion of English as a Second Language (ESL) course taken at an English speaking postsecondary institution.
- Satisfactory completion of a college level post-secondary education program or higher in which the language of instruction was English.

Undergraduate Minor

Students may develop a minor in their undergraduate program by completing at least five courses (22.5 quarter credits) in the subject area that are not already a part of the student’s area of study.
Undergraduate Program Description

Certificate in Accounting (CAC)

Program Description
The Certificate in Accounting Program consists of four courses -three required and one elective, for 18 credits. Students who take two classes per quarter may complete the program in six months, or two quarters. There are 11 class meetings per quarter, each at least four hours and 10 minutes.

Program Objective
The program prepares students for entry level bookkeeping or accounting clerk positions in the business, non-profit and governmental sectors by developing the theoretical and practical competencies necessary for entry level success. Students will also be exposed to such computerized accounting operations as QuickBooks and Peachtree.

Core component 13.5 credits/three courses
ACC100 Principles of Accounting I
ACC200 Principles of Accounting II
ACC250 Intermediate Accounting I

Elective 4.5 credits/one course selected in consultation with the Academic Advisor.
TAX101 Principles of Taxation
ACC260 Intermediate Accounting II
ACC340 Cost Accounting
ACC400 Auditing
LEG100 Business Law I

Certificate in Computer Information Systems: Hardware and Networking (CCIS)

Program Description
Certificate Program in Computer Technology consists of four classes and 180 hours of classroom instruction. Class content includes computer fundamentals, hardware configuration, software installation & configuration, and networking fundamentals and network configuration.

This course is designed specially to develop entry level trained computer technicians in the application of Information Technologies area.

Core component 18.0 credits/four courses
CIS150 Introduction to Networking
CIS170 Computer Science Fundamentals
CIS175 Computer Hardware and Software Project
CIS220 Ethics of Information Technology
Associate of Arts in Accounting (AAAC)

Program Description (CIP 52.0301)
The AAAC program consists of 20 classes, 900 clock hours of instruction and 90 quarter hour credits. The program includes six common core classes, seven business course requirements, five general studies classes and two electives. This program prepares individuals to practice the profession of accounting and to perform related business functions. A graduate may apply all credits toward the BS degree in Accounting.

Program Objective
The Objective of the AAAC program is to prepare students for entry level positions in accounting, government and non-profit organizations.

Core Component, 22.5 credits/five courses
ACC100 Principles of Accounting I
BUS100 Introduction to Business
ENG110 English Composition
LEG100 Business Law I
MAT100 College Algebra

General Studies Component, 22.5 credits/five courses
ECO100 Principles of Economics
HUM100 Arts, Music and Literature
HUM200 Logic
PSY100 Introduction to Psychology
SCI200 Science and Society

Major Component, 31.5 credits/seven courses
ACC200 Principles of Accounting II
ACC240 Managerial Accounting
ACC250 Intermediate Accounting I
ACC260 Intermediate Accounting II
ACC270 Intermediate Accounting III
BUS280 Business Ethics
TAX101 Principles of Taxation

Electives 13.5 credits (Selected in consultation with the Academic Advisor)

Associate of Arts in Business Administration (AABA)

Program Description (CIP 52.0201)
The Associate of Arts in Business Administration program consists of 20 classes, 900 clock hours of instruction and 90 quarter hour credits. The program includes six common core classes, seven major business course requirements, five general studies classes and two electives. This program generally prepares individuals to provide plan, organize, direct, and control the functions and processes of a firm or organization.

Program Objective
The Objective of the AABA program is to prepare students for entry level positions in business, government and non-profit organizations. A graduate may apply all credits toward the BS degree in Business Administration.

Core Component 22.5 credits/five courses
ACC100 Principles of Accounting I
BUS100 Introduction to Business

ENG110 English Composition
LEG100 Business Law I
MAT100 College Algebra

**General Studies component 22.5 credits/five courses**
ECO100 Principles of Economics  
HUM100 Arts, Music and Literature  
HUM110 Origin of Western Culture  
HUM200 Logic  
PSY100 Introduction to Psychology

**Major component 31.5 credits/seven courses**
BUS120 Fundamentals of E- Business  
BUS130 Principles of Management  
BUS280 Business Ethics  
BUS290 Human Resource Management  
FIN100 Principles of Finance  
MKT100 Principles of Marketing  
TAX101 Principles of Taxation

**Electives Component 13.5 credits/3 courses are selected in consultation with the Academic Advisor.**

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**Associate of Arts in Computer Information Systems (AACIS)**
**Program Description** (CIP 11.0103)
AA in Computer Information Systems program consists of 20 classes and 900 hours of classroom instruction for 90 quarter hours. Classes include six core component courses, three technical courses in the major component, five in the general studies component, and six technical courses selected in consultation with the academic advisor. This program focuses on the design of technological systems, including computing systems, as solutions to business and research data and communications support needs and includes instruction in the principles of computer hardware and software.

**Program Objective**
The course is designed to develop trained entry level professionals in the applications of information technologies.

**Core component 22.5 credits/five courses**
ACC100 Principles of Accounting I  
BUS100 Introduction to Business  
ENG110 English Composition  
LEG100 Business Law I  
MAT100 College Algebra

**General Studies component 22.5 units/five courses**
ECO100 Principles of Economics  
HUM100 Arts, Music and Literature  
HUM200 Logic  
PSY100 Introduction to Psychology  
SCI200 Science and Society

**Major component 13.5 credits, three of six courses**
CIS120 Intro to RDMS  
CIS150 Intro to Networking  
CIS170 Computer Science Fundamentals  
CIS200 Intro to Unix Operating System  
CIS210 Client/Server Technology  
CIS220 Ethics of Info System

**Electives Component 18.0 credits/4 courses are selected in consultation with the Academic Advisor.**

************************************************************
Bachelor of Science in Accounting (BSAC)

Program Description (CIP 52.0301)
The BSAC program consists of 40 classes and 1800 class hours of instruction for 180 credits. Students who take two classes per quarter may complete the program in five years, or 20 quarters. This program prepares individuals to practice the profession of accounting and to perform related business functions, cost-accounting, budget control, tax accounting and other quantitative methods, purchasing and logistics, organization, and productions, marketing, and business decision-making.

Program Objective
The program prepares students for entry level bookkeeping or accounting clerk positions in the business, non-profit and governmental sectors by developing the theoretical and practical competencies necessary for entry level success. Students will also be exposed to such computerized accounting operations as QuickBooks, TurboTax, and Peachtree.

Core component 22.5 credits/five courses
ACC100 Principles of Accounting I
BUS100 Introduction to Business
ENG110 English Composition
LEG100 Business Law I
MAT100 College Algebra

General Studies component/ 54 credits/12 courses
ECO100 Principles of Economics
HUM100 Arts, Music and Literature
HUM110 Origin of Western Culture
HUM200 Logic
HUM260 Latin and Vocabulary Development
HUM390 Philosophy
HUM400 Philosophy and Religion
MAT310 Descriptive Statistics
POL350 Contemporary International Problems
POL400 Geopolitics
PSY100 Introduction to Psychology
SCI200 Science and Society

Major Component, 54.0 credits/12 courses
ACC200 Principles of Accounting II
ACC240 Managerial Accounting
ACC250 Intermediate Accounting I
ACC260 Intermediate Accounting II
ACC270 Intermediate Accounting III
ACC340 Cost Accounting
ACC350 Non-Profit Accounting
ACC400Auditing/or
ACC420Advanced Accounting
ACC499 Capstone: Accounting
BUS280 Business Ethics
TAX101 Principles of Taxation
TAX302 Federal Taxation

Electives 49.5 credits/11 courses are selected in consultation with the Academic Advisor.

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Bachelor of Science in Business Administration (BSBA)

Program Description (CIP 52.0201)
The BSBA program consists of 40 classes and 1800 lecture hours of instruction for 180 credits. Students who take two classes per quarter may complete the program in five years, or 20 quarters. This program generally prepares individuals to provide plan, organize, direct, and control the functions and processes of a firm or organization and includes instruction in management theory, human resources management and behavior, accounting and other quantitative methods, purchasing, organization and production, marketing, and business decision-making.

Program Objective
The objective of the BSBA program is to prepare students for the dynamic, changing realities of the global business environment. Students will acquire or develop the technical and “soft” skills employers demand in today’s business workplace—government, business or non-profit organizations.

Core component 22.5 credits/five courses
ACC100 Principles of Accounting I
BUS100 Introduction to Business
ENG110 English Composition
LEG100 Business Law I
MAT100 College Algebra

General Studies 54.0 credits/12 courses
ECO100 Principles of Economics
HUM100 Arts, Music and Literature
HUM110 Origin of Western Culture
HUM200 Logic
HUM260 Latin and Vocabulary Development
HUM390 Philosophy
HUM400 Philosophy and Religion
MAT310 Descriptive Statistics
POL350 Contemporary International Problems
POL400 Geopolitics
PSY100 Introduction to Psychology
SCI200 Science and Society

Major component 54.0 credits/12 courses
BUS120 Fundamentals of E-Business
BUS130 Principles of Management
BUS220 Business Technologies
BUS280 Business Ethics
BUS290 Human Resource Management
BUS300 Organizational Behavior
BUS350 International Business
BUS499 Capstone: Business Administration
FIN100 Introduction to Finance
FIN200 Financial Management
LEG200 Business Law II
MKT100 Principles of Marketing

Electives 49.5 credits/11 courses are selected in consultation with the Academic Advisor.

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Bachelor of Science in Computer Information Systems (BSCIS)

Program Description (CIP 11.0103)

BS in Computer Information Systems consists of 40 classes of 1800 of lecture and laboratory hours for 180 quarter hours. Classes include six core components courses, 14 technical courses in Core II and Core II Electives, 12 in the general studies component, and eight electives. This program focuses on the design of technological systems, including computing systems, as solutions to business and research data and communications support needs and include instruction in the principles of computer hardware and software components algorithms, databases, telecommunications, user tactics, application testing, and human interface design.

Program Objective

BS in Computer Information Systems focuses on information systems and the constantly changing technologies that drive them. The program is designed specially to accommodate the need for trained computer professionals in the applications of Information Systems area.

**Core I component 22.5 credits/five courses**
- ACC100 Principles of Accounting I
- BUS100 Intro to Business
- ENG110 English Composition
- LEG100 Business Law I
- MAT100 College Algebra

**Core II components 31.5 credits/seven courses**
- CIS120 Intro to RDMS
- CIS150 Intro to Networking
- CIS170 Comp Science Fundamentals
- CIS200 Intro to Unix Operating System
- CIS220 Ethics of Info System
- CIS310 Data Structure
- CIS458 Bus Sys Analysis and Design

**Core II Electives -- 31.5 credits (choose seven courses from the following)**
- CIS210 Client/Server Technology
- CIS249 IT Security and Standards
- CIS274 Legal and Ethical Aspects in Digital Forensics
- CIS285 C++ Programming
- CIS298 Forensic Tools and Technology
- CIS300 Network Server Administration
- CIS302 SQL Programming
- CIS304 PL/SQL Programming
- CIS306 PL/SQL Programming Units
- CIS307 Object Oriented Programming I
- CIS308 Object oriented Programming II
- CIS314 Network Directory Servers Infrastructure Design
- CIS320 Network Security Fundamentals
- CIS360 Disaster Recovery
- CIS362 Incidental Handling and Comp Forensics
- CIS364 Funds of RF Identification Technology
- CIS366 Home land Sec. Org. & Administration
- CIS368 Information Welfare & Homeland Security
- CIS376 Encryption and Cryptography in Digital Forensics
- CIS402 Database Funds I
- CIS403 Database Funds II
- CIS404 Network Security Infrastructure Planning
- CIS406 Network Infrastructure Planning
- CIS408 Network Server Planning
- CIS420 Java Programming I
- CIS421 Java Programming II
CIS430 Sec. Strategy & Policy  
CIS431 Case-Study Current Homeland Issues  
CIS455 Database Warehousing  
CIS456 Build Internet Application I  
CIS457 Build Internet Application II  
CIS460 Database Management Systems  
CIS470 System and Software Requirements  
CIS471 System and Software Requirements  
CIS472 Systems Design  
CIS473 Software Design  
CIS475 Software Verification and Validation  
CIS476 Server Side Programming ASAP.NET  
CIS478 Concept and Database Management  
CIS480 Web Design  
CIS482 Advanced Web Design  
CIS484 Creating Web Database  
CIS499 CAPSTONE: Computer Information Systems

**General Studies component/ 54 credits/12 courses**  
ECO100 Principles of Economics  
HUM100 Arts, Music and Literature  
HUM110 Origin of Western Culture  
HUM200 Logic  
HUM260 Latin and Vocabulary Development  
HUM390 Philosophy  
HUM400 Philosophy and Religion  
MAT310 Descriptive Statistics  
POL350 Contemporary International Problems  
POL400 Geopolitics  
PSY100 Introduction to Psychology  
SCI200 Science and Society

**Electives 40.5 credits** *(choose 9 courses in the Catalog in consultation with the Academic Advisor)*
Undergraduate Course Descriptions

Course numbering system consists of three letters indicating the subject area and three numbers indicating the course levels. Undergraduate courses begin with 100 through 499. All courses are 4.5 credits.

Accounting

**ACC100 Principles of Accounting I (4.5 quarter credit hours)**
This course covers analysis and recording of business transaction including sales, cash disbursement, purchases, receivables, accounting techniques and cycles, billings, balance sheets, financial statements, and closing procedures.

**ACC200 Principles of Accounting II (4.5 quarter credit hours)**
Prerequisite: ACC100
This course expands the student’s knowledge of preparing balance sheets and financial statements. The student will prepare general ledger entries, prepare payroll, and discuss budget control.

**ACC240 Managerial Accounting (4.5 quarter credit hours)**
Prerequisite: ACC100
Covers the basics of the creation, use and interpretation of internal accounting data and information for managers. Emphasizes cost control and reporting, budgeting, profit planning and projections used in decision making.

**ACC250 Intermediate Accounting I (4.5 quarter credit hours)**
Prerequisite: ACC200 or Departmental Approval
This course provides an in-depth study of accounting theory and a review of the accounting cycle. Concentrates on the preparation of financial statements, the valuation of cash and temporary investments, receivables, and accounting for inventories. Refers to pronouncements of the Financial Accounting Standards Board (FASB).

**ACC260 Intermediate Accounting II (4.5 quarter credit hours)**
Prerequisite: ACC250 or Departmental Approval
Topics covered in this course include the accounting for inventories; property, plant, and equipment; intangible assets; current liabilities, non-current liabilities, and contingencies; and stockholders’ equity.

**ACC270 Intermediate Accounting III (4.5 quarter credit hours)**
Prerequisite: ACC260 or Departmental Approval
Topics covered include the accounting for investments, revenue recognition, income taxes, pensions and postretirement benefits, and leases; accounting changes and error analysis; preparation of the statement of cash flows; and full disclosure in financial reporting. The material refers to pronouncements of the Financial Accounting Standards Board and the American Institute of Certified Public Accountants.

**ACC340 Cost Accounting (4.5 quarter credit hours)**
Prerequisite: ACC200
This course covers accounting procedures relating to the process cost system, the estimated cost system, and the standard cost system. Students will develop competencies to examine accounting for by-products budgeting for all areas of business enterprise: sales, production, commercial expenses, capital investments, and forecasting.

**ACC350 Fund Accounting (4.5 quarter credit hours)**
Prerequisite: ACC260
This course analyzes accounting procedures peculiar to non-profit organizations and municipalities. It illustrates statements commonly prepared for each type of organization, fund, and account group. The course also encompasses GAAP standards and reporting requirements that pertain to non-profit organizations and GASB standards and reporting requirements that relate to government accounting.
ACC399 Cooperative Education in Accounting (4.5 quarter credit hours)
This course requires a three-way partnership among student, employer and the American College of Commerce and Technology. The course allows students to apply their learning and to develop skills in their chosen career area through a part-time or full time supervised work experience.

ACC400 Auditing (4.5 quarter credit hours)
Pre-requisite: ACC260
This course covers theory of auditing, the review of financial statements of any legal entity, educational and moral qualifications for auditors including the role of the auditor in the American economy. Give emphasis to professional standards, professional ethics, and the legal liability of auditors. Focus mainly on the internal controls of the organization such as planning, collecting, designing, and summarizing evidence.

ACC420 Advanced Accounting (4.5 quarter credit hours)
Prerequisite: ACC260
This course covers accounting for home office and branches, business combinations, and consolidations. It provides a continuation of the preparation for the CPA examination as well as various techniques for solving some of the more complex problems in the business environment.

ACC495/496/497/498 CPA Review I/II/III/IV (4.5 quarter credit hours)
Prerequisite: Determined by Accounting Department
This series of courses prepares students for all four CPA exams. Part I provides a comprehensive review of financial accounting covering 20 major areas of accounting needed for accounting professionals, students and those taking a certifying examination of accounting. Some topics covered are the financial reporting environment, financial statements specifics and disclosures; current assets, long term assets and intangibles; current and non-current liabilities as well as equities. The series includes additional topics for the reporting of business combinations and derivatives and other exotic financial instruments. The series concludes with governmental and not for profit accounting.

ACC499 Capstone: Accounting (4.5 quarter credit hours)
Note: To be taken as last or next to last course in the Accounting program.
This course is designed to prepare the student for either the Accredited Business Accountant (ABA) or the Certified Public Accountant (Part I, CPA) exam according to student preference.

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Business

BUS100 Introduction to Business (4.5 quarter credit hours)
This course covers the fundamentals of business and management, including human relations, organizational structure, communications, marketing, production, quality assurance, and strategic planning.

BUS120 Fundamentals of E-Business (4.5 quarter credit hours)
This course presents the basic technologies used to conduct e-business and the various forms of electronic business. Included are marketing models, processes for business-to-business and business-to-consumer transactions, designing online storefronts, payment options, security, privacy and the legal and ethical challenges of electronic business.

BUS130 Principles of Management (4.5 quarter credit hours)
This course presents management theory and the functions of planning, organizing, directing, staffing, and controlling. This course also focuses on the applications of management principles to realistic work-related situations.

BUS220 Business Technologies (4.5 quarter credit hours)
Contemporary business runs on word processing, spreadsheets, presentations, and project management. Advanced skill in these technologies is becoming minimum requirement at the entry-level. In this course students will develop skills in advanced MSWord™ including integrating tables, drawings, charts, production of professional documents, and document review; advanced MSExcel™ spreadsheet including pivot tables, functions, data organization and manipulation, and charts; advanced Powerpoint™ including slide show
development and integration of multi-media; and introduction to MSProject™ and project management.

BUS280 Business Ethics (4.5 quarter credit hours)
This course analyzes basic principles of business ethics, moral reasoning and the capitalistic market economic system. Topics include a framework for moral reasoning, government regulation, ethics of bribery, price fixing, pollution, resource depletion, product safety, consumer protection as well as rights and duties of employees and corporations.

BUS285 Project Management Principles (4.5 quarter credit hours)
This course covers project management principles used to effectively plan, direct, and control project activities to achieve schedule, budget and performance objectives. Discussed the project life-cycle, organization and charters.

BUS287 Introduction to Cost-Benefit Analysis (4.5 quarter credit hours)
This course introduces students to methods for identifying cost and measuring potential project costs in order to determine the worthiness of a project and to procure and manage resources.

BUS290 Human Resource Management (4.5 quarter credit hours)
This course presents the major human resource management functions in organizations. Planning, recruitment, selection, training, development, compensation, performance appraisal, labor relations, employee relations, and the associated activities within. Emphasizes job analysis considerations, the supporting role of human resource management to strategic planning, and the major government legislation affecting human resource management.

BUS295 Quantitative Business Techniques (4.5 quarter credit hours)
Prerequisite: MAT100
This course covers probability distributions, forecasting, decision theory, inventory models, linear programming, network models, and simulation.

BUS300 Organizational Behavior (4.5 quarter credit hours)
Prerequisite: BUS100
This course presents the fundamental concepts of organizational behavior, such as motivation, business survival, informal groups, authority and leadership, communication, ethics and managing change.

BUS320 Entrepreneurship (4.5 quarter credit hours)
The course introduces students to the world of Entrepreneurs, and outlines the framework to launching your own business. It provides the basic principles of operating and managing a small business, and focusing on developing start-ups; issues of financing, buying, pricing, promoting, marketing and planning successful business operation from the beginning through the exit. The course actively involves students in the exploration of current business ideas, issues, problems and techniques associated with developing its own business and/or incorporating the Company while being a student and/or at the different stages of your career. It educates students on application strategic business decisions and conducting steps in designing personal enterprise through simulation models and role-games.

BUS350 International Business (4.5 quarter credit hours)
Prerequisite: BUS100
This course covers the international business environment; examines strategic planning, multinational corporations, and management considerations for internal business operations. The course will help the student analyzes the major environment factors affecting international transaction as well as political, economic, technical, and cultural factors. Discusses and examines payment methods and financing considerations.

BUS399 Cooperative Education in Business Administration (4.5 quarter credit hours)
This course requires a three-way partnership among student, employer and the American College of Commerce and Technology. The course allows students to apply their learning and to develop skills in their chosen career area through a part-time or full time supervised work experience.

BUS400 Current Topics in Business (4.5 quarter credit hours)
This course designed to investigate current topics or specialized areas in business.

BUS499 Capstone: Business Administration (4.5 quarter credit hours)
Note: To be taken as last or next to last course
This course is designed to assist the student in their research project in business. Discussion questions, exercises, and research cases will be assigned and reviewed from the research textbook.

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**Computer Information Systems**

*CIS105 Computer Office Applications (4.5 quarter credit hours)*
This course introduces the basic concepts of MS Word, Excel component, and PowerPoint. Students will be able to prepare a spreadsheet, enter data, create charts, use formulas, functions, and create and enhance PowerPoint slides presentation using animations, designs and transitions.

*CIS110 Digital Logic (4.5 quarter credit hours)*
This course introduces students to the basic concepts of digital or binary system. This course gives students the fundamental principles and techniques for the design and logical functionality of modern digital device circuits. Topics covered include introduction to digital concepts, number systems, operations, and codes, logic gates, Boolean algebra and logic simplification, combinational logic, functions of combinational logic, flip-flops and related devices, memories and programmable devices, system interfacing, introduction to microprocessor-based systems, and basic operational characteristics and parameters.

*CIS120 Introduction to Relational Database Management Systems (RDMS) (4.5 quarter credit hours)*
Prerequisite: CIS105
In this course students develop the fundamental technical skills relative to management of relational database management systems. Topics covered include database design, data updates, data warehouses, store procedures, data security, and data base management.

*CIS150 Introduction to Networking (4.5 quarter credit hours)*
This course introduces the student to basic concepts of computer networks, including topologies, protocols, software for LANS/WANS and performance issues.

*CIS160 Introduction to Internetworking (4.5 quarter credit hours)*
Prerequisite: CIS150
This course introduces students to the OSI model and LAN concepts. Topics include networking services that operate at Physical, Data link and the Network layers of the OSI model, LAN and internetworking cabling requirements, IP addressing and sub-netting, collision, LANs, WANs, and TCP/IP. The course covers router setup, configuring router interfaces, and the basics of network management.

*CIS170 Computer Science Fundamentals (4.5 quarter credit hours)*
Prerequisite: CIS105
This course is an introduction to the field of computer science; topics include an overview of computer science system hardware and organization, algorithms, operating systems, networking and internet protocols, programming languages, software engineering, object oriented programming, database systems, artificial intelligence, and the theory of computation.

*CIS171 Computer Programming Logic (4.5 quarter credit hours)*
Prerequisite: CIS105
This course introduces fundamentals programming concepts, and methods of program design. The course covers proper documentation techniques, sequence, selection, iteration, modules, arrays, pseudo-code writing and flowcharts drawing.

*CIS175 Computer Hardware and Software Project (4.5 quarter credit hours)*
Prerequisite: CIS170
This is a hands-on course designed to develop a thorough understanding of computer design, construction and operations. Topics include basic instruments and tools, maintenance methods and procedures, installation and configuration of all operating system (Win XP, Vista, Window 7) and general software installation, virus removal procedures and basic trouble shooting components, data communication and networking, internet technology, TCP/IP implementation on networks, and network security and firewalls.
CIS200 Introduction to UNIX Operating System (4.5 quarter credit hours)
Lecture 40hours, Laboratory 10hours
Prerequisite: CIS170
Students develop the knowledge and skills relative to implement of Unix operating system. Topics include Unix command such as scripts, menus, pipes, and variables. Operating systems topics include email, online help, editors, and file and directory techniques.

CIS210 Client Server Technology (4.5 quarter credit hours)
Lecture 40hours, Laboratory 10hours
Prerequisite: CIS105 or CIS150
Students will develop skills necessary to install, configure and troubleshoot client/server technology. Topics include resource administration, hardware devices and drivers, desktop environment, and network protocols. Topics also include managing and monitoring server performance.

CIS220 Ethics of Info Technology (4.5 quarter credit hours)
There are many ethical problems related to information technology including privacy and computer viruses in society. This course gives examples of problems and discusses their solutions.

CIS230 Analogue Technique (4.5 quarter credit hours)
This course covers the fundamental principles, techniques, functionality, and design of modern analogue electronic devices. Topics include components, quantities, and units, Voltage, current, and resistance, Ohm’s law, energy and power, magnetism and electromagnet, response of reactive circuits, diodes, transistors, amplifiers and oscillators, operational amplifiers, basic application of amplifiers.

CIS249 IT Security and Standards (4.5 quarter credit hours)
Students will develop an understanding of both theoretical and actual examples of compute security. Students will design a security baseline for a Windows network. Topics covered include security and threat models, risk analysis, access control/protection mechanisms, and encryption file system.

CIS260 Introduction to Web Design (4.5 quarter credit hours)
This course develops basic understanding of the methods and techniques of developing a simple to moderately complex website. Using current standard web page design software (i.e. Front page or Dreamweaver) students will be instructed on designing and maintaining a simple website.

CIS274 Legal and Ethical Aspects in Digital Forensics (4.5 quarter credit hours)
Students will do case study analyses of current events which involve network and intrusion forensics. Topics include legislative and business concerns and ethical issues and standards.

CIS280 Introduction to Discrete Mathematics (4.5 quarter credit hours)
The course includes sets, functions and relations, matrix algebra, and finite probability, graph theory, finite differences and recurrence relations, logic, mathematical induction, and algorithmic thinking. Other topics often considered part of discrete mathematics are Boolean algebra, the mathematics of social choice, linear programming, and number theory.

CIS285 C++ Programming (4.5 quarter credit hours)
Lecture 40hours, Laboratory 10hours
Prerequisite: CIS170
Students will develop the technical skills to designing solutions and coding applications using the logic and syntax of programming in C++. Topics include the basics of C++ language, control structures, functions, and arrays, use of strings and structures, and solution designs.

CIS298 Forensics Tools and Technologies (4.5 quarter credit hours)
This course acquaints the student with knowledge of industry tools and technologies available for analyzing computer problems. Topics include analysis of Windows and UNIX operating systems, network and wireless analysis, and computer intrusions.

CIS300 Network Server Administration (4.5 quarter credit hours)
Prerequisite: CIS210
Students develop the technical skills to administer a server-centric network infrastructure. Topics covered include Domain Name System, remote access, network protocols, IP routing and trouble shooting.

CIS302 SQL Programming (4.5 quarter credit hours)
Lecture 40hours, Laboratory 10hours
Prerequisite: CIS120
Students will develop the technical skills to design and query databases using the Structured Query Language (SQL). Topics include creating tables, use of DML and DDL, and defining transactions.

CIS304 PL/SQL Programming (4.5 quarter credit hours)
Lecture 40hours, Laboratory 10hours
Prerequisite: CIS302
Students develop competencies in concept, design and components of the PL/SQL Programming Language. Students will create records, types, defining transactions, and basics of SQL in PL/SQL data types.

CIS306 PL/SQL Programming Units (4.5 quarter credit hours)
Lecture 40hours, Laboratory 10hours
Prerequisite: CIS304
Students will write codes, forms and reports, and develop program procedures and database triggers. Students will develop skills to manage program units and database triggers, and database dependencies.

CIS307 Object Oriented Programming I (4.5 quarter credit hours)
Lecture 40hours, Laboratory 10hours
Prerequisite: CIS285C++
This course covers C language and object oriented extensions in C++, encapsulation, data hiding, polymorphism and inheritance.

CIS308 Object Oriented Programming II Prerequisite: CIS307 (4.5 quarter credit hours)
This course develops competencies in designing and implementing C++ programs. Topics include object oriented concepts, classes, inheritance, data structures, error handling, templates and file processing.

CIS310 Data Structures (4.5 quarter credit hours)
The course is an introduction to the data structure in which the student will study the classes and methods used to store and manipulate data.

CIS314 Network Directory Servers Infrastructure Design (4.5 quarter credit hours)
Prerequisite: CIS300
Students will develop skills to design medium to small sized networks which meet design specifications. Topics covered include understanding design specifications, meeting customer needs, and designing a network prototype.

CIS320 Network Security Fundamentals (4.5 quarter credit hours)
Prerequisite: CIS150
Students develop skills commensurate with an entry level IT information security position, including network security practices.

CIS330 Information Systems Principals (4.5 quarter credit hours)
This course introduces the student on how people and organizations should use information technologies effectively. The student will examine the major areas in the field, analyzing the major issues, trends and problems. The student, the nature of information and information flows, as well as how people process information and related cognitive concepts as well as examining various types of information system applications.

CIS340 Management Information Systems (4.5 quarter credit hours)
The course describes the methods to define and handle confidently a wide variety of information technology and information systems related terms; analyze actual and potential roles of information systems in an organization; diagnose the causes of computerized information systems failure in the organization and make an effective contribution to the management and development of new information systems in the organization.
CIS350 Computation Theory (4.5 quarter credit hours)
A theoretical treatment of what can be computed and how fast it can be done. Applications to compilers, string searching, and control circuit design will be discussed. The hierarchy of finite state machines, pushdown machines, context free grammars and Turing machines will be analyzed, along with their variations. The notions of decidability, complexity theory and a complete discussion of NP-Complete problems round out the course.

CIS360 Disaster Recovery (4.5 quarter credit hours)
Students will develop a disaster recovery plan, including plan testing and rehearsal. Topics include risk assessment and development of policies and procedures relative to disaster recovery.

CIS362 Incident Handling in Digital Forensics (4.5 quarter credit hours)
Students will develop the skills to identify information/computer attacks in progress or in place and how to handle each situation. Students will learn how to monitor various software systems for evidence of attack and learn how to gather and preserve evidence.

CIS364 Fundamentals of RF Identification Technology (4.5 quarter credit hours)
This course will present essential elements of radio frequency identification and the technologies that help to do it. Topics include communication protocols and modulation, transmitters, receivers, radio propagation, Antenna fundamentals, LAN, WAN, Voice over Wi-Fi, and security.

CIS366 Homeland Security Organization (4.5 quarter credit hours)
This is a lecture course which covers the background, history of the Homeland Security department in the US and the structures and administrative functions of homeland security organization at the local, regional and national level.

CIS368 IT Warfare and Homeland Security (4.5 quarter credit hours)
This course covers the threats and vulnerabilities to homeland security through information technology and the controls that might mitigate IT security risks.

CIS375 IT Warfare and Homeland Security (4.5 quarter credit hours)
This course covers the threats and vulnerabilities to homeland security through information technology and the controls that might mitigate IT security risks.

CIS376 Encryption and Cryptology in Digital Forensics (4.5 quarter credit hours)
Students will learn the basics of cryptology, symmetric and asymmetric encryption and the basics of each type of algorithm.

CIS399 Cooperative Education in Information Systems (4.5 quarter credit hours)
This course requires a three-way partnership among student, employer and the American College of Commerce and Technology. The course allows students to apply their learning and to develop skills in their chosen career area through a part-time or full time supervised work experience.

CIS400 Software Engineering (4.5 quarter credit hours)
This course is an introduction to software engineering and practice addresses both procedural and object-oriented development. It applies concepts consistently to two common examples — a typical information system and a real-time system. It combines theory with real, practical applications by providing an abundance of case studies and examples from the current literature.

CIS402 Database Fundamentals I (4.5 quarter credit hours)
Lecture 40hours, Laboratory 10hours
Prerequisite: CIS302
Topics include database architecture and how architectural structures function and interact with one another. Students will create an operational database and manage the various structures to meet optimum efficiency and effectiveness standards.
CIS403 Database Fundamentals II (4.5 quarter credit hours)

Lecture 40 hours, Laboratory 10 hours

Prerequisite: CIS402

Students will develop skills and competencies for loading and transporting and to solve network problems. Topics also include backup and recovery techniques using multiple strategies.

CIS404 Network Security Infrastructure Planning (4.5 quarter credit hours)

Prerequisite: CIS300

Students will develop the skills to develop an integrated security design in a server centric environment. Topics include authentication and encryption.

CIS406 Network Infrastructure Design (4.5 quarter credit hours)

Prerequisite: CIS300

Students develop the technical skills to design a peer-to-peer network or a server-centric network. Topics covered include network topology, routing, IP addressing, name resolution, and remote access solutions.

CIS408 Network Server Planning (4.5 quarter credit hours)

Prerequisite: CIS300

Provide students with the knowledge and skills needed to design a network for a peer to peer network or a server-centric environment. Topics covered include network topology, routing, IP addressing, name resolution, virtual private networks, remote access and telephony solutions.

CIS410 Operating Systems (4.5 quarter credit hours)

This course is an introduction to the fundamentals of operating systems. Topics included: concurrent processes and synchronization mechanism, processor scheduling, memory management, interrupt structures, interrupt processing, device management, performance of operating systems, synchronization in a multi-programmed OS and with virtual memory management. Formal principles are illustrated with examples and case studies of one or more contemporary operating systems.

CIS412 Introduction to Software Quality Assurance (4.5 quarter credit hours)

Assuring product and project quality is critical to reduce costs and risks. This course overviews quality planning techniques and tools and culminates with production of a Quality Assurance and Control Plan. Topics include Continuous Process Improvement, Quality Cycle, ISO9000, Malcolm Baldrige Criteria, CMMI, defect measurement, Pareto Analysis, and Statistical Process Control and managing financial and physical risk.

CIS415 Computation Theory (4.5 quarter credit hours)

Prerequisite: CIS280

A theoretical treatment of what can be computed and how fast it can be done. Applications to compilers, string searching, and control circuit design will be discussed. The hierarchy of finite state machines, pushdown machines, context free grammars and Turing machines will be analyzed, along with their variations. The notions of decidability, complexity theory and a complete discussion of NP-Complete problems round out the course.

CIS420 Java programming I (4.5 quarter credit hours)

Lecture 40 hours, Laboratory 10 hours

Prerequisite: CIS170

This program is an introduction to Internet Programming. Topics include control structures, methods, arrays, strings, and object-based programming.

CIS421 Java Programming II (4.5 quarter credit hours)

Lecture 40 hours, Laboratory 10 hours

Prerequisite: CIS420

Students develop skills in advanced features of programming the Internet. Topics include graphics, interface exception handling, multi-threading, files, and networking and data structures.

CIS430 Security Strategy and Policy (4.5 quarter credit hours)

Students develop knowledge and technical skills to implement network security policy. Topics include security procedures to protect networks, such as physical security, personnel security, operating system security, software security, and database security.
CIS431 Case-Study Current Homeland Security Issues (4.5 quarter credit hours)
This course covers case studies of recent incidents in homeland security. Topics include threats and vulnerabilities to homeland security and interventions and controls which might reduce associated risk.

CIS440 Computer Architecture (4.5 quarter credit hours)
This course surveys architecture and organization of modern computing systems including; CPU design, instruction sets, memory hierarchy, pipelined machines, and multiprocessors. The emphasis is on the major component subsystems of high performance computers; pipelining, instruction level parallelism, thread-level parallelism, memory hierarchies, input/output, and network-oriented interconnections. The course introduces techniques and tools for quantitative analysis, evaluation, and implementation of modern computing systems and their components.

CIS450 Data Networks (4.5 quarter credit hours)
This course examines computer networks and data communication. Students will learn Network services and applications, Network transport architectures, Routing and forwarding, Link layers and local area networks.

CIS455 Database Warehousing Prerequisite: CIS402 (4.5 quarter credit hours)
This course covers database design and the method to administer and build a date warehouse. Topics include running parallel operations, and how to extract, transform, and load operations and how to troubleshoot and resolve common performance problems in administering a data warehouse.

CIS456 Build Internet Applications I (4.5 quarter credit hours)
Prerequisite: CIS302
Students will build and test interactive internet applications, customize forms with user input, and will learn to write a requirements document, and how to test and troubleshoot requirements.

CIS457 Build Internet Applications II (4.5 quarter credit hours)
Prerequisite: CIS456
Students will advance their skills, create multiple form Internet applications, and learn to manage multiple transactions across modules. Students will also manage custom menus, reports and charts.

CIS458 Business System Analysis and Design (4.5 quarter credit hours)
This course will emphasize the analysis of business problem in an organization and the subsequent design of computer systems to meet the organization’s needs. Students will study the stages of system development including problem definition, consideration of alternative solutions, selection, implementation, control, and management of the system. A special emphasis is placed the role of end users in this process.

CIS460 Data Management Systems (4.5 quarter credit hours)
Topics include concepts of database systems, data structures of their relationship in sets of integrated files, and review database software packages.

CIS470 System and Software Requirements (4.5 quarter credit hours)
Students will develop skills to manage the requirements process. Topics include how to work with users, matching requirements and techniques to the project, scheduling requirements, how to write and test effective requirements documents.

CIS472 Systems Design (4.5 quarter credit hours)
Students develop competencies to understand approaches used to develop systems, including hardware and software components. Topics include supporting activities in systems interaction and methods to separate functions into specific components.

CIS473 Software Design (4.5 quarter credit hours)
Students develop skills to develop systems that satisfy user requirements, including batch, client/server and real time systems. Topics include methodologies to design object-oriented and Web based systems and designs for databases, user interfaces, forms, and reports.

CIS475 Software Verification and Validation (4.5 quarter credit hours)
This course covers approaches which assure that software developed is effective and meets user requirements. Topics include various levels of testing, creating test data, developing a test plan and managing test procedures.
and scenarios.

**CIS476 Server Side Programming ASP.NET (4.5 quarter credit hours)**
Students will develop advanced skills to build a professional web application using .NET technology. Students will also develop skills to allow customers to register and create their own accounts and to implement a full check-out sequence and two kinds of authentication.

**CIS478 Concept and Database Management (4.5 quarter credit hours)**
This course covers the basics of concepts and design of database systems. Topics include data structures and their relationship with integrated files, case studies and database management software packages.

**CIS480 Web Design (4.5 quarter credit hours)**
*Lecture 40 hours, Laboratory 10 hours*
Students will learn advanced web design and development principles. The course will focus on the theory and practice of using web design software applications in the creation of effective multi-page interface design. Students will explore web design concepts, including project planning, layout, usability, information design, site structure, site management and graphic design in the context of the web.

**CIS481 Artificial Intelligence (4.5 quarter credit hours)**
This course provides overview of the main thrust in artificial intelligence, starting with the historically symbolic logic-based approaches to knowledge representation, planning, reasoning and learning, leading into more recent directions of statistics-based probabilistic approaches (such as Bayesian approaches, belief nets, probabilistic reasoning, etc.). The course also touches on more recent developments in natural language processing, visual processing, robotics, machine learning, and philosophical foundations. This course covers search, constraint satisfaction, knowledge representation, probabilistic model, machine learning, neutral networks, vision, robotics, and natural understanding.

**CIS482 Advanced Web Design (4.5 quarter credit hours)**
This is an advanced hands-on course to further develop technical skills to design, program, maintain, administer and trouble shoot dynamic websites, web servers and web based database systems.

**CIS484 Creating Web Databases (4.5 quarter credit hours)**
Students develop the technical skills to design web databases. Topics include case studies of database designs, concepts of Web database systems including scalability and reliability and interface of relational database structures and various Internet technologies.

**CIS494 LINUX Operating System (4.5 quarter credit hours)**
This course covers advanced concepts in operating system design and recent research directions. It includes resource management for parallel and distributed systems, interaction between operating system design and computer architectures. Other topics include: process management, virtual memory, inter-process communication, context switching, parallel and distributed file system designs, persistent objects, process and data migration, load balancing, security, protection.

**CIS499 CAPSTONE: Computer Information Systems (4.5 quarter credit hours)**
Students will complete a project specific to their area of concentration which demonstrates comprehensive knowledge of the learning outcomes in the course of study. The first phase of the project includes identification of a topic and completion of the preliminary work. A report must be submitted at the end of the quarter detailing the problem description, proposed solution approach and a list of deliverables.

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**Economics**

**ECO100 Principles of Economics (4.5 quarter credit hours)**
This course examines supply and demand, market demand and elasticity, cost theory, market structures, pricing theory, and consumer behavior. Regulation, antitrust policy, and income distribution are also discussed.

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English

ENG099 TOEFL Preparation (0.0 Credits)
This course will prepare the student to take and pass the TOEFL examination. Student will take sample tests and review different test strategies and methods.

ENG100 Vocabulary and Reading Comprehension (4.5 quarter credit hours)
Placement by examination. This course focuses on reading comprehension, pronunciation, vocabulary development and spelling.

ENG101 Advanced Vocabulary and Reading Comprehension (4.5 quarter credit hours)
Placement by examination.
This course focuses on reading comprehension, pronunciation, vocabulary development and spelling.

ENG110 English Composition (4.5 quarter credit hours)
This course develops grammar, sentence structure, punctuation skills, and style points required for effective written communication. Students use a standard handbook and apply proofreading skills to all types of written communications. The student is guided in learning writing as a process: understanding audience and purpose, exploring ideas and information, composing, revising, and editing.

ENG200 Research and Writing (4.5 quarter credit hours)
Prerequisite: ENG110
This course examines and implements the principles of argumentation. An argumentative paper is researched and developed based on the concept of writing as a process. The course focuses on the logical organization of ideas patterned on established structures of argument. The course reinforces the importance of the research process and critical evaluation of sources. Acknowledging the intellectual property documentation of sources is stressed.

ENG310 Business Communications (4.5 quarter credit hours)
Prerequisite ENG 200
This course will enable students to communicate effectively in their professions. Students will learn to write a variety of documents characteristic of the business world including letters, memos, short and formal reports. The course will focus on techniques for writing clearly, concisely, and persuasively. The course will also help students develop skills in oral presentations.

Finance

FIN100 Introduction to Finance (4.5 quarter credit hours)
This course introduces the student to topics such as financial statement analysis, capital budgeting analysis, working capital (accounts receivable, inventory, and cash) management, capital structure and cost of capital, and interest rate determination methods. This course also presents a general view of the financial system, including the financial market system, financial institutions, the firm’s objective in the business environment, and the history of financial management.

FIN200 Financial Management (4.5 quarter credit hours)
Prerequisite: FIN100
This course teaches the concepts and skills of financial planning within a business. Concepts covered include how to use financial statements and how to plan appropriate action. Specific topics are preparing budgets, analyze investment options, and assess risk and return of financing business endeavors.

Geographic Information Systems

GIS480 Spatial Business Intelligence & GIS (4.5 quarter credit hours)
The course introduces students to the application of GIS technology to Global Studies including business and management, emphasizing the concepts and theories of Geospatial analysis, location intelligence and
information systems applied to business and management. Utilizing Remote Sensing, GPS and GIS software: ArcGIS modules and extensions, students become familiar with innovative Geospatial Technology. Such GIS Technology is required today within any industry, by most of the employees in different fields from health to environment, business and transportation, agriculture and government nationally and internationally.

GIS481 Geospatial Analysis Modeling (4.5 quarter credit hours)

**Prerequisite:**GIS480 or permission of instructor

A course introduces students to enhanced application of Geospatial Technology and Business Intelligence (BI) programs to government, business and management issues. It explores existing and potential capabilities of cutting-edge technology in conducting Geospatial business analysis, designing simulations and 3-D modeling, enhancing visualization.

Students will get in-depth knowledge of innovative ways to do the analysis and modeling in two and three-dimensional Geospatial environment. Geospatial technology will provide the students innovative technological “edge” to gain important competitive advantage to get employment within any agency in the 21-st century.

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Humanities

**HUM100 Introduction to Art, Music and Literature (4.5 quarter credit hours)**

This course focuses on the interplay between art, music, and literature. Shows how different epochs exhibit unique cultural values and life styles, which are mirrored in the various art, music, and literature forms. Critically examines representative art throughout the world and history from cultural, social, and esthetic perspectives.

**HUM110 Origins of Western Culture (4.5 quarter credit hours)**

This course covers the study of civilizations and cultures such as ancient Egypt, Crete, Greece, and Rome which have given root to Western culture. Analyzes the artistic, intellectual, religious, political, and socioeconomic aspects of each culture and traces their development in western civilization.

**HUM200 Logic (4.5 quarter credit hours)**

This course enables students to develop analytical, inductive and deductive reasoning through the study of syllogistic, symbolic, and informal logic. Provides methods of constructing arguments, and recognizing fallacies in the theory as well as in practice.

**HUM260 Latin and Vocabulary Development (4.5 quarter credit hours)**

This course provides a solid foundation and understanding of the roots of many English words, and American traditions through an introduction of the Latin language. The course includes basic Latin and English grammar, development of reading skills, and will accentuate vocabulary building through Latin etymology and derivatives.

**HUM350 Roman Life, Culture, and Language (4.5 quarter credit hours)**

This course introduces the rich and varied culture of ancient Rome through the complexities of daily life of the Roman people, from the legendary beginnings of the city in 753 BC to the end of the unified Roman Empire in 475 AD. Discussions will consider a variety of topics, including comparisons and contrasts between the Roman and modern worlds. The Roman language will be discussed through selected readings in Roman life and culture.

**HUM360 Asian Studies (4.5 quarter credit hours)**

This course examines the historic and contemporary political and economic developments of China, India, and countries in Southeast Asia, including contemporary trade issues in the global community.

**HUM370 Middle East Studies (4.5 quarter credit hours)**

This course covers the role of the Middle East in history and the cultural, military and political interactions between the Middle East and the West, including the role of the Middle East in the contemporary global community.

**HUM380 African Studies (4.5 quarter credit hours)**

This course traces the history of the African people in the United States from the 1619 to the present.
Concentrates on the key periods such as the Atlantic slave trade and reconstruction eras.

**HUM390 Philosophy (4.5 quarter credit hours)**
This course study certain philosophical issues and concepts that continue to affect the human condition. Examines formal questions in language, truth, and evidence; and social questions in politics, economics, and aesthetics. Analyses the works of such philosophers as Plato, Descartes, and Sartre.

**HUM400 Philosophy and Religion (4.5 quarter credit hours)**
This course offers an integrative approach to philosophical and religious world views in relation to such questions as the origin of all things, the limits of knowledge, and the role and responsibilities of the individual. Also examines the philosophical and religious views of the great thinkers throughout history.

**HUM 410 Ethics (4.5 quarter credit hours)**
This course covers the application of ethics to everyday life. Examines classical and contemporary writings concerning such matters as courage, pride, compassion, honor, self-respect; and the negative sides of this behavior, such as hypocrisy, self-deception, jealousy, and narcissism. Studies authors such as Plato, Aristotle, St. Augustine, Kant, Nietzsche, Dostoyevsky, Melville, Singer, MacIntyre, and Lasch.

**HUM420 Comparative Religion (4.5 quarter credit hours)**
This course presents a foundational, historical, conceptual, and cultural analysis of major world religions. Constructively studies, analyzes, investigates, and examines such religions as Primitive Religions, Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism, Oriental Religions, and, modern religions.

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**Legal**

**LEG100 Business Law I (4.5 quarter credit hours)**
This course is an introduction to Business Law and the American Legal system in the context of the history of the U.S. government, its constitution, and our business entities and practices, and the development of commercial law in the Anglo-American tradition. It highlights the law of contracts, sales, commercial transactions, and corporations.

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**Marketing**

**MKT100 Principles of Marketing (4.5 quarter credit hours)**
This course introduces the student to effective methods for marketing products and services. Direct mail, print time and other advertising techniques are discussed. Problem solving relative to customer relations is addressed. Consumer profiled, organizational personalities, and demo-graphics are presented as components of market research and analysis.

**MKT360 E-Marketing (4.5 quarter credit hours)**
This course covers development and practices of effective Web based global marketing strategies, including use of e-mail. Covers Internet regulatory issues and attracting and managing Website traffic.

**MKT410 International Marketing (4.5 quarter credit hours)**
Provides an overview of successful and unsuccessful practices of marketing worldwide. Covers the different challenges involved in global marketing including a review of cultural and economic differences that affect advertising and pricing, including characteristics of customers that affect marketing operations.

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**Mathematics**

**MAT100 College Algebra (4.5 quarter credit hours)**
This course covers a variety of algebraic concepts, including rational expressions, radicals and exponents, quadratic equations, systems of equations, and the graphing of linear functions.

**MAT200 Pre-calculus (4.5 quarter credit hours)**
**Prerequisite: MAT100**
This course reviews algebraic techniques, includes selected advanced topics such as matrices and determinants as techniques for solving linear systems in three or more variables, elementary concepts of analytic geometry, and logarithms. Emphasizes business-related word problems.

**MAT300 Calculus (4.5 quarter credit hours)**
**Prerequisite: MAT200**
This course introduces the fundamental concepts of calculus. Includes geometric interpretation of the derivative and integral, techniques of differentiation, the first and second derivative test, curve, sketching the fundamental theorem of calculus, techniques of integration, and the area between curves.

**MAT310 Descriptive Statistics (4.5 quarter credit hours)**
**Prerequisite: MAT100**
Concentrate on the art of describing and summarizing data. Includes the topics of experimental design, measures of central tendency, correlation and regression, and probability and chance variability. Demonstrates statistical applications to a wide variety of subjects, such as the social sciences, economics, and business.

**MAT350 Inferential Statistics (4.5 quarter credit hours)**
This course concentrates on understanding and using theoretical distributions, samples, statistical procedures for testing hypotheses, time series, analysis of variance (ANOVA), sampling techniques and sampling error, ANOVA and the Latin Square design, and multiple factor analysis.

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Dear Students,

Good morning and welcome to the new academic year.

As we begin our academic journey, I would like to take a moment to reflect on the importance of education and the role it plays in shaping our lives. Learning is a continuous process, and it is never too late to start. Whether you are returning to school or starting anew, you are about to embark on a exciting journey of discovery and growth.

Throughout this academic year, we will cover a wide range of subjects, from mathematics to the sciences, from history to psychology. Each subject offers its own unique perspective on the world and can help us develop a deeper understanding of ourselves and our place in society.

Remember, education is not just about acquiring knowledge, but also about developing critical thinking skills, problem-solving abilities, and the capacity to think creatively and independently. These skills are essential in today's fast-paced and ever-changing world.

As we navigate through the challenges of the academic year, I encourage you to approach your studies with an open mind, a willingness to learn, and a commitment to excellence. Together, we can create a positive and supportive learning environment that fosters growth and success.

Thank you for choosing to be a part of our academic community. I look forward to working with you as we embark on this exciting journey.

Best wishes,

[Your Name]

Associate Dean

Department of [Your Department]
learning, motivation, development, personality, and social behavior.

**PSY200 Psychology and Mental Health Theory (4.5 quarter credit hours)**
This course presents the various ways in which the individual constructs his self-awareness. Studies how social institutions, such as the family and religion, influence the psychological and mental health makeup of individuals. Covers major mental health theorists, especially Abraham Maslow and his hierarchy of needs theory.

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**Science**

**SCI200 Science and Society (4.5 quarter credit hours)**
This course studies the impact of scientific ideas on society of nineteenth and twentieth centuries. Addresses issues such as the scientific method of inquiry, social Darwinism, evolution, nuclear energy, the structure of matter, cloning, and medical and technological breakthroughs.

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**Taxation**

**TAX101 Principles of Taxation (4.5 quarter credit hours)**
*Prerequisites: ACC100*
This course develops competencies necessary to evaluate business transactions. Fundamental tax concepts are applied to a variety of business, investment, employment, and personal transactions. Topics include business formation, capital expenditures, employee and executive compensation, international and multi-state operations and disclosure.

**TAX302 Federal Taxation (4.5 quarter credit hours)**
*Pre-requisite: ACC100*
This course includes a comprehensive study of the federal income tax structure and the practical application of income tax accounting to specific problems as related to individuals and proprietorships. Topics include the general filing status, excludable income, and analysis of categories of itemized and other deductions, tax treatment of sales, depreciation methods and recapture provisions. Introduces the alternative minimum tax on individuals, the earned income credit, child care credit, and credit for the elderly.
Graduate Programs

Scope
This section applies to Master’s programs in Accounting (MSAC), Business Administration (MBA), and Computer Information Systems (MSCIS).

Admission Requirements for Graduate programs
To be admitted to the Masters programs (i.e., MSAC, MBA, and MSCIS), the applicant must comply with the following:

- Completed and signed an application form
- Pay a Non-refundable $40 application fee (electronic payment, check, or money order payable to “The American College of Commerce & Technology”) in U.S. currency.
- Present evidence of a bachelor’s degree from a state recognized or an accredited institution recognized by the U.S. Department of Education or the equivalent from a foreign college or university. Official transcripts of all undergraduate and graduate work is required. Degrees earned in a country other than the U.S. must be evaluated by a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES). An ACCT staff screens all transcripts utilizing American Association of Collegiate Registrars and Admissions Officers (“AACRAO”).
- Submit a copy of a form of identification (either a current passport or your birth certificate) and, for Permanent Residents, a copy of the Green Card.
- Submit official transcripts of all undergraduate and graduate work completed.
- Submit either (1) Test of English as a Foreign Language (TOEFL) score, or (2) score at least 65 on the Accuplacer ™ English Diagnostic Test during the first quarter of enrollment
- Students who have not completed the equivalent of a Bachelor’s degree in a closely related field may be required to complete prerequisite courses to assure readiness for the graduate program.

Transfer Credit

Transfer credit from other institutions must be comparable in content to those offered at the American College of Commerce and Technology. Students must furnish an official transcript for credit to be reviewed by ACCT officials. The maximum number of transfer credits allowed for any Master’s program is 13.5 equivalent quarter-hour credits. Each transfer course is evaluated separately. The evaluation includes a review of the description, credits, and grade of each course. Graduate transfer grades must be B or better.

Only course credits earned from a state recognized or accredited institution will be considered for transfer to ACCT; course credits earned in a country other than the U.S. will be evaluated for only those courses evaluated by the approved foreign transcript evaluating agency.

All transfer credit accepted by ACCT are recorded on the student transcript with the designation “TC” but the credits will not affect the student’s grade point average. All requests for transfer credits are submitted to the registrar office on “ACCT Transfer Credit Request Application Form”.

Transfer of credits earned at the American College of Commerce and Technology to other institutions is solely upon the discretion of the accepting institution.

Degree and Graduation Requirements

Graduate students must maintain a cumulative GPA of at least 3.0, complete all required courses in the program, and have at least 54.0 quarter hours of credit for a master’s degree. At least 8 courses must be taken in residence.
Language Proficiency
Applicants whose first language is not English must provide proof of language proficiency by at least one of the following:

- Test of English as a Foreign Language (TOEFL) score for graduate students of 550 (paper-based), 213 (computer-based) or 80 (internet-based)
- International English Language Testing System (IELTS) score of 6.0 for graduate;
- Accuplacer™ Diagnostic Test 65.
- Completion of an ESL class from a recognized institution of higher education.

English Proficiency Requirements
Each student must demonstrate English proficiency during their course of study at ACCT through a score of at least 65 on the English Accuplacer diagnostic test. Each student must take the English Accuplacer diagnostic test during the first term at ACCT and again during the final quarter before graduation. This test is required in order to qualify for advancement for a subsequent term and/or to qualify for program completion. Students whose score falls below 65 are required to complete at least 20 hours of Language Development through ENG100 prior to graduation.

Full-time Status
Full-time status for a graduate student is considered to be two classes per quarter.

Class Hours and Units of Credit
ACCT operates on a four-quarter per calendar year system, with day, afternoon, evening, weekend and online classes. Students earn 4.5 quarter hour credits for each class completed. AA degree programs require 90 quarter credit hour, BS degree programs require 180, and Master’s degree programs require 54.

Course Numbering System
Course numbers are as follows:

- 000-009 Non Credit Courses
- 100-299 Associate and Bachelor Level Courses
- 300-499 Bachelor Level Courses
- 500-599 Master/Graduate Level Courses
- 600-699 Post Master Level Courses

Grading and Credits System
Program credits for all programs are awarded in quarter-hour credits. 1 quarter-hour credit = 10 classroom lecture hours, or 20 Laboratory hours, or 30 externship/practicum contact hours.

Student grade-point average (GPA) for all programs is computed by the following formula:

\[
\text{GPA} = \frac{\text{Total Quality Points Earned}}{\text{Total No. of Classes Attempted}}
\]

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Quality</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Satisfactory</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Moderate Satisfactory</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Marginal Performance</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
<td>NA</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew</td>
<td></td>
<td>NA</td>
</tr>
<tr>
<td>R</td>
<td>Repeat</td>
<td></td>
<td>NA</td>
</tr>
<tr>
<td>TC</td>
<td>Transfer Credit</td>
<td></td>
<td>NA</td>
</tr>
<tr>
<td>LE</td>
<td>Life Experience Credit</td>
<td></td>
<td>NA</td>
</tr>
<tr>
<td>AS</td>
<td>Advanced Standing Credit</td>
<td></td>
<td>NA</td>
</tr>
</tbody>
</table>

The following criteria determine a letter grade associated with a quality point value/description:
A = 90-100  
B = 80-89  
C = 70-79  
D = 60-69  
F = 0-59  

I = Incomplete, Incomplete Grades  
Incomplete grades do not factor into a student’s grade point average; however they do count as credits attempted for purposes of satisfactory academic progress.

W = Withdrawal  
Indicates withdrawal from a course prior to its conclusion without academic penalty 

R= Repeat Class; R grades are not calculated in a student GPA

Incomplete Grades  
A student who receives a grade of incomplete or an “I” is required to make up within the following quarter. If the work is not completed and approved by the instructor within the following quarter, the grade converts from I to an F. Incomplete grades do not factor into a student’s grade point average; however they do count as credits attempted without credits earned for purposes of satisfactory academic progress.

Grade Disputes  
Grade disputes may be raised only on final grade and must be raised by the student with the instructor within 60 days after the end of the quarter in which the grade was awarded. The student must submit a written justification and supporting documentation for the grade disputes to the instructor of the course and Student Services.

Enrollment Dates  
Students may enroll in classes up to the start of the second meeting of any class. Students may not enroll in any class that has met twice without permission of the instructor.

Withdrawal from a Course  
A student may withdraw from a course at any time prior to its conclusion without academic penalty, in which case the student shall receive a grade of “W”.

Withdrawal from the School  
A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school. The notice must include the expected last date of attendance and be signed and dated by the student.

A student will be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused.

Cancellation of Courses  
ACCT will process a refund for courses canceled. The college reserves the right to cancel a course if there is insufficient enrollment. Any such cancellation is always done prior to the first day of class. Affected students are notified by phone, email, and/or mail and are given assistance in enrolling in an equally suitable course.

Emergency Cancellation of Classes  
In case of inclement weather, or other emergency situations, the University will announce publicly the cancellation of classes. Students may view emergency announcements on the Web site at www.acct2day.org or may call the local campus phone number for recorded information. When cancellation of classes is necessary, instructors may arrange for additional class meetings or study assignments to compensate for attendance time.
Satisfactory Academic Progress (SAP)

The following requirements apply to all students enrolled in any of the College’s programs of study. Students must meet the following qualitative and quantitative standards in order to maintain SAP: (1) complete all program course requirements within the permitted maximum timeframe (“MTF”) based on credits attempted; (2) maintain a minimum rate of progress toward program completion (“MCP”) at specified evaluation points; and (3) achieve a minimum a satisfactory cumulative grade point average (“CGPA”) at specified evaluation points. A student who fails to meet any one of these three criteria does not meet SAP.

1. Maximum Time Frame (MTF)

ACCT students must complete their program of study within a maximum time frame of 150% of normal program length, measured in terms of the quarter credit hours attempted (not the period of enrollment). Within this SAP policy, a “credit” is defined as a quarter credit hour, and an “attempted” credit is defined as one for which a student has incurred a financial obligation. This MTF also serves as the foundation for establishing the SAP evaluation points. The normal program length and MTF of the programs at each degree level are presented in the table below.

<table>
<thead>
<tr>
<th>Normal Program Length</th>
<th>MTF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s Degree Programs: 54 credits</td>
<td>81 credits</td>
</tr>
</tbody>
</table>

2 and 3. Minimum Completion Percentage (MCP) and Cumulative Grade Point Average (CGPA)

Students are evaluated at least once each academic year (and at 50% of normal program length for programs of less than a year) including at 25%, 50%, 75% and 100% of MTF. If any of these percentage-based evaluation points occurs in the middle of a term, or the number of credits will exceed these amounts by the end of a term, the evaluation will be conducted at the end of the prior term.

To meet ACCT’s MCP and CGPA requirements, students must maintain the specified MCPs and CGPAs at the evaluation points identified in the chart below.

<table>
<thead>
<tr>
<th>Evaluation Points</th>
<th>Minimum Completion Percentage of Credits Attempted</th>
<th>Minimum CGPA Graduate Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>At 25% of MTF</td>
<td>55%</td>
<td>3.00</td>
</tr>
<tr>
<td>At 50% of MTF</td>
<td>60%</td>
<td>3.00</td>
</tr>
</tbody>
</table>
In order to graduate from any master’s degree program, a student must achieve a CGPA of 3.0 or higher in addition to meeting all other SAP and program requirements.

**SAP Calculations**

Non-letter grades are included or excluded in ACCT’s calculation of a student’s SAP as defined in the table below.

<table>
<thead>
<tr>
<th>Types</th>
<th>Maximum Timeframe Credits Attempted Allowed (MTF)</th>
<th>Minimum Completion Percentage of Credits Attempted (MCP)</th>
<th>Minimum CGPA Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer</td>
<td>Include</td>
<td>Include</td>
<td>Exclude</td>
</tr>
<tr>
<td>Advanced Standing</td>
<td>Include</td>
<td>Include</td>
<td>Exclude</td>
</tr>
<tr>
<td>Life Experience</td>
<td>Include</td>
<td>Include</td>
<td>Exclude</td>
</tr>
<tr>
<td>Withdrawal or Incomplete</td>
<td>Include</td>
<td>Include</td>
<td>Exclude</td>
</tr>
<tr>
<td>Repeat</td>
<td>Include</td>
<td>Include</td>
<td>Include (Most Recent Grade)</td>
</tr>
<tr>
<td>Non-Credit or Remedial</td>
<td>Exclude</td>
<td>Exclude</td>
<td>Exclude</td>
</tr>
</tbody>
</table>

In addition, if a student changes his or her program of study, only those courses that count towards the new degree program will count in the CGPA and MCP calculations, and the student’s normal program length will be recalculated.

**Impact of SAP on Academic Standing**

**Academic Probation** A student who fails to meet the minimum SAP requirements as outlined in this policy will be placed on academic probation status for the quarter immediately following the end of the term in which SAP is not met. The statement “Placed on Academic Probation” will be entered on the student’s transcript, and the student will receive a notice in writing explaining the status and offering an opportunity for counseling and assistance, if needed.

**Academic Dismissal** At the end of the probationary quarter, if the student still does not meet ACCT’s minimum SAP standards, he or she will be academically dismissed and notified in writing of the opportunity for appeal. This notice of dismissal will be retained in the student’s file.

**Appeal of Academic Dismissal** A student may appeal a dismissal by submitting a written request to the Academic Department Head within five business days after notification. An appeal must be based on significant mitigating circumstances that seriously impacted the student’s academic performance. Mitigating circumstances include serious illness, accident or injury to the student, death of a family member or other significant person in the student’s life, or other special circumstances. The student must submit with the appeal an explanation of the reason(s) why he or she failed to meet SAP, an explanation of what has changed that will allow the student to meet SAP in the next term, and any supporting documentation relevant to these explanations. The decision of
the Academic Department Head is final. If the appeal is granted, the student will be placed on academic probation status for the next quarter. If the appeal is not granted, the student will be academically dismissed, and “Academic Dismissal” will be entered on the student’s transcript.

**Extended Enrollment Status** A student who does not meet SAP for two consecutive quarters will be dismissed unless the student applies for and receives extended enrollment status for a maximum of one quarter in which to attempt to regain good academic standing. The Academic Department Head approves or denies requests for extended enrollment status. In extended enrollment status, the student is not eligible for any institutional financial aid, must retake classes previously failed (if offered), and meet specific terms and conditions agreed upon in writing by the student and the Academic Department Head. Extended enrollment status will be indicated on student’s transcript. The extended enrollment status must be completed within the MTF for the student’s program of study, and all credits attempted during the extended enrollment period count toward the MTF.

**Readmission After Academic Dismissal** An individual who has been academically dismissed from ACCT may petition in writing to be readmitted after a period of one quarter. The petition must describe the changes in behavior or circumstance that will result in improved academic performance and must be submitted to Academic Department Head prior to the beginning of the quarter in which the student seeks to enroll. The Academic Department Head will determine if the student has demonstrated likelihood for future success in the program of study. If the petition is accepted, the student will be placed on academic probation for a quarter, during which the student is not eligible for any institutional aid. If the student does not achieve SAP by the end of this probationary quarter, the student will be academically dismissed and will not be eligible for readmission. However, upon approval from the Academic Department Head, a student may reenroll in a different program, and all applicable credits attempted and grades earned will be transferred to the new program of study and considered as part of a recalculated MTF. Students are limited to one such program change following academic dismissal.

**Change of Program**
A student who is pursuing an academic program and decides to change his or her program of study may apply only those courses that count towards the new degree program in the CGPA calculations and course completion percentages. The student’s normal program length will be recalculated. He or she will start with the recalculated CGPA and credits attempted and completed for the purpose of determining satisfactory academic progress.

To change a program, a student must:
1. Submit a **Change of Program Form** (available both from the Registrar’s Office and on ACCT’s website).
2. Meet with the new program Academic Department Head for advising or for transfer credit issues.
3. Meet with a representative of ACCT’s Admissions Office to determine if extra documentation is required.

**Additional Credentials**
A student obtaining more than one degree must complete each degree with all the qualitative and quantitative standards of the SAP policy. Each degree must be completed within 150% of the normal period to complete the degree program. Also, the minimum completion percentage of credits attempted standard has to be met, but the CGPA of any prior program is not applied to the new SAP calculation.

**Academic Assistance**
ACCT will advise and assist students who are having academic difficulty. The student will be assisted in setting objectives, in planning improved study habits, or in dealing with other factors that relate to academic progress.

**Dismissal for Student Conduct**
Any student not conducting themselves in an orderly and professional manner, which includes plagiarism, use of drugs and alcohol during school hours, dishonesty, disrupting classes, use of profanity, excessive tardiness, insubordination, violation of safety rules, or not abiding by the school rules will lead to either probation or dismissal from classes.

Academic dishonesty is not condoned. Such misconduct subjects the student to possible disciplinary actions ranging from admonition to dismissal, along with any grade penalty the instructor might, in appropriate cases,
impose. Procedural safeguards of due process and appeal are available to the student in disciplinary matters. Academic dishonesty, as a general rule, involves one of the following acts:

- Cheating on an examination or quiz, including the giving, receiving or soliciting of information and the unauthorized use of notes or other materials during the examination or quiz.
- Buying, selling, stealing or soliciting any material purported to be the unreleased contents of a forthcoming examination, or the use of such material.
- Substituting for another person during an examination or allowing such substitution for one's self.
- Plagiarism. This is the act of appropriating passages from the work of another individual, either word for word or in substance, and representing them as one's own work. This includes any submission of written work other than one's own.
- Knowingly furnishing false information to the ACCT; forgery and alteration or use of ACCT documents or instruments of identification with the intent to defraud.

**Academic Standing for Veterans**

Any change in the status of a student receiving veterans benefits, whether that be a change of curriculum, change in course load, withdrawal, suspension, dismissal or other type of changes must be reported to the Department of Veterans Affairs not later than 30 calendar days after the process has been officially completed at the ACCT. Veterans who do not make satisfactory progress toward completion of their program must be reported to the Department of Veterans Affairs for action.

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Program Descriptions
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**Master of Science in Accounting (MSAC)**

**Program Description** (CIP 52.0301)
The Master of Science in Accounting degree program consists of 12 classes and 540 hours of classroom instruction for 54 quarter hour credits. This program prepares individuals to practice the profession of accounting and to perform related business functions. It includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, tax accounting, legal aspects of accounting, auditing, reporting procedures, statement analysis, planning and consulting, business information systems, accounting research methods, professional standards and ethics, and accounting applications to for-profit, public and non-profit organizations.

Program Objective
The objective of the MS in Accounting program is to equip persons seeking to advance in their careers as professional accountants in industry, government, and non-profit organizations with the specialized knowledge and skills demanded of the profession in this dynamic and changing era in business.

Core component 18.0 credits/four courses
ACC500 Financial Accounting
LEG500 Commercial Law
BUS530 Business Technology and Research
ECO500 Managerial Economics and Finance

Major component 27.0 credits/six courses
ACC504 Advanced Auditing
ACC562 Advanced Managerial Accounting
ACC563 Advanced Accounting Theory
TAX580 Advanced Federal Taxation
ACC590 *Cooperative Graduate Education in Accounting
ACC599 CAPSTONE: Accounting
This course is selected in consultation with the Program Director

Electives Component 9.0 credits (select two courses from the following)
ACC502 Accounting Information System
ACC555 Systems Auditing
ACC570 Forensic Accounting
ACC575 International Accounting Systems
TAX581 Advanced Business Taxation
TAX585 International Taxation

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Master of Business Administration (MBA)

Program Description (CIP 52.0201)
The MBA program consists of 12 classes and 540 hours of classroom instruction for 54 quarter hour credits. MBA program prepares individuals to organize, and direct the functions and processes of an organization and includes instruction in business/management theory, leadership and behavior, accounting and finance, quantitative methods, competitive strategy, production, marketing, and business decision-making.

Program Objective
The MBA degree program is designed for working adult students who wish to advance their career or expand their capabilities. Curriculum prepares students for the emerging knowledge economy by emphasizing the fundamental state-of-the-art technical and “soft” business skills in demand in today’s rapidly changing workplace and job demands.

Core component 13.5 credits/three courses
ACC562 Advanced Managerial Accounting
BUS530 Business Technology and Research
CIS500 Management of Information Systems

Major Component 27.0 credits/six courses
BUS520 Leadership and Organizational Behavior
BUS550 Project Management  
BUS590 *Cooperative Graduate Education in Business Administration  
BUS599 CAPSTONE: Business Administration  
ECO500 Managerial Economics and Finance  
MKT501 Marketing Management  
*This course is selected in consultation with the Program Director

**Electives Concentration component 13.5 credits (select three courses from the following)**

- BUS525 Risk Analysis and Risk Management  
- BUS531 Business Analysis I  
- BUS532 Business Analysis II  
- BUS540 E-Commerce Management  
- BUS557 Strategic Management and Competitive Advantage  
- BUS560 Cost-Benefit Analysis and Resource Acquisition  
- BUS565 Human Resource Development  
- BUS570 Advanced Labor Relations & Collective Bargaining  
- BUS575 Reward Systems  
- BUS580 Quality Assurance and Risk Management  
- BUS585 Supply Chain Management  
- ECO560 International Economics  
- FIN500 Advanced Financial Management  
- GIS580 Spatial Business Intelligence  
- GIS581 Spatial Business Analysis and Modeling  
- GIS585 SBI Application in Business & Management  
- HCM560 The Health Services System  
- HCM570 Legal Aspects of Health Care  
- HCM580 Economics of Health Care Management  
- LEG500 Commercial Law  
- POL500 International Geopolitics  
- POL550 Globalization and Development Policy

**Master of Science in Computer Information Systems (MSCIS)**

**Program Description** (CIP 11.0103)

The MSCIS program consists of 12 courses and 540 hours of instruction for 54 quarter hour credits. The courses include three core courses, six major component courses and three in a specialty concentration. This program focuses on the design of technological systems, including computing systems, as solutions to business and research data, communications support needs and includes instruction in the principles of computer hardware and software components algorithms, databases, telecommunications, user tactics, application testing, and human interface design.

**Program Objective**

The objective of the Master of Science in Computer Information Systems program is to develop technical computing skills and to enable our graduates to identify and address technical problems in computer information systems and to effectively articulate their findings to other professionals in both written and oral forms.

**Core component 13.5 credits/three courses**

- ACC562 Advanced Managerial Accounting  
- BUS530 Business Research  
- CIS500 Management of Information Systems

**Major Component 27.0 credits/six courses**

- CIS510 Data Base Design  
- CIS555 Object Oriented Analysis and Design  
- CIS557 Decision Making Under Uncertainty  
- CIS570 E-Business Tech. and Management  
- CIS590*Cooperative Graduate Education in Computer Information Systems  
- CIS599 CAPSTONE: Computer Information Systems  
*This course is selected in consultation with the Program Director
Elective Component 13.5 credits (choose three courses from the following)
LEG500 Commercial Law
BUS510 Strategic Resolution Methods
BUS515 Operations Management
BUS531 Business Analysis I
BUS532 Business Analysis II
CIS530 Computer Systems Architecture
CIS540 Enterprise Architecture
CIS543 Telecommunications Foundational Mathematics
CIS546 Digital Communication
CIS548 Wireless Communication
CIS552 Info and Communication Technology
CIS554 Fixed Hybrid and Wireless Networks
CIS575 Software Quality Assurance I
CIS576 Software Quality Assurance II
CIS577 Software Quality Audit and Compliance Management
CIS578 Quality Management Systems & Compliance Solutions
CIS579 Computer System Validation and Verification
CIS580 Software Engineering Development
CIS582 Current Issues in Software Engineering
CIS583 Current issues in Management of Info.
CIS589 Business Process Modeling
CIS591 Security in Computing
CIS594 Advanced Network Security
CIS598 Project Management Security
GIS580 Spatial Business Intelligence
GIS581 Spatial Analysis and Modeling

Graduate Course Descriptions
Accounting

**ACC500 Financial Accounting (4.5 quarter credit hours)**
This course covers advanced topics in financial accounting, including financial statements; income statement items; cash and inventories; payables and receivables; property, plant and equipment, employee benefits; long term liabilities; taxes; and non-profit accounting. Students also develop skills in presenting financial reports.

**ACC502 Accounting Info Systems (4.5 quarter credit hours)**
*Prerequisite: ACC400*
This course covers the principal aspects of systems analysis and application of information systems concepts to the accounting process and accounting models, both manual and automated.

**ACC504 Advanced Auditing (4.5 quarter credit hours)**
*Prerequisite: ACC400*
Provides an in-depth analysis of current auditing issues, including professional standards and ethics, internal control gathering and documentation of evidences and statistic sampling. Focuses on detailed analysis of audit programs and EDP, as concepts concerning the financial condition and operation of commercial enterprises.

**ACC555 Systems Auditing (4.5 quarter credit hours)**
*Prerequisites: ACC400*
Covers the unique aspects of auditing accounting information system for two points of view: attesting to the financial statements or conducting an operational audit. Explores the various technique used to audit around the system. Focuses on documentation of evidence and a detailed analysis of the audit programs.

**ACC562 Advanced Managerial Accounting (4.5 quarter credit hours)**
*Prerequisite: ACC100*
This Course Investigates advanced topics in managerial accounting and expands upon topics covered in Managerial Accounting. Topics include cost projections, analysis and interpretation, analysis under uncertainty, capital budgeting, linear programming, and decentralized operations.

**ACC563 Advanced Accounting Theory (4.5 quarter credit hours)**
*Prerequisite: ACC250*
Provide a frame of reference for advanced accounting theories. Emphasizes income, liability, and asset valuation based on inductive, deductive, and capital market approaches. Also surveys price level changes, monetary and non-monetary factors, problems of ownership equities, and the disclosure of relevant information to investors and creditors.

**ACC570 Forensic Accounting (4.5 quarter credit hours)**
*Prerequisite: ACC400*
This course provides a framework for an understanding of forensic accounting. Topics covered includes various foundation areas of importance to the forensic accountant, the basic forensic accounting tool-oriented areas, and practice areas relevant to forensic accounting.

**ACC575 International Accounting System (4.5 quarter credit hours)**
*Prerequisite: ACC500*
This course surveys the accounting systems of key European, Asian, South American, and Central American and Canada. Examines the various approaches to valuation and recordation of assets and liabilities. Also examines the complex issues regarding the recognition of revenue and expenses, as well as the preparation of consolidated financial statements of a United States corporation with foreign subsidiaries.

**ACC590 Cooperative Graduate Education in Accounting (4.5 quarter credit hours)**
This course requires a three-way partnership among student, employer and the American College of Commerce and Technology. The course allows students to apply their learning and to develop skills in their chosen career area through a part-time or full time supervised work experience.

**ACC590B Cooperative Graduate Education in Accounting (continuation, 0 credits)**
This course is a continuation of ACC590 course.
**ACC599 CAPSTONE: Accounting (4.5 quarter credit hours)**
Should be taken as last course or next to the last course. This Directed Research course enables the student to complete a research project in the field of major concentration. The research project will be monitored by a supervising faculty member and must be defended by the student in an oral examination.

**Business**

**BUS500 Business Communication (4.5 quarter credit hours)**
The course is aimed to equip students with a conceptual framework and specific tools for communicating effectively in complex business environments to successfully accomplishing strategic business decisions. It provides students with an understanding of a variety of communication theories and their applications to the workplace environment. Applications include business conflict resolution, negotiation, interpersonal and group communication strategies and facilitation. Also, it will touch on the topic of intercultural managerial communication, ethics and social responsibility. Students will learn through simulations, role-plays, group discussions, group exercises, and individual assignments.

**BUS510 Strategic Resolution Methods (4.5 quarter credit hours)**
This course provides students with an understanding of a variety of conflict resolution theories, and their applications to the workplace environment. Topics include mediation, arbitration, and facilitation. Students will learn through simulations, role-plays, group discussions, group exercises, and individual assignments.

**BUS515 Operations Management (4.5 quarter credit hours)**
Presents production and operations concepts and techniques. Topics include the interaction of the operations functions with other primary functions such as marketing and finance, process and product design, allocation of scarce resources, e-Commerce, and quality management principles.

**BUS520 Leadership and Org. Behavior (4.5 quarter credit hours)**
This course analyzes both the formal and informal aspects of the management process. The course includes human behavior in an organizational environment, individual behavior patterns, superior and subordinate relationships, group dynamics, communication, motivation, ethics and decision-making.

**BUS530 Business Technology and Research (4.5 quarter credit hours)**
This course covers qualitative and quantitative methods for conducting practical business research projects. Topics include techniques of data collection, evaluation of alternative sources of information, methods of evaluating data using computer techniques, and methods of reporting and presenting results.

**BUS531 Business Analysis I (4.5 quarter credit hours)**
Sometimes companies are in a dilemma whether to enhance the existing computerized systems or adopt an entirely new system. This covers AS IS and TO BE cases, cost-benefit analysis and risk management for software development.

**BUS532 Business Analysis II (4.5 quarter credit hours)**
This course evaluates the life cycle of systems development, process re-engineering structures, and applies General Accounting Principles to adoption decisions for software methodologies.

**BUS535 Technology in the Global Environment (4.5 quarter credit hours)**
This course examines the role of technology innovation in the global environment, including the evaluation, impact, and implementation of information technology on individuals and society. It explores the advantages and disadvantages of access and use of digitized information, social media and Cloud computing at local and global levels. The course provides a framework for students to make informed judgments and decisions as to the use of IT within business and social contexts.

**BUS550 Project Management (4.5 quarter credit hours)**
This course examines project management principles used to effectively plan, direct, and control project activities to achieve schedule, budget and performance objectives. Reviews the project life-cycle, organization and charters, work breakdown structures, responsibility matrixes cost budgeting, scheduling, and resource
allocation. Presents planning and control methods such as PERT and GRANT charts, earned value management, and an overview of project management software applications.

**BUS555 Issues in International Business in Developing Countries (4.5 quarter credit hours)**
This course is designed for both business and non-business major students who will conduct case study analyses of issues in international business. Topics include the interrelation of government and business across borders, the economic dynamics between countries/regions, the international monetary system, international trade and foreign direct investment.

**BUS557 Strategic Management & Competitive Advantage (4.5 quarter credit hours)**
The course focuses on the analyses, decisions, and actions that an organization undertakes in order to gain and maintain competitive advantage. The primary objective of this course is to provide students with skills that are useful in developing and implementing business strategies. The course introduces a number of conceptual frameworks and methodologies for diagnosing business conditions, design of strategies, and evaluation of strategic alternatives to eventually succeed in business operation.

**BUS558 Entrepreneurship & Small Business Management (4.5 quarter credit hours)**
The course introduces students to the world of entrepreneurs, and outlines the ways to launching your own business. It provides the basic principles of operating and managing a small business, and focusing on developing a start-up business, buying, pricing, promotions, marketing and planning successful business operation from debut through exit. The course also reviews strategic planning considerations relative to operating a small business.

**BUS560 Cost-Benefit Analysis and Resource Acquisition (4.5 quarter credit hours)**
A foundation of any project is the determination if the project is worth doing, then acquiring the resources to do it. This course covers how to identify and measure costs and determine the worthiness of a project and to procure and manage resources.

**BUS565 Human Resource Development (4.5 quarter credit hours)**
This course analyses the process by which the human resource is managed and its role in strategic management. Discusses how HRM processes integrate with business functions, enhance productivity, contribute to an organization’s competitiveness. Review its functions and considerations for planning and executing HRM strategies in domestic and global environment.

**BUS570 Advanced Labor Relation and Collective Bargaining (4.5 quarter credit hours)**
This course provides an outlook of labor relations including its history, law, challenges and opportunities. The course covers the collective bargaining process, examines the cost of labor contracts from the perspective of wages and salaries, employee benefits and job security and seniority, and implementation of the collective bargaining agreement.

**BUS575 Reward Systems (4.5 quarter credit hours)**
This course focuses on three important topics in rewarding employees: performance appraisal, compensation systems development, and incentive compensation and benefits. Students will learn the aspects of direct compensation that will go beyond fixed salary and wages in particular, different types of individual and group incentive systems. The course also examines indirect compensation, and the implementation and administrative challenges associated with both incentives and benefits.

**BUS580 Quality Assurance and Risk Management (4.5 quarter credit hours)**
Assuring product and project quality is critical to reduce costs and risks. This course overviews quality planning techniques and tools and culminates with production of a Quality Assurance and Control Plan. Topics include Continuous Process Improvement, Quality Cycle, ISO9000, Malcolm Baldridge Criteria, CMMI, defect measurement, Pareto Analysis, and Statistical Process Control and managing financial and physical risk.

**BUS585 Supply Chain Management (4.5 quarter credit hours)**
This course presents considerations for optimizing supply chain performance and developing integrated network collaboration among the participants in the firm’s supply chain. Use a managerial perspective to review the application of e-commerce in support of the major business function involved in supply chain management.

**BUS590 Cooperative Graduate Education in Business Administration (4.5 quarter credit hours)**
This course requires a three-way partnership among student, employer and the American College of Commerce
and Technology. The course allows students to apply their learning and to develop skills in their chosen career area through a part-time or full-time supervised work experience.

**BUS590B Cooperative Graduate Education in Business Administration (continuation, 0 credits)**
This course is a continuation of BUS590 course.

**BUS592 Business Analysis (4.5 quarter credit hours)**
Students will develop skills to evaluate business performance and financial reporting and learn how to make recommendations to help businesses stay competitive successful. Topics include understanding the business environment, analysis of financial statements, raising capital, cash flow, taxes, compensation, debt policy, financial leverage and managing and reducing risk in multinational corporations.

**BUS595 Current Topics Policy and Management (4.5 quarter credit hours)**
This course offers comprehensive discussion of current topics in contemporary business, policy and management. Students critically analyze the topics and how it impacts the field and the student’s personal development. The exact content will be announced in each term schedule.

**BUS599 CAPSTONE: Business Administration (4.5 quarter credit hours)**
Should be taken as last course or next to the last course
Enables student to complete a research project in the field of major concentration. The research project will be monitored by a supervising faculty member and must be defended by the student in an oral examination. The oral defense maybe conducted in a conference-style meeting of student instructor and a technical advisor.

**BUS600 Leadership & Communications for Global Executives (4.5 quarter credit hours)**
This course covers effective leadership and strategic communications in business and the professions for the global executive. Students will learn about various ways leadership and communications take place within and beyond organizational boundaries. Traditional approaches are highlighted, as well as emerging transformational styles.

**BUS630 Qualitative and Quantitative methods, including advanced excel techniques research projects. (4.5 quarter hour credits)**
Topics include techniques of data collection, evaluation of alternative sources of information, methods of evaluating data using computer techniques, and methods of reporting and presenting results.

**BUS650 Project and Systems Management (4.5 quarter hour credits)**
This course examines project management principles used to effectively plan, direct, and control project activities to achieve schedule, budget and performance objectives. Reviews the project life-cycle, organization and charts, work breakdown structures, responsibility matrices, cost budgeting, scheduling, and resource allocation. Presents planning and control methods such as PERT and GRANT charts, earned value management, and an overview of project management software applications.

**BUS675 Quality Management and Process Improvement (4.5 quarter credit hours)**
Assuring product and project quality is critical to reduce costs and risks. This course overviews quality planning techniques and tools and culminates with production of a Quality Assurance and Control Plan. Topics include Continuous Process Improvement, Quality Cycle, ISO9000, Malcolm Baldridge Criteria, CMMI, defect measurement, Pareto Analysis, and Statistical Process Control and managing financial and physical risk.

**BUS690 Cooperative Post-Graduate Education in Business (4.5 quarter credit hours)**
This course requires a three-way partnership among student, employer and the American College of Commerce and Technology. The course allows students to apply their learning and to develop skills in their chosen career area through a part-time or full-time supervised work experience.

**BUS690B Cooperative Post-Graduate Education in Business (0 credits)**
This course is a continuation of BUS690 course.

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Computer Information Systems

CIS500 Management of Information Systems (4.5 quarter credit hours)
The course examines the information requirements of an organization. The course includes an overview of information systems in the business world and emphasizes the difference in the kinds of information needed at the operation levels. It discusses planning and implementing a comprehensive information system and methods to measure its effectiveness.

CIS510 Data Base Design (4.5 quarter credit hours)
This course is an introduction to data model and database systems and design. Included are the relational model and relational algebra and operators as well as functional dependencies and normalization. Underlying storage structures and access methods of databases, database recovery and protection, issues of transactions, concurrent access, and query optimization are covered.

CIS511 Fiber Optics (4.5 quarter credit hours)
Prerequisite: MAT100
This course covers basic concepts of satellite communications techniques. The students are introduced to objective principals, procedures, and techniques for designing and applying fiber optic cables. Topics include fiber optic communication system, optic review, light-waves fundamentals, integrated optic waveguides, optical source and amplifiers light directors, couplers and connectors, distribution networks and fiber communications, modulation, noise and detection, and system design.

CIS512 Satellite Communication (4.5 quarter credit hours)
This course introduces computer science and telecommunications to the basics concepts of satellite communication strategies. Topics covered include orbits and related issues, base and signal and quality of service (Qo5), communication techniques, up/down link, inner-satellite link, overall link performance, multi-access, satellite networking, earth satellite, communication payload, the platform, satellite and launch vehicles, dependability of satellite communication systems, and these space environment.

CIS513 Intrusion Detection (4.5 quarter credit hours)
Prerequisites: CIS249 and CIS510
This course introduces principles for Intrusion Detection techniques to secure computer/ cyber for networks. Major topics include information sources, analysis schemes, non-credentialed approaches, vulnerability analysis, technical and legal issues.

CIS514 Internet Protocols (4.5 quarter credit hours)
Prerequisites: MAT100 and CIS150
This course introduces basic conceptual specifications and formal description methods, and finite-state demonstrations of internet protocol specification.

CIS515 Wireless Communications (4.5 quarter credit hours)
This course introduces the development of applicable design and implementation skills. Topics include wireless communication systems and standards, antenna design, cellular, cellular layout and personal communication design and devices. One focus is on new Low Earth Orbit (LEO) Satellites.

CIS516 Voice Over IP (VOIP) (4.5 quarter credit hours)
This course emphasizes transmission of Voice over a Packet Switched Network. The course will involve typical VOIP network scenarios/discussions such as campus and multi-site private networks. Communication Protocol for VOIP including RTP and RTCP will be discussed in depth. Security and quality issues will also be introduced.

CIS520 Software Engineering (4.5 quarter credit hours)
This course covers introductory concepts and strategies within the topic vital to both the practitioner and the theorist, as trends continue to change rapidly in the software engineering technology field. This course also investigates current system engineering, software architectures, product assurance principles, and software project management, described in the terminology of established software process.

CIS522 Internet Protocols (4.5 quarter credit hours)
Prerequisite: MAT 100 and CIS 150
This course introduces Protocol specifications and formal description method, finite-state demonstrations of internet protocol concepts and description language and implementation of protocol specification. Topics discuss include OSI layers and TCP/IP stack.

CIS530 Computer Systems Architecture (4.5 quarter credit hours)
This course serves as an introduction to software development process. Included are requirements engineering, software architecture, design, and testing, software configuration management, delivery, testing, and software re-engineering. A special focus is placed on the management of the software development project.

CIS531 Statistics for IT Managers (4.5 quarter credit hours)
Statistical concepts and models used in the solutions of managerial problems. Topics include descriptive statistics, frequency distribution, probability, statistic inference and testing, introduction to forecasting and regression modeling.

CIS540 Enterprise Architecture (4.5 quarter credit hours)
The student will learn the current and prospective enterprise architects, as well as interested technologists and line of business specialists with the requisite knowledge and skills to implement variable cost effective enterprise architecture within the organizations. Students will gain the requisite knowledge and skills to enhancing intra-and inter-agency.

CIS541 Data Structures and Algorithms (4.5 quarter credit hours)
This course is designed to provide an in-depth overview of data structures including elementary data organization, data structure operations, algorithm complexity, and time-space trade off. The course examines arrays, stacks and queues, linked lists, trees, graphs and multi-graphs, sorting, and file structures including indices. A focus on maximization of access and minimization of time and other resource costs is maintained throughout.

CIS546 Digital Communication (4.5 quarter credit hours)
The course focuses on digital communications techniques as utilized in present and future systems. Analog to digital conversions, digital sampling techniques, digital modulation and transmission, multiplexing and coding techniques. The uses of place transforms, discrete-time systems, power spectral density analysis, coherent and non-coherent, spectrum, satellite communications, and multiple access techniques are topics to be studied.

CIS548 Wireless Telecommunication (4.5 quarter credit hours)
This course concentrates on fundamental developmental of global wireless networks. Both fixed and mobile systems are addressed from a practical design and implementation point of view. This course considers propagation effects for outdoor/ indoor systems, modulation technologies, data encoding, antenna design, cellular layout, personal communication devices. Satellite and other technologies emphasizing wireless communications.

CIS549 Cloud Computing Environment (4.5 quarter credit hours)
This course examines the technologies, structure and future direction of cloud computing applications. Topics include the technologies associated with cloud computing and the organizational, legal and regulatory issues encountered in cloud computing environments.

CIS550 Data Computer Communication (4.5 quarter credit hours)
This course will provide the student with a basic understanding of data communication theory including networking components, terminology, standards, and protocols; physical, data link, and network layers of the communication stack; network design, planning, and implementation; wireless technologies and internetworking strategies, and network security and administration.

CIS552 Info and Communication Technology (4.5 quarter credit hours)
This course provides the general trends and topics of the computer communication theory. Provides a foundation for analysis, design implementation, and management of computer communication systems.

CIS554 Fixed Hybrid and Wireless Networks (4.5 quarter credit hours)
The course emphasizes the design and implementation of wireless/fixed networks needed to deliver wireless access to customers. Topics covered include: cellular interfaces to wire line networks, access to the internet,
network management, transmission systems, and internet protocols. The designing of networks including traffic analysis, handoffs, multiplexing of U.S. European, Asian and Canadian systems are considered.

**CIS555 Object Oriented Analysis and Design (4.5 quarter credit hours)**
This course aims to provide the student with a simple, clear, analysis and design notation. A good basic understanding of the concepts of object oriented system. A method for construction of analyses and designs and some discussion of the implementation of design.

**CIS556 Data Networking (4.5 quarter credit hours)**
**Prerequisite:** CIS546 or CIS548
The topics included in the course are data communications, data link control, data encoding, wide area networks, local area networks, network protocols, and security related to the internet. Communications architecture with the seven layer protocol system are considered. Topics such as circuit and packet switching, frame relay asynchronous transfer mode (FRATM). Network management using SNMP is covered. Understanding the design and implementation of the internet.

**CIS557 Decision Making Under Uncertainty (4.5 quarter credit hours)**
This course develops expertise in a standard set of statistical and graphical techniques, which will be useful in analyzing business related data. These techniques are widely applied in a number of areas of management including marketing, finance and economics. The course provides a change in mindset from statistics can be used to show anything to statistics provide a methodology to cope with uncertainty.

**CIS558 Operating System Concepts (4.5 quarter credit hours)**
**Prerequisite:** CIS530
The course is designed to explore the internal operation of modern computing systems. Included are processes and threads, CPU scheduling, memory management, and file systems. Issues of networking and distributed computing will also be addressed.

**CIS561 Project Management Fundamentals (4.5 quarter credit hours)**
Learn fundamental project management frameworks and how they work in the real world. Learn the project management mastery model. Learn project orientations using the monolithic, incremental, and evolutionary project solution.

**CIS562 Project Administration (4.5 quarter credit hours)**
Learn scheduling techniques, planning project portfolios, and planning budgets. Learn how to control projects through task variance, using milestones, status reviews, and standard control reports. Learn change administration, risk assessment and tracking, plan variance and estimation, and project audits and closure.

**CIS563 Leading Projects & Teams (4.5 quarter credit hours)**
Establish a personal leadership approach. Learn how to assess people and communicate with key stakeholders. Learn about situation-based leadership. Learn types of teams, team building, team communication, and organizing a team.

**CIS564 Technology Change Management (4.5 quarter credit hours)**
Learn the models of change: Lewin, Equity, Resistance, and Magic Bullet. Learn the diffusion of innovation approach of technology, communications, time, and social systems. Learn the logical, bureaucratic, human relations, and cultural aspects of organizational design.

**CIS565 Applying Project Management (4.5 quarter credit hours)**
This course covers the disciplines and intellectual processes that are generally accepted in the application of sound management principles to projects. The course provides an extensive review of the Project Management Institute’s (PMI) Guide to Project Management Book of knowledge (PMBOK).

**CIS566 Strategic Management of Multiple & Complex Projects (4.5 quarter credit hours)**
This course addresses the strategic alignment and prioritization of multiple and complex projects with an organization’s business objectives and directions. Major areas covered include: stakeholder value, return on investment, balancing the tradeoff between project priorities and operational imperative business benefit, balancing, and coordination of project resources across multiple projects.
CIS567 Advances in Project Management (4.5 quarter credit hours)
This course examines various aspects of organizations and project performance from actual cases. Aspects include the project decision making environment, the enterprise culture, leadership attributes, changes due to project creativity, logic of reasoning within a project, and how projects are actually learning environments.

CIS570 E-Business Technology and Management (4.5 quarter credit hours)
This course introduces the students to E-Commerce as the natural extension of the Information Technology revolution. It extends the web of interaction between supplier and consumer, manufacturer and customer, providing the foundation for a complete electronic economy. The opportunities for wealth creation by entrepreneurial individuals and large organizations alike are enormous.

CIS571 Programming Language Structures (4.5 quarter credit hours)
Prerequisite: CIS530
This course is designed to provide a foundational understanding of programming language including programming paradigms, programming language processors, syntax and semantics, data types and structures, recursion, data control, storage management, and operating and programming environments.

CIS574 Data Mining Theory and Application (4.5 quarter credit hours)
As information increases exponentially, the need to be able to probe and collect relevant information quickly is increasingly important. Topics in this course include theory, practice, and case studies of data mining including classification, clustering, association rule, parsing, and on-graph theory for register allocation.

CIS575 Software Quality Assurance I (4.5 quarter credit hours)
This course covers quality planning techniques and tools and culminates with production of a Quality Assurance and Control Plan. Topics include Continuous Process Improvement, Quality Cycle, ISO9000, Malcolm Baldrige Criteria, CMMI, defect measurement, Pareto Analysis, and Statistical Process Control and managing financial and physical risk.

CIS576 Software Quality Assurance II (4.5 quarter credit hours)
This course continues to develop quality planning techniques and tools and culminates with production of a Quality Assurance and Control Plan. Topics include Continuous Process Improvement, Quality Cycle, ISO9000, Malcolm Baldrige Criteria, CMMI, defect measurement, Pareto Analysis, and Statistical Process Control and managing financial and physical risk.

CIS577 Software Quality Audit & Compliance Management (4.5 quarter credit hours)
An effective software quality and compliance management can protect you against potential litigation, financial implications and reputational damages. This course focuses on where you can learn to become a Software Quality Audit & Compliance Management professional. Software Quality Audit & Compliance is a system of measures and controls established within an organization to try and manage Quality Audit & Compliance for the system/software being implemented. In addition this course also provides an introduction for anyone thinking about moving into the Quality and Compliance Management role.

CIS578 Quality Management Systems and Solutions (4.5 quarter credit hours)
Students will learn how to introduce a quality system into the organization or how to encourage the organization to adopt a quality culture are covered with practical advice and tips. This course also focuses on introduction to software which optimizes quality, ensures compliance, reduces risk, and lowers costs for enterprise across a range of industries, commonly known as QMS software.

CIS579 Computer System Validation and Verification (4.5 quarter credit hours)
Nearly every computerized system used in manufacturing, laboratory, clinical, and in any regulated process has to be validated. Finding efficiencies without weakening the quality position is essential. This course focuses on developing and implementing regulated computer systems with an appropriate level of documented evidence to satisfy regulatory agencies expectations. The course targets deliverable document content and how to avoid rework and unnecessary expense through a proactive approach. The course is designed to provide a thorough understanding of computer system validation. Students learn how to decrease software implementation times and lower costs using a 10-step risk-based approach to computer system validation. Finally, the class involves the review of recent regulated agencies inspection trends and discusses how to streamline SOP authoring, revision, review, and approval.
CIS580 Software Engineering Development (4.5 quarter credit hours)
This course is an introduction to software engineering and practice addresses both procedural and object-oriented development. It applies concepts consistently to two common examples — a typical information system and a real-time system. It combines theory with real, practical applications by providing an abundance of case studies and examples from the current literature.

CIS581 Digital Transformation (4.5 quarter credit hours)
This course introduces the students to a broad nut also focused look at how digital information technologies—especially the Internet and networked information are changing modern societies. The student will look at the transformations of media, politics, organizations, and collaborative interactions among other topics. It also cover major social; problems such as privacy, copyright, freedom of expression online, and how the Internet can reach people who are not yet online.

CIS582 Current Issues in Software Engineering (4.5 quarter credit hours)
This course addresses current topics in the software engineering field. Course topics vary.

CIS583 Current Issue in Management Information Systems (4.5 quarter credit hours)
This course addresses current topics in the management information systems field.

CIS584 Compiler Designs and Constructions (4.5 quarter credit hours)
Prerequisite: CIS530
This course deals with the theory and practice of compiler design. Topics emphasized are scanning parsing. If time permits, semantics analysis will also be covered.

CIS585 Business Process Modeling (4.5 quarter credit hours)
This course provides students with the key fundamental concepts of Business Process Modeling. The course provides an initial foundation of knowledge which prepares the students for advanced Business Process Modeling topics. This course includes discussions on the value of modeling systems, the process of building models, Business Process modeling mutation, context diagramming, functional decomposition with data flow modeling, and model verification and validation.

CIS586 Cooperative Graduate Education in Computer Information Systems (4.5 quarter credit hours)
This course requires a three-way partnership among student, employer and the American College of Commerce and Technology. The course allows students to apply their learning and to develop skills in their chosen career area through a part-time or full time supervised work experience.

CIS587 Cooperative Graduate Education in Computer Information Systems (continuation, 0 credits)
This course is a continuation of CIS586 course.

CIS588 Security in Computing (4.5 quarter credit hours)
Prerequisite: CIS530
This course examines the basic principles of data and information system security in the business enterprise. Issues of identifications, confidentiality, authentication, integrity, and basic cryptography are addressed. Risk Management including intrusion detection and mitigation is included. Issues of organizational security and the attendant policy, legal, and ethical concerns are a focus.

CIS589 Special Topics in Information Technology (4.5 quarter credit hours)
Topics vary according to the interests and needs of students and availability of faculty members. Typical subjects include analysis of business systems, database, computer logic, design, computers in education, science analysis, microprogramming, and artificial intelligence.

CIS590 Special Topics in Data Mining & Data Warehousing (4.5 quarter credit hours)
Prerequisite: CIS510
This course presents the necessary fundamentals of DW and DM (methodology, tools, techniques, systems and terminology) to students by putting these concepts into context.

CIS591 Advanced Network Security (4.5 quarter credit hours)
This course is a comprehensive overview of network security including general security concepts, and communication security including remote access, e-mail, the Web, directory and file transfer, and wireless data. Common network attacks will be discussed. Cryptography basics are incorporated and operational/organizational security is discussed as it is related to
physical security, disaster recovery, and business continuity. Computer forensic is introduced. This course involves examination of network security defense techniques and countermeasures with defense fundamentals.

**CIS596 Interactive Computer Graphics (4.5 quarter credit hours)**
**Prerequisite: CIS550**
This course provides an introduction to basic concepts in computer graphics and raster based methods. Included is a review of required theoretical background for computer graphics and applications of computer science to graphics. A study of hardware and software components of graphic systems, 2D and 3D geometrics transformations, illumination models and surface rendering is included.

**CIS598 IT Project Management (4.5 quarter credit hours)**
This course provides a practical and theoretical foundation for applying project management activities to Information Technology projects. Emphasis is placed on how the systems development life cycle, prototyping, rapid application development, and acquiring and maintaining systems are managed and used in Enterprise Systems Solution.

**CIS599 CAPSTONE: Computer Information Systems (4.5 quarter credit hours)**
This Directed Research course provides the student with the opportunity to integrate the broad spectrum of what has been learned in previous courses into a final project of direct relevance to the students. An oral presentation of the project approach and findings is required.

**CIS600 Database Design and Management (4.5 quarter credit hours)**
The success of organizations today relies on the proper design and management of databases. Topics in this course include theory and practice in databases and database management technology, and the design, development, and implementation of database-oriented file organizations in business application.

**CIS610 Network Security (4.5 quarter credit hours)**
Threats to networks security are increasing and evolving in complexity. Topics in this course include theory, practices, and case studies in TCP/IP architecture and protocols, VPN, Trojan port numbers, RF security, firewall systems and IDS, and network defense techniques.

**CIS620 Operating System Analysis (4.5 quarter credit hours)**
Understanding a computer’s operating system is vital to being able to resolve technical computer issues. Topics in this course include theory and practice of CPU scheduling, storage management, virtual storage concept and performance, operating system performance issues, deadlocks, multiprocessing, synchronization, task management, and protection and security and system programming.

**CIS621 Authentication (4.5 quarter credit hours)**
This course introduces the students to the fundamental concepts of authentication techniques. The course gives students the principles and procedures for securing a computer/cyber networks. Topics covered include Single Factor Authentication, Two Factor Authentication, biometric authentication, hash function, digital signature, digital certificate, and authentication Protocol.

**CIS630 Advanced Software Engineering (4.5 quarter credit hours)**
**Prerequisite: CIS580**
This course combines theory with practical applications in developing and managing software applications that support business functions. Key issues such as risk management, technology transfer, control, modeling and quality assurance are covered.

**CIS640 Information Technology and Policy (4.5 quarter credit hours)**
The exponential expansion of Information and information technology requires sound policy to guide it and prevent its abuse. Topics in this course include theory, practice and case studies in the expansion, use and abuse of information and information technology, current and emerging technology for collection, storage, and dissemination of information, and the analysis, formulation, and evaluation of policy to direct information and information technology.

**CIS650 Strategic Planning for Database Software (4.5 quarter credit hours)**
**Prerequisite: CIS598**
This course covers strategies for developing and implementing an effective Database System. Topics include database systems organization, creation, and maintenance, and evaluation
criteria and standardization of database systems.

**CIS655 Artificial Intelligence (4.5 quarter credit hours)**
Computer technology is increasingly incorporating artificial intelligence. Topics in this course include theory, practices, and case studies in problem spaces, problem-solving methods, game playing, knowledge presentation, expert systems and natural language understanding.

**CIS675 Data Mining Theory and Application (4.5 quarter credit hours)**
As information increases exponentially, the need to be able to probe and collect relevant information quickly is increasingly important. Topics in this course include theory, practice, and case studies of data mining including classification, clustering, association rule, parsing, and on-graph theory for register allocation.

**CIS690 Cooperative Post-Graduate Education in Computer Information systems (4.5 quarter credit hours)**
This course requires a three-way partnership among student, employer and the American College of Commerce and Technology. The course allows students to apply their learning and to develop skills in their chosen career area through a part-time or full time supervised work experience.

**CIS690B Cooperative Post-Graduate Education in Computer Information systems (continuation, 0 credits)**
This course is a continuation of CIS690 course.

**CIS695 Advanced Software Engineering and Validation (4.5 quarter credit hours)**
Rapidly emerging Innovations in software engineering are constantly outmoding that state of the art. Topics in this course include theory, practice, and case studies in systems engineering, software architecture, system models, prototyping, CMMI (Capability Maturity Model Integration), Unified Modeling Language (UML), commonly used software development models, risk management, implementation, testing, product assurance principles, and life-cycle models, Object Constraint Language (OCL), Model-driven Software Development (MDSD), and Aspect-Oriented Software Development (AOSD).

Economics

**ECO500 Managerial Economics and Finance (4.5 quarter credit hours)**
Prerequisite: ECO100
Provides a framework of economic analysis to help decision makers adapt to government regulations and other external factors which impact complex firms and organizations. Topics include causes of financial distress, the bankruptcy process, analyzing financial statements, capital structure and general financing an organization’s operation.

**ECO560 International Economics (4.5 quarter credit hours)**
Prerequisite: ECO100
Examines the relationships of aggregate economic activity, output determination, and national economic problems of inflation and unemployment. Considers the appropriate use of fiscal and monetary policy by the government to alleviate these problems. Discuss economic growth economic development, and the effects of international trade.

**ECO660 Advanced International Economics (4.5 quarter credit hours)**
A successful business in any nation today relies on the economic interaction of all other nations. Topics in this course include theory, practice, and case studies in international trade, foreign exchange rates and policy, macroeconomic policy, the international market and supply and demand, and the influence of past and current philosophers on current economics.
Education

EDU685 Adapting Curricula in Schools and Organizations (4.5 quarter credit hours)
This course is designed to help the professional educator, teacher, and trainer in developing curricula and courses in their chosen field. Topics in this course include theories and practice in curricula and course development, Bloom’s taxonomy, ISD (Instructional Systems Design), training and education needs analysis, tests and learning assessment, and primary, secondary, organizational, governmental and military training standards.

Finance

FIN500 Advanced Financial Management (4.5 quarter credit hours)
This course presents the conceptual foundation for making corporate financing decisions. Reviews offering, seasoned equity offerings, public debt, convertible debt, private equity, and venture capital. Explains the causes and effects of financial distress and the bankruptcy process. Analyzes the process of financial aspects of strategic planning and performance evaluation, investment opportunities, asset evaluation, risk and return, dividends, capital structure and general financing the organization’s operation.

Geographic information systems

GIS580 Spatial Business Intelligence (4.5 quarter credit hours)
Prerequisite: Graduate admission or permission of instructor
The course introduces students to the application of GIS (Geographic Information Systems) technology to business and technological studies and management, emphasizing the concepts and theories of Geospatial analysis, location intelligence and information systems applied to business and management decisions. It utilizes Geospatial software, Business Analyst and Segmentation Module extensions to familiarize students with business solutions using GIS and Spatial technology.

GIS581 Spatial Business Analysis & Modeling (4.5 quarter credit hours)
Prerequisite: GIS580 or permission of instructor
A course introduces students to enhanced application of GIS, Spatial Information Technology, Business Intelligence (BI) programs to business and management issues. Explores existing and potential capabilities of technology in conducting spatial business analysis, simulations, spatial modeling and visualization. Discusses advanced GIS and Business Intelligence concepts as strategic decision making business tools that support marketing research and analysis, logistics, management science, operations and information systems, international business and strategic business decision-making.

GIS585 SBI Applications in Business, Management, Health, IT & Government Operations (4.5 quarter credit hours)
Prerequisite: GIS580 and GIS581
A course focuses on designing, planning, and completing a hands-on capstone project using GIS & Spatial Technology to reveal concepts and demonstrate the power of integrative analysis and visualization to enhance business decision-making within a particular company of choice.

GIS680 Spatial Business Intelligence (4.5 quarter credit hours)
Prerequisite: Graduate admission or permission of instructor
The course introduces students to the application of GIS (Geographic Information Systems) technology to business and technological studies and management, emphasizing the concepts and theories of Geospatial analysis, location intelligence and information systems applied to business and management decisions. It utilizes Geospatial software, Business Analyst and Segmentation Module extensions to familiarize students with
business solutions using GIS and Spatial technology. Students will present a final comprehensive GIS project.

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Healthcare Management

**HCM560 The Health Services System (4.5 quarter credit hours)**
This course covers the history of the US health care system and provides an overview of the structure and current issues in health care in the US, including the financing of the health care system. The course examines the changing relationships between patients, physicians, hospitals, insurers and the government.

**HCM570 Legal Aspects of Health Care (4.5 quarter credit hours)**
This course provides an overview of the history of regulation and government involvement in health care in the United States, including how laws affect the operational decisions of health care providers and managers of health care products and services. Topics include personnel licensure, professional and institutional liability, malpractice, and ethical issues in health care.

**HCM574 Managed Care and Reimbursement Systems (4.5 quarter credit hours)**
This course provides the student with comprehensive concepts of Managed Care. The student will review the formative years of Managed Care and study various theories, concepts and models as they relate to Managed Care. The types of Managed Care Organizations and different provider payment models are the building blocks for gaining and developing a Managed Care knowledge base in order to make appropriate management decisions when working in Health Care Delivery. The Insurance Function, in addition to organizational models will be reviewed at length.

**HCM576 Health Care Quality Management (4.5 quarter credit hours)**
This course establishes an understanding of the principles and practices of Health Care Quality Management as essential in Health Services Management. All aspects of health care quality management, emphasizing real world applications, a “systems approach” to health care quality, and team problem solving, as always in the interest of quality patient care.

**HCM580 Economics of Health Care Management (4.5 quarter credit hours)**
This course provides an overview of the economics involved in the organization and delivery of health care services in the US. Topics include health care supply (physicians) and demand (patients); the role and varieties of health insurance including public and private financing and the role of government in the health care market.

**HCM596 Graduate Project in Service Management (4.5 quarter credit hours)**
The Graduate Project in Health Services Management is designed to increase your knowledge base in Health Services Management issues, current events, and refine student writing, organization and presentation skills. This course will access student health services knowledge base accumulated from pre-requisite courses and active working experiences through the program.

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Legal

**LEG500 Commercial law (4.5 quarter credit hours)**
This course analyzes the legal environment in which business must operate and examines key provisions of the minor federal laws related to labor, consumer protection, property rights, securities, bankruptcy, and environmental protection. The course reviews the various forms of business and the topic of corporate governance and examines contracts and the UCC, product liabilities, torts, and issues associated with intellectual property. The course discussion legal issues associated with international business.

**LEG600 International Law (4.5 quarter credit hours)**
The laws of nations that govern business are so varied as to create unexpected traps and problems for those engaged in international commerce. Topics in this course include theory, practice, and case studies in global history of international and interstate agreements, compacts and treaties, as well as concepts of commercial and legal comity, procedural and sustentative tenets of the world-wide legal traditions including civil, common, canon and customary law.
Marketing

MKT501 Marketing Management (4.5 quarter credit hours)
This course covers the major elements of the marketing process including domestic and foreign market assessment, strategic planning, and development of marketing mix. Topics include consumer/business buying behavior, market research, brand management, product development, pricing strategies, and the design of marketing channels (promotion and distribution).

MKT535 Marketing and E-Marketing Management (4.5 quarter credit hours)
The student is introduced to concepts, tools and techniques of e-commerce and marketing management. Topics include identifying the target market, relationship marketing and marketing methods, evaluation of marketing practices, customer service, and gaining competitive advantage.

MKT545 International Marketing (4.5 quarter credit hours)
This course emphasizes development of effective international trade and marketing strategies in major global market areas including Europe, Africa, India, China and the Americas. Topics include foreign demand analysis, trade channels, promotion policies and legal aspects.

Political Science

POL500 International Geopolitics (4.5 quarter credit hours)
This course examines the complex and turbulent international environment. Discusses both a basic conceptual framework that can inform and order political and economic events, and an understanding of how the international political-economic system, and then looks at several critical issues area, such as economic and currency unions, technological advances, strategic alliances, and national competitiveness. Current events and issues are introduces as appropriate. Course emphasis will be in implications for domestic and global strategy.

POL550 Globalization and Development Policies (4.5 quarter credit hours)
The “Global Village” has brought increasing challenges for not only the governments but also to the Multi-National Corporations and the general citizens of the Wall Street and Main Street. Topics in this course include theory, practice, and the case studies used by the Governments and Corporations. Their styles and their effects on organizational behavior, global business practices, and strategic values for a peaceful globalized world are studies under consideration in this course. Between economic demands and geopolitical push and pull diplomatic maneuverings will be highlighted.

POL625 Public Policy and Decision-making in Emerging Democracies (4.5 quarter credit hours)
Public policy in emerging nations will have a pivotal effect on the economy of those nations and the world. Topics in this course include theory, practice, and case studies for comparative analysis of national and international public policy issues in developed and developing nations, the effect of policy on the health of democratic institutions and balance between market and capital forces on public policy decision-making.

POL635 Advanced International Geopolitics (4.5 quarter credit hours)
The great variety of resources throughout the geography of the world has a highly significant effect on political power and foreign policy of all nations. Topics in this course include the struggle that occurs over control of geographical space, state competition, and geographical dimension of power, links and causal relationships between geography, history, and social science and their direct effects on political power.

POL650 Comparative Government and Politics (4.5 quarter credit hours)
Differences in the types government throughout the world often leads to strained international relations. Topics in this course include theory, practice, and case studies in how democracy, kingdoms, fascism, and communism, and other forms of government and political structure around the world effect cultural values, political and economic policy, and international relations.
Statistics

STA600 Statistics (4.5 quarter credit hours)
One of the distinctions of academic achievement beyond the Masters level is an understanding of statistics and is fundamental to doctoral research. Using extensively Excel and SPSS, this course presents the theory and practical application of descriptive and inferential statistics. Topics include the normal and sampling distributions, descriptive statistics, ANOVA, Regression, Test of Hypothesis, non-parametric statistics, Goodness of Fit, and other procedures.

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Taxation

TAX580 Advanced Federal Taxation (4.5 quarter credit hours)
This course presents overview of Taxation individuals and businesses. It also discusses tax planning necessary for optimal tax saving. The course involves tax research methodology and the preparation of business and individual tax returns using some of the latest tax software.

TAX581 Advanced Business Taxation (4.5 quarter credit hours)
Federal income taxation of C Corporations, S corporations and Partnerships. Student will learn how to research and prepare business tax returns. Main topics include Formation of Corporations and Partnerships, Capital Structure, Business Operations, Distribution and Liquidation.

TAX585 International Taxation (4.5 quarter credit hours)
This course presents a foundational overview of the taxation related to the United States of America and several other Nations in Asia, European, African, and the Americas. The specific addressed tax issues for business as well as individuals taxation, transfer taxes and other tax concerns. Also, the course looks at situations from a planning approach that gives the most beneficial tax situation.

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College Personnel

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Statement of Legal Control
The College is a closely held C-Corporation, incorporated in the state of Virginia in October, 2009 as ACCT, doing business as American College of Commerce and Technology. ACCT is owned by a group of educator-shareholders. ACCT is managed by a Board of Directors, a President, and a Board of Advisors consisting of educators and outside businessmen.

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Joan Harrison, MS Ed., Accounting
Munther Alraban, MSIS, Computer Information Systems
Sergei Andronikov, Ph.D., Business Programs
Nazar Younis, Ph.D., Special Programs
Mohamed Kamara, Ph.D., Computer Information Systems

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Nazar Younis, Ph.D. & MS, Industrial Engineering, Pennsylvania State University.

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