Mt. Sierra College Academic Catalog 2012 - 2013

ADDENDUM EFFECTIVE DECEMBER, 2012

Page 27: New Graduation Fee Effective July, 2013 (Summer 2013 Term)
New School Tuition Recovery Fund Assessment (non-refundable) Fee as of January 1, 2013 for each respective programs

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

All students are required to pay mandatory fees.

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

Student Tuition Recovery Fund Assessment (non-refundable)
Based upon Program of Enrollment

<table>
<thead>
<tr>
<th>Program</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration</td>
<td>$ 37.50</td>
</tr>
<tr>
<td>Business Entrepreneurship</td>
<td>$ 37.50</td>
</tr>
<tr>
<td>Information Technology</td>
<td></td>
</tr>
<tr>
<td>Computer Information Technology</td>
<td>$ 37.50</td>
</tr>
<tr>
<td>Information Security</td>
<td>$ 37.50</td>
</tr>
<tr>
<td>Telecommunications Technology</td>
<td>$ 37.50</td>
</tr>
<tr>
<td>Media Arts &amp; Design</td>
<td></td>
</tr>
<tr>
<td>Game Arts &amp; Design</td>
<td>$ 39.50</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>$ 39.50</td>
</tr>
<tr>
<td>Visual Effects &amp; Digital Video</td>
<td>$ 39.50</td>
</tr>
</tbody>
</table>

Course Fees
(non-refundable; charged per course as applicable)

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Lab Fees</td>
<td>$ 50</td>
</tr>
<tr>
<td>Media Arts &amp; Design Lab Fees</td>
<td>$ 70</td>
</tr>
<tr>
<td>Technology Lab Fees</td>
<td>$ 50</td>
</tr>
<tr>
<td>Hybrid Support Fee</td>
<td>$ 80</td>
</tr>
<tr>
<td>Online Support Fee</td>
<td>$ 120</td>
</tr>
</tbody>
</table>

Other Fees
Proficiency Exam Fee (per exam) $ 10
Veterans are exempt from Proficiency Exam Fee
Late Registration Fee (per occurrence) $ 50
Transcript Fee (per transcript) $ 5

In addition to the fees listed above, Mt. Sierra College reserves the right to charge a student for expenses incurred due to excessive waste, loss or damage by that student.
introduction
# Academic Calendar Fall 2012 - Summer 2014

## Fall Quarter 2012
- **Fall Quarter Begins**: 10/8/12
- **Withdrawal Deadline**: 11/25/12
- **Thanksgiving Holiday**: 11/22 - 11/25/12
- **Fall Quarter Ends**: 12/23/12
- **Winter Break**: 12/24/12 - 1/6/13

## Winter Quarter 2013
- **Winter Quarter Begins**: 1/7/13
- **Martin Luther King Holiday**: 1/21/13
- **Withdrawal Deadline**: 2/24/13
- **Winter Quarter Ends**: 3/24/13
- **Spring Break**: 3/25 - 4/7/13

## Spring Quarter 2013
- **Spring Quarter Begins**: 4/8/13
- **Withdrawal Deadline**: 5/26/13
- **Memorial Day Holiday**: 5/27/13
- **Spring Quarter Ends**: 6/23/13
- **Summer Break**: 6/24 - 7/7/13

## Summer Quarter 2012
- **Summer Quarter Begins**: 7/8/13
- **Withdrawal Deadline**: 8/25/13
- **Labor Day Holiday**: 9/2/13
- **Summer Quarter Ends**: 9/22/13
- **Fall Break**: 9/23 - 10/6/13

## Fall Quarter 2013
- **Fall Quarter Begins**: 10/7/13
- **Withdrawal Deadline**: 11/24/13
- **Thanksgiving Holiday**: 11/28 - 12/1/13
- **Fall Quarter Ends**: 12/22/13
- **Winter Break**: 12/23/13 - 1/5/14

## Winter Quarter 2014
- **Winter Quarter Begins**: 1/6/14
- **Martin Luther King Holiday**: 1/20/14
- **Withdrawal Deadline**: 2/23/14
- **Winter Quarter Ends**: 3/23/14
- **Spring Break**: 3/24 - 4/6/14

## Spring Quarter 2014
- **Spring Quarter Begins**: 4/7/14
- **Withdrawal Deadline**: 5/25/14
- **Memorial Day Holiday**: 5/26/14
- **Spring Quarter Ends**: 6/22/14
- **Summer Break**: 6/23 - 7/6/14

## Summer Quarter 2012
- **Summer Quarter Begins**: 7/8/13
- **Withdrawal Deadline**: 8/24/14
- **Labor Day Holiday**: 9/1/14
- **Summer Quarter Ends**: 9/21/14
- **Fall Break**: 9/22 - 10/5/14
Educational Philosophy
Mt. Sierra College offers students an education that prepares them for entry into a wide variety of careers in media arts and design, business and technology. The College strives to assist students in building a bridge between concepts and theories with technology known today and the opportunities that exist in the future. The following principles serve as a foundation, assisting the College and its students in meeting the needs of the world of today and tomorrow:

- A hands-on, experiential education. Mt. Sierra College offers an education that combines practical experience and a strong theoretical understanding of the principles that govern the application of technological, artistic and business skills, preparing students for successful roles in their chosen field and in their community;
- An opportunity to explore the world through a strong general education. Students leave Mt. Sierra College with a theoretical and practical basis for understanding the forces that shape society. Students develop the ability to think critically and to communicate effectively using the written and spoken word;
- An atmosphere that promotes student success. Learning is enhanced through small class size, individual attention, student-centered support services and a spirit of placing the educational needs of the student first;
- The use of a variety of learning resources. Students learn to identify problems and research solutions supported by tools and programs provided by the College, creating practical solutions through creative experiences;
- A focus on effective learning outcomes including internship opportunities and other experiences to enhance the students’ education, professional development and future employment;
- A flexible structure that recognizes the complex world in which we live and offers educational programs through a variety of methods, including the use of distance education. The College understands the many barriers that the student of today faces and offers programs and services to assist the various learning needs of its students;
- A learning environment that encourages diversity by making programs accessible to a geographically diverse and multicultural population through quality on-campus and online programs.

Technology Meets Creativity
Mt. Sierra College offers Bachelor of Science degrees in Business Administration, Entrepreneurship and Information Technology with concentrations in Telecommunications Technology, Computer Information Technology and Information Security. The College offers Bachelor of Arts degrees in Media Arts & Design with concentrations in Game Arts and Design, Graphic Design and Visual Effects and Digital Video. All academic programs are designed so that students may complete a traditional four-year program of study as little as three years.

Mt. Sierra College offers instruction in new technologies while providing students a solid understanding of oral and written communication, critical thinking and insight into the global forces that shape the world around us. Using technology as the core, instructional programs have been designed to produce tomorrow’s leaders in business, technology and the arts today.

Mt. Sierra College offers a winning combination of technology, creativity, and general education in a caring and supportive environment—an environment that produces results. Mt. Sierra College is making a difference in the lives of students, technology and regional economy.
Accreditation, Approvals, Authorizations

- Accredited by:
  Accrediting Commission of Career Schools and Colleges (ACCSC)
  2101 Wilson Blvd., Suite 302
  Arlington, VA 22201, (703) 247-4212
- Authorized through the Direct Loan Program to offer federal loans and grants to qualified students
- Approved by California State Approving Agency for Veterans Education (CSAAVE)

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov; toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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

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

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

Additional consumer disclosure information required by the Department of Education may be found on our Website at www.mtsierra.edu/program.
Mt. Sierra College

Introduction

History of the College

Mt. Sierra College was founded in January of 1990 and continues to serve the ever-growing need for leaders in design and media arts, business and technology. The effective use of technology has always been at the core of its educational mission. During the early days of its existence, the College was known as Computer Technology Institute. Short courses in computer software applications were offered.

In 1992, the College became a Novell Education Academic Partner and was authorized to offer Novell courses. In 1993 the College began its long-standing partnership with Microsoft and was authorized to offer Microsoft certification preparation courses.

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

About Mt. Sierra College

College Location

Nestled along the picturesque foothills of the San Gabriel Mountains, the Mt. Sierra College campus is located at 101 East Huntington Drive in Monrovia, California. Situated in the geographic center of the San Gabriel Valley, Mt. Sierra College is located near the centers of technology, recreation and the arts in Southern California. The College sports a modern, easily accessible campus that is close to the magic of Hollywood and the high tech businesses that support the global economy as well as to all of the entertainments that Southern California is famous for.

From amusement parks to world-renowned museums, mountain resorts to ocean beaches — all are within easy reach of the campus. The City of Monrovia has emerged as one of the region’s leading “technology corridors.” Employment and educational opportunities abound in this highly innovative environment.

The College administration and Student Services are located on the Monrovia campus, and all residential courses meet here as well.
Since then, the College has introduced new programs in the Media Arts and Design department, including the innovative Game Arts and Design program. The College has also added two additional business degrees, Business Administration and Entrepreneurship, as well as an additional degree in technology, Information Security.

Pioneering the use of online technology, the College developed its FlexLearn® instructional delivery method, introduced in January, 2002. FlexLearn® means flexible learning! FlexLearn® students complete their degrees taking a combination of online and campus-based courses. If the past is any indication of the future, Mt. Sierra College will continue its pattern of innovative curriculum development.

A Quick Tour of the Campus

Mt. Sierra College has developed a campus that simulates, as closely as possible, the environment in which students will be working as they enter the professional world. Mt. Sierra College moved to its current campus in the Spring of 1999. The growth of the College has kept pace with the steady growth of its educational programs and the employment opportunities that exist for its students.

Mt. Sierra College offers over 30,000 square feet of space dedicated to student learning. The College provides laboratory and traditional classroom instruction in spacious and efficient classrooms. Classes range in size from a maximum of 50 students in some lower-division courses, to as few as 5 students in many upper-division courses. Classrooms and labs are networked using the latest in wired and wireless technology. This connectivity gives students and faculty easy access to software applications provided by the College and worldwide access to the Internet.
The Learning Resources Center (LRC) is available to students while classes are in session. The LRC offers the latest in online resources, books, videos, periodicals, as well as equipment and other resource materials to assist students in their educational quest. The LRC staff, under the direction of a fully qualified librarian, stands ready to offer guidance and support. Color copying and printing services are available in the LRC.

The first stop on a student’s educational journey is the Admissions and Student Finance offices. These offices are located off the main lobby of the campus. Admissions and Financial Aid representatives are available to assist students in the enrollment process.

Student Services, headed by the Dean of Student Services, is located just across the lobby. Here students find the resources and student support services available throughout their educational journey. In addition, this area houses the Academics Department, headed by the Dean of Academic Affairs, including department chairs, faculty and Records.

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

The Business Office and College Bookstore are centrally located on campus. Selecting textbooks and other course materials is easy. Shopping for the right book is a service provided by the bookstore staff. The cashier and other financial services are provided in the Bookstore and Business Office.

The hub of the campus, literally and figuratively, is the Information Systems (IS) Office. Staff and a network of assistants offer students and faculty guidance and support in navigating a wide variety of computing challenges. The IS Office is located adjacent to the College Bookstore.

Student Housing

Mt. Sierra College does not assume responsibility for student housing and does not maintain dormitory facilities under its control. No housing assistance is available through the College.

According to City-Data.com, rental properties in Monrovia, California is approximately $844 - $1,369 a month, with a median rent of $1,079.

Read more at:
Admission Process

Mt. Sierra College invites all interested individuals to schedule an interview and tour of the College with a Mt. Sierra College Admissions Representative. The interview and tour may be completed on campus. Individuals may complete an application form and enrollment agreement accompanied by a non-refundable application fee and refundable registration fee at the close of the interview.

The following is what is needed in order to begin the application process to Mt. Sierra College:

- An interview with a Mt. Sierra College Admissions Representative
- A completed application form
- Proof of high school graduation or equivalent
The College takes pride in the diversity of its student population and admits qualified applicants without regard to gender, age, race, national origin, or handicap. Furthermore, the College provides all students with equal rights, privileges, programs and opportunities as provided for by law. Mt. Sierra College reserves the right to deny admission to any applicant and to change entrance requirements without prior notice.

Mt. Sierra College offers year-round enrollment, and applications are accepted for the Fall, Winter, Spring and Summer quarters. The degree programs at Mt. Sierra College are open to all qualified applicants who have successfully earned a high school diploma or the equivalent. Documents submitted for admission are entered into the applicant’s permanent file and cannot be returned.

Acceptance to Mt. Sierra College is based primarily upon a personal interview, a review of the applicant’s high school and/or college transcripts and entrance assessment results.

The applicant’s Writing Assessment is used to determine admission as well as placement in the English Composition sequence of classes, while the Math Assessment is used primarily to determine an applicant’s readiness for college-level Algebra. Based upon assessment results, the College may require enrollment in ENG 060: Evolving English and/or MTH 060: Technical Mathematics, pre-collegiate courses designed to prepare students for success in college-level composition and math courses. The Online Learning Assessment is used to determine the applicant’s suitability for distance education. These assessments may be completed online or on-campus.

Writing and Math Assessments may be waived for all applicants who have previously earned a bachelor’s degree or higher from an accredited U.S. college or university. No waivers will be granted for the Online Learning Assessment.

Applicants who do not pass the writing assessment will be denied admission. Applicants denied admission may appeal their denial of admission to the Academic Dean or reapply 12 months after the date of original application.

Conditional Admission

Mt. Sierra College is dedicated to the success of its students. Students with a cumulative high school grade point average below 2.0 may be considered for condition admission. If a student has completed at least 24 semester or 36 quarter units of college level work, the cumulative college grade point average will be considered in place of the high school grade point average.

Each applicant admitted on conditional admission will receive an acceptance letter that outlines the full conditions of admission.

Proof of High School Graduation

Acceptable proof of high school graduation includes an official transcript from an accredited secondary school indicating graduation, or official results showing that the applicant has passed either the General Educational Development (GED) or the California High School Proficiency (CHSPE) exam. Applicants who submit an official transcript from an accredited college showing the award of an associate’s or bachelor’s degree are not required to submit secondary school transcripts.

Students may be granted conditional admission based on unofficial documentation. Official documentation is required before the close of the student’s first term and before any Title IV aid may be disbursed.

Foreign Credentials

A detailed evaluation by a recognized credentials evaluation service is required for all documents submitted from foreign institutions. The evaluation must include degrees and the U.S. equivalence, grades, credits, and overall grade point average. A translation is not sufficient. If English was the primary language of instruction at the institution, the evaluation should indicate this. A list of accepted credentials evaluators is available upon request from the Academics Office.

Home Schooled Applicants

Home-schooled applicants must meet the admissions requirements detailed above. In lieu of high school transcripts, an official high school equivalency exam score may be submitted. If available, a transcript of the applicant’s home-schooling progress should be submitted.
International Applicants

Mt. Sierra College is proud to accept qualified international students. Applicants who are not citizens or permanent residents of the United States and wish to study in the United States will need to apply as nonimmigrant (international) students. Nonimmigrant students are governed by the United States Citizenship & Immigration Services (USCIS). USCIS provides information on becoming a nonimmigrant student on their website at http://uscis.gov. The United States Immigration & Customs Enforcement website at www.ice.gov is also useful.

To support our international students, the College offers assistance from the initial inquiry through graduation.

International applicants must meet the basic admission requirements to the College as explained in the preceding sections. In addition, international applicants must meet all USCIS requirements. Mt. Sierra College does not offer English language services, nor does it provide English Language Learners instruction. All instruction occurs in English.

1. Proof of English Proficiency. This may be met by one (1) of the following:
   a. Official results for the Test of English as a Foreign Language (TOEFL) with a minimum score of:
      - Internet-based Total: 65
      - Computer-based Total: 183
      - Paper-based Total: 513
   b. Official results for the International English Language Testing System (IELTS) with a minimum total score of 6.0.
   c. An official transcript showing successful completion of the Advanced Placement International English Language (APIEL) exam with a minimum score of 3.
   d. An official transcript from an accredited program certifying successful completion of an advanced English as a Second Language (ESL) program.
   e. An official transcript showing completion of a minimum of 18 quarter credit hours of substantive undergraduate level academic courses with a cumulative grade point average of 2.0 or higher at an accredited postsecondary institution where English was the language of instruction.

2. Notification of Permanent Address in country of origin.

3. Notarized Statement of Financial Support. This includes three items:
   a. Form I-134: Declaration and Certification of Finances.
   b. Letter from sponsor indicating the intent to sponsor the applicant for the duration of studies.
   c. Letter from the sponsor’s bank indicating the ability to meet the applicant’s estimated living expenses of approximately $45,000 per year.

4. I-94 card.

5. Official transcripts from all US institutions attended.

6. Copies of all previous I-20 forms.

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

8. Copy of passport.


Mt. Sierra College is authorized to issue USCIS I-20 certificates upon fulfillment of the requirements listed above, enabling international students to obtain F-1 Student Visas. The F-1 Student Visa will be valid as long as the student is continuously enrolled as a full-time student, remains in good academic standing, and shows satisfactory progress. Full-time enrollment is defined as enrollment in 12 or more credit hours per term; at least 8 of the 12 credit hours must be taken on campus, while the balance may be scheduled on campus or online. Hybrid courses are considered on campus courses in this context. Mt. Sierra College is required to notify the USCIS should an international student cease to meet these requirements at any time.

Student’s Right To Cancel

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

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

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

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

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

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

All students are charged tuition and fees each quarter. Tuition is due and payable in advance of the first day of each term unless the student has arranged an alternative payment option with the College. The College reserves the right to adjust the monthly payment at any time if a student’s aid eligibility changes for any reason, including but not limited to a change of program or enrollment status or failure to maintain satisfactory progress. Tuition does not include room and board, books, software, supplies, fees of any kind, or transportation to and from the College.

Tuition and fees are adjusted annually. However, Mt. Sierra College reserves the right to change tuition and fees at the start of any term. The College will provide written notification of any changes no later than 90 days prior to the first day of the term in which the increase will take affect.
Cost of Program

The estimated total charges that follow are based upon standard full-time enrollment. Actual charges will vary if a student attends part-time or repeats courses.

<table>
<thead>
<tr>
<th>Bachelor of Science degrees in Business Administration</th>
<th>Bachelor of Science degrees in Information Technology with concentrations in Computer Information Technology</th>
<th>Bachelor of Arts degrees in Media Arts &amp; Design with concentrations in Information Security Graphic Arts &amp; Design Telecommunications Technology Visual Effects &amp; Digital Video</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee (non-refundable)</td>
<td>Registration fee (refundable)</td>
<td>Graduation fee</td>
</tr>
<tr>
<td>$ 50</td>
<td>$ 100</td>
<td>$ 25</td>
</tr>
<tr>
<td>Mandatory Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated Cost per Term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$ 5,205.00</td>
<td>$ 347.00</td>
<td>$ 187.50</td>
</tr>
<tr>
<td>Full Time Tuition</td>
<td>$ 5,205.00</td>
<td>$ 417.00</td>
</tr>
<tr>
<td>Estimated Books and Supplies</td>
<td>$ 500.00</td>
<td>$ 339.00</td>
</tr>
<tr>
<td>Estimated Software</td>
<td>$ 12.50</td>
<td>$ 470.00</td>
</tr>
<tr>
<td>Estimated Course Fees</td>
<td>$ 400.00</td>
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</tr>
<tr>
<td>Total Estimated Cost per Term</td>
<td>$ 6,157.50</td>
<td>$ 6,431.00</td>
</tr>
<tr>
<td>Estimated Cost of Notebook Computer per machine purchased</td>
<td>$ 500.00</td>
<td>$ 1,650.00</td>
</tr>
<tr>
<td>Registration Fee (refundable)</td>
<td>$ 100.00</td>
<td>$ 100.00</td>
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<tr>
<td>Student Tuition Recovery Fund (non-refundable)</td>
<td>$ 187.50</td>
<td>$ 187.50</td>
</tr>
<tr>
<td>Total Estimated Cost of Entire Program</td>
<td>$ 74,797.50</td>
<td>$ 79,069.50</td>
</tr>
</tbody>
</table>

Tuition Per Credit - Non-Matriculating Student $ 347

Any student seeking additional information about comparable degree programs such as those listed above related to tuition, fees, and program length may contact the Accrediting Commission of Career Schools and Colleges (ACCSC):

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201
Phone (703) 247-4212 | Fax (703) 247-4033
www.accsc.org

Active Military Pricing

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

Course Fees

(non-refundable; charged per course as applicable)

| Business Lab Fees                                      | $ 50 |
| Media Arts & Design Lab Fees                           | $ 70 |
| Technology Lab Fees                                    | $ 50 |
| Hybrid Support Fee                                     | $ 90 |
| Online Support Fee                                     | $ 120 |

Other Fees

| Proficiency Exam Fee (per exam)                         | $ 10 |
| Veterans are exempt from Proficiency Exam Fee           |     |
| Late Registration Fee (per occurrence)                  | $ 50 |
| Transcript Fee (per transcript)                         | $ 5  |

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

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

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

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

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

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

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

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

Tuition Refund Policy

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

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

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

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

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

Notice to recipients of federal grants and loans:

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

Tuition Credit Deadline:

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

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

A student who obtains a loan to pay for any portion of his or her educational program will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. A Financial Aid Advisor will provide students with information on applying for a deferment or forbearance if students are having difficulty in meeting loan repayment obligations.
Financial Aid

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

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

Federal regulations mandate that all students must maintain satisfactory academic progress to remain eligible for federal student aid (FSA) and state financial aid programs, including loans and grants. In addition, continued enrollment and graduation is contingent upon satisfactory academic progress. See the Academics section of this catalog to learn more about the impact of progress upon Academic status.

Student progress is monitored at the close of each quarter for the following three standards:

1. Qualitative Progress (GPA)
   Students must maintain a cumulative grade point average (GPA) of 2.0 or above.

2. Quantitative Progress (Pace)
   Students must earn sufficient credit hours to maintain a pace of completion to allow them to complete within the maximum time allowed. To demonstrate satisfactory progress, students must maintain a cumulative pace of at least 50% in their first three quarters of attendance, and 72% thereafter. Pace is calculated by dividing total credit hours earned by total credit hours attempted.

3. Maximum Time in Program
   Mt. Sierra College degree programs are 180 quarter credit hours in length. Students are allowed to attempt no more than 150% of the total required credit hours to complete the program, or 270 quarter credit hours.

Guidelines

The following guidelines are observed in the calculation of satisfactory academic progress:

A. All periods of attendance are reviewed;
B. Attempted credit hours include all withdrawn courses, remedial courses, repeated courses, and courses with incomplete or failing grades;
C. Transfer credit will be included in the calculation of earned and attempted credit hours;
D. If a student changes his or her program of study, coursework not applicable to the new program will not be included in the calculation of progress;
E. A student may not have consecutive terms on Financial Aid Warning or Probation.

Eligibility

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

\[(\text{Cost of Attendance}) - (\text{EFC}) - (\text{Federal Pell Grant if eligible}) - (\text{All Other Aid/Resources}) = \text{Financial Need}\]

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

A student who does not meet the minimum standard for maintaining qualitative and/or quantitative progress will be placed on Financial Aid Warning for one quarter. Students maintain FSA eligibility while on Financial Aid Warning.

If at the end of the warning period:

1. The student has returned to good standing, he or she regains eligibility for FSA funds.
2. The student has not returned to good standing, he or she may appeal to be placed on Financial Aid Probation for one additional quarter, or on Academic Plan for a specified period.
   a. If the appeal is not granted, the student will not be eligible for FSA funds until he or she returns to good standing.
   b. If the appeal is granted, the student will be granted Financial Aid Probation or Plan with continued financial aid eligibility. If at the end of the designated period:
      i. the student has returned to good standing, he or she regains eligibility for FSA funds.
      ii. the student has not returned to good standing, the student will lose eligibility for FSA funds, until he or she returns to good standing.

A student who exceeds the maximum time allowed for the program of enrollment will lose financial aid eligibility for the remainder of the program.

Financial Aid Appeal Process

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

To file this appeal the student should submit a Financial Aid Appeal form to the Director of Student Finance. Forms are available from the Financial Aid Department and on the Student Portal. In this appeal, the student must explain why he or she failed to maintain progress, as well as what has changed in his or her situation that will allow the student to make satisfactory progress by the next evaluation period. Documentation may be required. The Director will determine if the appeal may be granted.

Academic Plans are developed with the Dean of Academic Affairs while eligibility to receive FSA funds while on an Academic Plan is determined by the Director of Student Finance.

A student who is dismissed from the College must first petition the Academic Dean or Dean of Student Services for reinstatement to the College before submitting a Financial Aid Appeal. A student may be granted reinstatement but still be denied a financial aid appeal. In this case, the student may attend for the period specified under Academic policy, but will not be eligible to receive FSA funds until he or she returns to good standing.

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

Federal Aid Programs

The following is a brief description of each Federal Aid program. Full descriptions are provided in the booklet “The Student Guide” published by the Department of Education. These booklets are available from the Student Finance Department.

Grants are funds that do not need to be repaid. Loans are borrowed money that must be repaid with interest.

Federal Pell Grant: These funds are awarded to eligible undergraduate students who have not yet earned a bachelor's degree to help pay for their education. The award for full-time enrollment in the *2012-13 academic year range is $5,550. These are grants that do not need to be repaid. Not all students will qualify, but all are encouraged to apply.

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

Federal Work-Study (FWS): This program offers part-time campus based jobs. Some positions may be available with community based organizations. The student’s salary is funded by the federal budget, with the College contributing a percentage of matching funds. To participate, the student must be awarded FWS as part of their financial aid package.

Federal Stafford Loan–Subsidized: This program is available to students with financial need. This “subsidized” loan accrues interest, but the federal government pays all of the interest on the student’s behalf while he/she is in school. This loan program allows a student to borrow up to $3,500 during the first academic year, $4,500 during the second academic year, and if required, up to $5,500 in the third, fourth, and fifth academic years of undergraduate study. The interest rate for the in-school period in *2012-13 is 6.8%.

Federal Stafford Loan–Unsubsidized: This loan program is available for all eligible students, regardless of income or assets. This loan accrues interest while the student is attending school. Students may choose to defer payment of the interest until six months after leaving school. In addition to borrowing from the subsidized Stafford loan, an independent student may borrow up to an additional $6,000 per academic year during the first and second academic years from the unsubsidized Stafford loan program. After achieving third-year standing the student may borrow an additional $7,000 per academic year from the unsubsidized loan program. The interest rate for the in-school period in *2012-13 is 6.8%.

Federal Parent Loan for Undergraduate Students (PLUS): The PLUS loan is available to parents of dependent students as a supplemental source of funds to be used toward their child’s educational expenses. Parent borrowers begin repayment within 60 days after the loan is issued. The *2012-13 interest rate is 7.9%. The lender obtains a credit report in order to determine eligibility for this loan. Should the parent be denied a PLUS loan, the Student Finance Department may be able to assist the student in obtaining an Unsubsidized Stafford Loan by using the denial letter as documentation of need.

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* Rates for 2012-13 are pending final regulation.
Veterans’ Benefits
Mt. Sierra College is approved by the California State Approving Agency for Veterans Education (CSAAVE) to enroll veterans and eligible persons for education benefits. Students who believe they qualify for veterans’ educational benefits should contact the College Veterans' Benefits Coordinator. Discharged veterans are required to submit a clear copy of their discharge papers (DD214-Member #4) for their files. All veterans, including those on active duty, should call the Department of Veterans Affairs at (888) 442-4551 to obtain the appropriate application for benefits. Information and forms are also available online at www.gibill.va.gov.

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

\[
\text{Direct Cost (tuition, books, supplies)} - \text{Financial Aid Eligibility} = \text{Monthly Payment}
\]

\[
\frac{\text{Length of Academic Year}}{12} = \text{Monthly Payment}
\]

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

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

Grants and Scholarships
Students should consider applying for outside scholarships and grants offered by private and public agencies around the country. Information on grants and scholarships can be obtained at public or collegiate libraries. There are several excellent research sites on the internet, such as www.salliemae.com, www.finaid.org and www.fastweb.com. In addition, the Mt. Sierra College Student Finance Department makes every effort to inform students of available outside resources and deadlines. The College cautions students to avoid any scholarship research service that promises to locate sources for a fee. Although there are some reputable services, all too often the student receives little of value.

The California Student Aid Commission has two major grant programs available only to residents of California. These grants are awarded based on a combination of financial need and grade point average or GED scores. Students who are enrolled in a degree program may submit their applications directly to the California Student Aid Commission between January 1 and March 2 of each year in order to be given grant consideration beginning the following Fall term. For more information contact the Commission at (888) 224-7268 or visit www.csac.ca.gov.

Cal Grant A: This grant may pay up to full tuition each year for a maximum of four years.

Cal Grant B: This grant provides subsistence (living allowance) for new recipients in the first year of a student’s program of study, and in addition provides tuition/fee assistance to eligible students beyond the first year.

Mt. Sierra College High School Scholarship Program
Mt. Sierra College is proud to offer annual scholarships to seniors graduating from high schools in the United States. High school seniors may apply for scholarships by contacting their high school guidance counselor. The student’s high school scholarship committee determines the recipient of the scholarship. Students receiving the scholarship must meet all admissions requirements for the College. The student’s eligibility will be verified by the College prior to award of funds.

The scholarship will be used to subsidize the tuition of the student while attending Mt. Sierra College. The scholarship may be renewed annually for up to three years (twelve quarters) as long as the recipient maintains continuous fulltime enrollment and satisfactory academic progress as defined in this catalog. Students may contact the Mt. Sierra College Student Finance Office for additional information.

Additional Mt Sierra College Scholarships are available for both new and continuings students. Ask for information from the Financial Aid Department.

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

Academic Calendar

All Mt. Sierra College degree programs are four academic years in length. Mt. Sierra College operates year-round under a quarter calendar, offering four 11-week quarters per calendar year. This round-the-year calendar allows students the opportunity to complete their four-year (48 months) degree in as little as three calendar years.

Each program is measured in academic years, with three quarters constituting an academic year. By definition, an academic year is 33 weeks in length and requires completion of 48 quarter credit hours.
Credits and Clock Hours
The following terms refer to classroom contact hours and credit hours.

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<tbody>
<tr>
<td>Quarter</td>
<td>11 weeks</td>
</tr>
<tr>
<td>One contact hour</td>
<td>One fifty-five minute class session</td>
</tr>
<tr>
<td>One clock hour</td>
<td>One contact hour</td>
</tr>
<tr>
<td>One quarter credit hour</td>
<td>Eleven hours of lecture or Twenty-two hours of lab or Fifty-five hours of externship</td>
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</tbody>
</table>

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

Student Classification
Students at Mt. Sierra College may be either degree or non-matriculating students. To be a degree student at Mt. Sierra College means that the student qualifies for admission, has been admitted and is actively working on a degree program. All degree students must be enrolled in at least one course every quarter or they will be withdrawn from their program. Degree students who have been withdrawn but wish to return should contact Student Services.

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

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

Non-matriculating students have not been admitted to a degree program, and may be taking courses for personal enrichment or to earn credit until they are eligible for admission to a degree program. Prerequisite requirements must be met for all courses unless waived by the appropriate department chairperson. Non-matriculating students must complete a new enrollment agreement for every term attended. Applicable credit hours earned while enrolled as a non-matriculating student will be included in all program reviews if the student is subsequently admitted to a degree program.

Schedule of Classes
Degree programs at Mt. Sierra College have a set curriculum, and students complete a specific list of courses to graduate. Program outlines are included in the chapter “Academic Programs”, showing both the courses required for graduation as well as the order in which courses should be completed.

Students may earn their degrees in as little as three years by attending year round and completing all required courses as laid out in the program outlines. Completion times will be longer for those who take fewer classes per term, take a quarter off, or need to repeat course work.

FlexLearn® and Online Courses
All Mt. Sierra College degrees are offered via the FlexLearn® system – the College’s innovative approach that combines traditional on campus education with the flexibility of online and hybrid learning. Regardless of modality, learning outcomes remain the same, insuring that students receive an excellent education.

Mt. Sierra College uses the services of Pearson eCollege to deliver online courses, as well as the online component of hybrid courses. Technical assistance is available to students twenty-four hours a day, seven days a week. Prior to their first online classes, students must successfully complete Online Orientation, a comprehensive online learning tutorial. Orientation provides students the opportunity to experience an online class, experiment on the various features available, submit actual assignments and exams, and participate in actual threaded discussions.

Students enrolled in online courses complete their lecture and lab work online, while those enrolled in hybrid courses enjoy the convenience of online lectures combined with a weekly labs on campus face-to-face with the instructor. Online courses are structured to be completed in eleven modules that correspond to the eleven-week quarter in session. Each week, students submit required assignments, projects, and/or exams. These student submission will be evaluated and returned by their instructors within 48 hours after the close of the week. While students are not required to log in at a set time each week, students will have specific deadlines that must be met each week of the quarter.
Transfer Credit Policy

Mt. Sierra College accepts credit for the following: previous college coursework, military training, computer vendor certifications, and Advanced Placement (AP) and College Level Examination Program (CLEP) results. In addition, the College offers the opportunity on campus for two proficiency exams. Credit for previous college coursework and military training is awarded as transfer credit while credit for certifications, AP, CLEP and exam results is awarded as proficiency credit. Mt. Sierra College does not award credit for life or work experience.

Students may complete no more than fifty percent of their program requirement with a combination of transfer and proficiency credit.

Transfer Credit

Applicants must submit official transcripts from all prior colleges attended. Transcripts from regionally and nationally accredited colleges and universities will be evaluated for possible transfer credit. Courses graded C (2.0) or above will be considered for transfer credit. Credit will be granted for courses equivalent in content and equal in credit hours to courses required for the program of enrollment. Applicants should be prepared to provide a course catalog or course descriptions if needed. Catalogs will be retained by the College to substantiate any award of credit. Students who are placed in ENG 080: Evolving English are not eligible for ENG-135: English Composition or ENG-155: Advanced Composition, ENG-260: Storytelling or ENG-335: Introduction to Literature credit.

Those students entering the College with an academic bachelor's degree or higher from an accredited institution may be granted full or partial transfer credit for General Education requirements depending upon the number of related courses successfully completed in specific subject areas. Transcripts must demonstrate successful completion of course(s) with a grade of C or better and equivalence in credit hours.

Applicants who have attended foreign colleges and universities must submit an official evaluation from a recognized credentials evaluation service. The evaluation must include degree awarded and U.S. equivalence, grades, credit hours, and overall grade point average. If English was the primary language of instruction, this should be indicated on the evaluation. A list of accepted credentials evaluators is available from the Admissions department.

Applicants should ensure that their transcripts arrive at the College at least one week prior to registration to allow sufficient time for the evaluation prior to scheduling. Transcripts and credentials evaluations should be mailed directly from the issuing institution to:

Mt. Sierra College
Office of the Registrar
101 E. Huntington Dr.
Monrovia, CA 91016

A preliminary evaluation may be made based upon an unofficial transcript, but an official transcript is required prior to the actual award of credit.
If a student chooses to waive the award of transfer credit for specific coursework, a written request will be required. It is suggested that the student first discuss such waivers with his or her Financial Aid Advisor as such a waiver may have financial aid ramifications.

Students are encouraged to submit a Transfer Credit Pre-approval form if they are considering taking courses at another institution while enrolled at Mt. Sierra College. Forms are available from Student Services.

**Notice concerning transferability of credits and credentials earned at Mt. Sierra College:**

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

**Military Training Credit**

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

**Credit by Examination**

The College provides the opportunity for proficiency exams in two subjects: DES-140: Introduction to Macintosh Computers and MTH-135: College Algebra. Requests for exams should be submitted to the Academics Department for review. The Media Arts & Design Department Chairperson’s approval is required for the DES-140 proficiency exam. A passing score on the Mt. Sierra College Math Assessment is required for eligibility to take the MTH-135 proficiency exam. Students who have previously attended the class are not eligible to take the exam. A score of 70% or above is considered passing. The exam fee must be paid prior to testing. Note: Veterans and active military are exempt from the exam fee.

**Computer Vendor Certification**

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

**Advanced Placement Credit (AP)**

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

<table>
<thead>
<tr>
<th>Advanced Placement Curriculum</th>
<th>Mt. Sierra College Curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP Art History</td>
<td>HUM-235: Art History</td>
</tr>
<tr>
<td>AP Studio Art</td>
<td>DES-100: Design Basics &amp; Lab or GAM-100: Design Basics for Gaming &amp; Lab</td>
</tr>
<tr>
<td>AP Computer Science</td>
<td>CIT-140: Programming Fundamentals</td>
</tr>
<tr>
<td>AP English Language &amp; Composition</td>
<td>* ENG-135: English Composition</td>
</tr>
<tr>
<td>AP Economics</td>
<td>ECN-150: Economics I</td>
</tr>
<tr>
<td>AP Psychology</td>
<td>PSY-215: Psychology</td>
</tr>
</tbody>
</table>

*Students who are placed in ENG-080: Evolving English are not eligible for ENG-135: English Composition credit.

**College Level Examination Program (CLEP)**

Students who successfully complete the CLEP English Composition with Essay or College Composition exam prior to attending Mt. Sierra College may be eligible for credit for *ENG-135: English Composition. A minimum score of 52 is required. Submission of an official CLEP score report is required.

*Students who are placed in ENG-080: Evolving English are not eligible for credit for ENG-135: English Composition.
Articulation Agreements
Mt. Sierra College currently has an articulation agreement with The University of the West. Under this agreement, qualified Mt. Sierra College graduates are eligible for admission to specified graduate programs.

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

Registration Amendment
Students wishing to change their class schedule after registration may do so by submitting a Registration Amendment form to Student Services. Students may drop courses being offered on campus and online on or before Sunday of week one of the relevant quarter. Students may add online classes through Saturday prior to the first day of the quarter, and on campus classes through Saturday of the first week of the quarter.

Students must obtain all appropriate approvals prior to processing, and must present these forms in person or by fax. Forms left when the office is not open will not be processed. Registration Amendment forms will be processed while students are present and students will receive updated schedules. Students should check their schedules for accuracy before leaving the office.

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

First Week Drop Policy
FlexLearn® and Online students who do not attend any classes during week one of any quarter without prior written approval from the Academics Office will be withdrawn from their program. Students may appeal for reinstatement to the Academics Office. All requests for reinstatement must be received no later than Sunday of week two of the affected quarter. Documentation must be provided as to the reason for the absence. Students will not be dropped from individual classes if they attend any one of their scheduled classes during the first week of the term.

Course Withdrawal
During the quarter, students may withdraw from courses from Monday of week two through Sunday of week seven. Courses dropped during this period will receive the grade of ‘W’ and no adjustment will be made in the tuition charges for the quarter, unless the student is withdrawing from all courses. Students who withdraw after the Sunday of week seven are subject to the Course and Program Withdrawal policies.

Students are strongly encouraged to meet with an Academic Advisor to discuss the academic ramifications of withdrawing from a course. Course withdrawals will have an impact upon a student’s financial aid eligibility and students considering a course withdrawal that will change their enrollment status would be wise to consult with a Student Finance Advisor. Excessive course withdrawals will adversely impact a student’s ability to make satisfactory academic progress.

Students should be aware that the use of federal funds is limited to a total of two attempts of any one class. Therefore, alternative funding will be needed to pay for multiple repeats of a course.

Students may be dismissed for each of the following:

- Three (3) cumulative days absent from scheduled class(es) in the current term
- Fourteen consecutive days absent from scheduled class(es) in the current term
Attendance

Successful students recognize the importance of class attendance and participation. Good attendance is the key to good grades! Mt. Sierra College has a mandatory attendance policy that applies to all students, whether completing courses online or on campus. This attendance policy has been formulated to allow for unusual circumstances while ensuring that each student attends class a sufficient amount of time to acceptably master the subject.

Attendance for classes conducted on campus is based upon the student’s physical presence in class. Students are encouraged to contact their faculty when anticipating an absence or delay. Students are expected to be present at the beginning of each class meeting and to remain for the entire session. Students who come to a class 10 minutes or more after it starts are considered tardy. Partial attendance is given to students who arrive late or leave early.

Attendance for classes conducted online is based upon participation. The policy is fully explained in each online course syllabus. Partial attendance may be given if a student does not fully participate.

Students who miss three cumulative class sessions prior to Sunday of the seventh week of the quarter will be withdrawn from that course by the Registrar. A student who is dropped for attendance will receive a course grade of ‘W’.

Students who miss all classes for two consecutive weeks or 14 days prior to Sunday of the seventh week of the quarter without prior approval from the Dean of Student Services will be withdrawn from their degree program. Students who stop attending class after the Sunday of the seventh week are subject to the Course and Program Withdrawal policies.

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

Mt. Sierra College does not grant requests for leave of absence. Students experiencing difficulties that may affect their ability to continue their education are encouraged to contact the Dean of Student Services promptly to determine what assistance is available.

Resuming Studies

Students who wish to resume their degree program studies after a period of non-attendance may file a Petition to Resume. Upon approval by Student Finance, Student Accounts, and Academics, students in good standing will be allowed to resume as degree students. Students who are not in good standing may petition for a probationary resume. Students granted a probationary resume will be removed from probation upon successful fulfillment of the terms of probation, while those who do not fulfill those terms will be subject to dismissal.

Students who have been inactive must also complete a new application and enrollment agreement. These students will be responsible for the application, registration and STRF fees. The resume process should be started at least one month prior to the first day of the quarter in which the student plans to return. Resuming students are subject to the terms and conditions in effect at the time of their resume.

Changing Programs

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

Program changes will usually result in a delayed graduation and may affect financial aid eligibility. It is strongly recommended that aid recipients consult with a Financial Aid Advisor prior to making the decision to change programs. Credit earned for courses that are common to both the old and the new programs will apply toward the college tuition and refund policies in effect at the time of the change.

Program changes will usually result in a delayed graduation and may affect financial aid eligibility. It is strongly recommended that aid recipients consult with a Financial Aid Advisor prior to making the decision to change programs. Credit earned for courses that are common to both the old and the new programs will apply toward the college tuition and refund policies in effect at the time of the change.

Withdrawing from the College (Program Withdrawal)

Students may withdraw on or before Sunday of week one of the term and will not be charged any tuition or fees for the quarter and their withdrawal will be considered effective as of the last day of the previous quarter. Students withdrawing from the quarter from Monday of week two through Sunday of week seven will receive a grade of ‘W’ for all courses and a pro rata refund will be calculated as explained in the Tuition and Fees chapter of this catalog. Students are allowed two program withdrawals. Students who withdraw more than twice may not be eligible to register in future terms.
Grading System

Mid-Quarter Reviews

Students will be assigned a mid-quarter review grade for each on-campus course in which they are enrolled. Mid-quarter review grades assess students’ standing in each of their courses at the end of week five, and are not included in the calculation of the grade point average as they are intended solely to provide students with a benchmark of their performance in each course. Mid-quarter review grades are available on the Student Portal and upon request at the end of week six of each term. Students are encouraged to review these grades with their instructors. Students enrolled in online courses are encouraged to review their course gradebook regularly.

Final Grades

Mt. Sierra College uses a 4-point grading system. Letter grades are used to assess the relative extent to which students achieve course objectives. Grades are assigned at the end of each quarter and term grade reports are mailed to all active students. Errors on grade reports must be reported to the Registrar’s Office prior to the end of the succeeding term.

<table>
<thead>
<tr>
<th>Numeric Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69</td>
</tr>
<tr>
<td>F*</td>
<td>59 or below</td>
</tr>
</tbody>
</table>

Grade Point Average (GPA)

The term grade point average is calculated by multiplying grade points by the credit hour value of a course. The sum total of all such points earned in a quarter, divided by the sum total of credit hours attempted less credit hours withdrawn, equals the term grade point average, (TGPA).

The cumulative grade point average (CGPA) is calculated in the same way using all grades and credit hours attempted. The Mt. Sierra College grade report and transcript provide the term grade point averages as well as the cumulative grade point average.

The following grades are not included in the GPA calculation:

- I: Incomplete
- W: Withdrawn
- CR: Credit
- NC: No Credit
- NR: No Grade Submitted by Instructor
- V: Audit Only, Not Taken for Credit
- P: Proficiency Exam Passed
- T: Transfer Credit Granted

*Letter F grades are tracked either as “earned” F or “unearned” F. Unearned F is the result if the student withdraws.

Incompletes

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

Temporary Grades

‘NR’ on a grade report denotes that the instructor did not submit a grade for the student. The student is encouraged to contact the instructor in this case. When the grade is received by the Registrar’s Office, the student will be mailed an updated grade report.

Course Repeats

Students receiving a failing grade in a required course must repeat that course within two terms. Only the highest grade earned will be used in the calculation of the cumulative grade point average and as credit toward program requirements. Students may repeat a course once. If a second repetition is necessary the student must request approval from the Dean of Student Services. Students should be aware that the use of federal funds is limited to a total of two attempts of any one class. Therefore, alternative funding will be needed to pay for multiple repeats of a course. Students repeating a course in which they received a passing grade may not be eligible to apply financial aid funds as payment for the course. Students are responsible for tuition and fees for all repeated courses.

Appealing a Grade

Grades are determined by the instructor of record and are based upon criteria as specified in the course syllabi. All course grades except ‘I’ and ‘NR’ are final, and may not be revised by examination or the submission of additional work after the close of the quarter. Students who have reason to believe an issued grade is incorrect should first verify with the Records Department that a data entry error has not occurred. If no error has occurred, students may file an appeal by following the grievance policy and procedure outlined in this catalog.

All requests for grade changes must be submitted in writing, and all requests must be initiated prior to the close of the succeeding quarter. Grade appeals submitted after the close of the succeeding quarter will not be considered.
Statement on Academic Freedom

Mt. Sierra College is committed to fostering an educational atmosphere that is conducive to the pursuit of knowledge and the preservation of intellectual freedom. The College strongly believes that academic freedom is a fundamental condition necessary for pursuit of truth, knowledge and meaning. Mt. Sierra College is a community of learners—faculty, students and staff who strive to promote, foster and sustain academic freedom through educational activities that are pursued using good judgment and that are rooted firmly in the College’s social responsibility to enhance student learning.

Academic Integrity

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

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

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

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

Satisfactory Academic Progress & Academic Status

All students are required to maintain satisfactory academic progress. A student maintaining satisfactory progress is considered to be in good standing, and is eligible to continue his or her enrollment and to graduate. In addition, satisfactory academic progress is required to maintain financial aid eligibility. See the Financial Aid section of this catalog to learn more about the impact of progress upon Financial Aid eligibility.

Student progress is monitored at the close of each quarter for the following three standards:

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

The following guidelines are observed in the calculation of satisfactory academic progress:

A. All periods of attendance are reviewed;
B. Attempted credit hours include all withdrawn courses, remedial courses, repeated courses, and courses with incomplete or failing grades;
C. Transfer credit will be included in the calculation of earned and attempted credit hours;
D. If a student changes his or her program of study, coursework not applicable to the new program will not be included in the calculation of progress.
1. Qualitative Progress (GPA)

Students must maintain a minimum cumulative grade point average of 2.00.

A student whose cumulative grade point average is less than 2.00 at the end of a quarter is placed on GPA Warning for the period of one quarter.

If, at the end of the warning period:

1. the cumulative grade point average has been raised to 2.00 or higher, the student is returned to good academic standing.
2. the student's term grade point average is greater than 2.00 and the cumulative grade point average is still less than 2.00, the student is placed on Academic Probation for one additional quarter or on Academic Plan for a specified period.
   a. A student whose cumulative grade point average has not been raised to at least 2.00 by the end of designated period is dismissed.
3. the student's term and cumulative grade point average are both less than 2.00, the student is dismissed.

2. Quantitative Progress (Pace)

Students must earn sufficient credit hours to maintain a pace of completion to allow them to complete within the maximum time allowed. To demonstrate satisfactory progress, students must maintain a cumulative pace of at least 50% in their first three quarters of attendance, and 72% thereafter. Pace is calculated by dividing total credit hours earned by total credit hours attempted.

A student who at the close of a quarter has a pace of completion under the minimum required will be placed on Pace Warning for a period of one quarter.

If, at the close of the warning period:

1. the Pace has been raised to the minimum required, the student is returned to good academic standing.
2. the student successfully completed all enrolled courses with no drops or fails, and the Pace is still less than the minimum required, the student is placed on Pace Probation for one quarter or on Academic Plan for a specified period.
   a. A student whose Pace has not been raised to the minimum required by the end of the designated period quarter is dismissed.
3. the student did not successfully complete all enrolled courses and the Pace is less than the required minimum, the student is dismissed.

3. Maximum Time in Program

Mt. Sierra College degree programs are 180 quarter credit hours in length. Total credit hours attempted may not exceed 270 quarter credit hours, 150% of the credit hours required to complete the program.

If a review of a student’s pace indicates that the student cannot complete his or her program within the maximum time allowed for that program, the student must petition the Dean of Student Services or Academic Dean for permission to continue on Academic Plan status, and the student may continue only so long as he or she meets the terms of the Academic Plan.

Petition for Reinstatement

A student who has been dismissed from the College within the first two weeks has the right to petition the Dean of Academic Affairs for reinstatement. Petitions must be submitted in the second or third week of class, no later than the third meeting of the course from which the student was dismissed. The petition must explain what led to the dismissal, and what has changed in the student's situation that will allow the student to return to good standing by the next evaluation period. Petitions must be based upon mitigating circumstances such as serious illness, a death in the family, significant work schedule issues, etc. Verifiable documentation may be required to substantiate the appeal.
Graduation Requirements
In order to graduate, students must achieve a minimum cumulative grade point average of 2.0 and successfully complete all required courses and credit hours for their program of study, as detailed in the Academic Programs chapter in this catalog. No more than fifty percent of the required courses may be completed through any combination of transfer and/or proficiency credit. The date of graduation will be the last day of the term in which the degree requirements are fulfilled.

Students must complete the Graduation Petition Packet and pay the graduation fee when registering for their final quarter. Petitions are available from Student Services, as well as on the Student Portal. The petition process includes Career Services registration and Student Finance and Learning Resources Center clearance. Students must meet their final financial obligations to the College at least 30 days prior to the end of their final term. Those who have received any financial aid or educational loans must complete an exit test administered by NSLDS.

Students who have withdrawn or been withdrawn from the College, have no more than two courses remaining to complete their program, and wish to complete their degree program by the submission of transfer credit without taking further credits at Mt. Sierra College may submit a Petition for Reinstatement, a Graduation Petition Packet, and official transcripts for the outstanding course work to the Registrar’s Office and submit their graduation fee to the Cashier. Permission for reinstatement will be granted to students who are in compliance with the College transfer credit, residency, and graduation policies. The date of graduation recorded for these students will be at the last day of the quarter during which the documentation is presented.

The transfer credit must be completed and an official transcript submitted to the Registrar within one year of the last day of attendance. If not completed within this time period, students must re-enroll in the college and complete at least 8 quarter credit hours in order to receive their degree from Mt. Sierra College.

Earning a Second Mt. Sierra College Bachelor’s Degree
Students who have earned a bachelor’s degree from Mt. Sierra College are eligible to enroll in another program of study. The College will apply towards the new degree all equivalent courses completed while earning the first degree. Students will work with the Admissions Department to reapply to the College. This includes signing an enrollment agreement for the new program, and payment of all applicable tuition and fees.

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

In order to receive the second degree the student must fulfill the graduation requirements in effect at the time of enrolling in the second degree program. The graduation petition, graduation fee, and exit interviews completed for the first degree will not apply to the second degree. Upon satisfaction of the requirements the student will be awarded a bachelor’s degree, and will receive a diploma for that program.

Commencement Ceremonies
Graduation is the culmination of the student’s journey, and Mt. Sierra College is proud to honor its graduates with an annual commencement ceremony. Students who have completed all graduation requirements are invited to participate in the commencement ceremony. Students who will have no more than four classes remaining and who are scheduled to graduate in the quarter immediately following the ceremony may request an exception to this policy. Exceptions may also be granted for those students who have no more than two classes remaining and who are actively enrolled in those courses at another institution. Official documentation of enrollment including the expected date of completion must be provided before the student may participate. Requests for exceptions should be addressed to the Registrar.

Student speakers are an important part of each commencement ceremony. One student from each department is selected as speaker. The student with the highest cumulative grade point average who plans to participate in the ceremony is invited to represent his or her department.

Recognition of Honors
Each quarter academic excellence is recognized by the publication of the Dean’s and President’s lists. Students must complete a minimum of nine credit hours of degree-applicable courses in the term to be considered for inclusion. The Dean’s list includes those who achieve a term grade point average of at least 3.50 and the President’s list is reserved for those with a grade point average of 4.0.

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

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

Additional transcripts may be ordered from the Registrar’s Office. All requests must be submitted in writing and accompanied by payment. Allow three to five business days for processing. Details are available from the Registrar’s Office (626) 873-2150.

Diplomas will be released to graduates upon completion of all graduation requirements and fulfillment of all petition requirements, approximately 3 months following the graduation date. Graduates will be notified when diplomas are available.
Alumni Benefits

Graduates have the opportunity to change with the times because Mt. Sierra College’s commitment to its students does not end upon graduation. As part of the Lifelong Learning program, Mt. Sierra College graduates may audit newly developed or existing courses within their degree program and area of specialization free of tuition. By keeping up with changes in their field of study, students will be ready for new opportunities.

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

Alumni are also eligible for a Mt. Sierra College email account, courtesy of the College. Contact an Academic Advisor at (626) 873-2104 for details.

Maintenance of Student Records

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

Students should ensure that they receive important information from the College by updating contact information promptly when changes occur. This information should be submitted to the Records Department either on forms available in that department or by email. Requests for name and/or social security number changes must be accompanied by supporting documentation.
Mt. Sierra College is deeply committed to the academic and professional success of its students. Services are provided to students who take courses on campus or online. All new students are required to attend an orientation session prior to the start of their first term. Students enrolled in an online program complete this orientation online. During orientation, students will be introduced to the departments and individuals who make up the College’s student services team.
Academic Advisement

Mt. Sierra College maintains a staff of professionals to meet student needs. The Student Services Department includes dedicated Academic Advisors who are ready to answer questions, offer solutions, and address concerns. If they don’t have an answer, they will be able to find the individual who does. The following areas are their special concern: schedules and registration, academic progress, tutoring, and attendance.

The Academic Advisors are deeply committed to all students’ academic success. Students are encouraged to bring concerns and complaints about academic issues or general college issues to the Academic Advisors. Please note: the Academic Advisors cannot advise students about issues related to Student Finance. Any questions in this area should be addressed to the trained staff in that department.

The Registrar and Department Chairpersons provide service to students as well. The Registrar closely monitors the academic progress of each student and enforces the College’s policies on Satisfactory Academic Progress (SAP). Arrangements may be made with the Department Chairs via the Mt. Sierra College Student Portal to meet on a weekly basis to review academic progression.

Student Success

College can get tough, and when it does the wise student finds a tutor. Tutors are provided by the College at no charge to the student. Mt. Sierra College offers peer tutoring as well as tutoring by experienced faculty.

The Department Chairpersons and instructors are another valuable resource for academic support. Students are urged to let their instructors know promptly if they are having difficulty with course material. Faculty frequently schedule free workshops for the more challenging courses.

The Student Services staff is also dedicated to enhancing the college experience through student-led clubs, special events, and leadership development opportunities. Students interested in learning about opportunities that exist on campus, or who have suggestions of their own, should stop by Student Services.
Learning Resources Center

The Mt. Sierra College Learning Resources Center resides in a dedicated facility with a collection of books, videos, and compact discs available for reference or circulation for Mt. Sierra College students. However, the collection does not stop with hard copies. The College currently subscribes to the Library and Information Resources Network (LIRN). Through LIRN students may access a core library collection with over 60 million journal articles, books, encyclopedias, newspapers, magazines, and audio video clips to support all academic programs. Using LIRN, students, faculty and staff have access to full text articles twenty-four hours a day - from anywhere they have access to the Internet. The library staff provides instruction on use of the database as well as all other available resources.

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

Learning Resources Center Policies

The Learning Resources Center is dedicated to use as a study area. Students should conduct their business quietly and are expected to mute audible devices before entering the facility.

The computers and network are reserved for legitimate research and study purposes. Gaming software is not permitted unless being used for a specific course, nor is web-surfing, downloading or streaming for non-educational purposes. Students may check out books, videos and compact discs from the circulating collection. The Learning Resources Center also checks out the Media Arts & Design equipment to students in that department. Materials from the reference collection are available for use in the Learning Resources Center only, and may not be checked out. Copyrighted software from the collection may not be copied.

The cost of replacement of any lost or damaged materials will be charged to the student who has checked out the material, and will include the actual replacement cost plus appropriate fees. The replacement cost for materials that are no longer obtainable will be based upon current prices for comparable items. Students with unpaid fines or fees for damages or past due materials are not eligible to register or to receive grades or transcripts.

Students who leave the College for any reason should make sure to return any Learning Resources Center material that they may have checked out prior to withdrawal or dismissal, or they will be charged the replacement cost plus the processing fee for the materials. This charge will be deducted from any refund due the student.

Mt. Sierra College Computers & Network

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

Rights & Responsibilities

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

Network access to the Worldwide Web (i.e. the Internet) is provided to students for intellectual and academic purposes, and personal use should be minimal. Unnecessary traffic can impact the speed of the network and the learning process for other students. Computer and network use during class is permitted only at the Instructor’s discretion. Accessing, streaming, downloading, uploading, or sending copyrighted, sexually oriented or offensive material is expressly prohibited. Mt. Sierra College reserves the right to monitor, review, and disclose all such data and communications as it deems appropriate. Users should have no expectation of privacy when using such resources.

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

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

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

Campus Bookstore

Mt. Sierra College maintains a campus bookstore to ensure that students can find their textbooks with ease and convenience. In addition to textbooks, the bookstore also sells basic supplies such as copy cards, pens and pencils, specialty papers, art supplies, college wear, and more. The bookstore houses the cashier’s office and is a convenient place to make monthly payments.

Career Services

Mt. Sierra College provides professional placement assistance to all its students and graduates who are actively seeking educationally related positions. Information on non-educationally related positions is provided as well. While the College cannot guarantee employment, the Career Services department can and will assist students and graduates in their job search by providing information on current full-time and part-time job opportunities. Students may access this information via the Mt. Sierra College Portal. Students may also schedule an appointment with Career Services for personalized assistance. There is no cost to students, graduates, or employers for this service.

Students and graduates must be in good standing with the College in order to receive placement assistance. The College reserves the right to deny graduate placement to students who are not actively pursuing employment, who voluntarily leave a college-registered position within one (1) year of placement without due cause, or who are terminated for negligence or illegal activity from any College-registered position.

Additional services provided by the Career Services department include: individual résumé assistance, interview and job search techniques, resource material on job search strategies, information on internships, extensive lists of company and job-search websites, as well as information on professional and trade organizations for each of the College majors.

Enrollment Verification

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

Family Educational Rights and Privacy Act of 1974

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

Students wishing to review their files should address a written request to the Registrar. All requests and documentation are confidential. It is the responsibility of the applicant or student to provide this documentation, and the cost for such documentation must be met by the applicant or student. This includes the cost for necessary professional medical, psychological, or educational assessments.

Americans with Disabilities Act

Disabilities should not be allowed to limit a student’s education. Reasonable accommodation will be made when such is dictated by disability-related needs and when students have fulfilled their responsibilities of notification and verification. Upon acceptance to the College applicants should advise the Dean of Student Services of the existence of a disability, accompanied by a specific request for accommodation and documentation of the disability. Appropriate accommodation will be determined based upon this request and the accompanying documentation.

All requests and documentation are confidential. It is the responsibility of the applicant or student to provide this documentation, and the cost for such documentation must be met by the applicant or student. This includes the cost for necessary professional medical, psychological, or educational assessments.

Mt. Sierra College Student Services
Discrimination and Harassment

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

The College maintains and strictly enforces a zero tolerance policy against discrimination and harassment on the basis of any legally protected characteristic, including gender and sexual orientation. Complaints of discrimination or harassment can be made orally or in writing to an instructor, Department Chairperson, administrator, or any management employee of the College. A formal grievance may be filed regarding such conduct. The Human Resources Coordinator serves as the Title IX Coordinator for the College.

Campus Safety

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

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

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

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

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

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

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

Workplace Violence Prevention

Mt. Sierra College strives to provide a workplace and learning environment free from acts and threats of violence. The College expressly prohibits and will not tolerate any acts or threats of violence by or against any College student, employee, or visitor. This policy is applicable to all individuals while on College premises, and also while off the premises when such acts or threats are directly related to the individual’s status or activities as a student or employee at Mt. Sierra College.

The College will take reasonable steps to prevent acts or threats of violence from occurring, and will take prompt action against any individual who engages in threatening behavior or acts of violence. Such action will include, as appropriate, removal from the premises by security or law enforcement personnel and prosecution to the full extent of the law.

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

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

Students and employees have a duty to report any threats or acts of violence that they observe or of which they become aware. Such a report may be made to a faculty member, College administrator, supervisor, or management employee of the College. If circumstances permit and a student so desires, a formal complaint may be made to the Human Resources Coordinator or the Campus Director.
Student Code of Conduct

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

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

Students are expected to display the following at all times:

- Conduct that is orderly
- Honesty and Professionalism
- Respect for the property of the College, students, and visitors
- Dress and grooming that is consistent with good hygiene and safety

Causes for disciplinary action include the following:

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

Controlled Substance Policy

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

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

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

Grievance Policy

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

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

Students may grieve actions taken as a result of the imposition of discipline, violations of College Policy (including violations of the College’s policy on academic integrity) or other actions by college staff or other students that are deemed inappropriate by the student. The following procedural due process shall be followed:

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

2. Upon receipt of the written request, the Dean or his/her designee shall appoint an Appeals/Review Committee to review the appeal or allegations. The committee shall be comprised of one general education faculty member appointed by the Dean or his/her designee, one faculty member appointed by the Department Chairperson of the major department of the student filing the request for appeal, and two students appointed by the Dean or his/her designee. The Dean or his/her designee shall chair the Appeals/Review Committee;

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

4. Based upon a thorough review of all relevant evidence and testimony, the Appeals/Review Committee shall make a recommendation to the Dean. This shall take place within 10 business days from the filing of the request for appeal or review. The Dean will render a written decision;

5. If the student believes that there are extenuating circumstances or that all of the evidence presented was not appropriately considered, the student may submit a written appeal to the College President. The President shall review the appeal and render a written decision. The decision of the President is final.

Academic Grievance Procedure

Except in cases where capricious, malicious, incompetent or unfair grading can be clearly demonstrated, faculty members shall have final authority in the assignment of a grade. However, there may be times that a student believes that he or she has not received an appropriate grade. The student should first contact the Registrar’s Office to verify that the grade has been recorded accurately. If so, the student should follow the following steps in the prescribed order:

1. Meet with the faculty member who assigned the grade. The student should present evidence that supports the claim that the grade assigned was inappropriate;

2. If the faculty member determines that the grade assigned was in error, the faculty member shall submit a “Request for a Grade Change” form to the Registrar. All academic records will be changed to reflect the revised grade;

3. If the faculty member is no longer on the Mt. Sierra College staff, the appropriate Department Chairperson shall appoint a qualified faculty member to review the work submitted by the student. If a grade change is deemed warranted, the Department Chairperson, based upon the recommendation of the qualified faculty member, shall submit a “Request for a Grade Change” form to the Registrar;

4. If a dispute still exists, the student shall submit a written request for review to the appropriate Department Chairperson. If the dispute involves a grade assigned by the Department Chairperson, the written request shall be submitted to the Dean or his/her designee. The Department Chairperson, Dean or his/her designee shall review the case. If there is concern about the grading process, the faculty member will be requested to re-evaluate the student’s performance and consider assigning a new grade;

5. If a dispute still exists after review by the appropriate Department Chairperson, the student may submit a written request to the Dean or his/her designee for review. After a review is conducted, the Dean may request the designated faculty member or alternative faculty member to review the student’s performance and consider assigning a new grade, if deemed appropriate;

6. Unless it can be clearly demonstrated that the grade assigned was done in an unfair, capricious, or incompetent way, the grade assigned by the original faculty member will be upheld;

7. If it is determined that the grade assigned was done in a capricious, unfair or incompetent way, the Department Chairperson shall appoint a qualified faculty member to review the work of the student and recommend an appropriate grade. The Dean must approve the appointed faculty member. The Dean shall approve the revised grade. Once approved, the Dean will submit a “Request for a Grade Change” form to the Registrar and all academic records will be adjusted. The decision of the Dean is final.
Complaints

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) are required to have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

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

A copy of the Commission’s Complaint Form is available from the office of the College President and on the Commission’s website, http://accsc.org.

Mt. Sierra College is regulated by the state of California. Any complaints to the state should be sent to:

Bureau for Private Postsecondary Education
P.O. Box 980618
West Sacramento, CA 95798-0618
http://www.bppe.ca.gov/
Mt. Sierra College offers degree programs in three areas of study: business, media arts and design, and technology. The College has designed its degree programs to provide students with a well-rounded education - a technology-driven, academically sound curriculum for tomorrow’s professionals.

Each program has two components: a core curriculum, which are the courses directly relating to the field of study, and a general education curriculum. The core curriculum for each degree major is intended to provide students with a progressive foundation in their field of study, preparing them for positions in the working world. The majority of core courses include hands-on experience or lab simulations in a virtual environment to maximize the students’ education.
A strong interdisciplinary general education is an important component of every Mt. Sierra College degree. Students learn important critical thinking skills that will be valuable in daily life as well as in the academic setting. Students acquire information literacy competencies to encourage them to become effective lifelong learners. Written and verbal communication skills are developed extensively throughout the curriculum in core courses as well as general education courses, to ensure that students are equipped to express themselves effectively. In addition to learning practical skills that will serve them in the workplace, students are exposed to the diversity and complexity of the world through a variety of courses, allowing them to develop a greater understanding of global and environmental factors that shape the world around them, and to prepare them for making ethical and practical decisions throughout their lives through the application of principles learned while completing their education.

All Mt. Sierra College degree programs culminate in a senior thesis or project. Students in Business and Technology will put their education to work solving real world problems facing industry leaders. Students in the Media Arts and Design department create a project-based portfolio that will serve as the key to many exciting professional opportunities. Mt. Sierra College does not offer English language services, nor does it provide English Language Learners instruction. All instruction occurs in English.

Degree programs are 180 quarter credit hours in length and are designated for completion in twelve quarters over a period of 48 months. Motivated students may complete their degree program in as little as 36 months by attending year round and completing all recommended courses each term. Typical term schedules are provided for each program in the following Program Outlines. Courses may be offered in different terms than indicated in these outlines and not all courses are offered every quarter. Pre-collegiate requirements are determined by entrance assessment results. Mt. Sierra College reserves the right to amend this curriculum at any time.

Students who successfully complete the specified degree course and credit hour requirements listed for a program will be awarded the Bachelor’s degree applicable to that program.

**Bachelor of Science Degrees in Business**
- Business Administration
- Business-Entrepreneurship

**Bachelor of Arts Degrees in Media Arts & Design**
- Media Arts & Design w/concentrations in:
  - Game Arts & Design
  - Graphic Design
  - Visual Effects & Digital Video

**Bachelor of Science Degrees in Technology**
- Information Technology w/concentrations in:
  - Computer Information Technology
  - Information Security
  - Telecommunications Technology

* Although Mt. Sierra College continues to offer some courses online, all fully online programs are scheduled for a Programmatic Teach Out and the College is no longer accepting students into any of its fully online programs.
Business Degree Programs

Bachelor of Science Degree Program

Business Administration

With a presence in virtually every sector of the economy, Business Administration continues to be a heavily sought-after skill with universal appeal. When you include the integration of technology into standard business practices, then you have moved into the business of the twenty-first century.

Business Administration graduates have skills fostered by hands-on labs and small classes taught by faculty with years of industry experience. General education courses selected for their applicability to Business Administration create a balance of knowledge. Students study technology challenges that face today’s businesses. The result: graduates who are prepared to take on national and international business challenges, grounded in a fundamental and sound understanding of management and technology. Preparation sets the Mt. Sierra College graduate apart from the competition. Challenging courses emulate future workplace tasks. When that first day on the job arrives, graduates have the confidence and skills to communicate effectively, evaluate strategies, and implement vision.

Graduates with a Bachelor of Science degree in Business Administration are prepared to move into the professional world in entry-level positions such as Administrator, Analyst, Bookkeeper, Accounting Clerk, Human Resources, Project Manager, and Sales Agent or Sales Representative.

Program Outline Curriculum & Degree Requirements

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Type</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>First Term</td>
<td>BUS 101</td>
<td>Introduction to Business &amp; Lab</td>
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<td>ENG 080</td>
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<td>PGT 115</td>
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<td>Second Term</td>
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<td>Introduction to PC Hardware</td>
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<td>ECO 101</td>
<td>Economic Principles</td>
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<td>Business Analysis &amp; Management</td>
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<td>BUS 490</td>
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<td>CIT 101</td>
<td>College Algebra</td>
<td>if MTH 080 is required</td>
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<td>MTH 080</td>
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<td>ENG 155</td>
<td>Critical Thinking</td>
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<td>ECN 250</td>
<td>Economics II</td>
<td>if MTH 080 w “C” or higher</td>
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<td>Third Term</td>
<td>MTH 135</td>
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<td>MTH 080</td>
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<td>PHY 145</td>
<td>Critical Thinking</td>
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<td>ACC 101</td>
<td>Accounting Basics I</td>
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<td>SEC 130</td>
<td>Introduction to Information Security</td>
<td>CTT 101</td>
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<td>Fourth Term</td>
<td>ACC 102</td>
<td>Accounting Basics II</td>
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<td>SPH 305</td>
<td>Speech Communications</td>
<td>ACC 101 w “C” or higher</td>
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<td>CTT 210</td>
<td>Introduction to Database Administration</td>
<td>CTT 102</td>
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<td>Fifth Term</td>
<td>BUS 101</td>
<td>Business Law</td>
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<td>MKT 210</td>
<td>Marketing I</td>
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<td>PCL 210</td>
<td>Political Science</td>
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<td>Sixth Term</td>
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<td>Managerial Economics</td>
<td>ECO 250</td>
<td>Core</td>
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<td>MGT 310</td>
<td>Business Management I</td>
<td>BUS 101</td>
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<td>HUM 305</td>
<td>History of Civilization</td>
<td>MTH 135 w “C” or higher</td>
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<td>Seventh Term</td>
<td>ACC 300</td>
<td>Computerized Accounting</td>
<td>ACC 101</td>
<td>Core</td>
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<td>MGT 310</td>
<td>Business Management II</td>
<td>MGT 310</td>
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<td>PGT 130</td>
<td>Information Literacy &amp; Advanced Research</td>
<td>BUS 101 w “C” or higher</td>
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<td>BUS 326</td>
<td>eBusiness II</td>
<td>BUS 101</td>
<td>Core</td>
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<td>Ninth Term</td>
<td>ACC 350</td>
<td>Managerial Accounting</td>
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<td>BUS 335</td>
<td>Introduction to Management</td>
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<td>BUS 336</td>
<td>Introduction to Literature</td>
<td>BUS 101 w “C” or higher</td>
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<td>Tenth Term</td>
<td>BUS 331</td>
<td>Professional Writing</td>
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<td>BUS 327</td>
<td>Project Management</td>
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<td>MGT 430</td>
<td>Management Science I</td>
<td>BUS 101</td>
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<td>Eleventh Term</td>
<td>MGT 430</td>
<td>Management Science I</td>
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<td>PSY 215</td>
<td>Psychology</td>
<td>BUS 101</td>
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<td>Twelfth Term</td>
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<td>PMT 410</td>
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<td>PNL 400</td>
<td>Ethics &amp; Legal Issues</td>
<td>if MTH 135 w “C” or higher</td>
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<td>Fifteenth Term</td>
<td>BUS 400</td>
<td>Leadership: Building &amp; Managing Success Teams</td>
<td>PMT 410</td>
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*Pre-collegiate Credits 8
Core Credits 120
General Education Credits 40
Total Required Credits (excluding pre-collegiate courses) 168
Business - Entrepreneurship

As a significant contributor of jobs and innovations, entrepreneurship is vital to the stability of the American economy. Having a million dollar idea is one thing, but having the education and skill to execute the idea and turn it into a successful business is another. Enter Mt. Sierra College and the true entrepreneur.

Knowledge is indeed power when starting a new business or when integrating skills with other forward-thinking companies. The Entrepreneurship degree provides students with the skills to both launch a new business or to function successfully in an established corporation that employs entrepreneurial management strategies.

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

Students in the Entrepreneurship Program receive a solid foundation in a variety of business-based courses taught by faculty with years of professional experience, rounded out with courses in computer and information technology. Classes are designed to enhance an understanding of business and technology assessment, analysis, organizational growth, and management. In addition, students gain a working knowledge of essential computer and information technology. General education courses selected for their applicability to entrepreneurship make up the balance of classes. Hands-on labs and optional faculty-supervised internships put classroom learning into action.

With a bachelor’s degree in Entrepreneurship, graduates are especially equipped to start a business of their own or to enter the workforce in entry-level positions similar to those in the Business Administration degree including Management or Technical Consultant, Market Researcher, Budget Analyst, Risk Analyst, Sales Analyst or Sales Representative in a variety of fields.

Business Entrepreneurship Program Online: Curriculum & Degree Requirements

<table>
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<tr>
<th>Term</th>
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*Pre-collegiate Credits: 5
Core Credits: 120
General Education Credits: 40
Total Required Credits (including pre-collegiate courses): 160

Mt. Sierra College Academic Programs
Media Arts & Design Degree Programs

Bachelor of Arts Degree Programs

Media Arts & Design with concentrations in

- Graphic Design
- Game Arts & Design
- Visual Effects & Digital Video

The Mt. Sierra College programs in Media Arts and Design have been created to turn students’ passionate dreams into vivid reality. The Bachelor of Arts in Graphic Design, Game Arts and Design, and Visual Effects and Digital Video concentrations are designed for students who are creative, enjoy working with computers and traditional artistic techniques, and who would like to enter the exciting fields of graphic design, computer graphics, game development, and digital entertainment. Students prepare for careers in media design, audio/visual production, video program development, and animation using industry-based standards that yield professional results.

Producing graduates who can effectively communicate an idea or concept using a wide variety of technologically and creatively based tools is the goal of Media Arts and Design department. Training the eye to understand and create art appropriate for use in business, arts and entertainment, education, and media is an important foundation to these programs. Educated specialists with creative talent, technical expertise and an ability to communicate effectively and critically will continue to be in demand.

Students are given the opportunity to learn many creative techniques that are employed in the business of media arts and design. Creating effective design products that promote business, industry and artistic goals is the driving force behind the Media Arts and Design degree programs. Through a solid understanding of critical thinking, communication skills and other general education courses, hands-on experience using the latest hardware and software applications, students will combine the use of cutting age technology with traditional design principles in solving challenges faced by the changing and diverse global marketplace. Mt. Sierra College students will be guided in their exploration and creative development by a caring faculty with strong and varied industry experience.

Students enrolling in one of these three degree concentrations will, during the first quarters of enrollment, explore the foundations of media arts and design. Students receive hands-on, practical and theoretical experiences in design, drawing, digital illustration, typography, storytelling, animation, sound, web authoring, business marketing, and general education.

Based upon a greater understanding of and exposure to the many opportunities that exist within media arts and design, students will take the bulk of their courses in their specialty of Game Arts and Design, Visual Effects and Digital Video, or Graphic Design. All programs culminate in a project-based senior thesis, the foundation to a working portfolio. Students provide the passion and creativity, and Mt. Sierra College will provide the palette and electronic brush.
## Game Arts & Design Program Outline: Curriculum & Degree Requirements

<table>
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<th>Term</th>
<th>Course</th>
<th>Description</th>
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<td>Character Studies/Rigging &amp; Lab</td>
<td>GAMA 252, GAMA 262</td>
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<td>Character Modeling Design &amp; Lab</td>
<td>GAMA 252, GAMA 262</td>
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<td>GAMA 252, GAMA 262</td>
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<td>GAMA 350</td>
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<td>Ninth Term</td>
<td>GAMA 350</td>
<td>Alternative Techniques in 3D &amp; Lab</td>
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<td>Beginning Scripting for Games &amp; Lab</td>
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<td>Fourteenth Term</td>
<td>GAMA 410</td>
<td>Senior Thesis for Gaming I</td>
<td>GAMA 420, PST 315, 100% Units</td>
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<td>GAMA 360</td>
<td>Ethics &amp; Legal Issues</td>
<td>GAMA 420, PST 315, 100% Units</td>
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<td>Senior Thesis for Gaming II</td>
<td>GAMA 420, PST 315, 100% Units</td>
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<td>Fifteenth Term</td>
<td>GAMA 412</td>
<td>Senior Thesis for Gaming II</td>
<td>GAMA 420, PST 315, 100% Units</td>
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<td>PAPA 147</td>
<td>Composition II</td>
<td>GAMA 420, PST 315, 100% Units</td>
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<td>DT 426</td>
<td>Career Strategies</td>
<td>GAMA 420, PST 315, 100% Units</td>
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**Pre-collegiate Credits:** 8  
**General Education Credits:** 40  
**Total Required Credits:** 120
**Graphic Design**

Pixels and pencils come together for Graphic Arts and Design students. The world of entertainment, education and business requires a media arts and design professional who can tackle a wide variety of challenges using proven design techniques with the latest technology. Students specializing in this area will develop the ability to create websites, presentations, brochures, educational materials, and other media that promote a concept or product. Students will learn how to create a distinctive “look” for promotional, print, graphic designs, brochures, logos, packaging, illustrations, billboards and advertisements. Creating a sense of energy and excitement through the use of images and words are the hallmarks of Graphic Arts and Design. Graduates will have the ability to become entrepreneurs and freelance artists within the expanding world of media arts and design.

Students specializing in Graphic Arts and Design will pursue coursework in Web Commerce, Interactive Design, and Publication and Packaging Design that will allow the student to explore areas of specialized interest.

In addition to many of the opportunities available to graduates from other Media Arts & Design concentrations, Graphic Design graduates are equipped for entry-level careers such as Graphic Artist, Computer Artist, Digital Illustrator, Digital Imaging Specialist, Layout Artist, Production Artist, Desktop Publisher, Production Coordinator, Prepress Technician, Web Designer, Assistant Art Director, Multimedia Artist, Animator, Web Developer, Interactive Designer, Multimedia Programmer, and Multimedia Producer.

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**Graphic Design Program Outline: Curriculum & Degree Requirements**

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Credits</th>
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<td><strong>Second Term</strong></td>
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<td>Design Basics</td>
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<td>College Algebra</td>
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<td>Animation &amp; Lab</td>
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<td>DES 202</td>
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<td>Digital Imaging II for Gaming &amp; Lab</td>
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<td>Typography and Layout II</td>
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<td>DES 201</td>
<td>Identity Design &amp; Lab</td>
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<td>Information Literacy &amp; Advanced Research</td>
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<td>DES 403</td>
<td>Packaging Design</td>
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<td>Career Strategies</td>
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*Pre-collegiate Credits
B Core Credits
GE General Education Credits
Total Required Credits (including pre-college courses) 180
Visual Effects & Digital Video

The Visual Effects and Digital Video student is always in motion. Professionals in the visual effects and digital video field cut through the clutter and deliver a lot of information in a short amount of time. Visual Effects & Digital Video is design in motion and visual storytelling.

The curriculum of the Visual Effects & Digital Video program prepares students with the technological and design foundations to develop a digital portfolio worthy of entry-level positions. These roles support the demands of television, film, the Internet, and a myriad of other media outlets that rely on animated graphic design and seamlessly composited digital video. The program meets its mission by providing students with aesthetic and design awareness, technical skills and lifelong learning strategies that will assist them in launching their careers.

With a specialty in Visual Effects and Digital Video, students will explore the world of sound, digital video, advanced 3-D principles, and compositing that will round out a strong expertise in visual effects and digital video.

Visual Effects and Digital Video graduates are prepared for a variety of entry-level career opportunities in the film, video, television or corporate communications fields as Production Assistant, Assistant Director, Digital Artist, Production Artist and Designer, Motion Graphics Designer, Visual Effects Specialist, Audio-Visual Collections Specialist, Broadcast and Sound Production Technician, Camera Operator or Film and Video Editor, as well as many of the opportunities associated with other Media Arts and Design concentrations.
Technology Degree Programs

Bachelor of Science Degree Program

Information Technology with a concentration in Computer Information Technology

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

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

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

Information Technology with a concentration in Information Security

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

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

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

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

Mt. Sierra College has designed its Information Security degree program to meet the training standards of the United States National Security Agency for Information Security Programs (INFOSEC) professionals.

Information security is of ever-increasing concern. Securing the economic and information highway is of national and international importance. In addition to many of the careers listed for Computer Information Technology, students graduating with a specialization in Information Security will be prepared for entry-level professional opportunities that include Security Architect and Technologist, Security Analyst, Security Software Developer and Software Design Engineer.

Program Outline Curriculum & Degree Requirements

**Term** | **Course** | **Description** | **Prerequisites** | **Type** | **Credits**
--- | --- | --- | --- | --- | ---
**First Term**

BUS 101 | Introduction to Business & Lab | None | Core | 4
ENG 105 | Basic English | None | Core | 4
ENG 125 | Technical Mathematics (precalc) | None | Core | 4
PMT 101 | College Research & Study Skills | None | Core | 4

**Second Term**

CIT 101 | Introduction to PC Hardware | None | Core | 4
CIT 120 | Local Area Networks I | None | Core | 4
ENG 125 | Technical Mathematics (precalc) | None | Core | 4
PHL 145 | Critical Thinking | None | Core | 4
TCT 110 | Telecommunications Technology | None | Core | 4

**Third Term**

CIT 102 | Introduction to PC Operating Software | CIT 101 | Core | 4
ENG 155 | Advanced English Composition | ENG 135 w/ "C" or higher | Core | 4
MTH 080 | Technical Mathematics | ENG 135 w/ "C" or higher | Core | 4
PHL 145 | Critical Thinking | ENG 080 w/ "C" or higher | Core | 4
TCT 110 | Telecommunications Technology | None | Core | 4

**Fourth Term**

CIT 102 | Introduction to Wireless Communications | CIT 102 | Core | 4
PHL 145 | Critical Thinking | ENG 080 w/ "C" or higher | Core | 4
MTH 080 | Technical Mathematics | ENG 080 w/ "C" or higher | Core | 4
SEC 130 | Introduction to Information Security | CIT 102 | Core | 4

**Fifth Term**

CIT 210 | Introduction to Database Administration | CIT 102 | Core | 4
PHM 305 | Speech Communications | ENG 155 w/ "C" or higher | Core | 4
TCT 110 | Introduction to Data Communications | TCT 100 | Core | 4

**Sixth Term**

SEC 120 | Networking Administration I | None | Core | 4
POL 210 | Political Science | TCT 100 | Core | 4
SEC 145 | Intrusion Detection | TCT 100 | Core | 4

**Seventh Term**

CIT 235 | Networking Administration II | CIT 230 | Core | 4
HUM 205 | History of Civilization | ENG 135 w/ "C" or higher | Core | 4
SEC 250 | Network Security | TCT 100 | Core | 4

**Eighth Term**

CIT 330 | Wide Area Networks I | CIT 210 | Core | 4
CIT 350 | System Analysis & Design | ENG 155 w/ "C" or higher | Core | 4
PMT 315 | Information Literacy & Advanced Research | None | Core | 4

**Ninth Term**

CIT 335 | Wide Area Networks II | CIT 330 | Core | 4
CIT 355 | Introduction to Linux | CIT 300 | Core | 4
ENG 335 | Introduction to Literature | ENG 135 w/ "C" or higher | Core | 4

**Tenth Term**

ENG 300 | Professional Writing | BLU 101 | Core | 4
PMT 310 | Project Management | None | Core | 4
SEC 355 | Security Design | None | Core | 4

**Eleventh Term**

ENG 340 | Internals I | CIT 330 | Core | 4
SOC 165 | Sociology | None | Core | 4
SEC 280 | Disaster Recovery | TCT 102, TCT 110 | Core | 4

**Twelfth Term**

CIT 420 | Network Management I | CIT 300 | Core | 4
SOC 270 | White Area Network Security | TCT 110 | Core | 4
SEC 300 | Unix/Linux Security | None | Core | 4

**Thirteenth Term**

PSY 215 | Psychology | CIT 420 | Core | 4
SEC 275 | Server Security | CIT 230, CIT 215 | Core | 4
SEC 305 | Computer Forensics | None | Core | 4

**Fourteenth Term**

PHL 405 | Ethics & Legal Issues | CIT 230, CIT 215 | Core | 4
PMT 410 | Senior Project I | TCT 315, TCT 315 | Core | 4
SEC 315 | Network Security Management | TCT 315 | Core | 4

**Fifteenth Term**

PMT 425 | Career Strategies | PMT 410, PMT 305 | Core | 4
PMT 425 | Senior Project II | PMT 410, PMT 305 | Core | 4
SEC 320 | Wireless Security | CIT 420 | Core | 4

**Total Required Credits (excluding pre-collegiate courses): 180**
Bachelor of Science Degree Program

Telecommunications Technology

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

The program has the following eight areas of focus: general telecommunications, telephony and data communications, wireless technologies, emerging technologies, networking, Internet and intranet technologies, computer information systems, and general education. Voice and data communication, local and wide area network administration, switching systems, computer/telephony integration, Windows, UNIX and LINUX operating systems, broadband, Internet/networking, wireless technology, and transport protocols are covered in detail. Project management is also a key part of the Telecommunications program. All core courses include a hands-on lab to maximize the educational experience. Students learn how to integrate the various aspects of telecommunications into practical solutions for today's business and professional environment.

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

Telecommunications Technology is designed for those students interested in computer hardware, establishing and maintaining network systems, and telephony and data communications. Graduates are prepared for entry-level careers such as Telecommunications Specialist, Computer and Telecommunications Equipment Installer and Repairer, Help Desk Specialist, Information Systems Technical Support Specialist, Network Administrator, Telecommunications Systems Analyst, Network and Traffic Engineer, LAN/WAN Administrator, Voice/Data Analyst, Wireless Communications Specialist, Data Processing Specialist, Information Service Administrator, Router Engineer, Project Manager and other related positions in the technology field.
### Course Descriptions

**Mt. Sierra College Course Descriptions**

**ACC-101** Accounting Basics I  
**Prerequisite(s): None**  
In this course, students learn the fundamentals of daily business operations, bookkeeping, setting up a general ledger, and related systems: accounts payable, accounts receivable, and payroll. Students will integrate basic accounting concepts through practices in creating journals, ledgers, financial statements, and reconciling checking and cash accounts. Students will also learn how to finance a business through capital resources and will learn how to calculate interest for capital financing.  
Credit Hours: 4  
Lecture: 4 hours

**ACC-102** Accounting Basics II  
**Prerequisite(s): ACC-101**  
This course covers accounting for promissory notes payable & receivable and the related interest calculations; the valuation of accounts receivable and inventories and property, plant & equipment, including depreciation methods and calculations; the fundamentals of partnership and corporation accounting; understanding & preparing a statement of cash flows and a basic understanding of financial statement analysis.  
Credit Hours: 4  
Lecture: 4 hours

**ACC-300** Computerized Accounting  
**Prerequisite(s): ACC 101**  
Students set up, build and maintain an accounting system in a hands-on learning environment. Additionally, students learn to work with a company’s chart of accounts, bank deposits, write & print checks, prepare bank reconciliations, invoicing, accounts payable & accounts receivable, inventory, payroll, prepare company financial statements and various other bookkeeping and accounting tasks.  
Credit Hours: 4  
Lecture: 4 hours

**ACC-350** Managerial Accounting  
**Prerequisite(s): ACC-102**  
In this course, students are introduced to effective ways to use accounting to make quantitative business decisions. Topics explored will include direct and indirect labor, overhead, capital budgeting, variance analysis, cost analysis, net present value, and internal rate of return.  
Credit Hours: 4  
Lecture: 4 hours

**BUS-101** Introduction to Business and Lab  
**Prerequisite(s): None**  
This course provides an overview of a business entity’s production, financial and marketing functions. Students examine planning, organizing, leading, and controlling theories, and explore economic, cultural, political, and technological factors. Students are introduced to basic office software applications in hands-on lab exercises.  
Credit Hours: 4  
Lab: 2 hours

**BUS-150** Business Law  
**Prerequisite(s): None**  
Students are introduced to the concepts and principles of common law and legal systems. Law contracts, torts and sales used in business transactions are also covered. An overview of international legal principles and current issues will be included.  
Credit Hours: 4  
Lecture: 4 hours

**BUS-326** eCommerce I  
**Prerequisite(s): BUS-101**  
This course introduces business-to-business (B2B) concepts, business-to-customer (B2C) concepts, and electronic and wireless transactions of commerce on a global scale. Students will learn about the availability of products and services, secure payment processing, order transaction and fulfillment, and security.  
Credit Hours: 4  
Lecture: 4 hours

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**Course Codes**

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

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<thead>
<tr>
<th>CODE</th>
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BUS-327 | eCommerce II
Prerequisite(s): BUS-326
This course is a comprehensive overview of the decisions necessary to bring a business online. It will focus on the identification of major functions of various types of e-business related application programs. It will also discuss the tools needed for appropriate consideration of current and future software and hardware, selection of a business model, acceptance of payment, marketing strategies, security, and other important issues.
Credit Hours: 4
Lecture: 4 hours

BUS-435 | Business Planning
Course Retired
This course covers the fundamentals of starting traditional and Internet businesses. Concepts covered include developing a viable business plan, developing profit/loss statements, and finding funding resources. The advantages and disadvantages of business formations such as incorporation versus doing-business-as (dba) are explored. Local, state, and federal tax implications are also covered.
Credit Hours: 4
Lecture: 4 hours

BUS-450 | Business Strategic Planning
Prerequisite(s): MGT-310
Business strategy development and policy formulation is the primary focus of this course. The functions and responsibilities of senior management, issues that affect the success of the enterprise, profitability, and decisions that shape the future of business organization are examined.
Credit Hours: 4
Lecture: 4 hours

BUS-476 | eCommerce III
Course Retired
This course analyzes the challenges that arise when building, using and updating electronic methods to conduct transactions in modern business. Specifically, the course will cover security, website design, database interfaces, and networks.
Credit Hours: 4
Lecture: 4 hours

BUS-480 | Negotiation Strategies
Prerequisite(s): MKT-215; SPH-305
In this course, students will learn the fundamentals of successful negotiation practices. Students will learn to clearly identify the dynamics of a given situation, create coalitions, manage internal decision making, effectively persuade others, organize a deal cycle, and create strategic alliances.
Credit Hours: 4
Lecture: 4 hours

BUS-485 | Management Strategies
Course Retired
In this course, students analyze current industry trends, the manner in which those trends affect overall business operations both locally and globally, and the decision-making processes prompted by these trends.
Credit Hours: 4
Lecture: 4 hours

BUS-490 | Leadership: Building & Managing Success Teams
Prerequisite(s): BUS-101; MGT-310
In this course, students will explore major theories and research on leadership and managerial effectiveness in organizations. Students will review elements of effective leadership and will explore areas such as transformational leadership, influence processes, leading teams, and leading change.
Credit Hours: 4
Lecture: 4 hours
Computer Information Technology

CIT-101  Introduction to PC Hardware and Lab
Prerequisite(s): None
Students receive in-depth exposure to computer hardware while learning to build and maintain computers. This course will enable students to understand the functionality of hardware and software components as well as suggested best practices for maintenance and safety issues. An introduction to networking is also covered. Students will assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems in the hands-on lab.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-102  Introduction to PC Operating Software and Lab
Prerequisite(s): CIT-101
Students study multiverse/multitasking operating systems to understand how operating systems work with computer hardware. The course covers managing and troubleshooting today’s popular operating systems, as well as managing computer memory and support hard drives and printers. The hands-on lab will help students learn how to select an operating system and install it on a hard drive. Also covered is the use of utilities to troubleshoot computers and upgrade operating systems.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-103  Introduction to Computers for Game Design and Lab
Prerequisite(s): None
This introductory course explores computer concepts such as hardware, software, the Internet, digital communication, storage devices and capacities, file management, networking and sharing, file types, and maintenance and security. In addition to core computer proficiencies, students will gain a professional comfort in composing word processing, spreadsheets, and presentation documents. The course will also focus on industry related materials such as sound, video, and interactive technologies. Course instruction will incorporate hands-on exercises to maximize students’ learning outcomes.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-120  Local Area Networks (LANs) I and Lab
Prerequisite(s): None
Introduction to the building blocks, components, technology, standards, and characteristics of local area computer networking is the primary focus of this course. Following the introduction of the basic concepts of networks and network system administration, students build a foundation in current networking technologies. The course provides the knowledge necessary to perform post-installation and day-to-day administration in a single-domain and multiple-domain Windows based network. In the hands-on lab students will identify features of major networking concepts, create and customize user and group accounts, administer rights and policies, and configure the user environment.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-140  Programming Fundamentals I and Lab
Prerequisite(s): None
This course provides an introduction to fundamental programming concepts. Students will learn flowcharting, logic, elements of object-oriented design, and basic coding theory using today’s popular programming and scripting languages. Various types of object-oriented programming and scripting applications will be covered. Lab exercises include the processes involved in writing and debugging computer programs and scripts.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-180  C++ Programming I and Lab
Prerequisite(s): CIT-120
This course provides the introduction to C++ programming, including top down planning, structured programming and modular design using conditional branching, looping, switch statements, operations of arrays and functions. Topics covered include number system, structure of C++ programs, syntax, comments, header files, variable types, programmed decision blocks, logical operators, formatted I/O, library functions, pointer arithmetic, data files, and dynamic memory allocations. Students improve programming techniques using seven steps: defining the program objective, designing the program, writing the code, compiling, running the program; testing/debugging the program, and maintaining/modify the program. Lab exercises include designing, writing, and debugging C++ programs.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-210  Introduction to Database Management and Lab
Prerequisite(s): CIT-102
Concepts and objectives of a successful database management system (DBMS) are covered in this course. The objectives are to learn the purpose of database technology, understand the components of DBMS, develop skills to model user requirements using entity-relationships (top-down) or semantic-objects (bottom-up), explain data normalization, and understand the role of data and database administration. Also presented are concepts of database integrity and SQL language. Case studies are used to emphasize the DBMS concepts, through the use of case studies. Students are provided real-world problems, in a laboratory setting, on implementing key concepts of database management. Students have opportunities to develop and implement various aspects of database administration using systems used in modern business applications.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-220  Introduction to Wireless Communications and Lab
Prerequisite(s): CIT-102
An introduction to wireless protocols is provided for the design and management of local area networks as well as wide area networks. Students also cover topics ranging from general wireless networking to specific protocols, services and applications. Students receive applied practice in designing wireless local area networks and wide area networks utilizing appropriate protocol services, applications and utilities.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-230  Network Systems Administration I and Lab
Prerequisite(s): CIT-220
Setup, configuration, use, and support of TCP/IP and other network services on operating systems such as Microsoft Windows 2000 Server are covered in the lecture portion of this course. Students will install and configure servers based on current Windows Server operating systems, identify the network and host ID, identify the function of a subnet mask, identify the difference between static and dynamic IP routing, and configure computers running Windows server.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-240  Programming Fundamentals II and Lab
Prerequisite(s): CIT-140, PHL-145
This course focuses on writing, compiling, debugging, and executing computer programs and scripts. Students will follow top-down design and modular development techniques to create objects, events, through polymorphism, inheritance, and other methods. Lab exercises include creating and manipulating objects using popular object-oriented programming and scripting languages.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours
CIT-250 | Object Oriented Systems Analysis, Design and Lab
Course Retired
This course provides the study of design patterns commonly found in a broad range of software domains and exploration of new design techniques for applying object-oriented technology in a learn-by-example format. Lab exercises are designed to help students understand how to develop object-oriented software that is reusable, portable, and extensible.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-275 | Visual Basic and Lab
Prerequisite(s): CIT-140
This course covers how to create sophisticated Visual Basic applications capable of solving business problems. In addition, the events-driven programming model is described. Students will create an application with forms and add functionality for multiple events, as well as functions and sub-routine procedures.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-315 | Database Administration I and Lab
Prerequisite(s): CIT-210
This course covers the database administration topics, including installing and configuring the database, managing database components such as tables, queries, reports, managing database access/security, assigning user permissions, how to backup and restore databases, backup and restore considerations, importing and exporting data. Oracle or MS SQL is the platform used to explain the above objectives. Designed databases are used to explain some of the important concepts studied in this course. The labs are designed to create databases, tables, queries, and reports. Students have hands-on opportunities to administer databases that are in common use in the modern business environment.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-325 | C++ Programming II and Lab
Prerequisite(s): CIT-180
Introduction to the basics of using C++ for object-oriented programming (OOP); input/output (I/O) streams; I/O manipulators; file I/O; function and operator overloading; classes, objects, constructors, destructors and friend functions; inheritance, polymorphism, and composition; virtual base classes, virtual functions and templates are studied. Labs focus on how to create OOPS programs using association of data structures with operations.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours
CIT-330 | Wide Area Networks (WANs), Internetworking I and Lab
Prequisite(s): CIT-102
This course provides instruction in the fundamentals of interconnecting computer networks and transporting data, voice, and video applications outside a local area via common carrier lines. Interconnection equipment including bridges, routers, gateways and switches as well as Internetworking devices, the OSI reference model, data-link protocols, and network protocols are considered. Students learn to optimize server-to-server network traffic, identify generated scenarios in a CISCO environment, and identify the functions of routers in networking components and distributed networking components.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-340 | Internetteand Lab
Prequisite(s): CIT-102
This course provides instruction on Internet features, services, and capabilities of the Internet. Browsers, search engines, Internet Service Providers, specialty sites, and the World Wide Web will be studied to facilitate designing and publishing WEB home pages. How to author, design, and publish WEB pages will be explored, as well as evolution of the Hyper Text Mark-up Language (HTML), dHTML, CSS, and Javascript. Students will create and design their own WEB site and home pages using text editors, HTML Editors, HTML, word processor add-ins, and conversion tools. Students will explore, in an experimental way, business and personal applications of effective website and Internet applications.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-335 | Wide Area Networks (WANs), Internetworking II and Lab
Prequisite(s): CIT-202; CIT-330
This course provides an in-depth look at network support professionals who install, configure, customize, and support CISCO operating systems. Also discussed are routing concepts and networking utilities provided by various vendors. In the laboratory portion of the course, students are offered hands-on opportunities to install, configure and support a variety of routers. Students learn to troubleshoot and handle common problems in LAN, WAN, and wireless applications.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-345 | Internetteand Lab
Prequisite(s): CIT-340
This course expands on the services and capabilities of the Internet by focusing on Internet Commerce. Topics such as design, revenue, and security will be covered. Students will design eCommerce websites using the tools covered in CIT 340, Internet I, as well as plug modules designed to handle payment, shipping and security.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-350 | Introduction to UNIX and Lab
Prequisite(s): CIT-102
This course is designed to familiarize technical and non-technical students with operating and networking systems other than Microsoft. The student is introduced to the multi-user, multi-tasking operating system UNIX/Linux through the examination of its features and analyzing applications. Application of UNIX operating commands occurs in a hands-on environment. Students will be able to apply theory to a practical application of UNIX operating system features.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-355 | Introduction to Systems Analysis & Design and Lab
Course Retired

CIT-370 | UNIX Scripting and Lab
Prequisite(s): CIT-180; CIT-353
Application of UNIX and Linux popular scripting languages is the focus of this course. Students will develop an understanding of the shell, including various commands and syntax and all available major text filtering tools. Students gain practical experience in basic and advanced shell programming techniques. Students will use scripting languages in the development of actual programs.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-380 | UNIX Systems Administration and Lab
Prequisite(s): CIT-370
This course addresses UNIX/Linux administration, command line tools, and troubleshooting system-level problems. Students will gain practical experience as a UNIX Administrator by actually administering UNIX/Linux and developing problem solving strategies in a real world environment.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-405 | Structured Query Language (SQL) and Lab
Prequisite(s): CIT-180; CIT-315
The course covers high performance database management systems designed to meet the demanding requirements of distributed client/server computing, supporting very large databases through its integration with Open Database Connect technology. Students learn to write and execute SQL code using Microsoft or Oracle tools. Students put into practice database design, indices, joins, sub queries, views, data integrity, creating and filtering a database, selecting data, sorting, grouping and joining tables.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours
CIT-420 | Network Management I and Lab
Prerequisite(s): CIT-425
This course provides the skills to plan and implement network operating systems. Topics cover proper use of networking protocols, as well as networking services such as DHCP, DNS, WINS, RA, IP Routing and IP Security. Using Windows 200xx, students will design, implement, and support the server in a multi-domain enterprise environment. Students will create a measurement baseline by collecting data, creating log files, and viewing the reports of the log files. Students participate in hands-on use of OSI-based network management software and other network management platforms.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-425 | Network Management II and Lab
Prerequisite(s): CIT-420
This course covers the integration of network management approaches to multiprotocol internetworks. Simple Network Management Protocol (SNMP) is also covered in depth. Emphasis is placed on one of the following: HP Open View, IBM’s View Point, or other popular network management tools. Experience in configuring and operating interconnectivity hardware and popular network management software is included.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-445 | Perspective Drawing and Lab
Prerequisite(s): CIT-425
This course expands on the concepts of CIT-420, Network Management I, by focusing on applied network management functions. This course includes configuring, administering, and troubleshooting services available within a network infrastructure such as DNS, DHCP, PPP, RAS, as well as active directory objects such as users and groups. Students are provided a hands-on opportunity to configure routers, build an intranet with multiple networks and routing protocols utilizing a variety of media.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-465 | Programming with JAVA and Lab
Course Retired
Techniques to develop applications for the desktop environment and Internet will be addressed in this course. Students in this course will write their own program using either the Microsoft environment, or the Abstract Windowing Toolkit (AWT) in combination with JAVA applications called applets. Hands-on experience are given in the creation of JAVA programs and data modelling using JAVA syntax.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-490 | Computer Aided Software Engineering (CASE) Tools and Lab
Course Retired
Tools used to automate software construction and aid in the analysis and design of large software systems—computer-based software engineering tools are discussed and applied. Topics include team-work, software standards and processes, personal software processes, software engineering (CASE) tools (i.e., CASE tools for classical and object-oriented software specification, analysis, design, verification, validation, testing, and maintenance. Students write complete code using event-flow, state-transition, data-flow, and other such analysis and design diagrams in a laboratory setting.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-107 | Life Drawing and Lab
Course Retired
This course covers life drawing and visualization. Line and value drawing will also be explored, utilizing models and objects. The elements of design will be emphasized when observing still-life settings and when producing the rendered image.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-110 | Digital Photography and Composition and Lab
Prerequisite(s): DES-100 and DES-140 or CIT-430 and GAM-100
The class will explore, but will not be limited to, the digital aspects of photography. Photography is studied for its functional aesthetic values, and for its role in the world of art and design. Emphasis is placed on the creative approach to picture taking and making. Students are introduced to many types of photographic styles and techniques. Hands-on control of photo equipment and techniques, experimentation, problem solving, and portfolio development are critical to the course.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-108 | Perspective Drawing and Lab
Prerequisite(s): DES-107
This course covers perspective drawing and visualization. This course presents 1-, 2-, 3-point perspective as well as basic visualization techniques utilizing traditional drawing instruments. Line and value drawing will also be explored utilizing objects. The elements of design will be emphasized when observing still-life settings and when producing the rendered image.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-111 | Drawing II and Lab
Course Retired
This course will refine the drawing techniques presented in Drawing I, focusing on compositional organization. Different styles of illustration, different media and new techniques of drawing will be explored to produce various solutions to visual communication problems.
Credit Hours: 3
Lecture: 2 hours
Lab: 2 hours

DES-120 | Typography/Layout and Lab
Prerequisite(s): None
This course introduces students to the basics of layout and typography using the elements and fundamentals of design. The skills necessary to design and produce basic to complex page layouts, whether for print or digital delivery, will be covered. Page composition tools will be used to solve problems encountered in publication design.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-130 | Design Basics and Lab
Prerequisite(s): None
This course is an overview of basic design principles and the considerations involved in graphic design/visual communications theory—making meaningful, creative visual messages, presented for information, identification, persuasion and entertainment use. The course introduces techniques of conceptualization, design, and production that can be applied to general visual communication and applications commonly used by professionals in the design industry.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-135 | Graphic Design and Lab
Prerequisite(s): None
This course introduces students to the basics of layout and typography using the elements and fundamentals of design. The skills necessary to design and produce basic to complex page layouts, whether for print or digital delivery, will be covered. Page composition tools will be used to solve problems encountered in publication design.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-140 | Digital Photography and Composition
Prerequisite(s): DES-100
This course covers perspective drawing and visualization. This course presents 1-, 2-, 3-point perspective as well as basic visualization techniques utilizing traditional drawing instruments. Line and value drawing will also be explored utilizing objects. The elements of design will be emphasized when observing still-life settings and when producing the rendered image.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours
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<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Credit Hours: 4</th>
<th>Lecture: 3 hours</th>
<th>Lab: 2 hours</th>
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<tbody>
<tr>
<td>DES-112</td>
<td>Information Visualization and Lab</td>
<td>Course Retired</td>
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<tr>
<td>DES-120</td>
<td>Digital Illustration I and Lab</td>
<td>This course will cover the industry standard digital illustration tools used in the visual communications area. The fundamental concepts of professional illustration, logo production and label design are covered. The design and illustration process is emphasized in the construction of portfolio level illustrations.</td>
<td>Prerequisite(s): DES-120</td>
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<tr>
<td>DES-121</td>
<td>Digital Illustration II and Lab</td>
<td>This course covers computer illustration in the vector environment, furthering the knowledge and skills presented in Digital Illustration I. Students will develop aesthetic and communication skills that will be used to create illustrations and visual concepts used in the art and design industry. The course will also study the style and philosophies of other artists and illustrators. The development of a personal style will be encouraged.</td>
<td>Prerequisite(s): DES-120</td>
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<tr>
<td>DES-130</td>
<td>Digital Imaging I and Lab</td>
<td>This course will cover the core, industry standard digital imaging tools used in the visual communications area. The fundamental concepts of professional imaging, the basics of bitmapped image manipulation, and digital output resolution requirements for print and multimedia is also discussed. The design development and production process are reinforced in the construction of a variety of compositions.</td>
<td>Prerequisite(s): DES-100; DES-108; DES-140</td>
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<tr>
<td>DES-140</td>
<td>Introduction to Macintosh Computers and Lab</td>
<td>Students learn the operation of Macintosh computers and computer basics such as booting up the computer, mouse functions, and desktop environments. Instruction covers Macintosh operating systems, Life, Microsoft Office Suite, and the internet. Focus will be placed on how to set up and manage files, move in and out of various programs, and how to manage memory and extensions. Other topics that will be discussed include scanner operation, disk drives, CD-ROMs, DVDs, sound and movie player operations, and configuration of peripheral devices.</td>
<td>None</td>
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<tr>
<td>DES-190</td>
<td>Design Concepts and Lab</td>
<td>Course Retired</td>
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<tr>
<td>DES-200</td>
<td>Design Concepts and Lab</td>
<td>This course focuses on the realm of ideas, design problem solving, and creativity enhancement techniques as applied to the media fields. Through both visual and verbal exercises and advanced projects augmented with research, students will be encouraged to evolve their own individuality and unique aesthetics as relevant to their specific career goals.</td>
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<td>DES-201</td>
<td>Identity Design and Lab</td>
<td>This course offers an introduction to the principles of symbol, trademark, and iconography design. The development of corporate identity systems, color and typographic considerations, and motion/sequential applications will also be covered.</td>
<td>Prerequisite(s): DES-121; DES-201</td>
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<td>DES-210</td>
<td>Animation and Lab</td>
<td>Background, techniques, and tools of basic animation such as squash and stretch, secondary action, anticipation, exaggeration, timing, staging, arc motion, and perspective. While concentrating on character development, the course also introduces pencil-test/camera recording for animation. Focus includes key frame-based digital animation tools and motion as an expressive design component.</td>
<td>Prerequisite(s): DES-108</td>
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<td>DES-220</td>
<td>Information Design &amp; Lab</td>
<td>This course will refine the design techniques, as well as concentrate on compositional organization, information architecture and pre-visualization. Visualization techniques using different media and new techniques of drawing and composting will be explored to produce various solutions to visual communication problems. The course will explore the ways in which design plays an important role to help clarify, illuminate, or instruct.</td>
<td>Prerequisite(s): DES-100; ENG-155; PHL-145</td>
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<td>DES-230</td>
<td>Digital Imaging II and Lab</td>
<td>Students continue the development of skills and techniques using industry standard digital imaging tools. The course also covers digital imagery as required in real production situations as well as more advanced image manipulation tools in the use of vector graphic, photo retouching, and filters. The design development and production process are reinforced in the construction of professional compositions. In addition, the course includes detailed coverage of the output of various file formats.</td>
<td>Prerequisite(s): DES-130</td>
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<td>DES-240</td>
<td>Sound I and Lab</td>
<td>Introduction to sound begins as an overview of sound elements, formats and file types. This course provides an opportunity to learn many aspects of audio production through demonstrations and hands-on production. Students receive instruction in recording sound, music, voice-over techniques, editing sound, sound effects and mixing tracks using non-destructive techniques utilizing the most modern professional equipment and software. This course will review many of the compression and decompression techniques and technologies that must be considered for sound production for the web, video and film, and gaming.</td>
<td>Prerequisite(s): DES-140</td>
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<tr>
<td>DES-250</td>
<td>Web Design I and Lab</td>
<td>This course is an introduction to the world of Web Design. From building web pages, integrating media, optimizing web imagery, to publishing sites for live viewing- students will gain the foundation necessary to begin creating web projects that are well-formed and meet the modern demands of a rapidly growing industry.</td>
<td>Prerequisite(s): PHL-145 and DES-130 or GAM-130</td>
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MT. SIERRA COLLEGE COURSE DESCRIPTIONS

**DES-261 | Interactive Media I and Lab**  
Prerequisite(s): DES-120; DES-210  
Students are given an introduction to motion and animation principles in design of the interactive experience. Techniques and concepts of interactive navigation, graphic user interface, and feedback will be covered. Animation principles such as squash and stretch, secondary action, etc. are further developed. Information, interaction, and presentation design are also explored through practical projects using graphics, sound, and text to enhance animation.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

**DES-280 | Digital Video and Lab**  
Prerequisite(s): ENG-260; DES-230  
Students are given an overview of video technologies, equipment and production techniques. Students are taught the principles of video production through demonstrations and hands-on production. Students will produce digital video projects to support in-class learning. The production techniques that are explored include the use of the camera, lenses, lighting, and sound equipment. Editing procedures and techniques in the post-production phase are fully examined and practiced. Students gain a thorough understanding of the video and audio formats including some basic video engineering principles as to what constitutes acceptable broadcast and audio levels. Students learn compression and decompression technologies, master video editing software, and learn the basics of copywriting.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

**DES-290 | Advanced Typography and Lab**  
Prerequisite(s): DES-102, DES-121; DES-231  
This course is dedicated to both the creative as well as the functional possibilities of letters, words and text in graphic design. Students will be encouraged to build upon their layout skills with the relevant software, and to develop their own unique aesthetic and design sensibility through a series of portfolio-driven projects. Course will also include exercises and analysis of typographic solutions, with in-depth discussions of typographic masters and their work.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

**DES-302 | Web Design II and Lab**  
Prerequisite(s): DES-251; DES-302  
From its foundational selectors to the advanced composition of a web page, this course gives students an expert command of the web designer’s primary tool of choice—Cascading Style Sheets (CSS). Students receive hands on experience developing the appearance of web sites through the application of CSS.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

**DES-310 | Interactive Media II and Lab**  
Prerequisite(s): DES-261  
This course covers the scripting language of interactive web and designs. Using Design Tools and Flash to approach Interactive design, user interface design, defining the user experience, and the steps to develop interactive titles are also included, as well as scripting to add interactivity to interactive presentations.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

**DES-330 | Motion Graphics I and Lab**  
Prerequisite(s): DES-230  
This course provides instruction in the history, technology and design of motion and the graphic image. Working with scanned images, graphics, text and video, the process of developing a motion concept will be emphasized to produce complete motion sequences. Projects may include title sequences, commercials, TV bumpers and news graphics and other motion graphic applications. Lab exercises will be conducted to prepare students for the larger portfolio projects.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

**DES-351 | Web Design II and Lab**  
Prerequisite(s): DES-251; DES-302  
From its foundational selectors to the advanced composition of a web page, this course gives students an expert command of the web designer’s primary tool of choice—Cascading Style Sheets (CSS). Students receive hands on experience developing the appearance of web sites through the application of CSS.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

**DES-361 | Interactive Media II and Lab**  
Prerequisite(s): DES-261  
This course covers the scripting language of interactive web and designs. Using Design Tools and Flash to approach Interactive design, user interface design, defining the user experience, and the steps to develop interactive titles are also included, as well as scripting to add interactivity to interactive presentations.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

**DES-370 | Motion Graphics I and Lab**  
Prerequisite(s): DES-230  
This course provides instruction in the history, technology and design of motion and the graphic image. Working with scanned images, graphics, text and video, the process of developing a motion concept will be emphasized to produce complete motion sequences. Projects may include title sequences, commercials, TV bumpers and news graphics and other motion graphic applications. Lab exercises will be conducted to prepare students for the larger portfolio projects.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours
DES-371 | Motion Graphics II and Lab
Prerequisite(s): DES-370; DES-390
This course will focus on the communication of type, image and motion. The fundamental skills of using motion-based software will brought to production level, preparing students for working in the motion graphics industry. Utilizing the design process, students will develop mastery over the industry-standard motion software to create portfolio pieces that will illustrate their artistic and storytelling abilities. Hands-on exercises are engineered to teach and support the design and technical aspects of visual communication using motion, sound and light, and time.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-390 | 3-D Principles I and Lab
Prerequisite(s): DES-231
This course covers basic illustration in the three-dimensional environment, including perspective, primitive placement, modeling, lighting, and rendered 3-D imaging.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-391 | 3-D Principles II and Lab
Prerequisite(s): DES-390
This course builds upon the techniques of 3-D modeling, covering aspects of lighting, camera and animation. This course will also cover object metamorphosis, hierarchical motion description, motion paths, and rendering and exporting animations to other environments.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-400 | Publication Design and Lab
Prerequisite(s): DES-302; HUM-240
This course is concerned with the design considerations and problem-solving aspects of editorial layout and the interplay of typographic and pictorial components pertaining to magazines, brochures, corporate literature, books manuals, catalogs and the like. Students will generate original concepts for publication prototypes including working with actual copy and given professional marketing/demographic strategies to better assimilate real-world working conditions.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-401 | Information Design and Lab
Course Retired
This course provides an overview of the principles and considerations involved in information design and theory—making functional yet creative visual models for abstract or quantitative data, exploring how design plays an important role to help clarify, illuminate, or instruct. Students will create various projects in the areas of charts, diagrams, maps, floor plans, and assembly procedures, etc.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-403 | Packaging Design and Lab
Prerequisite(s): DES-302
Students participate in a workshop course concentrating on the development of effective, sales-driven design solutions followed through to mocked-up prototypes for various areas of packaging and product displays. Product marketing, merchandising, and branding will also be covered.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-404 | Pre-Press Design and Lab
Prerequisite(s): DES-102; DES-121; DES-231
This course will cover the principles of color and pressroom file preparation. This includes the preparation of image files known as preflight output, as well as importing and exporting of files from imaging and layout software, and other applications to image setters. The problems with output files, as used in service bureaus to produce complex and sophisticated digital images for print, are also addressed.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-410 | Senior Thesis I
Prerequisite(s): PDT-315 and DES-443 or DES-482.
Tenth term status is required.
In this course students continue portfolio work and demo reels begun in Portfolio Workshops, for use in the pursuit of their professional careers. Students will create and refine projects for the express purpose of generating a professional portfolio.
Credit Hours: 2
Lecture: 2 hours

DES-411 | Senior Thesis and Lab
Course Retired
This course will continue the development of student created portfolios and demo reels. Emphasis will be placed on adding sufficient demonstration material to be prepared to enter the marketplace.
Credit Hours: 2
Lecture: 2 hours

DES-420 | Special Effects I and Lab
Prerequisite(s): DES-482 or GAM-356
This course will survey the tools and techniques to successfully create a spectrum of effects-based animation in computer-generated imagery (CGI), using 3D software. Students will create environmental performances such as water, fire, explosions, and destruction. The course will expose the advancing 3D animation student with all aspects of digital effects animation, including particles, dynamics, and fluids.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-421 | Special Effects II and Lab
Prerequisite(s): DES-420
Through lectures, discussions, screenings, and hands-on projects students will master an in-depth understanding of visual effects processes and visual language for moving media. Topics include matte painting, animatronics, make-up effects, technical and digital animation, physical effects, composting, optics, script breakdown, and effects photography. The course addresses both the processes and the art of visual effects. Defining and integrating the entire range of skills necessary to produce visual effects for any moving media including games, television, film and the Internet.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours
DES440 | Sound II and Lab
Prerequisite(s): DES-240, DES-280
This course introduces professional techniques in sound and manipulation around the country. The best of the student work may be entered in festivals. Students will begin to develop their ideas and scripts in this class. The goals of this course are to develop the student’s ability to express original ideas on video and to instill a thorough understanding of the technical and aesthetic aspects of video production. Students are now required to produce a longer form of digital video in any genre. Students develop more of their skills in directing, working with actors, set design, advanced lighting and camera techniques. Students learn how to plan, budget and schedule a major video production and gain some insight into the business of video, film and broadcasting. Students wishing to move on to the video thesis project will begin to develop their ideas and scripts in this class. The best of the student work may be entered in festivals around the country.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES451 | Web Design III and Lab
Prerequisite(s): DES-351, DES-361
From simple rollovers to advanced animation and interaction, this course gives students a firm understanding of JavaScript’s role in web applications. Students receive practical experience for developing the behavior of web sites through the application of JavaScript.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES453 | Digital Publishing and Lab
Prerequisite(s): DES-351, DES-400
This course covers the creation of electronic publications made possible by interactive digital publishing tools. Students will explore the relationships between tradition and innovation, history and the constant evolution of technological and aesthetic trends in publication design. Theory and practice will be explored in the creation of dynamic layout design infused with media-rich material over various platforms.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES463 | Interactive Media III and Lab
Prerequisite(s): DES-361
This course covers the scripting language of interactive web. Students explore the design of human computer interfaces for the display and control of information on the computer screen, as well as crafting of the tasks of interaction design to create interface orientation, navigation, usability, accessibility, and functionality. Emphasis is placed on the planning and organization of information on the computer screen and on interface designs that provide effective feedback to the user while maintaining consistency, simplicity, and ease of operation.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES470 | Motion Graphics III and Lab
Prerequisite(s): DES-371
This course employs advanced techniques in motion design to further develop and communicate meaningful content. Utilizing type, graphics and images students will acquire mastery in the use of motion to convey meaning. Advanced skills in dynamic typography, paint, puppetry, layering, 3D space, and effects will be refined to a professional level. Using industry standard motion-based software students will produce professional level portfolio pieces.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES471 | Dynamic Web Media I and Lab
Prerequisite(s): DES-361
This course focuses on a deeper understanding of Web Design technologies by introducing relational database management systems and their impact on dynamically driven websites. The course will focus on designing web databases and interfacing with the data stored in these tables to present interactive information through a web browser. Hands on lab exercises will include creation of web applications employing a database. Topics include database design, relational tables, database connections, database queries, Content Management Systems (CMS), and multimedia related assets.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES472 | Dynamic Web Media II and Lab
Prerequisite(s): DES-471
This course brings all of the foundational web concepts under one roof to see how these technologies can coexist within web projects, while exploring their strengths and weaknesses in practice. The course will also examine Content Management Systems, giving the client the ability to make changes to predesignated aspects of their website.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES480 | Digital Video II and Lab
Prerequisite(s): DES-289, DES-370
This course emphasizes production towards the finished product. Students are taught more principles of video production through demonstrations, hands-on production and critical analysis. Students learn additional professional techniques in production: multi-camera in television and film, EFP and ENG. Projects produced in this course are combining all the techniques and skills achieved in the previous courses including sound, motion graphics and design work. These videos will be completely written and thoroughly storyboarded in the pre-production phase. Projects may be commercial, informational, documentary or narrative. Students will begin to explore scriptwriting for film and television.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES481 | Digital Video III and Lab
Prerequisite(s): DES-480
This course covers methods of compositing imagery from diverse sources into a convincing visual effects shot. Students will go “beyond the buttons” and learn how and why a composites effects shot is believable. Source material will include 3D and 2D computer generated images, live action, and still photography. Advanced skills in color keying, matting, layering, image manipulation, effects creation, lighting effects, color correction, tracking, painting, retouching and rotoscoping will be used to produce professional level portfolio pieces.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES482 | Compositing and Effects and Lab
Prerequisite(s): DES-371; DES-391; DES-461
This course fully explores the higher-level animation capabilities of 3-D, directing students in the development of concept through execution of the 3-D animation. Students will gain a thorough understanding of the entire process of 3-D animation and be able to integrate 3-D technology in a variety of other media.
Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours
Economics

ECN-150 | Economics I
Prerequisite(s): None
This course provides an introduction to Economics presenting the basic interactions of individuals, firms and government in a market-oriented economy. The course includes analysis of supply and demand, scarcity, market prices, interest rates, and the role of monetary and fiscal policies in promoting economic growth and stability.
Credit Hours: 4
Lecture: 4 hours

ECN-250 | Economics II
Prerequisite(s): ECN-150
Students learn the principles of pricing cost analysis, aggregate economic analysis, marketing systems, and international trade and policies.
Credit Hours: 4
Lecture: 4 hours

ECN-350 | Managerial Economics
Prerequisite(s): ECN-250
In this course, students will study different markets and the businesses that function within those markets. The decision making process will be explored with special emphasis on marginal analysis, opportunity cost, cost of production, labor markets elasticity, supply and demand, monopoly, oligopoly, consumer theory, and perfect competition.
Credit Hours: 4
Lecture: 4 hours

English

ENG-080 | Evolving English
Prerequisite(s): None
In this course, students learn the basic elements of good sentence and paragraph level writing with an emphasis on the presentation and practical application of proper sentence level and paragraph level writing, particularly for an academic environment. Students are prepared for college-level composition courses. Placement in ENG-080 is determined by the analysis of the student’s writing assessment completed upon application to Mt. Sierra College.
Non-degree applicable.
Credit Hours: 4
Lecture: 4 hours

ENG-135 | English Composition
Prerequisite(s): ENG-080 w/minimum grade of ‘C’
This course covers fundamental skills of composition writing, which include following an outline and developing a written document logically and with proper citations. How to write a basic editorial composition utilizing correct grammar, cohesive sentence structure, and a clear thesis with appropriate support is also covered. In addition, the course focuses on how to read more effectively, as well as edit one’s own work. Students must pass a Common Writing Final Exam and earn a ‘C’ or higher in order to proceed to ENG-155.
Credit Hours: 4
Lecture: 4 hours

ENG-155 | Advanced English Composition
Prerequisite(s): ENG-135 w/minimum grade of ‘C’
Building on the skills acquired in English composition, this course continues to develop the student’s ability to read, analyze, and evaluate, as well as write essays and articles that both enhance an appreciation of the written word and provide the opportunity to utilize and apply the various modes of discourse in compositions, culminating in written research projects.
Credit Hours: 4
Lecture: 4 hours

ENG-090 | Introduction to Mythology
Prerequisite(s): ENG-155 w/minimum grade of ‘C’
Students are introduced to the fundamental building blocks of the archetypal story through exploring original myths from the ancient Greek, Roman, Germanic, Celtic traditions, as well as from selected non-European traditions.
Credit Hours: 4
Lecture: 4 hours

ENG-090 | Storytelling
Prerequisite(s): ENG-155 w/minimum grade of ‘C’
This course explores the writing experience. Students will learn the history of storytelling, working with different media (epic poems, plays, short stories, comic books and screenplays) through exercises inside and outside of class. These exercises will familiarize the students with the fundamental elements used in writing a narrative, including characters, the 3-act structure, scene construction, conflict and resolution, and lines of action and counteraction. Students will complete original narrative writing assignments, including revised drafts, in each of the various forms studied.
Credit Hours: 4
Lecture: 4 hours

ENG-090 | Professional Writing
Prerequisite(s): ENG-135 w/minimum grade of ‘C’
This course offers students the skills needed to expand the principles of writing into a professional context. Emphasis will be placed on the principles of professional writing in common applications, as the course will include electronic communication, oral reporting, reports, and correspondence. Students may also learn to create online documents for communication purposes.
Credit Hours: 4
Lecture: 4 hours

ENG-090 | Introduction to Literature
Prerequisite(s): ENG-155 w/minimum grade of ‘C’
This course explores the form and content of fictional stories, poems, and plays, providing the student with the opportunity to examine the artistic problems encountered and solved by the creators of these works. Emphasis is placed on the narrative style, the artist’s objective, and the artist’s point of view. The instruction provides the means to sharpen critical skills and to participate in the creation, development, and telling of stories.
Credit Hours: 4
Lecture: 4 hours

ENG-090 | Story & Character Development in Games
Prerequisite(s): ENG-260
In this class the student learns the essence of good storytelling and explores the process of writing stories for games. Included in this course are character development concepts, plot development, interactivity and branch points. The classic dramatic arc is examined along with a discussion of the 36 dramatic situations. Also included are methods and techniques for conveying story elements in games via visual and audio queues.
Credit Hours: 4
Lecture: 4 hours
Finance

- **FIN-301 | Finance**
  Prerequisite(s): ACC-360, MTH-135
  Students will learn the three major financial areas involving the financial system, investments, and business finance. The focus is on the practice of finance which includes the role of the financial system to a nation’s economy, the concepts of the time value of money, how businesses raise funds, and how financial management obtains information from the financial markets to efficiently and profitably manage assets.
  Credit Hours: 4
  Lecture: 4 hours

- **FIN-311 | Finance I for Entrepreneurs**
  Prerequisite(s): ACC-102, MTH-135
  In this course, students will learn the fundamentals of recognizing sound financial opportunities and will learn to evaluate those opportunities through the examination and interpretation of financial data which include balance sheets, income statements, cash flow statements, and related financial information from various industry and competitor financial data reporting mechanisms.
  Credit Hours: 4
  Lab: 4 hours

- **FIN-321 | Financial Management for Entrepreneurs**
  Prerequisite(s): FIN-311
  This course analyzes how to manage cash flow considerations such as excess cash, deficient cash positioning, and daily operations. Students also apply tools for determining growth opportunities, marketing share, and financial positioning through product, location, and/or service development and expansion.
  Credit Hours: 4
  Lecture: 4 hours

Game Arts & Design

- **GAM-100 | Design Basics for Gaming and Lab**
  Prerequisite(s): None
  This course is an overview of basic design principles and the considerations involved in design/visual communications theory and gaming—making meaningful, creative elements for information, identification, persuasion and entertainment use. The course introduces techniques of conceptualization, design, and production commonly used by professionals in game development.
  Credit Hours: 4
  Lecture: 3 hours
  Lab: 2 hours

- **GAM-101 | Design Basics II for Gaming and Lab**
  Course Retired
  This course introduces typography, layout design, principles of color theory and application. Students will also be introduced to the business of design and its problem-solving requirements, and encouraged to envision their work in the context of a professional portfolio.
  Credit Hours: 4
  Lectures: 3 hours
  Lab: 2 hours

- **GAM-102 | Sculpture and Lab**
  Prerequisite(s): DES-107
  This class is intended to aid the student in understanding the issues of line, plane, shape, mass, volume, texture and space. The student will develop the technical skills and knowledge necessary to translate a concept into a three-dimensional form. Included in the study will be a familiarization with the history of sculpture and the use of materials such as clay, plaster, wood and metal to understand form and content.
  Credit Hours: 4
  Lecture: 3 hours
  Lab: 2 hours

- **GAM-105 | Digital Painting and Lab**
  Prerequisite(s): DES-108
  Students will be taught the process and techniques for building low-polygon characters and objects. Box modeling concepts are introduced and the student is walked through the process of box modeling a character from reference art using tools available at the mesh sub-object level. Particular attention is paid to techniques that keep the three-dimensional model’s polygon count low. They will also learn how to create textures for their three-dimensional models, with an introduction to UVW Unwrap, so that their models can be readily exported to a game engine.
  Credit Hours: 4
  Lecture: 3 hours
  Lab: 2 hours

- **GAM-200 | Character & Environment Design and Lab**
  Course Retired
  In this class the student will create concepts for different types of games and convey their ideas via sketch art. Game worlds will be envisioned and the student will prototype these worlds by drawing concept art for the game. Both characters and environments will be addressed.
  Credit Hours: 4
  Lecture: 3 hours
  Lab: 2 hours

- **GAM-201 | Character Modeling and Lab**
  Prerequisite(s): GAM-202
  Students will be taught the process and techniques for building low-polygon characters and objects. Box modeling concepts are introduced and the student is walked through the process of box modeling a character from reference art using tools available at the mesh sub-object level. Particular attention is paid to techniques that keep the three-dimensional model’s polygon count low. They will also learn how to create textures for their three-dimensional models, with an introduction to UVW Unwrap, so that their models can be readily exported to a game engine.
  Credit Hours: 4
  Lecture: 3 hours
  Lab: 2 hours

- **GAM-205 | Digital Painting and Lab**
  Prerequisite(s): DES-108
  This course will cover the industry standard digital painting tools used in gaming and the visual communications area. Students will develop perceptual skills, conceptual strategies, production methods, and narrative composition. The design and illustration process is emphasized in the construction of portfolio-level illustrations.
  Credit Hours: 4
  Lecture: 3 hours
  Lab: 2 hours

- **GAM-300 | Digital Imaging I for Gaming and Lab**
  Prerequisite(s): CIT-103, DES-106, GAM-100
  This course will cover the core, industry-standard digital imaging tools used in the visual communications area and gaming industry. The fundamental concepts of professional imaging, the basics of bitmapped image manipulation, and digital output resolution requirements for print and multimedia are also discussed. The design development and production processes are reinforced in the construction of a variety of compositions.
  Credit Hours: 4
  Lecture: 3 hours
  Lab: 2 hours

- **GAM-310 | Digital Imaging II for Gaming and Lab**
  Prerequisite(s): CIT-103, DES-106, GAM-100
  This course will cover the core, industry-standard digital imaging tools used in the visual communications area and gaming industry. The fundamental concepts of professional imaging, the basics of bitmapped image manipulation, and digital output resolution requirements for print and multimedia are also discussed. The design development and production processes are reinforced in the construction of a variety of compositions.
  Credit Hours: 4
  Lecture: 3 hours
  Lab: 2 hours

- **GAM-320 | Game Programming and Lab**
  Prerequisite(s): GAM-202
  This course will cover the core, industry-standard digital imaging tools used in the visual communications area and gaming industry. The fundamental concepts of professional imaging, the basics of bitmapped image manipulation, and digital output resolution requirements for print and multimedia are also discussed. The design development and production processes are reinforced in the construction of a variety of compositions.
  Credit Hours: 4
  Lecture: 3 hours
  Lab: 2 hours

- **GAM-330 | Game Programming II and Lab**
  Prerequisite(s): GAM-320
  This course will cover the core, industry-standard digital imaging tools used in the visual communications area and gaming industry. The fundamental concepts of professional imaging, the basics of bitmapped image manipulation, and digital output resolution requirements for print and multimedia are also discussed. The design development and production processes are reinforced in the construction of a variety of compositions.
  Credit Hours: 4
  Lecture: 3 hours
  Lab: 2 hours
GAM-204 | Game Design & Gameplay and Lab  
Prerequisite(s): ENG-400  
This course explores the current philosophies of game design. Students will write and utilize game design documents, as well as design gameplay mechanics, dynamics and aesthetics. The course explores an overview of the life cycle of a video game including conception, development, production, manufacture, and distribution, as well as the limitations of various platforms. It also includes considerations of current game trends and their implication for the future of games.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

GAM-220 | Level Design I and Lab  
Prerequisite(s): GAM-201; GAM-204; GAM-362  
This course introduces the art of game level design. A combination of lecture, discussion, and hands-on activity will give the students a comprehensive understanding of what to expect as professional game and level designers. The course integrates theories and skills from a number of other disciplines in an environment that will showcase and simulate the decisions, skills, tools, problems and working conditions of a professional level designer. Students interactively discuss and apply the various theories and skills as they are presented, with the goal of creating a fun and functional game level by the end of the course.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

GAM-230 | Digital Imaging II for Gaming and Lab  
Prerequisite(s): ENG-200; GAM-130; GAM-200  
This course continues the development of skills and techniques using the industry standard digital imaging tools. The course also covers digital imagery as required in real production situations as well as more advanced image manipulation tools in the use of vector graphics, photo-retouching, and filters used commonly in the 3D environment. The design development and production processes are reinforced in the construction of professional compositions. In addition, the course includes detailed coverage of the output of various file formats.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

GAM-232 | Traditional Animation and Lab  
Course Retired  
This course explores the background, techniques, and tools of basic animation such as squash and stretch, secondary action, anticipation, exaggeration, timing, staging, arc motion, and perspective. While concentrating on character development, the course also introduces pencil-test/camera recording for animation.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

GAM-250 | Introduction to 3-D Principles and Lab  
Prerequisite(s): GAM-108  
This is a hands-on introduction to three-dimensional principles. The class objective is to familiarize the student with working and navigating in a three-dimensional environment. Topics covered include the basic techniques of how to create and animate three-dimensional scenes. An introduction to the material editor, keyframe animation, lighting, and rendering are discussed.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

GAM-252 | Materials, Lighting & Rendering in 3-D and Lab  
Prerequisite(s): GAM-130; GAM-250  
This class continues with a more advanced treatment of the topics of materials, lighting and rendering. The material editor is explored in depth, including advanced material types and map channels. Advanced lighting systems such as ray tracing, radiosity, and the light tracer are covered. An overview of three-dimensional software features is also discussed.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

GAM-254 | Lighting for Games and Lab  
Course Retired  
This course examines the various techniques used to create both real and simulated lighting in games. The limitations of real lighting in games will be discussed, and the student will study simulation techniques including vertex coloring and texture baking. Advanced three-dimensional lighting concepts such as global illumination will be explored in conjunction with texture baking to create sophisticated lighting simulations.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

GAM-260 | Environmental Modeling and Lab  
Prerequisite(s): GAM-200  
In this course, the student begins to build actual game environments. Techniques for building and texturing structures and terrain are discussed. The student will create both indoor and outdoor game levels and worlds. Construction of these worlds will conform to standard industry practices.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

GAM-260 | Environmental Modeling and Lab  
Prerequisite(s): GAM-200  
In this course, the student begins to build actual game environments. Techniques for building and texturing structures and terrain are discussed. The student will create both indoor and outdoor game levels and worlds. Construction of these worlds will conform to standard industry practices.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

GAM-280 | Digital Compositing I for the PC and Lab  
Course Retired  
This course, through lecture and hands-on exercises, covers the skills necessary to enhance video through compositing and image editing. The process of creating a video production will be covered, including pre-production, lighting, camera work, editing and post-production. The course will also include lectures and discussions about using industry-standard editing software.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

GAM-320 | Level Design II and Lab  
Prerequisite(s): GAM-220  
This course covers the intermediate techniques to enhance the gaming experience using simulated lighting in a game engine as well as functional game mechanics of the level. Utilizing current game engine software, students will expand on previous work from Level Design I, refining the in-game level.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

GAM-350 | Keyframe Animation and Lab  
Prerequisite(s): DES-210  
This course is an introduction to three-dimensional animation, beginning with an introduction of how animation works. The student then learns how to animate objects in a three-dimensional scene. The course also covers animation controllers and how to have a camera follow a path. Other topics include object linking, animating materials, and a detailed exposition of animation utilities.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

GAM-354 | Alternative Techniques in 3-D Production I and Lab  
Prerequisite(s): GAM-252  
This course covers basic illustrations in the three-dimensional environment through the exploration of other software and tools used in the gaming industry. Topics include perspective, primitive placement, modeling, lighting, key-frame animation, and rendered three-dimensional imaging.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

GAM-362 | Production I and Lab  
Course Retired  
This course covers the possibilities of adding special visual effects to a scene and the utilization of effects in game cinematics, film, television, and Internet entertainment. Lab exercises will emphasize creating effects using both digital and traditional techniques; visual effects history, covering optical effects, models, animation, matte painting, and physical effects; visual structure, and visual effects production practices and workflow.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

GAM-385 | Level Design II and Lab  
Prerequisite(s): GAM-220  
This course covers the intermediate techniques to enhance the gaming experience using simulated lighting in a game engine as well as functional game mechanics of the level. Utilizing current game engine software, students will expand on previous work from Level Design I, refining the in-engine level.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours
GAM-356 | Alternative Techniques in 3-D Production 2 and Lab  
Prerequisite(s): GAM-354  
This course builds upon the techniques of three-dimensional modeling through the exploration of other software and tools used in the game industry. Topics cover aspects of lighting, camera, character rigging and animation.  
Credit Hours: 4  
Lab: 2 hours

GAM-360 | Organic & Character Modeling and Lab  
Course Retired  
Students will be taught the process and techniques for building low-polygon characters and weapons. Box modeling concepts are introduced and the student is walked through the process of box modeling a character from reference art using tools available at the mesh sub-object level. Particular attention is paid to techniques that keep the three-dimensional model’s polygon count low. They will also learn how to create textures for their three-dimensional models, with an introduction to UVW Unwrap, so that their models can be readily exported to a game engine.  
Credit Hours: 4  
Lab: 2 hours

GAM-362 | Character Studio & Character Rigging and Lab  
Prerequisite(s): GAM-350; GAM-252  
This advanced class focuses specifically on the creation of game characters and how to prepare a game character for animation. In this class the student will learn how to model a character from reference art. A variety of techniques will be presented including box modeling (at the editable mesh and editable poly levels) and spline modeling with surface tools. Additional software is introduced as a means to add a bones system to a model and add the skin modifier to a character to prepare it for animation.  
Credit Hours: 4  
Lab: 2 hours

GAM-370 | Beginning Scripting for Games and Lab  
Prerequisite(s): CIT-240  
This course is designed to give the student a basic understanding of game scripting. It can be used to extend the functionality of all aspects of three-dimensional design including modeling, animation, rendering and working with large collections of objects. It is also useful for automating repetitive tasks. This class begins by taking a student through the fundamentals of variables, functions, arrays and script constructs. It then shows how to write scripts that manipulate modifiers, particle systems, lights and cameras. Finally, the class demonstrates how to encapsulate scripts using rollout panels and floating dialog boxes.  
Credit Hours: 4  
Lab: 2 hours

GAM-380 | Digital Compositing II for the PC and Lab  
Course Retired  
In this course, students learn video editing and compositing from fundamentals to particles, text animation, paint, keying, 3D effects motion and masks using a variety of software packages.  
Credit Hours: 4  
Lab: 2 hours

GAM-381 | Scientific Visualization I and Lab  
Course Retired  
Using the knowledge gained from the project-based Scientific Visualization 1 class, students will now invent three-dimensional visualizations for a variety of disciplines, and students will create pre-defined projects provided to them to learn this process.  
Credit Hours: 4  
Lab: 2 hours

GAM-390 | Scientific Visualization II and Lab  
Course Retired  
Using the knowledge gained from the project-based Scientific Visualization 1 class, students will now invent their own unique visualizations. This includes defining their own objects, performing the requisite research, and developing their own unique three-dimensional presentations of their topics.  
Credit Hours: 4  
Lab: 2 hours

GAM-402 | Level Design III and Lab  
Prerequisite(s): GAM-320  
This course will focus on the advanced kismet effects, sound system tools, and physics actors in current game engine software. Students will learn advanced techniques in level design and refine aesthetics, mechanics, and dynamics to complete a functional game level.  
Credit Hours: 4  
Lab: 2 hours

GAM-410 | Senior Thesis I for Gaming  
Prerequisite(s): GAM-410  
This course continues the development of student created demo reels. Emphasis will be placed on adding sufficient demonstration material to be prepared to enter the marketplace.  
Credit Hours: 2  
Lab: 2 hours

GAM-420 | Level Design III and Lab  
Prerequisite(s): GAM-320  
This course will focus on the advanced kismet effects, sound system tools, and physics actors in current game engine software. Students will learn advanced techniques in level design and refine aesthetics, mechanics, and dynamics to complete a functional game level.  
Credit Hours: 4  
Lab: 2 hours

GAM-450 | Game Audio & Sound Design and Lab  
Prerequisite(s): GAM-220  
This course explains the essential skills and tools required to produce audio music and effects in games. Students will learn the art of creating the actual music and sound effects and blending them together. Topics also include discussion of audio equipment, sound editing, and sequencing.  
Credit Hours: 4  
Lab: 2 hours

GAM-470 | Advanced Scripting for Games and Lab  
Prerequisite(s): GAM-370  
This course guides students in developing the requisite skills to become proficient in Technical Directing. Students explore advanced topics of scripting such as sub-object manipulation, file I/O and game exporters, and scripted plug-ins.  
Credit Hours: 4  
Lab: 2 hours

GAM-471 | Programming for Mobile Platforms and Lab  
Prerequisite(s): GAM-470  
Building on previous programming and scripting tools, this course introduces students to development for current mobile platforms. Through a series of projects, students are required to use current Software Development Kits or Application Programming Interfaces to author mobile applications. The application development in this course will emphasize current tools and practices.  
Credit Hours: 4  
Lab: 2 hours
Humanities

- **HUM-110 | History of Technology**
  
  Course Retired
  
  This course covers how society and technology have influenced governments and societies throughout cultural, economic, political and military processes.
  
  Credit Hours: 4
  
  Lecture: 4 hours

- **HUM-200 | Humanities in Technology**
  
  Course Retired
  
  This course covers the impact of technology on humanities in the period starting with the 1990s.
  
  Topics covered include modernist assaults, Freudian humanism in the period starting with the 1990s.
  
  Students examine the major historical epochs that have influenced contemporary thought, customs, and beliefs beginning with the ancient civilizations and progressing through the early Greek and Roman Empires, the Middle Ages, the Renaissance, the Age of Enlightenment, the Revolutionary Period, the Industrial Revolution, and the Twentieth Century. Particular emphasis is placed on the development of nations as well as on the political, social, and technical influences throughout modern history.
  
  Credit Hours: 4
  
  Lecture: 4 hours

- **HUM-235 | Art History**
  
  Prerequisite(s): PDT-315; ENG-135 with a minimum grade of ‘C’
  
  This course surveys the concepts and major art epochs beginning with ancient civilizations and continuing through the Golden Ages of Greece and Rome, the Middle Ages, the Renaissance, the New-Classical Period, the Romantic Period, and the modern movements of realism, impressionism, expressionism, cubism, surrealism, and abstraction. Sculpture and architecture are also examined as they reflect dynamic cultural patterns. Particular emphasis is placed on the evolution of pictorial composition.
  
  Credit Hours: 4
  
  Lecture: 4 hours

- **HUM-240 | History of Graphic Design**
  
  Prerequisite(s): DES-100; ENG-135 with a minimum grade of ‘C’
  
  This course is an overview of visual communications from prehistory to the present day graphic design. Examining and discussing many periods, movements and styles through various examples of significant individuals and cultural groups, will view the sequential chronology of design within a more defined socio-political/historic context, providing students with better insight into the relevancy of their own work within their own time. Students also produce researched design projects to help reinforce this process of understanding.
  
  Credit Hours: 4
  
  Lecture: 4 hours

- **HUM-250 | Acting for Animators**
  
  Prerequisite(s): ENG-260
  
  This course introduces students to acting theory by exploring the link between thinking and physical action, and between emotion and its expression. Topics critical to character design and animations development such as movement and body language, power centers, using psychological gesture, scene development, and knowing the audience are explored. In addition, the subjects of character analysis and acting principles as applied to an animator are covered.
  
  Credit Hours: 4
  
  Lecture: 4 hours

- **HUM-260 | History of Civilization**
  
  Prerequisite(s): ENG-135 with a minimum grade of ‘C’
  
  Students examine the major historical epochs that have influenced contemporary thought, customs, and beliefs beginning with the ancient civilizations and progressing through the early Greek and Roman Empires, the Middle Ages, the Renaissance, the Age of Enlightenment, the Revolutionary Period, the Industrial Revolution, and the Twentieth Century. Particular emphasis is placed on the development of nations as well as on the political, social, and technical influences throughout modern history.
  
  Credit Hours: 4
  
  Lecture: 4 hours

- **HUM-350 | Acting for Animators**
  
  Prerequisite(s): ENG-260
  
  This course introduces students to acting theory by exploring the link between thinking and physical action, and between emotion and its expression. Topics critical to character design and animations development such as movement and body language, power centers, using psychological gesture, scene development, and knowing the audience are explored. In addition, the subjects of character analysis and acting principles as applied to an animator are covered.
  
  Credit Hours: 4
  
  Lecture: 4 hours

- **HUM-355 | History of Graphic Design**
  
  Prerequisite(s): DES-100; ENG-135 with a minimum grade of ‘C’
  
  This course is an overview of visual communications from prehistory to the present day graphic design. Examining and discussing many periods, movements and styles through various examples of significant individuals and cultural groups, will view the sequential chronology of design within a more defined socio-political/historic context, providing students with better insight into the relevancy of their own work within their own time. Students also produce researched design projects to help reinforce this process of understanding.
  
  Credit Hours: 4
  
  Lecture: 4 hours

- **HUM-360 | Acting for Animators**
  
  Prerequisite(s): ENG-260
  
  This course introduces students to acting theory by exploring the link between thinking and physical action, and between emotion and its expression. Topics critical to character design and animations development such as movement and body language, power centers, using psychological gesture, scene development, and knowing the audience are explored. In addition, the subjects of character analysis and acting principles as applied to an animator are covered.
  
  Credit Hours: 4
  
  Lecture: 4 hours

Information Technology Management

- **ITM-420 | Operations Research & Implementation**
  
  Course Retired. Please see MGT-420.
  
  This course is designed to meet the needs of beginning through advanced students, and provides a balanced coverage of the theory, applications, and computations of operations research techniques – with a focus on deterministic models, probabilistic models, and nonlinear models.
  
  Credit Hours: 4
  
  Lecture: 4 hours

- **ITM-430 | Quantitative Management**
  
  Course Retired. Please see MGT-430.
  
  This course covers different theories of quantitative management and decision theory, forecasting, and game theory for decision-making processes.
  
  Credit Hours: 4
  
  Lecture: 4 hours

- **ITM-450 | Knowledge Management**
  
  Course Retired
  
  This course covers the creation, transfer, sharing, and management of knowledge that is vital to business and technology decision making processes.
  
  Credit Hours: 4
  
  Lecture: 4 hours

Internship

- **INF-xxx | Internship**
  
  Prerequisite(s): Approval of the Academic Dean and Departmental Chair
  
  Open to students in good standing in their tenth term or higher.
  
  Under the supervision of an Instructor, the student will serve as an intern at a business or community-based organization related to his or her field of study. The student will have the opportunity to perform tasks and complete projects that synthesize the various skills learned within the degree program in a real world environment. Credits awarded depend upon nature of the internship and the total hours of the assignment. Students may complete two internships for credit, and must enroll in the internship prior to beginning the internship.
  
  Maximum credits granted per internship: 2 credit hours
Management

› MGT-310 | Business Management I
Prerequisite(s): BUS-101
This course provides an in-depth analysis of business enterprise as it relates to communication management, personnel management, and resource management issues.
Credit Hours: 4
Lecture: 4 hours

› MGT-315 | Business Management II
Prerequisite(s): MGT-310
An introduction to the management of processing systems, information systems, and future systems development is provided.
Credit Hours: 4
Lecture: 4 hours

› MGT-410 | Human Resource Management
Prerequisite(s): MGT-310
Theoretical and practical approaches and practices of managing human resources are covered in this course. Special attention is given to issues of training, development, performance appraisal, and the evaluation of organizational effectiveness.
Credit Hours: 4
Lecture: 4 hours

› MGT-420 | Management Science I
Prerequisite(s): MTH-135
This course is designed to meet the needs of beginning through advanced students, and provides a balanced coverage of the theory, applications, and computations of operations research techniques – with a focus on deterministic models, probabilistic models, and nonlinear models.
Credit Hours: 4
Lecture: 4 hours

› MGT-430 | Management Science II
Prerequisite(s): MGT-420
This course covers different theories of quantitative management and decision theory, forecasting, and game theory for decision-making processes.
Credit Hours: 4
Lecture: 4 hours

› MGT-460 | Customer Relationship Management
Prerequisite(s): MGT-310
This course introduces the student to the discipline of Customer Relationship Management (CRM) with a focus on how enterprises integrate customer service, marketing and sales strategies with technology to achieve the goals of CRM. Topics covered include developing new customers, managing existing customers, increasing customer revenues, and simplifying the sales and marketing process. CRM strategies will be discussed and analyzed from case studies.
Credit Hours: 4
Lecture: 4 hours

Marketing

› MKT-215 | Marketing I
Prerequisite(s): None
This course covers the basics of marketing strategies, with concentration on the ability to solve advertising problems, while increasing sales. Emphasis is placed on effective advertising for newspapers, radio, and television as well as on public relations and budgeting.
Credit Hours: 4
Lecture: 4 hours

› MKT-300 | Advertising and Public Relations
Prerequisite(s): MKT-215
In the course, students will explore the efforts used by advertisers to promote products and services. Students will analyze the use of media – television, newspapers, magazines, Internet – to promote products and services in the marketplace. The course will also analyze the effects of advertising on economic and social life, exploring the methods and techniques advertisers use as well as methods of research that improve advertising effectiveness.
Credit Hours: 4
Lecture: 4 hours

› MKT-460 | Customer Relationship Management
Prerequisite(s): MGT-310
This course introduces the student to the discipline of Customer Relationship Management (CRM) with a focus on how enterprises integrate customer service, marketing and sales strategies with technology to achieve the goals of CRM. Topics covered include developing new customers, managing existing customers, increasing customer revenues, and simplifying the sales and marketing process. CRM strategies will be discussed and analyzed from case studies.
Credit Hours: 4
Lecture: 4 hours

Mathematics

› MTH-080 | Technical Mathematics*
Prerequisite(s): None
This course begins with a short review of basic arithmetic skills and continues with the application of these skills. Problem solving involving fractional and decimal dimension is emphasized. The course also introduces introductory algebra with emphasis on utilization of formulas to work with signed numbers and first-degree equation solutions. Placement in MTH-080 is determined by the results of the student’s math assessment completed upon application to Mt. Sierra College.
Non-degree applicable.
Credit Hours: 4
Lecture: 4 hours

› MTH-135 | College Algebra
Prerequisite(s): MTH-080
This course provides a transition from practical arithmetic to the symbolic world of algebra by understanding and solving logical and structured approaches to variables, equations and inequalities and factoring.
Credit Hours: 4
Lecture: 4 hours

› MTH-375 | Statistics
Course Retired
Elementary statistical concepts including variability, linear distributions, graphs, probabilities, and regression analysis are covered in this course.
Credit Hours: 4
Lecture: 4 hours
Media Arts & Design Electives

All Media Arts and Design students complete electives to round out their education in areas of interest.

The number of electives required varies by concentration. See the Program Outline for the concentration of interest for details.

If this elective requirement is fulfilled using transfer credit from another institution, the courses will be noted as follows:

Composition Electives: CE 1 and CE 2
Media Elective: ME 1
Senior Elective: SRE 1 and SRE 2

Philosophy

- PHL-145 | Critical Thinking and Problem Solving
  Prerequisite(s): ENG-080 with minimum grade of "C"

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

  Credit Hours: 4
  Lecture: 4 hours

- PHL-405 | Ethics and Legal Issues
  Prerequisite(s): ENG-135 with minimum grade of "C"

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

  Credit Hours: 4
  Lecture: 4 hours

Political Science

- POL-210 | Political Science
  Prerequisite(s): None

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

  Credit Hours: 4
  Lecture: 4 hours

- POL-300 | Elements of International Relations
  Prerequisite(s): None

  This course will provide students with an overview of international politics, including states, power, national interests, instruments of foreign policy, challenges to sovereignty, ethno-nationalism, international organizations, global communications and economic interdependence.

  Credit Hours: 4
  Lecture: 4 hours

Professional Development

- PDT-115 | College Research and Study Skills
  Prerequisite(s): None

  Students develop the skills necessary to obtain the maximum benefit from a college education, including how to study, take notes, take tests, manage time, communicate and interact effectively with others, and reduce stress and enhance energy and well-being. Students are required to complete this course in their first or second term of enrollment.

  Credit Hours: 4
  Lecture: 4 hours

- PDT-200 | Portfolio Workshop I
  Prerequisite(s): DES-108 and DES-100 or GAM-100

  This course will introduce the student to the techniques of professional portfolio design, enhance skills in time management, and reinforce a culture of reworking and prototyping. Students will assemble and present a preliminary, professional portfolio for review by a board of faculty and advisors.

  Credit Hours: 2
  Lecture: 2 hours

- PDT-300 | Portfolio Workshop II
  Prerequisite(s): PDT-315 and DES-231 or GAM-204

  This course will reinforce the techniques of professional portfolio design. Students will be introduced to self-promotional web design, and gain an understanding of building a reel. Students will assemble and present an intermediate, professional portfolio for review by a board of faculty and advisors.

  Credit Hours: 2
  Lecture: 2 hours

- PDT-315 | Information Literacy/Advanced Research
  Prerequisite(s): PDT-115; ENG-155

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

  Credit Hours: 4
  Lecture: 4 hours
PDT-425 | Career Strategies  
Prerequisite(s): SPH-305; PMT-410  
This course concentrates on the practical techniques that prepare students to enter their career field successfully. Goal setting, company research on the Internet, résumé and cover letter preparation, as well as the application of interview strategies are emphasized.  
Credit Hours: 4  
Lecture: 4 hours

PDT-426 | Career Strategies for the Media Arts  
Prerequisite(s): SPH-305 and DES-410 or GAM-410  
This course concentrates on the practical techniques that prepare students to enter their career field successfully. Goal setting, company research, résumé and cover letter preparation, portfolio presentation, and interview strategies are emphasized.  
Credit Hours: 4  
Lecture: 4 hours

PDT-447 | Emerging Technologies in Multimedia Design  
Course Retired  
This course explores the many new and emerging technologies that will impact multimedia design today and tomorrow. Students will have the opportunity to research and examine, through practical experiences, the various technological and creative influences that will shape the future of multimedia design.  
Credit Hours: 4  
Lecture: 4 hours

Project Management  

PMT-310 | Project Management and Lab  
Prerequisite(s): BUS-101  
This course covers implementation and management of projects. Resource management, conflict management, negotiation, and advanced scheduling techniques are also covered. Also covered is the application of popular project management software applications. Typical project plans are developed and analyzed based on real-world projects.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

PMT-410 | Applied Project Management: Senior Project I and Lab  
Prerequisite(s): PDT-315; PMT-310  
Note: Open to students in their tenth term or higher. 
Students must complete PMT 410 and PMT 499 in consecutive terms. 
Includes managing multiple projects and sharing resources on large, complex projects and prepares students to work on their Senior Project. The course focuses on the advanced skills in using project management software. Scheduling and managing multiple projects, managing sub projects, and sharing resources between multiple projects are also explored. Students will begin work on their senior projects. Projects will be completed in PMT-499.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

PMT 499 | Senior Project II  
Prerequisite(s): PMT-410  
Students must complete PMT 410 and PMT 499 in consecutive terms. Students complete their senior project, begun in PMT 410, with the application of acquired skills and knowledge. Working as members of a project team, students solve a real world industry problem. Evaluation of student performance is shared between faculty members and industry representatives. The course enhances students’ skills using software to analyze, develop, measure and report on Senior Project activities and results. Students will have the opportunity to work with business and non-profit community organizations in the application of strategies to increase effectiveness of the organization through the use of computerized tools.  
Credit Hours: 4  
Lecture: 4 hours

Psychology  

PSY-215 | Psychology  
Prerequisite(s): None  
This course studies human behavior as it applies to individual development and adjustment. Topics such as perception, personality, and motivation are emphasized as well as group roles, structure, and group influence in the decision-making process.  
Credit Hours: 4  
Lecture: 4 hours

Security  

SEC-130 | Introduction to Information Security and Lab  
Prerequisite(s): CIT-102  
This course introduces the fundamental concepts of information security using the security development life cycle (SDLC) as the framework. Security design, development, and policy implementation strategies for different network environments will also be covered.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

SEC-145 | Intrusion Detection and Lab  
Prerequisite(s): SEC-130  
This course focuses on hardware and software approaches to detect intruders, including an overview of popular applications and tools, configuration, and management of these tools.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

SEC-250 | Network Security and Lab  
Prerequisite(s): CIT-230  
This course introduces students to implementing network security services using file systems permissions, individual and group policies, baseline security measures, network intrusion detection, and security updates.  
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours
SEC-255 | Security Design and Lab  
Prerequisite(s): CIT-230  
This course teaches how to design and deploy security across systems enterprises using intrusion detection tools and virtual private networks to control and manage access.
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

SEC-270 | WAN Security and Lab  
Prerequisite(s): CIT-330  
This course covers installation, configuration, and administration of Wide Area Network security programs and devices such as routers, hubs, switches, firewalls, and Internet Protocol Security (IPSec).
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

SEC-275 | Server Security and Lab  
Prerequisite(s): SEC-270  
This course covers creating, implementing and administration of security policies on network LAN, WAN, and wireless servers. Firewall security, server caching, and server VPN topics are also reinforced.
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

SEC-285 | Disaster Recovery and Lab  
Prerequisite(s): BUS-101  
In this course students learn methods to identify system vulnerabilities and take appropriate countermeasures to prevent and mitigate failure risks for an organization. Risk assessment, recovery policy design, and management roles are also covered.
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

SEC-285 | Web Security and Lab  
Course Retired  
This course is designed to educate students in the technologies, terms, and processes related to web and Internet security. Topics ranging from general to networking security, management, and administration are covered for both UNIX and Microsoft Windows operating systems.
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

SEC-290 | UNIX/Linux Security and Lab  
Prerequisite(s): CIT-353  
This course covers configuring, managing, administering, and securing of Linux systems and networks. User account, protocol, and port controls are covered as well as remote management utilities.
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

SEC-305 | Computer Forensics and Lab  
Prerequisite(s): SEC-270  
This course provides students with a solid background in digital investigation, analysis, file, data, and disk repair, and data recovery. Legal aspects such as preservation of evidence, chain of custody recording, and being an expert witness is covered.
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

SEC-310 | Perimeter Security and Lab  
Course Retired  
This course covers the application of the “castle defense” in deterring network security threats, protocol sniffing, and designing, implementing, and maintaining firewalls for Windows, UNIX, and Linux-based operating systems.
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

SEC-315 | Network Security Management and Lab  
Prerequisite(s): CIT-420  
This course covers authentication methods, network attack safeguards, infrastructure, and remote access management. Operational and organization security from a management perspective is also covered.
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

SEC-320 | Security Penetration and Lab  
Course Retired  
This course allows students to penetrate computers and networks by using well-known hacking tools to test security configuration of computer systems and commonly used penetration testing.
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

SEC-330 | Wireless Security and Lab  
Prerequisite(s): CIT-220  
This course covers wireless threats ranging from hackers to viruses. Special focus will be on understanding, configuring, deploying, and administrating wireless security tools.
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours

SEC-490 | Future Security Technology Topics and Lab  
Course Retired  
The objective of this course is to offer students an overview of security technologies that are still in the development stages. The instructor will use traditional and Internet sources to determine what future security technologies may have commercial possibilities.
Credit Hours: 4  
Lecture: 3 hours  
Lab: 2 hours
### Sociology

- **SOC-165 | Sociology**  
  Prerequisite(s): ENG-080 with minimum grade of ‘C’  
  This course covers contemporary social institutions in the context of multi-cultural and ethnically diversified social groups, while exploring the dynamic issues of race, gender, prejudice, sexuality, and minority bias as they relate to national and global societies.  
  Credit Hours: 4  
  Lecture: 4 hours

### Speech

- **SPH-305 | Speech Communications**  
  Prerequisite(s): ENG-155 with minimum grade of ‘C’  
  Students learn and apply the basic principles of effective communication through the use of the voice and body. Topics include audience analysis, organization, language, timing, and nonverbal communication. Practical application is also provided through individual and group presentations.  
  Credit Hours: 4  
  Lecture: 4 hours

### Telecommunications Technology

- **TCT-100 | Telecommunications Technology I and Lab**  
  Prerequisite(s): None  
  Students are introduced to telecommunications as a discipline with a focus on the fundamentals of a wide range of topics including technologies, career opportunities, user and vendor associations, standards organizations, professional organizations, regulatory organizations, and history, providing a comprehensive overview and scope of telecommunications technology. Facilities infrastructure and structured wiring plans for telecommunications systems are studied. There is a strong emphasis on the fundamentals of structured wiring and cable installation in accordance with ANSI and EIA/TIA standards. Students participate in the installation and testing of a Telecommunications Grounding System, as well as pre-installation procedures, cable pulling, cable testing, and troubleshooting.  
  Credit Hours: 4  
  Lecture: 3 hours  
  Lab: 2 hours

- **TCT-110 | Introduction to Data Communications and Lab**  
  Prerequisite(s): TCT-100  
  This course covers the fundamental concepts of analog and digital communications, as well as transmission and modulation methods for data networks. Also covered are industry standards, basic electronics for data communications, protocols, modems, data service unit/channel service unit (DSU/CSU) and connectivity in local and wide area networks. Students are introduced to basic test equipment used in data communications including the breakout box, Penta-Scanner, volt-ohm meter, and other related equipment. Structured cabling for data networks according to EIA/TIA standards is emphasized. Students will perform hands-on installation, configuration, and troubleshooting of data communication equipment and systems.  
  Credit Hours: 4  
  Lecture: 3 hours  
  Lab: 2 hours

- **TCT-115 | Introduction to Voice Communications and Lab**  
  Prerequisite(s): TCT-100  
  This course provides an understanding of the technology of telephone systems and voice technology basics such as analog transmission, modulation techniques, amplification, multiplexing, and switching basics. Private telephony networks are compared with public networks. The laboratory builds upon the TCT-100 laboratory. Students “rough-in” voice structured cabling systems, perform pre-installation and termination of work area outlets, install cable-support systems, demonstrate fire-stopping techniques, install horizontal and backbone cables, and remove abandoned cable systems. Students perform testing, troubleshooting, and repair of voice systems, and are introduced to telecommunications grounding techniques. Basic phone technology including hands-on installation, repair, and programming of phone and PBX systems will be introduced.  
  Credit Hours: 4  
  Lecture: 3 hours  
  Lab: 2 hours

- **TCT-170 | Introduction to Electronics and Lab**  
  Prerequisite(s): None  
  Students will explore the theory of DC and AC and applications of DC and AC circuits. The course studies the three circuit parameters - resistance, inductance, and capacitance. The mathematical application of Ohm’s law, series circuits, parallel circuits and compound circuits are undertaken. Magnetism, electro-magnetism and atomic structure are also investigated. Hands on lab activity show how DC/AC circuits, semiconductor, device linear circuits and digital circuits work. Labs covering the construction of circuitry will demonstrate how circuit parameters work.  
  Credit Hours: 4  
  Lecture: 3 hours  
  Lab: 2 hours
› TCT-200 | Telecommunication Technologies II and Lab
Prerequisite(s): TCT-100

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

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

› TCT-210 | Voice Over Internet Protocol (VOIP) and Lab
Prerequisite(s): TCT-110; TCT-102

This course surveys the history and evolution of integrating voice, data, and image processing technologies (ICT) or Computer-telephony Integration. Voice Over IP Technology provides students with the knowledge of Voice over IP technology, or making telephone calls over data networks such as the Internet. It has now reached the tipping point, and is expected to eventually become the standard telephone technology. Students will examine standards, applications, and concepts, as well as, business needs analysis and case studies of both VoIP and computer response systems. Lab-exercises include designing and installing voice-mail systems.

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

› TCT-215 | Communication Systems I and Lab
Prerequisite(s): TCT-115

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

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

› TCT-350 | Advanced Wireless Communications and Lab
Prerequisite(s): CIT-220

This course covers the evolution of wireless communications as an outgrowth of IEEE’s 802.11 standards. Wireless network such as cellular, packet radio, specialized mobile radio, personal communications services, satellite, spread spectrum, and infrared are covered in detail. Hands-on lab assignments include designing, troubleshooting, operating, and managing wireless networks.

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

› TCT-360 | Broadband Technologies and Lab
Course Retired

This course explores the major broadband technologies including ISDN, frame relay, fast packet switching, cell switching, FDDI, SONNET, and ATM. Application of broadband technologies to LAN networks and WAN networks is included. Students will create LAN and WAN networks using a variety of broadband technologies.

Credit Hours: 4
Lecture: 3 hours

› TCT-455 | Fiber Optic Communications and Lab
Prerequisite(s): CIT-235; TCT-215

This course explores fiber-optic communications, providing comprehensive and intuitive introduction to this transport medium. The course covers concepts of building up and understanding of optical fibers, their properties, light sources and detectors, and fiber optic components and their application in fiber-optic systems. The course also covers the basics of fiber-optic management and troubleshooting. Lab assignments will include hands-on assignments in fiber-optic design, terminating, routing, as well as troubleshooting fiber-optic cables.

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

› TCT-460 | Communication Systems II and Lab
Prerequisite(s): CIT-235; TCT-215

Students learn how to move and control information between networks using transport protocols. Error handling, prioritization, and security features of transport protocols are also covered as well as OSI Connection Oriented Transport Service (COTS) and Connectionless Transport Service (CLTS), SPX, TCP/IP, and NetBIOS protocols. Students develop skills in providing connection-oriented data-delivery services across networks. Students will also learn how to provide end-to-end data exchanges and troubleshoot problems. In a laboratory setting, students will actually transport information between using various transport protocols. Students will learn how to handle errors, security issues and other problems associated with the transmission of data and voice.

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

› TCT-465 | Next Generation Networks and Lab
Course Retired

This course examines the next evolution of technologies and the effects on networks, especially high-speed networks and fast-LAN networks. Students research new applications that are being developed for networks. Students will explore, through case studies and hands-on experience, high-speed networks and fast-LAN networks.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours
administration
### Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Degree</th>
<th>Field</th>
<th>Institutional Affiliation</th>
<th>City, State</th>
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<tr>
<td>Kristen Stabb</td>
<td>Campus Director</td>
<td>MA</td>
<td>Humanities</td>
<td>Rollins College</td>
<td>Winter Park, Florida</td>
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<td></td>
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<td>Humanities</td>
<td>University of Central Florida</td>
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<tr>
<td>John Davis</td>
<td>Acting Dean of Academic Affairs</td>
<td>MBA</td>
<td>Business</td>
<td>University of California</td>
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<tr>
<td>Scott Russell</td>
<td>Associate Dean of Academic Affairs</td>
<td>MFA</td>
<td>Film &amp; Television</td>
<td>Chapman University</td>
<td>Orange, California</td>
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<td>English</td>
<td>University of Central Florida</td>
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<td>Richard Tim Botengan</td>
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<td>BS</td>
<td>Computer Information Technology</td>
<td>Mt. Sierra College</td>
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<tr>
<td>Sarkis Hovagimian</td>
<td>Assistant Dean of Returning Students</td>
<td>JD</td>
<td>Law</td>
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<td>Justin Phillips</td>
<td>Director of Academic Advisement</td>
<td>MA</td>
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<td>Patrick Azadian</td>
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<td>BA</td>
<td>Sociology</td>
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<td>Lida Castillo</td>
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<td>BA</td>
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### Faculty

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<tr>
<th>Department Chair</th>
<th>Media Arts &amp; Design/General Education</th>
<th>Degree</th>
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<td>Randall Slade</td>
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<td>BS</td>
<td>Marketing</td>
<td>ITT Technical Institute</td>
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<tr>
<td>Anthony Ababat</td>
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<td>Engineering Management</td>
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<td>Ardoush Baghdasarian</td>
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<td>Roy Boukgoujian</td>
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<tr>
<td>Joseph Busigin</td>
<td>Game Design</td>
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<td>Media Design</td>
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<td>Multimedia Design Technology</td>
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<td>Dan Carreker</td>
<td>Game Design</td>
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<td>Game Arts &amp; Design</td>
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<td>David Cortez</td>
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<td>John Peter Daly</td>
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<td>Linguistics</td>
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<td>Sociology</td>
<td>Kean University</td>
<td>Union, New Jersey</td>
</tr>
</tbody>
</table>
Josh Diamond  
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Marina Lin  
Design  
Technology  
MA Information Architecture  
BA Computer Science  
Illinois Institute of Technology  
Chicago, Illinois  
Lake Forest College  
Lake Forest, Illinois

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

Andrew Luna Flores  
Design  
BS Multimedia Design Technology  
Mt. Sierra College  
Moreno, California

Mike Magro  
General Education  
MIT Marketing Information  
BBBS Business Administration  
American InterContinental University  
Los Angeles, California  
Loyola Marymount University  
Los Angeles, California  
Los Angeles, California

Mario Mancia  
Design  
BS Visual Communications  
Platt College  
Ontario, California
<table>
<thead>
<tr>
<th>Name</th>
<th>Degree</th>
<th>Field</th>
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<tr>
<td>Elena Martignon</td>
<td>MFA</td>
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<td>Mike Pace</td>
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<td>Christopher Sepulveda</td>
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<td>Randall Slade</td>
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<td>Paul Smith</td>
<td>MFA</td>
<td>Computer Animation</td>
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<td>Adele Sweetman</td>
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<td>Creative Writing</td>
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<td>Gene Gordon Tatro</td>
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Teod Tomlinson
Design

BFA Illustration
Art Center College of Design
Pasadena, California

Ted Wu
General Education

MS Physics
University of Massachusetts
Amherst, Massachusetts

BS Physics
National Taiwan University
Taipei, Taiwan

Staff

Admissions
Patrick Azadian Director of Admissions & Marketing
Dennis Figueroa Assistant Director of Admissions
Arcel Aguilar Admissions Representative
Lorena Alvarez HS Admissions Representative
Didi Duarte Admissions Representative
Vanessa Fuentes Admissions Office Support
Victoria Green Admissions Support
Ricky Leonardo HS Admissions Representative
Isabel Monroy Admissions Representative
Clara Morataya Enrollment Coordinator
Victor Rangel HS Admissions Representative

Business Office
Peter Kuczmarski Accounting Manager
Violet Grundy Bookstore Manager
Rhinda Thomas Bookstore

Career Services
Tawny Hernandez Assistant Director of Career Services
Pablo Collao Career Services Advisor
Vanessa Lopez Career Services Assistant

Human Resources
Lara Diramarian Administrator

Information Systems
Tim Peterson Senior Tech Support
Peter Zhou Campus Vue & IT Administrator

Learning Resource Center
Ivan Portillo Librarian

Marketing
Ruby Dee Senior Graphic Designer
Janine Stewart Marketing Coordinator

Online Education
Richard Tim Botengan Director of Online Education
Jason Dominguez Online Developer
John Kirby Online Developer
Greg Peet Online Developer

Registrar’s Office
Joyce Boylan Registrar
Lorena Gonzalez Records Coordinator

Security
Vincent Medrano Security

Student Finance
Lida Castillo Director of Student Finance
Vanessa De La Madrid Director of Student Accounts
Natalie Cardenas Student Accounts Coordinator
Alyssa Hubbard Financial Aid Advisor
Nina Martinez Financial Aid Advisor
Darlene Perez Financial Aid Advisor

Student Services
Justin Phillips Director of Academic Advisement
Sarkis Hovagimian Assistant Dean of Student Services & Academic Advisor
Nathan Bauman Academic Advisor
Elizabeth Chan Academic Advisor
David Ho Academic Advisor
Nancy Bulgarelli Administrative Assistant to the Campus Director