



**bottega**  
UNIVERSITY

FORMERLY NEW CHARTER UNIVERSITY

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Salt Lake City, UT 84101  
(385) 200-9292  
[www.bottega.edu](http://www.bottega.edu)



# 2020-21 CATALOG

UNDERGRADUATE &  
GRADUATE COURSES



Congratulations on your decision to embark on a journey to reach your educational and career goals. Our exceptional team of highly qualified faculty and staff are committed to your success. You will experience quality, flexibility, and personalized support unique to our innovative educational model. We are pleased that you have chosen to trust us with your education. We value that trust and will do our best to support you every step of the way as you work toward your goals. Our faculty are highly qualified, with experience in the field, and they believe in the value of teaching. Unlike other universities, where faculty may spend most of their time in non-teaching activities like research, administration, and advising, the faculty at Bottega University prioritize student learning.

We are excited to welcome you to this warm, collaborative learning community. At Bottega University, we want our graduates to enter the workforce with confidence. We have made our tuition as affordable as possible, so our graduates can begin getting ahead right away, instead of working for years to pay off student loan debt. We build our programs around competencies set by industry Advisory Councils comprised of current employers, so we know that we are teaching you the knowledge and skills that you need for today's challenging jobs. Finally, we respect what you already know. Our competency-based approach means that you get credit for what you already know and do not spend time in class going over old concepts. We design our programs so that you can get what you need to succeed.

We fully recognize that the ambitious undertaking of achieving your degree will take hard work, substantial investment of time, and months to realize. I want to assure you that all of us at Bottega University are committed to helping you reach your dream. Every decision we make and every action we take is to help our students succeed. Your story is our story. We respect your life. We respect your learning. We respect your time. We respect your resources. Achieve a level of work/life/school balance not available anywhere else. We are helping create a world in which no one is deprived access to quality education that will lead to meaningful employment and self-reliance.

Our diverse student body is one of our greatest strengths. Serving students from around the world and all walks of life, Bottega University is helping people help themselves and their communities. Students come with a variety of backgrounds, strengths and weaknesses, learning styles, work and life experience, and technological ability. Through careful selection of experienced and prepared faculty and staff, we offer a remarkably comprehensive support system for students. We are so pleased you have chosen to join us!

Sincerely,

Dr. Mary Beth Finn, President

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Dustin Burleson  
MBA 2018

“I researched a long list of online and traditional MBA programs and I found Bottega University to be the best option for real-world experience and practical courses that I could use immediately in my career. Looking back, I’m thrilled to have completed my studies at Bottega University. It was challenging, rewarding, and will carry me forward as I continue to learn and build my leadership skills.

I particularly enjoyed that nearly all of my professors have current real-world experience in Healthcare Leadership and Management, my area of focus in the MBA program. Thank you to Bottega University and all of my professors!”

# About Us

Bottega University (BU) is a private, post-secondary institution accredited by the Distance Education Accrediting Commission, offering Certificates and Associate, Bachelor's, and Master's Degrees in select disciplines.

## BOARD OF DIRECTORS

Jordan Hudgens, Chair  
Fili Ledezma, Vice-Chair  
Dr. Michael Tingey, Secretary/Treasurer

## BOTTEGA, LLC DIRECTORS

Fili Ledezma, CEO  
Dr. Mary Beth Finn, CAO  
Jordan Hudgens, CTO  
Shayne Roy, COO

## UNIVERSITY ADMINISTRATION

Dr. Mary Beth Finn	President
Dr. Tim Harrington	Academic Dean/Compliance Officer/VA SCO
Connie Teague	Accounting Director
Kelly Shearer	Admissions Director/Title IX Coordinator
Randall Robbins	Data Analytics/Canvas Technical Support
Megan Brennan	Registrar/VA SCO

## CAREER TRAINING DIVISION

Anthony Knoll, Chief of Staff  
Andrew Wold, Instructional Manager

**Bottega University (BU) is owned by Global Heritage Education, Inc.**



# Mission, Vision, and Core Values

## MISSION

*Our mission is to leverage advances in innovative technologies and educational models to provide high-quality, flexible, and affordable distance education programs so students can attain recognized degrees that advance their careers and improve their lives.*

This includes employing:

- Outcomes-based education in which course length is measured by demonstrated achievement of learning outcomes through carefully crafted objective and performance assessments;
- Technology-assisted learning environments, where students learn at their own pace and according to their personal learning style;
- Peer-to-peer learning communities in which students share their knowledge and skills and help each other obtain recognized degrees and credentials;
- Pedagogical models in which the faculty serve as mentors and coaches, as well as subject matter experts;
- Evaluation systems that measure student achievement solely on whether students meet standards that are rigorous, clearly articulated, and recognized; and
- Affordable tuition models.

## VISION

Bottega University aims to “chart” a new course to more freedom, flexibility, and financial stability without sacrificing work-life balance. Bottega University exists to provide a quality education that is accessible and of high value to an international audience. Bottega University aims to be innovative and flexible in providing strategic higher education programs that meet the needs of today’s workforce. In order to accomplish this, we will hold true to our core values, to:

- Value integrity and ethical behavior in all matters;
- Value improvement, continuous assessment of credential and degree programs to meet global needs, professional and personal growth;
- Value quality distance education and learning;
- Value growth and development of all learners and those facilitating the experience and their achievement of full academic, professional, and societal potential;
- Offer the highest quality, most affordable education possible;
- Create an engaging and intellectually stimulating culture through a professional and supportive work environment;
- Approach challenges with humility and perseverance;
- Embrace change fearlessly and drive innovation both administratively and technologically while valuing cost-effective growth and return on investment;
- Operate with integrity and openness through a collegial and interactive process in planning and decision-making;
- Value diversity, equality, and service.

# History

In 1994, Bottega University (BU) was founded under its original name, Andrew Jackson University (AJU). The vision for AJU originated with Robert McKim Norris, Jr., and D. Michael Barrett, both graduates of the Cumberland School of Law and colleagues at a Birmingham, Alabama, law firm. After completing his law degree, Norris embarked on an intense program of self-directed study. He compiled a personal library of thousands of books, videotapes, and audiotapes, and he concluded that he gained more education through ongoing, independent learning than he ever learned in formal classroom experiences. Norris and Barrett founded a university together and named it after U.S. President Andrew Jackson to symbolize their belief that any determined individuals can succeed in life, despite adversity. Andrew Jackson University was founded as a not for profit.

UniversityNow, Inc. acquired the school in December 2010 and officially changed its name to Bottega University in early 2011. UniversityNow's funding to relaunch the university came from investors including Kapor Capital, University Ventures, Novak Biddle Venture Partners, Charles River Ventures, Greylock Partners, SV Angel, Floodgate and 500 Startups. As part of the transition, the university also relocated its headquarters to San Francisco, California. In June 2012, Bottega University was awarded a grant from The Bill & Melinda Gates Foundation, through its Next Generation Learning Challenges organization, to fund research into innovative delivery models in higher education that have the potential to generate high student outcomes at an affordable cost.

In 2015, the school was acquired by Global Heritage Education. As part of the transition, the university also relocated its headquarters to Salt Lake City, Utah and changed its motto to "A University designed for you". GHE was founded by a group of educators, entrepreneurs, and business executives who are passionate about learning. Members of GHE have successfully established universities, colleges, and schools worldwide, including the United States, Malaysia, China, and Australia. GHE believed individuals can improve their lives through education. BU is carrying out this mission by offering flexible, supportive, and affordable online education to students from around the world.

In 2019, Bottega, LLC acquired BU. Bottega is a Salt Lake City, Utah, corporation/training institution. Bottega's best-in-class curriculum delivers programs backed by The American Council on Education (ACE). This accreditation recommends college credit is awarded for Bottega courses at many universities.

The Commission of the Distance Education Accrediting Commission approved the name change to Bottega University in the June 2020 Commission meeting.



# Accreditation and Approvals

## ACCREDITATION



Bottega University is accredited by the Distance Education Accrediting Commission (DEAC). The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency. DEAC is a private, non-profit organization founded in 1926 that operates as an institutional accreditor of distance education institutions. *The Distance Education Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA).*

For further information about accreditation, contact:

Distance Education Accrediting Commission

1101 17<sup>th</sup> Street, NW, Suite 808

Washington, D.C. 20036

(202) 234-5100 [www.deac.org](http://www.deac.org)

If the student obtains a loan from any source to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed by the federal or state government and he/she defaults on that loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may act against the student, including applying any income tax refund to which he/she is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the initial loan is repaid.

## LICENSURE

Bottega University is licensed by the Utah Department of Commerce, Division of Corporations and Commercial Code, Registration Number 10917570-0151.

# Affiliations

As an accredited, degree-granting member of DEAC, BU is an institutional member of the following organizations:



Council for Higher Education Accreditation – CHEA is a non-profit organization serving as the national advocate for self-regulation through accreditation. The Distance Education Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA).



National Council for  
State Authorization  
Reciprocity Agreements  
Approved Institution

National Council for State Authorization Reciprocity Agreement – NC-SARA is a voluntary, regional approach to state oversight of postsecondary education. Bottega University has been approved by Utah to participate in the National Council for State Authorization Reciprocity Agreement.



American Council on Education – ACE is the nation's umbrella higher education association. ACE helps people achieve their college and career goals by validating learning and skills developed outside the classroom and helping students apply what they know toward a degree or other opportunity.



American Association of Collegiate Registrars and Admissions Officers – AACRAO is a nonprofit association of admissions and registration professionals that provides leadership in academic and enrollment services.

# Articulation Agreements

BU has articulation agreements in place with the following institutions:



Columbia Southern University features affordable tuition, esteemed faculty, and supportive staff to help you overcome financial, academic, and life's unexpected hurdles while gaining a quality online education.



Jose Maria Vargas University is part of the Diaz Parra Higher Education Multiplex committed to the development of global, bilingual professionals for the world and to providing education that promotes pluralism, solidarity, responsibility, honesty and integrity, and the Vargas ideal. Vargas University, South Florida, U.S.A.

**BOTTEGA**

The Bottega story began in 2010 as Business Format, Inc., with the obtainment of Post-Secondary Accreditation through the Northwest Accreditation Commission (NWAC). In 2013, the NWAC was acquired by AdvancED and prompted a shift for the organization. Bottega is a competency-based school providing blended learning opportunities for adult learners. Bottega offers Full Stack Development courses and advances their students through specific pathways into industry by shortening the time to obtain employable skills. The courses focus on software development and provide education in HTML, JS, CSS, Ruby, TypeScripts, GitHub, etc. In 2016, Bottega acquired the Devcamp.com platform and curriculum library. Devcamp has taught over 60,000 students purchase its curriculum since 2013 and provides the Learning Management System that the Bottega students utilize as they progress through the program.



Upper Iowa University is a private institution of higher education with its residential campus located in northeast Iowa.



Waldorf University is a private, co-educational, liberal arts-based institution with roots in the Lutheran tradition offering undergraduate and graduate degrees through both residential and online modalities.



StraighterLine was founded in 2009 by Burck Smith as a solution to the rising costs of college education. Burck set out to discover why prices for online courses were the same or higher than those delivered face-to-face. Using relationships with colleges, publishers, and policymakers that were forged in his 15 years of online higher education experience, Burck created StraighterLine, a way for students to get low-priced high-quality college credit.



EC-Council University was incorporated in Wyoming in 2003 and licensed by the New Mexico Higher Education Department in 2006. The institution was created to educate and train cyber security professionals. This belief led to the establishment of the Master of Science and Bachelor of Science in Cyber Security programs.



Grad Solutions is an accredited only high school program, making it possible for students to attain a high school diploma with no financial cost. Grad Solutions has been helping students fulfill their potential since 2012. Grad Solutions does this through personalized instruction, individual mentoring, excellent curriculum, flexibility, and a progress-based program that does not require minimum attendance or seat time.



Cambridge International Education Centre also has high-level experience in executive education and in the provision and assessment of a wide range of English Language qualifications, including Pearson Test of English (PTE Academic) and IELTS. CIEC is designated as the official Cambridge test center for PTE Academic. CIEC is also the joint owner of Cambridge Seminars College located in Cambridge, UK, where our CIEC Chairman, Professor Stuart Wall, is Principal.



A pioneer in distance learning since its founding in 1973, California Coast University offers affordable, 100% online degree and certificate programs. CCU programs include Associate, Bachelor's, Master's and Doctorate degrees, as well as, professional college-level certificates in a variety of fields, including: Business Management / Administration; Psychology; Criminal Justice; Education; Marketing; Healthcare Administration; and General Studies.



Lakewood College, formerly the American Center for Conflict Resolution Institute, is accredited by the Distance Education Accrediting Commission (DEAC). Lakewood College offers online certificates in Administrative Medical Assistant, Criminal Justice, Mediation, Medical Billing, Medical Coding, Paralegal Studies, and Pharmacy Technician. Two online associate degrees in Paralegal Studies and Business Management are also available.



Abraham Lincoln University is a nationally accredited institution dedicated to providing focused, practical, online courses at all degree levels. Abraham Lincoln University has been a prominent fixture in Los Angeles since 1996 when ALU's founder, Hyung J. Park, a practicing attorney and CPA, had the vision to utilize the emerging power of the internet to host a student's entire curriculum completely online.



# Academic Calendar – 2020/2021

Standard Bottega University terms are 12 weeks long. The official Add/Drop period is seven calendar days from the first official date of the term. The last day to request an incomplete is two weeks prior to term end.

Term	Start Date	End Date	Term Code
2020Q3	08/03/2020	10/23/2020	2020Q3.02
2020Q3	09/07/2020	11/27/2020	2020Q3.03
2020Q4	10/05/2020	12/26/2020	2020Q4.01
2020Q4	11/02/2020	01/22/2021	2020Q4.02
2020Q4	12/07/2020	02/26/2021	2020Q4.03
2021Q1	01/04/2021	03/27/2021	2021Q1.01
2021Q1	02/01/2021	04/24/2021	2021Q1.02
2021Q1	03/01/2021	05/22/2021	2021Q1.03
2021Q2	04/05/2021	06/26/2021	2021Q2.01
2021Q2	05/03/2021	07/24/2021	2021Q2.02
2021Q2	06/07/2021	08/28/2021	2021Q2.03
2021Q3	07/05/2021	09/25/2021	2021Q3.01
2021Q3	08/02/2021	10/23/2021	2021Q3.02
2021Q3	09/07/2021	11/27/2021	2021Q3.03
2021Q4	10/04/2021	12/25/2021	2021Q4.01
2021Q4	11/01/2021	01/22/2022	2021Q4.02
2021Q4	12/06/2021	02/26/2022	2021Q4.03
2022Q1	01/03/2022	03/26/2022	2022Q1.01
2022Q1	02/07/2022	04/30/2022	2022Q1.02
2022Q1	03/07/2022	05/28/2022	2022Q1.03
2022Q2	04/04/2022	06/25/2022	2022Q2.01
2022Q2	05/02/2022	07/23/2022	2022Q2.02
2022Q2	06/06/2022	08/27/2022	2022Q2.03
2022Q3	07/05/2022	09/24/2022	2022Q3.01
2022Q3	08/01/2022	10/22/2022	2022Q3.02
2022Q3	09/06/2022	11/26/2022	2022Q3.03
2022Q4	10/03/2022	12/24/2022	2022Q4.01
2022Q4	11/07/2022	01/28/2023	2022Q4.02
2022Q4	12/05/2022	02/25/2023	2022Q4.03

## HOLIDAYS

Instructors and staff (including technical support) are not available during holidays.

## HOLIDAY CALENDAR

Administrative offices will be closed on break weeks and for observance of the following holidays:

New Year's Day  
Martin Luther King Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Day After Thanksgiving  
Christmas Day

Administrative offices are open from 9:00 a.m. to 5:00 p.m. Monday through Friday (MST). For technical support, students can contact the University Help Desk: [support@bottega.edu](mailto:support@bottega.edu). Students can also submit support tickets directly in Canvas in each course.

# Admissions and Enrollment

## ADMISSIONS

A student who applies for admission to BU must have all admissions paperwork submitted before the student will be considered accepted to the University. Prospective students wishing to attend Bottega University shall submit a complete application package, including a completed application, copy of a valid government ID, a signed Enrollment Agreement, **official** high school transcript or equivalent (such as GED), and any other **official** transcripts from other post-secondary institutions attended.

Applications can be completed online from the website. In the case of an exception where a student is allowed to start before all paperwork has been submitted, BU will follow the DEAC requirement that all documents must be present before the student completes his/her first 12 semester credit hours, or prior to the second term of enrollment. Without a complete application package, the student will be withdrawn from the program. (Exceptions must be approved by the Academic Dean.)

Prospective students must provide **official** transcripts from other colleges for evaluation of transfer credits prior to the admission's decision, including any AP scores. ACT or SAT scores are not required for admission. Written permission from a legal guardian is required for admission of persons who are under the age of 18.

Prospective graduate students must possess a baccalaureate degree from an appropriately accredited institution and provide **official** transcripts for each institution attended. GRE or GMAT scores are not required.

### International Students

BU cannot provide Visa services to international students or vouch for student immigration status due to Bottega University's online university status. Instruction through BU is provided in English, and the University does not provide English as a Second Language services. Applicants for whom English is a second language must take the Test of English as a Foreign Language (TOEFL®) (or equivalent) and students must have their official TOEFL® score report sent to the Office of Registrar under a separate cover. Applicants must receive a TOEFL® score of 500 on the paper-based test or 61 on the Internet-based test (IBT), and the score must be received by the University to be part of student's application package. *Alternatively, an applicant may enroll in the University's EN111 Composition I course online as a non-degree student. The University will accept a grade of C or better as proof of English proficiency in lieu of the TOEFL® score.*

Applicants with transcripts not in English must have transcripts evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review. *See the Admissions Director at [enroll@bottega.edu](mailto:enroll@bottega.edu) for assistance.*

Foreign credential evaluation can be obtained from any member of the National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)). International students who do not have a U.S. government photo identification will need to produce one form of alternative photo identification during the admission process for proof of identification at enrollment and to take proctored examinations to verify identity.

## Sending Transcripts

In order to be accepted, transcripts must be official (meaning, sent directly from the institution to BU under seal, or via secured electronic transmission) and must be confirmed by the Office of the Registrar as valid. Prospective students should send official transcripts and foreign credential evaluations to: ***Bottega University, Office of the Registrar, 50 West Broadway, Suite 300, Salt Lake City, Utah, 84101 or have the school send electronically to registrar@bottega.edu.***

## Admission is Not Guaranteed

Under the following circumstances, admission will not be granted:

- The prospective student does not meet the University's requirements for admission.
- There are discrepancies in the provided admission documents that cannot be resolved, including false or missing information.
- The student is a threat or disruptive to the University's community or its operations, including breach of Bottega University's code of ethics and/or other inappropriate actions.

## TRANSFER CREDIT

**The acceptance of transfer credits between institutions is at the discretion of the receiving college or university.** An applicant who wishes to receive a transfer and/or equivalent credit evaluation prior to enrollment must provide official college transcripts and training certificates. Transfer credit evaluations will not be performed using unofficial transcripts. After a student enrolls in the University, there is no charge for a transfer credit evaluation. The transfer credit evaluation serves as a guide for determining the remaining coursework required for the student to complete his/her desired program of study. Students wishing to transfer BU credits to another institution should check first with that institution regarding its policy on transfer credit.

Course content and instructional quality varies across institutions and, because of this, BU does not consider grade points for work completed at other colleges or universities. Therefore, transfer credit neither raises nor lowers a student's grade point average. A "TR" on the transcript next to the course name will indicate the course is transferred in from another institution. Only grades of C (70 or above) or better will be considered for undergraduate credit and B (80 or above) or better for graduate credit. In addition, the University has established the following limits on the maximum credits that are allowed for transfer into the degree programs. Transfer credit may not exceed more than 75% of the program requirements for undergraduate and 50% of the program requirements for graduate programs. **Computer and technology courses must have been taken within the last five years.**

## Maximum Transfer Credits that May be Awarded from All Sources

- Associate Degree – up to 45 credits (15 courses)\*
- Bachelor's Degree – up to 90 credits (30 courses)\*
- Master's Degree – up to 18 credits (6 courses)\*\*

\*For Associate and Bachelor's degrees, transfer credit may be awarded through a combination of transfer and/or credit by examination.

\*\*For Master's degrees, credit by examination does not apply.

## Military/Law Enforcement Training

The University accepts military/law enforcement and other training for academic credit based on ACE College Credit Recommendation Service evaluations, as outlined in The National Guide to Educational Credit for Training Programs and The Guide to Educational Experiences in the Armed Services.

## Credit by Examination

BU accepts the recommendations of the American Council on Education (ACE) for approved agencies offering credit by examination. These include:

- CLEP (College Level Examination Program)
- Excelsior College Exams
- DANTES subject exams
- AP (Advanced Placement) Credit for a score of 3 or above on the AP test (must be validated by receipt of official scores)

## Prior Learning Assessments

Students may be able to challenge up to 25% of their undergraduate degree program. Students can potentially fulfill some elective, interdisciplinary, and/or general education courses by completing a Prior Learning Assessment (PLA). To be eligible for PLA credits, students must be enrolled in an undergraduate degree program at Bottega University. Additionally, the student must have submitted his/her official transcripts to the university and must have remaining general education and/or elective credits required to complete their degree program at BU. Before requesting a PLA, BU suggests that the student contact his/her Advisor to discuss whether PLA would be beneficial to him/her and how credits are applied towards the chosen degree program.

Students must notify BU staff before they start the course they wish to challenge. Students must complete the PLA for each course they wish to challenge. Students must indicate mastery of the course concepts by being able to effectively describe the prior learning activities and expertise they have attained relevant to the course objectives. Students must demonstrate mastery by providing exhibits of their own work that indicate the level of mastery pertaining to the course objectives. Students must defend their mastery by completing an assigned project and achieving a score of 70% or better. Students who successfully complete the PLA will receive credit towards their degree. Students have four (4) weeks to complete each PLA. Absolutely ***NO EXTENSIONS*** will be given for incomplete assessments at the end of the allotted time. If a student fails to complete the PLA within this time frame, they are not allowed to re-attempt and will have to complete the applicable BU course.

*\*There is a \$300 assessment fee for each PLA attempted by the student.*

Because BU has an outcomes-based model, BU does not award credit for prior experiential learning. Students may challenge up to 25% of an undergraduate degree program in any combination of Prior Learning Assessment and Course Examination Challenges. Students may transfer a maximum of 25% of the credits required for a degree through credit by examination. Transfer credit by examination is not available at the graduate level.

## TRANSFERABILITY OF BU CREDITS

### Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits the student has earned at BU is at the complete discretion of the institution to which the student may seek to transfer. Acceptance of the degree the student has earned is also at the complete discretion of the institution to which the student may seek to transfer. If the credits the student earns at this institution are not accepted at the institution to which the student seeks to transfer, the student may be required to repeat some or all of his/her coursework at that institution. For this reason, the student should make certain that his/her attendance at this institution will meet his/her



educational goals. This may include contacting an institution to which he/she may seek to transfer after attending BU to determine if his/her credits will transfer.

## COURSE LOAD

For degree-seeking students, BU's policy allows students to register for up to four courses in a term. (Exceptions to the number of courses taken in the term are at the discretion of the Academic Dean.) For degree-seeking students, any course begun in the same term must be completed within that term.

## CONTINUOUS ENROLLMENT

A degree-seeking student is considered actively enrolled or "Active" if he or she is registered for at least one course, has been assigned an Instructor, and has not been administratively withdrawn for any reason. A student must enroll in at least one course in a given term during their program of study. If a student does not complete the course and does not enroll in at least one term in the subsequent term, he/she will be considered Inactive. A student who is considered Inactive must communicate with his/her advisor ([advising@bottega.edu](mailto:advising@bottega.edu)) and enroll in at least one course within 60 days in order to be considered Active again. Students who do not enroll in at least one course within 2 terms of their previous enrollment will be Withdrawn (either upon request by the student or Administratively Withdrawn by the University). Once a student withdraws or is administratively withdrawn, he or she must re-enroll and will be subject to the terms and conditions of the new enrollment agreement, including the new program of study requirements, if any updates or changes exist.

## TAKING A BREAK BETWEEN TERMS

A student may take a break between terms, as long as he or she notifies his/her Student Advisor 30 days prior to the end of the current term and the next term's start date is within 60 days after completion of the previous term. A student who has an extraordinary circumstance and needs a break of more than 60 days may request a Leave of Absence. Please see "Leave of Absence" in this catalog for further information.

## STUDENT ORIENTATION

Undergraduate students are required to participate in a BU Orientation course, NS101, which is accessible throughout the students' programs or the NSO with the Career Training Division. This course introduces students to the Canvas Learning Management Platform, describes outcomes-based education, highlights University policies and procedures, and provides student success strategies. For advising support, contact [advising@bottega.edu](mailto:advising@bottega.edu) at any time for questions, schedules for webinars, and any other support.

## TECHNOLOGY REQUIREMENTS

BU requires the following technical specifications to ensure students can successfully take proctored examinations and complete their coursework. If you have any questions, contact us at [support@bottega.edu](mailto:support@bottega.edu).

- Computer that runs at least Windows 10 or higher or Mac OS X, with at least 4GB of RAM (8 GB recommended)
- Webcam (resolution at least 640 x 480 with 1280 x 720 recommended)
- Computer microphone (many webcams have a built-in microphone)
- Computer speakers or headphones
- Adobe PDF reader
- Microsoft Office, including, as a minimum, PowerPoint, Word, and Excel
- Google Chrome web browser (most current version) with Adobe Flash Player installed (Adobe Flash Player is a free download from [adobe.com](http://adobe.com))
- Reliable high-speed Internet connection of at least 10-15 Mbps.

It is the responsibility of the student to ensure that these requirements are met. If you use technology that does not meet these requirements, it is possible that you will not be able to complete some course material. Failure to complete a course due to technology that does not meet these specifications will result in a failing grade and possible academic probation, or dismissal.

## HOUSING

BU's programs are delivered completely online and are non-residential.

## LEARNING RESOURCES

BU delivers its programs completely online, using the Canvas Learning Management System, Diamond Student Information System, ProQuest for Library Resources, AspireEdu for engagement, Turnitin for originality checking, and ProctorFree for proctoring services. Canvas allows students to:

- Access textbook resources and supplemental materials online
- Take low-stakes, formative assessments (such as end-of-chapter quizzes)
- Submit assignments digitally directly to the faculty within the course
- Interact with peers and faculty in a social learning setting
- Submit final exams and projects for grading

The Career Training Division – Bottega Tech uses DevCamp, a state-of-the-art LMS that uses artificial intelligence systems to provide students an optimal learning experience.

# Tuition and Fees

BU operates on 12-week terms and charges a per term tuition that can be paid in three monthly installments. Tuition may change at any time with a 90-day notice to the student body.

## FULL STACK DEVELOPMENT CERTIFICATE TUITION

Tuition is \$7500 for the Part-time, (10-month) Full Stack Development Certificate.

Tuition is \$12,000 for the Full-time, (12-week) Full Stack Development Certificate.

## UNDERGRADUATE TUITION

Tuition is \$897 per term paid in three installments of \$299 per month for students enrolled in a degree program, plus a \$50 per term technology fee. Tuition for non-degree seeking students is \$500 per course, plus a \$50 per term technology fee. **The drop/add period is the first seven days of the term.** The average complete program cost for a Bachelor's degree would be \$14,352\* plus any applicable fees. The average complete program cost for an Associate degree would be \$7,176\*\* plus any applicable fees.

\*Average time to completion for an undergraduate student is calculated at 48 months or four years. It is expected the average student will complete 10 courses per year with 40 courses required to earn a Bachelor's degree. This assumes no transfer credit was applied. Where transfer credit is accepted, the time to completion would be reduced by the amount of transfer credit, thus reducing the overall program cost. Where students enroll as part-time (less than four courses per term) the expected total tuition may be more than the average noted above.

\*\*Average time to completion for an Associate's degree is calculated at 24 months or two years. It is expected the average student will complete 10 courses per year with 20 courses required to earn an Associate degree. This assumes no transfer credit was applied. Where transfer credit is accepted, the time to completion would be reduced by the amount of transfer credit, thus reducing the overall program cost. Where students enroll as part-time (less than four courses per term) the expected total tuition may be more than the average noted above.

## GRADUATE TUITION

Graduate tuition is \$1,497 per term paid in three installments of \$499 per month for students enrolled in a degree program, plus a \$50 per term technology fee. Tuition for non-degree-seeking students is \$1,000 per course, plus a \$50 per term technology fee.

The average complete program cost for a Master's degree would be \$11,976\* plus any applicable fees.

\*Average time to completion for a graduate student is calculated at 24 months or two years. It is expected the average graduate student will complete six courses per year with 12 courses required to earn a Master's degree. This assumes no transfer credit was applied. Where transfer credit is accepted, the time to completion would be reduced by the amount of transfer credit, thus reducing the overall program cost. Where students enroll as part-time (less than four courses per term) the expected total tuition may be more than the average noted above.

Students may register for up to four courses during the term (three for graduate degree enrollments).

Any additional courses will have to be approved by the Academic Dean. Courses that are not completed within the 12-week term will be issued a failing grade and the course must be repeated in a subsequent term.

## COMPLETION TIME FRAME FOR PROGRAMS

Programs	Standard Completion Time Frame	Maximum Completion Time Frame
Associate	2 years	3 years
Bachelor	4 years	6 years
Master	2 years	3 years

### Transfer Credits

Students who have approved transfer credit will likely spend fewer months in the program, reducing their overall cost.

## SCHOLARSHIPS

The University does not offer discounts but does offer scholarships. Scholarships are listed below, as well as on the website, [www.bottega.edu/scholarships/](http://www.bottega.edu/scholarships/). Scholarships have specific application requirements and all applications are reviewed by BU's Scholarship Committee, consisting of the President, the Academic Dean, the Admissions Director, and several members of BU's faculty, who determine whether to grant or deny the scholarship application. Scholarship applications should be submitted to the President at [mfinn@bottega.edu](mailto:mfinn@bottega.edu). *If awarded, the scholarship will be applied to the recipient in the third term of study.*

### Heritage Scholarship

Recipients will receive 50% off one term of tuition.

#### Criteria

1. Must be enrolled in a degree program.
2. Must have completed 24 semester credits at BU.
3. Must have a GPA of at least 3.5.

#### Requirements

Submit a 500-word reflection paper using the topic "How my studies at BU would contribute to my ability to give back or pay it forward to a future BU student."

### BU Continuing Alumni Scholarship

Bottega University would like to show our support for your continued education and congratulate you for a job well-done. This scholarship is for students who finished their Undergraduate degree program at BU and wish to continue into their Graduate program with the University or completed a certificate or Associate degree and want to continue forward to earn an Associate or Bachelor's degree. Recipients will be awarded a scholarship equal to one term at the graduate tuition level. (This scholarship applies to a maximum of three courses in the student's first term.)

#### Criteria

1. Must have completed an undergraduate degree program at BU within the previous three years of application.
2. Must have earned a GPA of at least 3.5 while in the undergraduate program.

## Myanmar Student Scholarship

Myanmar Ivy College of Business and Technology awards a first-term scholarship of \$250 toward the tuition of Myanmar students continuing their degree pursuit at Bottega University.

## FEES

Schedule Change Fee (if made after drop/add period)	\$25
Course Fee – Individual Undergraduate for Non-degree seeking student (retake fee for an undergraduate course is the same cost)	\$500
Course Fee – Individual Graduate for Non-degree seeking student (retake fee for a graduate course is the same cost)	\$1,000
Prior Learning Assessment	\$300***
Graduation – Domestic student	\$50***
International Graduation (Additional cost for international postage)	\$100***
Duplicate Diploma (Any additional shipping cost will be covered by the student)***	\$50***
Official Electronic Transcript – Parchment (Shipping costs for physical transcript are incurred at the cost of the student/entity requesting the transcript)*** <a href="https://www.parchment.com/u/registration/1135508/account">https://www.parchment.com/u/registration/1135508/account</a>	\$15 per transcript***
Returned Checks/Declined Credit Card Charge	\$50***
Late Monthly Payment Charges	\$20***
Technology Fee (assessed per term; non-refundable)	\$50*
Lab Fees (when indicated by course catalog)	\$50-75**

\*Technology fees are assessed to the student's account upon enrollment each new term. This fee covers access to the Canvas LMS, ProQuest Library, Originality Verification Tools, Proctoring Services, and other learning resources. This fee is NON-REFUNDABLE.

\*\*Varies per course and materials.

\*\*\*Optional fees are not considered refundable.

## Textbooks

Tuition and fees do not include cost of books and study materials. Obtaining books and study materials for courses is the responsibility of the student. The best estimated cost of new textbooks and other materials per course is currently a purchase price averaging \$20-\$170. ***Textbooks are not mandatory, but purchase is encouraged for optimal learning in each course.***

## FINANCIAL AID

**BU does not participate in federal or state financial aid programs.**

## UNIVERSITY WITHDRAWAL AND REFUND/CANCELLATION POLICY

### Undergraduate

Per term, students are charged \$897 for tuition, plus a \$50 non-refundable technology fee (regardless of the number of courses enrolled for the term). Students seeking a full programmatic withdrawal for



the term will be eligible for a percentage of tuition paid for the term corresponding with the week of withdrawal, based on tuition previously paid in advance or owed for the term.

## Graduate

Per term, students are charged \$1,497 for tuition, plus a \$50 non-refundable technology fee (regardless of the number of courses enrolled per term). Students seeking a full programmatic withdrawal for the term will be eligible for a percentage of tuition paid for the term corresponding with the week of withdrawal, based on tuition previously paid in advance or owed for the term.

Students have five days to withdraw after signing the enrollment agreement to receive 100% refund of all monies paid to the University. For a per course withdrawal, the student will be eligible for a percentage of tuition refund corresponding with the week of withdrawal based on the per term tuition divided by the total number of courses enrolled for that term. If a student seeks to withdraw from additional courses for the same term, the student will continue to be eligible for a tuition refund based on the same initial number of course enrollments in the same term, providing withdrawal is requested **prior to the 42<sup>nd</sup> day of the term**.

BU requires that a student must inform the Registrar in a documented manner (withdrawal form, mail, email, fax, or other written forms of communication) or by phone. Tuition refunds are made within 30 days of notice of withdrawal. The student is notified if a balance is due to the University. Technology fees are non-refundable. The percentage of tuition minus the technology fee is returned to the student after each week based on the schedule below and is calculated on a per course basis.

## CANCELLATION POLICY

**Cancellation Prior to the Commencement of Classes:** A student will be entitled to a full refund if the student cancels his/her enrollment within five days of signing the University Enrollment Agreement.

**Cancellation After the Commencement of Classes:** The first day of class through Sunday of week one 11:59 p.m. MST is considered the trial period for all new, reentry, and graduate reenrolled students. If a new, reentry, or graduate reenrolled student attends after the first day of courses but withdraws before Monday of week two at 12:00 a.m. MST, the student will be unregistered from his/her courses and will be entitled to a refund of all tuition and applicable fees.

### Withdrawal from the University in the first seven weeks of the Semester: (12-week term)

For all other students, the table below lists the percentage of tuition that will be refunded to students who cancel their enrollment prior to the end of a term.

**Table 1 – Refund Percentage Schedule**

Cancellation Date	Refunded % of Tuition
Week 1	100%
Week 2	80%
Week 3	70%
Week 4	60%
Week 5	50%
Week 6	40%
No refund after week 6	

## Withdrawal from the University for 10-month Part-time Full Stack Development Program:

**Table 2 – Refund Percentage Schedule**

Cancellation Date	Refunded % of \$7500 Tuition
0%-25% of Coding Foundations	100%
25%-100% of Coding Foundations	93%
Month 2 or completion of 20% of the FSDC program	80%
Month 3 or completion of 30% of the FSDC program	70%
Month 4 or completion of 40% of the FSDC program	60%
Month 5 or completion of 50% of the FSDC program	50%
Month 6 or completion of 60% of the FSDC program	40%
No refund after month 6	

Refunds, if applicable, will be made by the Accounting Department within 30 days of the student's withdrawal. The withdrawal becomes official when the student receives final written notification and a final statement from the University. Before the university will release any transcripts, any balance due must be paid in full by the student. If the student has any questions about the status of his/her refund or about the statement balance, please contact the Accounting Department at [accounts@bottega.edu](mailto:accounts@bottega.edu).

### Sample Refund Calculation

#### Examples (in USD)

- Margaret began class in the Bachelor's program and paid \$947 for her term tuition, which includes the \$50 technology fee. She was scheduled for three courses. Three days later, she withdrew from the program, during the "five-day cooling off period," and received a full refund equaling \$947.
- Timothy signed his student enrollment agreement for the Bachelor's program and paid his \$947 tuition and fees, signing up for two courses. In the second week, he withdrew from his program through an email sent to the Registrar. His technology fee of \$50 was not refundable. He was refunded 80% of the \$897 (\$947 - \$50 technology fee) he paid, equaling a total of \$717.60.
- Mary began class in the Bachelor's program and paid \$947 for her term tuition and technology fee. She was scheduled for three courses. In the third week, she formally withdrew from two of the three course. Her technology fee of \$50 was not refundable. She was refunded \$897 divided by three (# of courses scheduled in the term) x 2 (courses withdrawing) x 70% (percentage for that week of withdrawal). Mary received a tuition refund of \$418.60.
- Kristina began class in the Master's program and paid her tuition of \$1,547 for the term, \$1,497 plus \$50 in technology fees. She was scheduled for two courses. In the 8<sup>th</sup> week, she formally withdrew from one of her courses. Her technology fee of \$50 was not refundable, and she failed to receive any refund because the withdrawal from the course was after the 42<sup>nd</sup> day of the term.
- Daniel began class in the Bachelor's program and paid his tuition of \$947 tuition, including the technology fee, for the term. He was scheduled for three courses. In the third week, he withdrew from one course, and in the fifth week withdrew from a second course. Daniel's

technology fee of \$50 was not refundable. He is eligible for a refund: \$897 divided by three (courses) x 1 (course withdrawal) x 70%, equaling \$209.30. Daniel also withdrew from his second course in the 5<sup>th</sup> week, calculated at \$897 divided by three (courses) x 1 (course withdrawal) x 50%, equaling a second refund of \$149.50.

*California: The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if you are not a California resident, or are not enrolled in a residency program. "It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school." Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.*

*To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:*

1. *The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.*
2. *You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.*
3. *You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.*
4. *The institution has been ordered to pay a refund by the Bureau but has failed to do so.*
5. *The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.*
6. *You have been awarded restitution, a refund, or other monetary award by an arbitrator or court based on a violation of this chapter by an institution or representative of an institution but have been unable to collect the award from the institution.*
7. *You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.*

*To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery.*

*If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number."*

The Accounting Director issues the refund payment within 30 days of the request for the Withdrawal. Once officially withdrawn, a student must re-enroll and will be subject to the terms and conditions of the new enrollment agreement, including the new tuition rate and all applicable fees.

## Extensions

If extenuating circumstances arise where the student is unable to progress, the student must meet with the instructor and/or the academic team to complete an extension request form. The instructor or academic team member must present the form for approval to the Academic Dean for the University and the Chief of Staff or the Chief Academic Officer for the Career Training Division, who approves or disapproves the request.

Students may extend their program **30 days per extension** (with a limit of two) for full time students and **30 days per extension** (with a limit of four) for part time students. Failure to complete the program within the enrollment agreement contracted time frame or apply for an approved extension will result in an incomplete for the program and termination of the enrollment.

## FINANCIAL PROBATION

It is BU's policy that students' financial accounts must be current. Students who default on their financial arrangements will be put on financial probation and a hold will be placed on their student courses until their accounts are current. Students on financial probation will not be able to register for additional courses or a new term. No transcripts will be issued to students on financial probation, or who are administratively withdrawn for nonpayment. If a student defaults on his/her arrangement while on financial probation, he/she will be administratively withdrawn from the University. If

difficulties arise, appropriate arrangements must be made with the Accounting Director at [accounts@bottega.edu](mailto:accounts@bottega.edu) before the account falls past due.

## MILITARY ASSISTANCE

We welcome our veterans. The programs at BU are approved for the use of the GI Bill®. Appropriate enrollment documents, including the student's VA Certificate of Eligibility, must be submitted during the enrollment process.

### Chapter and Federal Benefits

There are numerous types of Chapter and Federal benefits available to veterans, active duty military, guard/reservists, and their families, including the benefits listed below.

#### Post-9/11 (Chapter 33)

Post-9/11 funding encompasses Yellow Ribbon, Transfer of Entitlement, and the Marine Gunnery Sergeant John David Fry Scholarship.

Post-9/11 provides financial support for education and housing to individuals serving after September 10, 2001. For information regarding Post-9/11, please visit: [Post-9/11 GI Bill® \(Chapter 33\)](#).

Post-9/11 benefits may be passed on to dependents and spouses. For more information regarding Transfer of Post-9/11 GI Bill® Benefits to Dependents (TEB), please visit: [Transfer your Post-9/11 GI Bill® Benefits](#).

Yellow Ribbon may be given to veterans entitled to their maximum benefit rate for Post-9/11. For information regarding Yellow Ribbon benefits, please visit: [Yellow Ribbon Program](#).

The John David Fry scholarship may be given to children and spouses of service members who die in the line of duty after September 10, 2001. For more information regarding the Marine Gunnery Sergeant John David Fry Scholarship, please visit: [Fry Scholarships](#).

#### Montgomery GI Bill® (Chapter 30)

The Montgomery GI Bill® encompasses both the Montgomery GI Bill® Active Duty and the Selected Reserves (Chapter 1606). The Montgomery GI Bill® Active Duty can be payable within 10 years following release of active duty service. For information regarding the Montgomery GI Bill® Active Duty, please visit: [Montgomery GI Bill® Active Duty \(MGIB-AD\)](#).

The Selected Reserves (Chapter 1606) may be available if you are a member of that military branch. For more information regarding the Selected Reserve, please visit: [Montgomery GI Bill® Selected Reserve \(MGIB-SR\)](#).

#### Veteran Readiness & Employment (Chapter 31)

Veteran Readiness and Employment assists veterans with disabilities to prepare for suitable jobs. For more information regarding the VA Veteran Readiness and Employment services, please visit: [VA Vocational Rehab and Employment \(VR&E\)](#).

In order to register for VR&E services, students will need to contact their regional office. For a listing of regional office locations and contact information, please visit: [Veterans Benefits Administration – Regional Offices Websites](#).

#### Survivors and Dependent Assistance (DEA/Chapter 35)

DEA provides education and training for spouses and dependents of certain veterans, including prisoners of war, members injured in service, those with disabilities, and those who have died due to a service-connected disability. For more information regarding DEA, please visit: [Survivors' and Dependents' Educational Assistance](#).

### **Veterans Educational Assistance Program (VEAP)**

VEAP may be available if service members made contributions from military pay to participate in this program. For information regarding VEAP, please visit: [Veterans' Educational Assistance Program \(VEAP\)](#).

### **My Career Advancement Account (MyCAA)**

MyCAA is a career development and employment assistance program for spouses of active duty military. For more information, please visit: [MyCAA Grant Program for Military Spouses](#).

### **Federal Tuition Assistance**

Federal Tuition Assistance is available to active duty service members. Each branch is listed below with more information on general eligibility and procedures on how to apply. Please contact your local base's educational department for further information.

#### *Army*

To find out more information regarding Army Tuition Assistance, please visit: [Go Army Ed – Tuition Assistance](#).

#### *Navy*

To find out more information regarding Navy Tuition Assistance, please visit: [Navy College Program – Tuition Assistance Overview](#).

#### *Air Force*

To apply for Air Force Tuition Assistance, please visit: [Military.com – Air Force Tuition Assistance](#).

#### *Marine Corps*

To find out more information regarding Marine Corps Tuition Assistance and how to apply, please visit: [Military.com – Marine Corps Tuition Assistance](#).

#### *Coast Guard*

To find out more information regarding Coast Guard Tuition Assistance and how to apply, please visit: [Military.com – Coast Guard Tuition Assistance](#).

#### *Army National Guard/Air National Guard*

To find out more information regarding Army National Guard and Air National Guard Tuition Assistance, please visit: [Military.com – National Guard Tuition Assistance](#).

#### *National Guard and Reserve*

To find out more information regarding National Guard and Reserve Tuition Assistance, please visit: [Military.com – Guard and Reserve Benefits](#).

### **Additional Resources**

Find out if the educational program you want to enroll in is approved for VA benefits. For a list of Bottega University programs that have been approved, please visit: [United States Department of Veterans Affairs – WEAMS Institution Search](#) (click links for “Institution of Higher Learning” and “Non College Degree” to view lists of approved programs).

You may qualify for more than one educational benefit. For more information regarding eligibility, please call the VA General Education Benefits hotline at 1-888-442-4551.

To speak to the VA regarding personal records, please call 1-314-801-0800.

To contact the VA regional benefit offices, please visit the [Veterans Benefits Administration – Regional Offices Websites](#) locator and contact the appropriate state website.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website: [Veterans Benefits Administration – Education and Training](#).



# Student Policies

All members of our University community are expected to strive for personal and academic integrity, to treat others with dignity and respect, and to take responsibility for individual behavior as responsible citizens in the community and larger society. The following policies are created to ensure the integrity of the degree you earn.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress (SAP) is measured using four standards: 1. Grade Point Average (GPA) for the current term. The end of term Grade Point Average for courses taken in a given term must be at least a 2.0 grade point average for undergraduate students and a 3.0 grade point average for graduate students. 2. Cumulative Grade Point Average (CGPA) – the cumulative grade point average at any time during the program of study must be at least a 2.0 grade point average for undergraduate students and a 3.0 grade point average for graduate students. 3. Percentage Ratio of Credits Attempted to Credits Earned must remain above 67%. (for example, 180 credits attempted:120 credits earned is a maximum number of credit attempts to earn a bachelor degree). 4. Program Length – the maximum program. Length allowed by Accreditation is 150% the typical length of the degree program enrolled (i.e. 3 years for an associate degree, 6 years for a bachelor degree, 3 years for a master degree, from the time of enrollment (see Maximum Program Length). Transfer credits will impact the overall allowed maximum length of enrollment. If you have any questions about Satisfactory. Academic Progress, speak with your advisor at [advising@bottega.edu](mailto:advising@bottega.edu).

While on probation, a student may not receive a grade of Incomplete in a course or take a leave of absence. ***SAP is evaluated after each term and at the time of withdrawal from the University.*** A student requesting admission to a new degree program after graduation begins as a first-term student with a new SAP history.

Students who fall below the SAP threshold have two terms to improve their GPA. The first term will be a probationary term. If the student does not improve his/her GPA to the standard, the second term will be considered an academic warning term. Students who do not improve their GPA to the minimum standard (2.0 for undergraduates, 3.0 for graduates) will be dismissed from the University by the end of the third term. Prior to dismissal, a student may request a change to another academic program and a SAP re-evaluation based on the requirements of the new program. Students who have been administratively withdrawn for failure to meet SAP may not re-enroll in the same program, for a minimum of one year. A student who has a compelling rationale for re-enrollment may submit an appeal to the Academic Dean per the University's Appeals and Grievances policy.

### Maximum Program Length

A student must complete the entire program within 150% of the program length or the successful completion of 67% of courses attempted.

## UNIT OF CREDIT

The unit of credit at Bottega University is the semester hour.

## FULLY ONLINE COURSES

Online asynchronous courses must mirror the learning outcomes and academic standards of the analogous face-to-face courses. Thus, while students may spend no time “in class,” they complete the equivalent amount of work. Federal regulations recognize the special nature of “class time” in the online environment. Students must be administratively withdrawn if they are not registered and attend a course(s) within a 90-day time period.

## ACADEMIC INTEGRITY AND HONESTY

### Importance of Having an Academic Authenticity Policy

A formal Academic Authenticity Policy protects the integrity of student work and the degrees offered by Bottega University by ensuring that each student’s work is the student’s own original thoughts and ideas, thus ensuring that his/her degree is earned through his/her commitment to education.

### Purpose

The purpose of this document is to establish Bottega University’s Academic Authenticity Policy and Procedures in such a way that it is clearly communicated to students and faculty. The policy establishes a set, streamlined process that is followed for identifying breaches of academic honesty and the consequences that students will have for violating the policy. **All student assignment work will be submitted to Turnitin or other plagiarism tools for verification of adherence to the policy.** Exam responses may be reviewed by the academic administration if plagiarism is suspected by faculty and graders. *See “plagiarism” definition below.*

### What is Academic Authenticity?

The University insists on academic integrity and honesty and requires that all student submissions reflect the honest, ethical, and accurate representation of a student’s academic work and record. Students are required to attest to the originality of all project submissions.

Plagiarism is defined as “when a writer deliberately uses someone else’s language, ideas, or other original material (not common-knowledge) without acknowledging its source” (Council of Writing Program Administration). Plagiarism includes copying someone else’s work without using correct citation and/or attribution, and it does include copying material from Wikipedia or any other Internet source. Course competencies are clearly articulated, so a student who attempts to modify a project prepared for one course so that it will meet the requirements of another course is likely to find the results unsatisfactory.

BU recognizes that instances of plagiarism can occur due to student misunderstanding or lack of knowledge about standards and practices of citation and attribution. However, it is the student’s responsibility, as part of his/her academic development, to learn and adhere to the rules of appropriate citation and attribution. When evidence suggests that plagiarism has occurred due to the lack of a student’s understanding of citation guidelines, faculty are encouraged to work with the student to provide him/her with an opportunity to correct the issues and resubmit work. It is solely within the faculty’s discretion to make a determination of whether to allow the student to resubmit the assignment, fail the student on the assignment, or fail the student in the course. Decisions should be discussed with the Academic Dean, so previous events can be reviewed also.

Examples of academic dishonesty include, but are not limited to:

- Unauthorized collaboration between two or more students on a course project, assessment, or assignment.

- Sharing quiz or final examination questions or answers in public forums (e.g., Internet sites, blogs, etc.) without the University's express written consent.
- Using Internet access, resources, or any other source while taking a proctored exam.
- Submitting academic records (e.g., transcripts) that have been altered in any way or that are fraudulent.
- Submitting work that was not written or created by the student. Examples are papers purchased from others prepared by ghost-writers.

Violations of the Academic Integrity and Honesty policy will become part of the student's record. Depending on the severity and/or frequency of the violation(s), the faculty may take disciplinary action. This could include submitting a formal recommendation to the University administration that the student be withdrawn from the University. A student who has become subject to disciplinary action may submit an appeal to the Academic Dean per the University's Appeals and Grievances policy.

### Cited Material

It is suggested that no more than 30% of a student's work be cited material. Of that 30%, no more than 15% can be from one single source. It is noted that some courses may have content that brings up a higher matching to other sources due to the same material needed to pass the assignment, such as math formulas or theories. Each occurrence of a match outside these parameters will result in a thorough evaluation by a qualified evaluator and/or the Academic Dean.

**Note:** Cited material is APA documented material used within the student's work. Turnitin generates an originality report for each student's work that is uploaded. Any unoriginal work must be cited from the original source (who wrote it). Students' projects/papers will not be graded if the originality report shows a percentage higher than 30% of cited materials.

### How Academic Authenticity Will be Monitored and Checked

BU uses a third party called ProctorFree to proctor and record exams. Students must present a government-issued photo ID and take exams in a quiet room where they will not be interrupted during the examination period. If there are concerns with the recorded exam, ProctorFree reserves the right to flag the exam for review. **Before grading any proctored final exam, instructors must go to ProctorFree Audits and see if the student's exam has been flagged.** If so, the exam is NOT graded, but the incident is turned over to the Academic Dean for further investigation. **An exam anomaly is a severe infraction and the student will have to repeat the course if it is his/her first infraction. If it is a second infraction, the student may be terminated from the University.**

BU uses Turnitin to evaluate the authenticity of all performance assessments and project work. Students can use Turnitin before final submission of their work to check for originality misalignment and make corrections to their work. At the time the students submit their work for evaluation, a Turnitin report will be generated showing any matches to external sources. The report will be used to determine the action taken if the matches are higher than the set policy. Turnitin also color codes the work so that it is easy to tell if the student is in the red (not acceptable), yellow (needs improvement), or green (good) range.

Students can resubmit their work to Turnitin as many times as they want BEFORE turning it in as the Final Submission. Once they have turned in their work under Final Submission, the project is recorded in the Turnitin database.

In cases where the instructor deems the infraction as severe (i.e., copying another student paper entirely, second or third infractions, purchased papers, etc.), the instructor will make a recommendation to the Academic Dean and refer the submission to him/her for a final decision.

## Evidence

Evidence consists of the originally submitted student paper, along with the Turnitin report for a performance assessment or project. Evidence for an objective assessment or exam would be a recorded exam by ProctorFree with notations of the infraction time or reasoning behind the caution. All copies of evidence will be provided to the student.

## Consequences for Academic Authenticity Violations on Exams

There are no warnings for violations on exams. This is a severe infraction as the entire exam time is videoed. Violations may include:

- Speaking with someone off camera
- Using an Internet website or other sources on the computer
- Using the textbook, notes, or other written material

## Consequences for Academic Authenticity Violations on Projects

### First Violation

Student receives feedback with his/her submission of Turnitin where the percentage is too high for originality. The instructor cautions the student on his/her work. The instructor informs the student that he/she needs to reduce the cited material to be within University guidelines by using his/her own original thoughts and ideas. The instructor will mark the gradebook with an incomplete until a resubmission is made, and the violation is cleared. Then, the instructor will mark it complete. (This First Violation only applies to the student's submission to Turnitin. Once the student submits the project to Final Project Submission, the First Violation will not apply, and the First Written Warning will be issued instead.)

### First Written Warning

The student receives a formal letter of warning from the Academic Dean informing the student that he/she has submitted work that is over the allowed originality percentage as a Final Submission. A first warning will be given and the student will be given a "0" for the assessment. A copy of all documentation will be attached to the student's file in the Student Information System.

### Second Written Warning

The student automatically fails the course and is not allowed a rewrite. He/She will get a second written warning and will be required to have a phone call with the Academic Dean before he/she can continue his/her studies. A second warning will be given if a student has received a first warning and is again in violation of the policy.

### Severe Infractions

The student is referred to the Academic Standards Committee. The Academic Standards Committee will decide what action to take, which may include expulsion or removal of a student's degree. All written warnings become part of the student's file and will remain on file until the student graduates or withdraws from the University.

## Appeals

For either a verbal or written violation, a student may appeal the instructor's decision by writing a formal explanation of the offense and providing documentation by emailing the Academic Dean. Grade appeals must be made within 90 days of the posting of the final course grade.

The Academic Standards Committee is comprised of the President, Academic Dean, the Registrar, and the Accounting Director. The Academic Standards Committee will hear appeals for a Second Written Warning or a Severe Infraction.

Students have the right to request a teleconference meeting to review material regarding the offense if they believe the ruling of the Academic Dean was incorrect.

- a. If the student fails to appear at the agreed-upon time or within 30 days of the written warning, the consequence will stand.
- b. The burden of proof rests with the student.
- c. The Academic Standards Committee will review the new information, hear the student's case, and decide to reverse, impose other terms, or uphold the decision.

The Academic Standards Committee will notify the student within five (5) business days, in writing, of the decision on the appeal and the next steps for the student.

### **Continuance of Coursework**

A student accused of a violation but under appeal may continue to work in his/her course until the Academic Standards Committee decides the case. If the final decision results in expulsion or dismissal from the school, the student will be given a withdrawal (W) in the course on the official transcript and any work in the course will be void.

### **Other Ways Academic Authenticity Violations May be Identified**

If it is suspected that a student has paid someone to write a paper, a ghost writer, an Internet search can be conducted to find content. This search can be done by reviewing well-known sites that advertise such services. If it can be proven that the student paid for a ghost writer to write a paper for him/her, the student will be immediately referred to the Academic Standards Committee and may receive the same consequences as stated above.

### **Sanctions**

#### **Expulsion**

A student is withdrawn from the University with no provision for readmission. The student will be withdrawn from all current courses and will receive a "W" grade in each.

#### **Dismissal**

A student is administratively withdrawn from the University for at least one year. The student will be withdrawn from all courses that are outside of the course in question and will receive a "W" grade in each.

#### **Course Failure**

A student will receive an "F" for a second warning or a severe infraction.

## **STUDENT CODE OF CONDUCT**

As members of BU's academic community, students are expected to adhere to the established standards related to communication, academic integrity, and honesty. By signing the Enrollment Agreement, students agree to abide by these standards and all University policies. In addition to adhering to the policy on academic integrity and honesty, students are to abide by the Code of Conduct as it relates to all communications.

The exchange of diverse, freethinking ideas and the practice of debate are core elements of the academic environment. BU fully supports these ideals but also requires that all communications between and among students, faculty, and administration reflect civil discourse and professionalism. Each student is responsible for the content of all text, audio, or images that he/she places or sends over the Internet, including, but not limited to, any web-based sites or applications utilized through the University. Fraudulent, harassing, or obscene messages, communication, or actions of any kind are



prohibited. Information published on the Internet should not violate or infringe upon the rights of others. Abusive, profane, or offensive language transmitted through the system is not tolerated. Any student who feels harassed is encouraged to immediately inform the alleged harasser that the behavior is unwelcome. If the informal discussion with the alleged harasser is unsuccessful in remedying the problem, or if the individual experiencing the behavior does not feel comfortable with such an approach, the individual should immediately report the conduct to his/her Student Advisor, Instructor, the Title IX Coordinator, or any administrative official of the University. All reports of harassment or discrimination will be promptly investigated.

Violations of the Student Code of Conduct will become part of the student's record. Depending on the severity and/or frequency of the violation(s), the Faculty may take disciplinary action. This action could include submitting a formal recommendation to the University Administration that the student be withdrawn from the University. A student who has become subject to disciplinary action may submit an appeal to the Academic Dean per the University's Appeals and Grievances policy.

## APPEALS AND GRIEVANCES

BU identifies a complaint as an issue which can be and is resolved by the administration or staff of Bottega University to the student's satisfaction. A grievance is a more serious issue that necessitates the involvement of a third party for resolution. BU encourages students to contact their Student Advisor as their primary support with any administrative and logistical issues. If the Student Advisor cannot resolve the issue, the student can follow the below appeal and grievance process.

### Right to Appeal

Grade appeals must be made within 90 days of the posting of the final course grade.

Students have the right to appeal under due process. If a student alleges that a grade has been given in an arbitrary or capricious manner, the student must first discuss the situation with the Instructor responsible for the course within ten (10) business days of receiving the grade.

If a student remains dissatisfied after such required discussion, then the student may file an allegation of arbitrary and capricious grading with the Academic Dean. Complaints are to be made in writing to the Academic Dean within 30 calendar days of the student's receipt of the grade.

Appeals of disciplinary actions and other University decisions must also be made in writing to the Academic Dean. The student must provide evidence and/or a compelling explanation for why the disciplinary action should not be implemented.

Students have five (5) working days from the notification of the disciplinary action to submit their appeal. During those five days, no action will be taken to dismiss the student or suspend the student from access to courses or services, unless the Administration determines that allowing the student to remain engaged with BU students, staff, or faculty would be harmful. The Academic Dean will respond to the student appeal no later than ten (10) working days from the receipt of the written appeal. The decision of the Academic Dean will be final.

### Grievance

A grievance may arise out of a decision reached or action taken by a member of the faculty, staff, or the administration of Bottega University. A basic grievance is that the college has violated a published policy. It does not include grade appeals. The purpose of the Student Grievance Policy is to provide a process for an impartial review and to ensure that the rights of students are properly recognized and protected. The first step to resolve a grievance is to ensure that all informal channels of resolution and the Student Complaint Policy have been exhausted. If the student believes the resolution received was unsatisfactory, the student has a right to appeal. (Please see the Right to Appeal information in this



catalog.) If the student is still not satisfied with the appeal results, the student may contact any of the below agencies. Please note that these agencies require that a complainant work with the institution first to exhaust all avenues for resolution.

#### Utah State Agency

Utah Division of Consumer Protection

160 East 300 South

Salt Lake City, UT 84111

(801) 530-6601 <http://consumerprotection.utah.gov/complaints/index.html>

#### Distance Education Accrediting Commission (DEAC)

Distance Education Accrediting Commission

1101 17<sup>th</sup> Street, NW, Suite 808

Washington, DC 20036

(202) 234-5100

(202) 332-1386 (fax)

[www.deac.org](http://www.deac.org)

#### NC SARA/Student Consumer Complaints

Students who have a complaint against Bottega University should first file a complaint with the institution. If Bottega University does not resolve the complaint, students may file a complaint with the Utah Board of Regents at [www.higheredutah.org/sara](http://www.higheredutah.org/sara). The Board of Regents will only consider complaints that were previously unresolved by the institution and may refer a complaint to another agency for investigation.

## COPYRIGHT

The University complies with the copyright laws of the United States, which prohibit the making or reproduction of copyrighted material except under certain specified conditions. Acts of copyright infringement include, but are not limited to, misusing copyrighted material in coursework and misusing material for which the institution owns the copyright (i.e., website materials, course materials, publications, etc.).

## DISABILITIES

BU is committed to complying with all applicable provisions of the Americans with Disabilities Act of 1990 (“ADA”). It is the University’s policy not to discriminate against any qualified applicant because of such individual’s disability or perceived disability. In keeping with ADA, the regulations in 29 CFR Part 1630 (1992), and the Rehabilitation Act of 1973 (Section 504), BU will provide reasonable academic accommodations for students who provide formal documentation outlining their disabilities and their reasonable and appropriate requests. It is the student’s responsibility to seek available assistance and to make his/her needs known to his/her Student Advisor at the time of enrollment or as the need arises, who will then inform the Academic Dean. Documentation to support the disability must be provided to the Student Advisor at the time of the request. Information regarding a student’s disability is voluntary and confidential. The Canvas LMS has accessibility features built into the software and can accommodate most disability hardware and software.

## INTELLECTUAL PROPERTY

BU is committed to excellence and innovation in teaching and scholarship. The University encourages academic scholarship resulting in papers, publications, and presentations and respects student ownership in these areas. Students own their materials developed within the scope of course work.

## LEAVE OF ABSENCE

A student who has an extraordinary circumstance and needs a break may request a Leave of Absence at the end of a term. A Leave of Absence is an enrollment break of more than 30 days. If granted, the Leave of Absence may be for a period up to 60 days. A student who takes a Leave of Absence becomes Inactive and will not be billed during the leave, but otherwise retains the rights and responsibilities detailed in the current enrollment agreement. The student must return from the leave and start a term within the arranged time period in order to return to Active status. Failure to do so will result in the student being administratively withdrawn from the University. Once withdrawn, a student must re-enroll and will be subject to the terms and conditions of the new enrollment agreement, including new tuition rates and all applicable fees (if applicable).

## MILITARY DEPLOYMENT LEAVE OF ABSENCE

BU understands and responds to the special needs of military service members. When military deployment prohibits satisfactory progress, students may request a Military Deployment Leave of Absence by submitting a Request for Military Deployment Leave of Absence and a copy of the official orders. In the event that a Leave of Absence must be extended beyond the original reactivation date, a new Request for Military Deployment Leave of Absence must be submitted. Contact a Student Advisor to access this form. To return to Active status, the student must submit a Request for Reactivation form. No reactivation fee will be required after a properly requested Military Deployment Leave of Absence.

## NONDISCRIMINATION

BU does not discriminate against individuals and provides equal employment opportunities to all employees and applicants without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer-related, or HIV/AIDS-related), genetic information, or sexual orientation, in accordance with applicable federal, state, and local laws. In addition, BU complies with applicable state and local laws governing nondiscrimination in employment in every location in which the institution has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

### Sexual Harassment and Gender Discrimination

It is the policy of BU to maintain an environment that encourages mutual respect and promotes respectful congenial relationships between employees and is free from all forms of harassment by anyone, including supervisors, coworkers, vendors, contractors, or students. Harassment, even when not unlawful or directed at a protected category, is expressly prohibited and will not be tolerated by the institution. Accordingly, BU's administration is committed to vigorously addressing complaints of harassment and sexual harassment at all levels within the institution. Reported or suspected occurrences of harassment will be promptly and thoroughly investigated. Following an investigation, the institution will immediately take any necessary and appropriate disciplinary action. BU will not permit or condone any acts of retaliation against anyone who files harassment complaints or cooperates in the investigation of same.

## Definitions

1. The term “harassment” includes harassment based on any category protected by federal, state, or local law, which may include, depending on the jurisdiction, but is not limited to, unwelcome slurs, jokes, or verbal, graphic, or physical conduct relating to an individual’s race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer-related or HIV/AIDS-related), genetic information, or sexual orientation.
2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
  - a. Submission to such conduct is an explicit or implicit term or condition of employment or of student success;
  - b. Employment decisions or student outcomes are based on an employee’s or student’s submission to or rejection of such conduct; or,
  - c. Such conduct unreasonably interferes with an individual’s work or school performance or creates an intimidating, hostile, or offensive working or learning environment.

Reported or suspected occurrence of harassment will be promptly and thoroughly investigated. Following an investigation, the University will immediately take any necessary and appropriate disciplinary action. The University will not permit or condone any acts of retaliation against anyone who files harassment complaints or cooperates in the investigation of same. Please see the Title IX Coordinator if you have any questions or needs.

## RECORD RETENTION

Bottega University requires that student academic and course records be retained for specific periods of time. These academic records must be managed according to the guidelines outlined in this policy. This policy establishes guidelines that set forth the minimum length of time that records should be retained. This will allow BU to:

- Meet its business and legal needs
- Optimize the use of space and minimize the cost of academic records retention
- Ensure that outdated or useless records are deleted/destroyed

Record retention periods for selected academic records may be increased for various reasons, including government regulation, judicial or administrative orders, contracts, pending or threatened litigation, or audit requirements. Such changes in the records retention schedule supersede the requirements listed in this schedule and will be so noted.

### Purpose

The purpose of this policy is to allow the University to make sensible decisions about what information to keep and what information to discard, and to establish procedures for the maintenance, retention, preservation, and disposal of academic records.

### Roles and Responsibilities

All employees, faculty members, or staff members of the University are responsible for being aware of, and adhering to, the provisions outlined within this policy.

### Procedure

Records for which there is a retention requirement in the retention schedule are recommended to be deleted/destroyed when they have reached the conclusion of their retention period. Academic records

not specifically identified in this document should be retained a minimum of five (5) years if there is a legitimate business reason to do so and deleted/destroyed if there is not.

Academic records should be deleted/destroyed in ways commensurate with their confidentiality and with methods that do not permit recovery, reconstruction, or future use of confidential information. For example, paper records should be cross-shredded and not placed in recycle bins; and electronic or machine-readable records should undergo multiple overwrites, physical destruction, or degaussing.

Emails should be handled as any other record in terms of retention and disposal.

Student education records at BU are held confidential in accordance with university best practices.

Written student consent is required for access and release of student records information.

## **FERPA STUDENT RIGHT TO PRIVACY**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the University Registrar, Dean, head of the Academic Department, Chief Academic Officer, President, or other appropriate official a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

The University forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled, as long as

the disclosure is for purposes related to the student's enrollment or transfer.

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

The student's educational records will also be disclosed to individuals or organizations if the student has a signed authorization listing those specific individuals or organizations.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

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

# Student Support

BU commits to providing students with the support they need to achieve their educational goals. The roles and responsibilities of this supporting team are delineated here.

## STUDENT ADVISORS

These key team members mentor students and provide academic advising support as students develop and personalize their study and degree plans. They are the first point of contact for helping students successfully complete their programs and resolving issues involving their program of study or any other school-related issues students may have. Student Advisors are required by University policy to answer student inquiries within 24 hours during the work-week and within 48 hours on the weekend. Student Advising may be reached at [advising@bottega.edu](mailto:advising@bottega.edu). It is not recommended to attempt to contact an advisor or academic team member directly for advising support. Any advising requests are best supported through [advising@bottega.edu](mailto:advising@bottega.edu).

## INSTRUCTORS

At BU, we believe instructors should work closely with students and truly serve as teaching faculty. They provide instruction to students, both synchronously and asynchronously. Instructors actively initiate interaction with students. Instructors expect students to communicate with them and engage in learning activities on a weekly basis. Our instructors use a flipped classroom teaching model where course material that would be traditionally covered in a lecture format is introduced in the learning management platform. Robust course texts, resource materials, exercises, and assessments are hosted in the online classroom environment. Instructors continually add resources to keep the courses relevant and engaging. Discussions between instructors and students occur via technological tools that allow both synchronous and asynchronous communication. Instructors are subject matter experts in the content and methodology of their assigned courses and, as such, identify, evaluate, and create learning resources across a variety of media to provide students with a variety of learning options.

As with typical university faculty, BU instructors are the principal content and informational resource to provide content guidance and answer academic questions about particular courses while helping students successfully complete their courses and academic program. Instructors are available to students and will answer student inquiries within 24-48 hours during the work week and within 48 hours on the weekend, except during school vacations.

Evaluations of assessments in the course are completed by the instructor of the course. Instructors compare student work to rubrics that are available to students as they complete the assignments, ensuring a fair evaluation of the student's level of competency and to give students substantive feedback on each assessment for growth. **Assignments are typically graded within 24-48 hours.** The speed with which instructors return assignments is monitored by the Student Advisors, the Registrar, and the Academic Dean to ensure timely grading. **Final grades are submitted to the SIS (Diamond) within 7 days of the end of the term.**

## STUDENT SERVICES

The Student Services department is responsible for providing personalized, responsive, and proactive service to promote student engagement and satisfaction with BU's distance education environment. To contact Student Services, please email [advising@bottega.edu](mailto:advising@bottega.edu).



## LIBRARIAN

The University's Librarian serves as a resource to assist students with the digital library and other questions regarding research. To contact the librarian, please email [librarian@bottega.edu](mailto:librarian@bottega.edu).

## REGISTRAR

The Office of the Registrar serves as the institutional administrator for academic information and records that support faculty, staff, and students. Services provided by the Registrar include:

- Management of student academic records
- Determination of transferability of credit
- Degree plan services
- Course registration and enrollment verification
- Providing official and unofficial transcripts – to request an official transcript, please go to <https://www.bottega.edu/request-transcripts/>
- Assessment and conferral of degrees
- Consultation on academic policies and procedures
- Information for students, faculty members, and staff regarding their rights and responsibilities related to educational records, access, and privacy

To contact the Registrar, please email [registrar@bottega.edu](mailto:registrar@bottega.edu).

## SUPPORT DESK & TECHNICAL HELP

The BU Support Desk allows students to submit requests for technical and non-technical support. Support requests may be submitted by emailing [support@bottega.edu](mailto:support@bottega.edu).



Samuel Ochieng' Ngesa  
MBA – Finance 2018

One of the skills that learners need to make good use of is communication. Throughout my studies, I have faced tons of challenges; e.g., losing a laptop. The coaches from BU were very understanding in helping me to reconnect and submit my projects and occasionally extend the deadlines. For the online studies, it is required for any learner to have a high level of discipline as there is no one to push you to work. You also have to challenge yourself; i.e., have a goal and yearn to meet it. I mean, you are responsible for your own happiness, sadness, or whatever state you are in... you own your future! Go out there and find what you love and have a passion for, then give it your best shot.

# Program and Course Information

## PROGRAM OBJECTIVES

BU offers competency-based degree programs that are focused on the knowledge, skills, and abilities needed in a 21<sup>st</sup>-century workforce. Industry experts collaborate with the University faculty to identify the requisite competencies and key learning objectives in their respective fields. Our outcomes-focused approach allows students to advance as quickly as they develop the skills and knowledge (competencies) required to be successful. Graduation is based on demonstrating competence, not on how much time is spent in a “classroom.” A typical student who has no background in the course material would spend an average of 135 hours of student work to successfully demonstrate achievement of all learning objectives in a single course. However, students who already possess some of the knowledge, skills, and abilities required in the course may find they are able to complete the course in less time. Our academic model measures a set of demonstrated skills, rather than a succession of courses, to determine whether or not a student has gained the knowledge, skills, and abilities to be successful in today’s workplace.

## COURSE OVERVIEW

BU courses are designed around a set of course outcomes that align with program-level competencies. Unit topics within the courses map to specific learning objectives. Students master the course outcomes through a variety of learning resources (e.g., textbooks, readings, journal articles, videos, and webinars) and formative assessments (e.g., quizzes and exercises). Students demonstrate mastery through objective assessments (proctored examinations) and performance assessments (projects, papers, presentations, etc.). For each course, the assessments are designed to measure achievement of course outcomes. Course exercises, practice quizzes, and other course-based activities also contribute to student mastery measurement.

## COURSE SCHEDULING

Standard terms begin on Mondays (the first Monday of every month), with the exception of national holidays, where the term begins on the Tuesday of that week, and are approximately twelve weeks long. All coursework is to be completed prior to midnight MST on the closing date of the term.

## COURSE PARTICIPATION AND INTERACTION

Students are expected to be in regular communication with instructors. Students are expected to engage in learning activities and interaction with instructors weekly. Posting substantive responses to prompts from course materials and instructors contributes to active learning in a course.

## ACADEMIC ENGAGEMENT EXPECTATIONS

### Instructor and Student Communication

Instructors initiate regular and substantive communication with all class members. Customized learning analytic tools are utilized to continuously monitor student progress and engagement. Instructors use this information to provide students with specific guidance and support. Instructors and students are expected to be in contact with one another on a weekly basis throughout the duration of

the course. Students should anticipate contact with instructors by phone, conference calling, video conferencing, email, or platform messaging. Students are expected to be responsive to their instructors. Students can expect instructors to respond to emails and messaging system inquiries within one business day during weekdays and two business days on weekends. Students experiencing technical problems should contact Technical Support by emailing [support@bottega.edu](mailto:support@bottega.edu).

### **Pacing for Success**

Successful students adhere to a consistent pacing throughout their course. While our flexible pacing model allows students the autonomy to maintain work-life balance, setting specific assignment and exam completion goals is vital to success. Students must complete courses on schedule and earn passing grades to maintain Satisfactory Academic Progress (SAP) to be in good academic standing with the University. To achieve SAP at a minimum, undergraduates must maintain a 2.0 GPA and graduate students must maintain a 3.0 GPA. See the Satisfactory Academic Progress section for other SAP conditions. Instructors and Advisors will reach out to provide assistance to support the student's progress.

## **STUDY SUGGESTIONS**

For study suggestions and student success strategies, Undergraduate students refer to the New Student Orientation Course (NS101). A number of resources are provided for students on developing study skills, successfully completing courses, and time management. The students have access to the NS101 course as a resource during the length of their program. Students can access the New Student Orientation Course through the BU Canvas platform. Instructors and Student Advisors can provide study suggestions. Students are strongly encouraged to maintain regular contact with Instructors and Advisors.

## **ASSIGNMENTS**

All students work in the Bottega University Canvas Learning Management Platform. Students in courses engage in all coursework via this platform, including course discussions, instructor-led interactions, non-graded formative assessments such as quizzes and exercises, and graded summative assessments such as exams and projects. If you experience technical trouble when uploading an assignment, send an email describing the problem to [support@bottega.edu](mailto:support@bottega.edu) or submit a student technical support ticket in the course room in Canvas.

## **EXAMINATIONS**

All essay final exams are manually scored. Final examinations are proctored. Students must pass the final exam, progression exam, and final project to pass a course. Minimum scores required to pass courses are 70% for undergraduates and 80% for graduates. It is important to note that undergraduate students must maintain a 2.0 cumulative GPA and graduate students must maintain a 3.0 cumulative GPA to remain in good academic standing. Students must pass each course throughout their program of study to graduate.

BU examinations may be administered through an online proctoring service and can be taken at a student's home, place of employment, or other convenient location. For proctored exams, students must verify their identity before taking a final exam. Please see "Student Identity Verification" below for details. A computer with high-speed Internet access and an installed webcam is required to take the exam when the exam is proctored. Plagiarism checkers will be used for both the essay exams and project submissions.

**If a student passes the final examination, progression exam, and final project, and his/her final grade is high enough to receive credit toward the program, the student may not re-take the final examination or resubmit the final project.** If a student fails the final exam or final project, and/or if his/her final grade is not high enough to receive credit toward the program, the student may attempt the final exam or resubmit a corrected final project a second time. **The progression exam cannot be retaken.**

While registered in a course, a student may take the proctored final exam no more than two times and may submit the final project only two times. If a student does not pass after the second attempt(s), s/he will receive the earned grade for the course. The student, after consultation with his/her Student Advisor, may reregister in the course one additional time in a subsequent term and will have to pay a course retake fee.

Students may repeat completed courses when they have received a non-passing final grade. Students may repeat a course that was not passed only once. That is, they may take any completed course no more than a total of two times. Students must pay the course retake fee to retake any course. When the student repeats a course, the higher of the two grades will be used for calculating the student's GPA. If the student withdraws from a course, that choice does not affect the course repetition number. (See “**Course Withdrawal**” for policies on withdrawing from a course.)

## STUDENT IDENTITY VERIFICATION

Students take their course examinations through an independent, online proctoring service that verifies their identity through webcam and government photo identification. For those who do not have a government-issued ID, here is the link to obtain a state ID: <https://dld.utah.gov/licensingid-cards/identification-card/>

## GRADING SYSTEM

### Undergraduate Grading System

Percentage	Grade Point	Grade	Grade Description
90%-100%	4.0	A	Outstanding
80%-89%	3.0	B	Above Average
70%-79%	2.0	C	Competent
60%-69%	0.0	D	Not Proficient (no credit)
Below 59%	0.0	F	Not Passing (no credit)

### Graduate Grading System

Percentage	Grade Point	Grade	Grade Description
90%-100%	4.0	A	Outstanding
80%-89%	3.0	B	Above Average
70%-79%	0.0	C	Not Proficient (no credit)
60%-69%	0.0	D	Not Proficient (no credit)
Below 59%	0.0	F	Not Passing (no credit)

**\*A final course grade of “Not Proficient” or “Not Passing” is not sufficient to earn credits toward a degree. Courses can only be taken twice to earn credits toward a degree.**

## GRADE OF “I” (INCOMPLETE)

A grade of “I” (Incomplete) may be granted under exceptional and rare circumstances if (a) a student can provide a compelling rationale, and (b) the student has successfully completed and passed at least the project or the final exam, and (c) the student is not on probation. Students must request the “Incomplete” from the appropriate Instructor, who will obtain approval from the Academic Dean to determine whether or not the Incomplete is warranted. Students must resolve an Incomplete within 90 days. All incomplete work must be resolved by the end of the subsequent term, or the grade will revert to an F.

## ADD/DROP PERIOD

The official Add/Drop period is seven (7) calendar days from the official start date of the term.

## GRADE OF “W” (COURSE WITHDRAWAL)

The course withdrawal period is weeks 1-6. Students seeking to withdraw from a course within the first six weeks may notify the University in any manner – a written withdrawal, or submission of a course withdrawal form is preferred. Students seeking to withdraw from their academic program may notify the University via a written request to withdraw made to the Advisor or Registrar. Students may also contact Student Services at 1-385-200-9350 and ask for the Office of the Registrar.

If a withdrawal is requested after the withdrawal period, a withdrawal may be granted per the exception process. If a student fails to withdraw within the withdrawal period, fails to receive a withdrawal exception, or fails to complete the course, a grade for the course will be posted.

An undergraduate student may withdraw from a course and take a “W” grade a maximum of six (6) times, and a graduate student may withdraw from a course and take a “W” grade a maximum of three (3) times over the course of the entire BU program (including re-enrolling after separation from the University for any reason). Exceptions to this withdrawal limit for both undergraduate and graduate students include courses dropped during the Add/Drop period and courses taken at other institutions. Once a student’s total number of “W” grades reaches the maximum, any subsequent Request for Course Withdrawal will be denied. Therefore, the student will remain enrolled in the course(s) and will receive a final grade.

Exceptions to this policy will be considered for extenuating circumstances, such as a documented medical condition or military deployment. These circumstances should be explained and documented on the Request for Course Withdrawal form on the website.

## GRADUATION REQUIREMENTS

Associate degrees require the completion of 60 credits. Up to 45 credits (15 courses) can be awarded through a combination of transfer and equivalency credit, and/or credit by examination.

Bachelor’s degrees require the completion of 120 credits. Up to 90 credits (30 courses) can be awarded through a combination of transfer and equivalency credit, and/or credit by examination.

Master’s degrees require completion of 36 credits (12 courses). Up to 18 credits (6 courses) can be awarded through a combination of transfer and equivalency credit. Credit by examination does not apply to graduate programs.

Students must file an Application for Graduation form no later than 60 days prior to graduation.

Students must be in good financial standing in order to graduate. Degrees are conferred during the month following the completion of all degree requirements. Students must attain a minimum cumulative grade point average (GPA) of 2.0 for undergraduate students or 3.0 for graduate students to

meet graduation requirements. Please contact your Student Advisor to request an Application for Graduation.

## HONOR SOCIETY

BU is proud to be a member of the Delta Epsilon Tau (DET) Honor Society. Candidates must:

- Have a minimum of a 3.5 GPA for undergraduates and have completed 24 credits with BU, or a minimum of a 3.7 GPA for graduate students and have completed 12 credits with New Charter,
- Actively participate in BU activities, and
- Demonstrate leadership and commitment to distance education and learning.

For more information on Delta Epsilon Tau (DET) Honor Society visit <https://www.deths.org/>

## GRADUATION WITH HONORS

Academic honors will be conferred upon students who complete work for the Bachelor's degrees with academic distinction. These are recorded on the student's transcript. The categories are as follows:

- Summa cum laude: Graduating students who have earned a cumulative GPA of 3.8 or higher
- Magna cum laude: Graduating students who have earned a cumulative GPA of 3.5-3.79
- Cum laude: Graduating students who have earned a cumulative GPA of 3.2-3.49

## GRADUATION

A student who has met all of the requirements for graduation will apply for graduation with his/her Student Advisor. The Registrar will confirm the student has paid all required tuition, the student has met the school's standards for ethical and honest behavior, and the student has satisfactorily completed all academic requirements. When the Registrar has confirmed that the student is a candidate for graduation, BU will send the student confirmation of graduation. Upon request, the University will send the student a digital diploma and an official transcript. BU may hold periodic online graduation ceremonies at which the faculty celebrate all students who have graduated since the last event. Students may attend this event online, but they are not required to do so, and they will not need to wait until the graduation ceremony to receive their credentials.



### Why I Chose Bottega University

It brings a different breeze to education by availing distance learning. Its 21<sup>st</sup> century approach of learning enables studying anywhere, anytime. Advice I would give to students working on their degree: Education liberates and is a doorway to greater heights. How the program helped me develop as a leader: It subjected me to diverse circumstances requiring leadership skills. Solving problems using the learned concepts and research gave me knowledge that keeps me a step or steps ahead. Challenges that have come up in your degree program and how you overcame them: Divided attention sometimes, since it's self-paced learning. I collaborated with fellow students to help maintain my focus.

Lilian Wambui Kimani  
Undergraduate Certificate in Business Administration 2018



# The College of Business

Based on proven strategies and techniques of our experienced faculty and staff, the curricula of the College of Business provide immediately applicable skills and knowledge for serious adult learners. Courses incorporate time-tested business basics that can be applied immediately in the competitive world of business. Potential Occupational Titles include, but are not limited to, general manager, operations manager, administrative services manager, sales manager, sole proprietor, marketing manager, human resources representative, programming developer, website administrator, IT manager, advertising manager, information manager, bookkeeping clerk, retail manager, network administrator, and finance manager. According to the Bureau of Labor Statistics (May, 2019), the median pay in the United States is \$85,260 for business management with a bachelor's degree and a job outlook for 2019-2029 of 11% growth per year. For computer and information technology, the median pay is \$88,240 for Bachelor's degrees with a 11% increase annually in the job outlook for 2019-2029. With a cybersecurity emphasis, the job outlook increases to 31% during the years 2019-2029. For Master's degrees, the median pay for both ranged from \$15,000 to \$20,000 more than a Bachelor's degree.

## COLLEGE OF BUSINESS PROGRAMS

Full Stack Development Certificate

Associate of Science in Business

Associate of Science in Communication

Associate of Science in Computer Science

Bachelor of Arts in Communication

Bachelor of Science in Business – Entrepreneurship

Bachelor of Science in Business – General Business

Bachelor of Science in Business – Management/Leadership

Bachelor of Science in Business – Sales and Sales Management

Bachelor of Science in Business – Technology Development

Master of Business Administration – Entrepreneurship

Master of Business Administration – Finance

Master of Business Administration – Health Care Management

Master of Business Administration – Human Resource Management

Master of Business Administration – Information Technology Management

Master of Business Administration – Management

Master of Business Administration – Marketing

Master of Business Administration – Sales Management

Master of Business Administration – Strategic Leadership

## BUSINESS ADVISORY COUNCIL

Dr. Marc Porter, Dr. Geoff Gates, Mr. Robert Miksovsky

## TECHNOLOGY ADVISORY COUNCIL

Dr. Geoff Gates, Dr. Bruce Naylor, Mr. Bryon Howe

## INSTITUTIONAL PROGRAM OUTCOMES

The Programs offered at Bottega University are specifically focused on business, communication, and technology relating to business operation, communication, and marketing. The successful BU graduate will demonstrate the following attributes according to their program of study expected outcomes.

### Business Program Outcomes

Upon successful completion of this program, the student should be able to:

- Demonstrate depth of knowledge of the economic and business climate in the modern workforce as expected by employers.
- Demonstrate competencies applicable across business, industry, and government for satisfactory performance at entry- to mid-level positions.
- Identify and analyze economic climate and business trends in a global business context.
- Apply quantitative and behavioral tools of business analysis and decision-making.
- Employ information technology to improve communication and management decision-making.

### Communication Program Outcomes

Upon successful completion of this program, the student should be able to:

- Exhibit a broad-based understanding of the functional fields of communication and their interrelationships in complex organizations.
- Analyze theoretical and practical aspects of communication in the context of a traditional liberal arts education with an emphasis on communication skills that help individuals obtain a competitive edge in the information age.
- Demonstrate ability to analyze theoretical foundations of communication to forecast trends in current society.
- Employ quantitative and qualitative understanding of research methods found within the field of communication.
- Compare and contrast the legal implications of communication types and styles.
- Identify and analyze economic climate and business trends in a global business context.
- Utilize Information Technology to improve communication and management decision-making.
- Prepare logically constructed, relevant, and culturally appropriate written arguments and oral presentations.

### Full Stack Development Program Outcomes

Upon successful completion of this program, the student should be able to:

- Demonstrate evidence of the ability to employ advanced concepts and theories of computer science including issues of computability, data organization, binary data manipulation, data storage, and data retrieval.
- Employ high-level computer languages that incorporate object-oriented design techniques.
- Demonstrate advanced problem-solving and critical-thinking techniques to design, develop, and use complex computer applications, data analytics systems, and security protocols.
- Apply advanced numeracy and economic management skills in business and technology industry settings.

## FULL STACK DEVELOPMENT CERTIFICATE

The Full Stack Development Certificate program focuses on the use of front-end libraries or frameworks, building backend sites programming, managing deployment and installation on servers, and running SQL queries on databases. Prerequisite: CS100 Coding Foundations

The Certificate requires completion of five (5) courses for 15 semester credit hours.

### Program Objectives

- Demonstrate knowledge of advanced concepts and theories of computer science including issues of computability, data organization, binary data manipulation, data storage, and data retrieval.
- Utilize high-level, computer languages that incorporate object-oriented design techniques.
- Utilize advanced problem-solving and critical-thinking techniques to design, develop, and use complex computer applications, data analytics systems, and security protocols.
- Apply advanced numeracy and economic management skills in business and technology industry settings.

### Program Curriculum: Full Stack Development Certificate

Course No.	Course Name	Prerequisites	Credits
CS301	Front End Foundations – JavaScript	CS100	3
CS277	Intro to Programming in Python	CS100	3
CS382	Database Foundations	CS100	3
CS384	Python Software Development	CS277	3
CS497	Advanced Web Development – React	CS277	3
<b>Total Credits Required</b>			<b>15</b>

\*The Coding Foundations course is a prerequisite and must be completed before beginning the five courses of the Full Stack Development Certificate program. (CS100 Coding Foundations 3 sch)

### Attendance Policy: Full Stack Development Certificate Only

In order to ensure the students' progress meets completion requirements, the following attendance is required.

#### Full Time Progression

Each student's term is 12 weeks in length and determined by the start and end dates signed on the enrollment agreement. Students must not miss more than 5 days during the 12-week term to prevent being dismissed directly due to attendance. Students must also have completed 50% of the work required by the end of the fifth week. Students who fall behind must participate in remediation. Failure to complete 50% of the program at the sixth week or fall up to 10% behind will place the student under Unsatisfactory Progress and result in communications (phone call, virtual meeting call, email, text) from the instructor or a member of the academic team (Chief of Staff and lead instructor). Students are encouraged to work with their instructor and their academic team to return to Satisfactory Progress academic standing. Students who fall more than 10% behind in their studies at any time will immediately be placed in Unacceptable Progress academic standing. **(Any academic change to a student's status will be documented in the student's academic file.)**

Students remaining in Unacceptable Progress academic standing for more than two weeks must meet with their instructor or academic team to develop a plan for returning to Satisfactory Progress. Failure to do so and/or return to Satisfactory Progress may result in disciplinary measures up to dismissal.

Status	Academic Standing
On-time Progression	Satisfactory Progress
Less than 50% Progression by the end of week 6	Unsatisfactory Progress
10% or greater behind On-time Progression	Unacceptable Progress

### **Part Time Progression**

#### **Full Stack Development Program**

The Full Stack Development program term length is ten months (including Coding Foundations) for part time students and determined by the start and end dates signed on the enrollment agreement.

Students must complete Coding Foundations in the first month to be able to proceed to the Full Stack Development Certificate program in the second month. The following progression should be achieved monthly through to the end of the program at month ten. **The measurement of completion**

**(attainment of benchmark) will be recorded at the end of each month.**

Monthly Benchmark Percentage	Percent Completion
Month 1	100% of Coding Foundations by the EOM
Month 2	10% completion by the EOM
Month 3	20% completion by the EOM
Month 4	35% completion by the EOM
Month 5	45% completion by the EOM
Month 6	55% completion by the EOM
Month 7	70% completion by the EOM
Month 8	85% completion by the EOM
Month 9	95% completion by the EOM
Month 10 (including Capstone)	100% completion by the EOM

Status	Academic Standing
On Time Progression	Satisfactory Progress
<10% of monthly benchmark	Unsatisfactory Progress
10% or greater of monthly benchmark	Unacceptable Progress

Students must have successfully reached the benchmark required by the end of each month. Students who fall behind must participate in remediation. Students are required to meet with mentors weekly. Failure to meet with a mentor three times or failure to meet the percentage completion will place the student under Unsatisfactory Progress if the student is <10% below required and result in communications (phone call, virtual meeting call, email, text) from the instructor, mentor, or a member of the academic team. Students are encouraged to work with their instructor and their academic team to return to Satisfactory Progress academic standing. Students who fall greater than 10% behind in their studies at any time will immediately be placed in Unacceptable Progress academic standing. (Any academic change to a student's status will be documented in the student's academic file.)

Students remaining in Unacceptable Progress academic standing for more than two weeks must meet with their instructor or academic team to develop a plan for returning to Satisfactory Progress. Failure to do so and/or return to Satisfactory Progress may result in disciplinary measures up to dismissal.

## ASSOCIATE OF SCIENCE IN BUSINESS

The Associate of Science in Business degree program focuses on today's increasingly complicated business environment. It introduces students to basic knowledge of the economic and business climate in the modern workforce.

The Associate of Science in Business degree requires completion of twenty (21) courses for sixty (60) credits. The same course may not be used to fulfill multiple requirements in general education and major areas of this degree program.

### Program Objectives

- Develop students' understanding of the functional fields of business and their interrelationships in complex organizations.
- Identify and analyze economic climate and business trends in a global business context.
- Demonstrate the depth of knowledge sought by employers for entry level in the business field.

### General Education Requirements

The general education component is designed to emphasize cognitive development and is "general" in the following ways:

- It is part of an ongoing desire of the institution to enhance critical thinking, research, and writing across the curriculum;
- It is a part of every student's course of study, regardless of his/her area of emphasis; and
- Is it intended to impart common knowledge, intellectual concepts, and attitudes that provide a foundation upon which students can build a rewarding educational experience?

### Program Curriculum: Associate of Science in Business

Course No.	Course Name	Prerequisites	Credits
BA201	Introduction to Business	None	3
BA205	Principles of Management	BA201	3
BA210	Organizational Behavior	BA201	3
BA220	Principles of Marketing	BA201	3
BA252	New Venture Creation	BA280	3
BA271	Macroeconomics	BA201	3
BA272	Microeconomics	BA271	3
BA280	Accounting	BA201	3
BA375	Ethical Decision Making	BA201	3
CM101	Principles of Communication	None	3
CM110	Developing Critical Thinking Skills	None	3
CM220	Presentation Skills	None	3
CM258	Conflict Management	CM101	3
CS110	Introduction to Computers	None	3
EN111	Composition I	None	3
EN112	Composition II	EN111	3
GS150	General Biology	None	3
MA125	College Algebra	None	3
NS101	New Student Orientation	None	1
PF101	Academic Strategies	None	2
PY141	General Psychology	None	3
<b>Total Credits Required</b>			<b>60</b>

## ASSOCIATE OF SCIENCE IN COMMUNICATION

The Associate of Science in Communication degree program focuses on the basic communication skills highly sought after in relationships, business, and industry. Individuals who communicate well, adapt to social and economic change, function as team players, analyze issues, and solve problems are vital in today's workforce. This program helps develop these qualities and provides the groundwork for further study toward a baccalaureate degree.

The Associate of Science in Communication degree requires completion of twenty (21) courses for sixty (60) credits.

### Program Objectives

- Analyze the theoretical foundations of communication to forecast trends in current society.
- Develop an understanding of the quantitative and qualitative research methods in the field of communication.
- Apply communication effectively in the workplace.
- Compare and contrast the legal implications of the use of all types of communication.
- Apply research methods in the field of communication.

### General Education Requirements

The general education component is designed to emphasize cognitive development and is “general” in the following ways:

- It is part of an ongoing desire of the institution to enhance critical thinking, research, and writing across the curriculum;
- It is a part of every student's course of study, regardless of his/her area of emphasis; and
- It is intended to impart common knowledge, intellectual concepts, and attitudes that provide a foundation upon which students can build a rewarding educational experience.

### Program Curriculum: Associate of Science in Communication

Course No.	Course Name	Prerequisites	Credits
BA201	Introduction to Business	None	3
BA271	Macroeconomics	BA201	3
CM101	Principles of Communication	None	3
CM110	Developing Critical Thinking Skills	None	3
CM220	Presentation Skills	None	3
CM225	Research Methods in Communication	CM101	3
CM241	Public Relations	CM101	3
CM251	Mass Communication	CM101	3
CM258	Conflict Management	CM101	3
CM285	Diversity and Inclusion	None	3
CM301	Survey of Communication	CM101	3
CM310	Communication Ethics	CM101	3
CM346	Advertising and Promotion	BA201	3
CS110	Introduction to Computers	None	3
EN111	Composition I	None	3
EN115	Technical Writing for Business	EN111	3
GS150	General Biology	None	3
MA125	College Algebra	None	3
NS101	New Student Orientation	None	1
PF101	Academic Strategies	None	2
PY141	General Psychology	None	3
<b>Total Credits Required</b>			<b>60</b>



## ASSOCIATE OF SCIENCE IN COMPUTER SCIENCE

The Associate of Science in Computer Science degree program prepares students for entry-level positions in the computing field, with particular emphases placed on software development. The skills taught include programming logic, object-oriented programming, applications development, database applications, security concepts, and network and computer architecture.

The Associate of Science in Computer Science degree requires completion of 21 courses for sixty (60) credits. The same course may not be used to fulfill multiple requirements in general education or major areas of this degree program.

### Program Objectives

- Demonstrate knowledge of fundamental concepts and theories of computer science including issues of computability, data organization, binary data manipulation, data storage, and data retrieval.
- Collaborate with key players to identify user requirements and functionality for development projects.
- Utilize various problem-solving and critical-thinking techniques to design and develop computer applications.
- Communicate meaningfully in interpersonal, professional, and industry environments.
- Apply numeracy and economic reasoning skills in business and industry settings.
- Function effectively as a member of a team in business and industry environments.
- Utilize high-level, computer languages that incorporate object-oriented design techniques.
- Develop complex computer applications to meet consumer specifications.
- Demonstrate advanced knowledge of concept and theories of computer science.
- Demonstrate required general education knowledge and skills requisite for an accredited associate's degree.

### General Education Requirements

The general education component is designed to emphasize cognitive development and is “general” in the following ways:

- It is part of an ongoing desire of the institution to enhance critical thinking, research, and writing across the curriculum;
- It is a part of every student's course of study, regardless of his/her area of emphasis; and
- It is intended to impart common knowledge, intellectual concepts, and attitudes that provide a foundation upon which students can build a rewarding educational experience.

### Program Curriculum: Associate of Science in Computer Science

Course No.	Course Name	Prerequisites	Credits
BA201	Introduction to Business	None	3
BA205	Principles of Management	BA201	3
BA271	Microeconomics	BA201	3
CM101	Principles of Communication	None	3
CM110	Developing Critical Thinking Skills	None	3
CM220	Presentation Skills	None	3
CM285	Diversity and Inclusion	None	3

CS100	Coding Foundations	None	3
CS110	Introduction to Computers	None	3
CS277	Introduction to Programming in Python	CS100	3
CS301	Front End Foundations – JavaScript	CS100	3
CS382	Database Foundations	CS100	3
CS384	Python Software Development	CS277	3
CS497	Advanced Web Development – React	CS277	3
EN111	Composition I	None	3
EN112	Composition II	EN111	3
GS150	General Biology	None	3
MA125	College Algebra	None	3
**NS101	New Student Orientation	None	1
PF101	Academic Strategies	None	2
PY141	General Psychology	None	3
<b>Total Credits Required</b>			<b>60</b>

## BACHELOR OF ARTS IN COMMUNICATION

The Bachelor of Arts in Communication is designed to reflect the theoretical and practical aspects of communication in the context of a traditional liberal arts education. This program emphasizes the development of communication skills that help individuals obtain a competitive edge in the information age.

The Bachelor of Arts in Communication requires completion of 41 courses for 120 credits. The same course may not be used to fulfill multiple requirements in general education or major areas of this degree program.

### Program Objectives

- Develop a broad-based understanding of the functional fields of communication and their interrelationships in complex organizations.
- Identify and analyze economic climate and business trends in a global business context.
- Apply quantitative and behavioral tools of communication analysis and decision-making.
- Utilize IT to improve communication and management decision-making.
- Prepare logically constructed, relevant, and culturally appropriate written arguments and oral presentations.

### General Education Requirements

The general education component is designed to emphasize cognitive development and is “general” in the following ways:

- It is part of an ongoing desire of the institution to enhance critical thinking, research, and writing across the curriculum;
- It is a part of every student’s course of study, regardless of his/her area of emphasis; and
- It is intended to impart common knowledge, intellectual concepts, and attitudes that provide a foundation upon which students can build a rewarding educational experience.

### Program Curriculum: Bachelor of Arts in Communication

Course No.	Course Name	Prerequisites	Credits
BA201	Introduction to Business	None	3
BA205	Principles of Management	BA201	3
BA210	Organizational Behavior	BA201	3
BA220	Principles of Marketing	BA201	3
BA235	Business Statistics	MA125	3
BA271	Macroeconomics	BA201	3
BA420	Business Law	BA201	3
BA448	Team Development & Motivation	BA205	3
BA490	Project Management	BA448	3
CM101	Principles of Communication	None	3
CM110	Developing Critical Thinking Skills	None	3
CM220	Presentation Skills	None	3
CM225	Research Methods in Communication	CM101	3
CM241	Public Relations	CM101	3
CM251	Mass Communication	CM101	3
CM258	Conflict Management	CM101	3
CM285	Diversity and Inclusion	None	3

CM301	Survey of Communication	CM101	3
CM310	Communication Ethics	CM101	3
CM346	Advertising and Promotion	BA201	3
CM425	Introduction to Media Writing	CM101	3
CM431	Communication Theory	CM101	3
CM436	Group Communication	CM101	3
CM437	Nonverbal Communication	CM101	3
CM456	Effective Communication Tools	None	3
CM457	Intercultural Communication	CM101	3
CS110	Introduction to Computers	None	3
EN111	Composition I	None	3
EN112	Composition II	EN111	3
EN115	Technical Writing for Business	None	3
EN221	American Literature I	EN112	3
GS150	General Biology	None	3
GS210	Earth Science	None	3
HI171	World Civilization I	None	3
HI172	World Civilization II	HI171	3
MA125	College Algebra	None	3
NS101	New Student Orientation	None	1
PF101	Academic Strategies	None	2
PF499	Career Strategies	End of Program	3
PY141	General Psychology	None	3
SO241	General Sociology	None	3
<b>Total Credits Required</b>			<b>120</b>

## BACHELOR OF SCIENCE IN BUSINESS

The Bachelor of Science in Business provides a balanced, liberal arts-based education including a comprehensive survey of the business world. Students gain skills and knowledge applicable across business, industry, and government and receive the preparation necessary for satisfactory performance in graduate business studies.

The Bachelor of Science in Business degree requires completion of 41 courses for 120 credits. The same course may not be used to fulfill multiple requirements in general education or major areas of this degree program.

Degrees are available in:

General Business

Sales and Sales Management

Management/Leadership

Entrepreneurship

### Program Objectives for General Business Degree

- Develop a broad-based understanding of the functional fields of business and their interrelationships in complex organizations.
- Identify and analyze economic climate and business trends in a global business context.
- Apply quantitative and behavioral tools of business analysis and decision-making.

- Utilize information technology to improve communication and management decision-making.
- Demonstrate the depth of knowledge sought by employers for entry to mid-level positions in the business field.

### Program Objectives for Sales and Sales Management Degree

- Develop a broad-based understanding of the functional fields of business and their interrelationships in complex organizations.
- Identify and analyze economic climate and business trends in a global business context.
- Develop a plan for organizing, staffing, and training a sales force.
- Understand the distinction between the skills required for selling and sales management.
- Identify the key factors in establishing and maintaining high morale in the sales force.
- Develop an effective sale compensation plan.

### Program Objectives for Management/Leadership Degree

- Demonstrate a fundamental knowledge and application of management concepts and approaches including the four managerial functions of planning, organizing, leading, and controlling organizational resources.
- Apply tools and techniques for management decision-making.
- Identify and apply ethical principles in management decision-making.
- Analyze information for management/leadership decision-making.

### Program Objectives for Entrepreneurship Degree

- Identify accounting concepts that enable them to interpret financial data and use it to make informed decisions.
- Apply leadership and workplace relationship skills that will enable them to deal with customer, employee, and supplier issues.
- Identify successful marketing efforts that will enable the business to succeed.
- Complete a comprehensive business plan that will enable the business to secure adequate financing.

### General Education Requirements

The general education component is designed to emphasize cognitive development and is “general” in the following ways:

- It is part of an ongoing desire of the institution to enhance critical thinking, research, and writing across the curriculum;
- It is a part of every student’s course of study, regardless of his/her area of emphasis; and
- It is intended to impart common knowledge, intellectual concepts, and attitudes that provide a foundation upon which students can build a rewarding educational experience.

### Program Curriculum: Bachelor of Science in Business – General Business

Course No.	Course Name	Prerequisites	Credits
BA201	Introduction to Business	None	3
BA205	Principles of Management	BA201	3
BA210	Organizational Behavior	BA201	3

BA220	Principles of Marketing	BA201	3
BA235	Business Statistics	MA125	3
BA252	New Venture Creation	BA280	3
BA271	Macroeconomics	BA201	3
BA272	Microeconomics	BA271	3
BA280	Accounting	BA201	3
BA316	Cost Accounting	BA280	3
BA356	Human Resource Management	BA205	3
BA358	Production and Operations Management	BA205	3
BA375	Ethical Decision Making	BA201	3
BA410	Intro to Management Information Systems	CS110	3
BA420	Business Law	BA201	3
BA436	International Business	BA201	3
BA445	Effective Leadership	BA205	3
BA448	Team Development & Motivation	BA205	3
BA464	Marketing Strategy	BA220	3
BA471	Money and Banking	BA201	3
BA486	Business Policy	BA420	3
BA490	Project Management	BA448	3
CM101	Principles of Communication	None	3
CM110	Developing Critical Thinking Skills	None	3
CM220	Presentation Skills	None	3
CM258	Conflict Management	CM101	3
CM285	Diversity and Inclusion	None	3
CS110	Introduction to Computers	None	3
EN111	Composition I	None	3
EN112	Composition II	EN111	3
EN221	American Literature I	EN112	3
GS150	General Biology	None	3
GS210	Earth Science	None	3
HI171	World Civilization I	None	3
HI172	World Civilization II	HI171	3
MA125	College Algebra	None	3
NS101	New Student Orientation	None	1
PF101	Academic Strategies	None	2
PF499	Career Strategies	End of Program	3
PY141	General Psychology	None	3
SO241	General Sociology	None	3
<b>Total Credits Required</b>			<b>120</b>

### Program Curriculum: Bachelor of Science in Business – Sales and Sales Management

Course No.	Course Name	Prerequisites	Credits
BA201	Introduction to Business	None	3
BA205	Principles of Management	BA201	3
BA210	Organizational Behavior	BA201	3
BA220	Principles of Marketing	BA201	3
BA235	Business Statistics	MA125	3
BA252	New Venture Creation	BA280	3
BA271	Macroeconomics	BA201	3
BA272	Microeconomics	BA271	3
BA280	Accounting	BA201	3
BA300	Introduction to Selling	BA201	3



BA316	Cost Accounting	BA280	3
BA356	Human Resource Management	BA205	3
BA375	Ethical Decision Making	BA201	3
BA410	Intro to Management Information Systems	CS110	3
BA420	Business Law	BA201	3
BA425	Finance	BA201	3
BA436	International Business	BA201	3
BA445	Effective Leadership	BA205	3
BA448	Team Development & Motivation	BA205	3
BA464	Marketing Strategy	BA220	3
BA486	Business Policy	BA420	3
CM101	Principles of Communication	None	3
CM110	Developing Critical Thinking Skills	None	3
CM220	Presentation Skills	None	3
CM258	Conflict Management	CM101	3
CM285	Diversity and Inclusion	None	3
CM346	Advertising and Promotion	BA201	3
CS110	Introduction to Computers	None	3
EN111	Composition I	None	3
EN112	Composition II	EN111	3
EN221	American Literature I	EN112	3
GS150	General Biology	None	3
GS210	Earth Science	None	3
HI171	World Civilization I	None	3
HI172	World Civilization II	HI171	3
MA125	College Algebra	None	3
NS101	New Student Orientation	None	1
PF101	Academic Strategies	None	2
PF499	Career Strategies	End of Program	3
PY141	General Psychology	None	3
SO241	General Sociology	None	3
<b>Total Credits Required</b>			<b>120</b>

### Program Curriculum: Bachelor of Science in Business – Management/Leadership

Course No.	Course Name	Prerequisites	Credits
BA201	Introduction to Business	None	3
BA205	Principles of Management	BA201	3
BA210	Organizational Behavior	BA201	3
BA220	Principles of Marketing	BA201	3
BA235	Business Statistics	MA125	3
BA252	New Venture Creation	BA280	3
BA271	Macroeconomics	BA201	3
BA272	Microeconomics	BA271	3
BA280	Accounting	BA201	3
BA316	Cost Accounting	BA280	3

BA356	Human Resource Management	BA205	3
BA358	Production and Operations Management	BA205	3
BA375	Ethical Decision Making	BA201	3
BA410	Intro to Management Information Systems	CS110	3
BA420	Business Law	BA201	3
BA436	International Business	BA201	3
BA445	Effective Leadership	BA205	3
BA448	Team Development & Motivation	BA205	3
BA456	Strategic Entrepreneurial Management	BA205	3
BA464	Marketing Strategy	BA220	3
BA486	Business Policy	BA420	3
BA490	Project Management	BA448	3
CM101	Principles of Communication	None	3
CM110	Developing Critical Thinking Skills	None	3
CM220	Presentation Skills	None	3
CM258	Conflict Management	CM101	3
CM285	Diversity and Inclusion	None	3
CS110	Introduction to Computers	None	3
EN111	Composition I	None	3
EN112	Composition II	EN111	3
EN221	American Literature I	EN112	3
GS150	General Biology	None	3
GS210	Earth Science	None	3
HI171	World Civilization I	None	3
HI172	World Civilization II	HI171	3
MA125	College Algebra	None	3
NS101	New Student Orientation	None	1
PF101	Academic Strategies	None	2
PF499	Career Strategies	End of Program	3
PY141	General Psychology	None	3
SO241	General Sociology	None	3
<b>Total Credits Required</b>			<b>120</b>

### Program Curriculum: Bachelor of Science in Business – Entrepreneurship

Course No.	Course Name	Prerequisites	Credits
BA201	Introduction to Business	None	3
BA205	Principles of Management	BA201	3
BA210	Organizational Behavior	BA201	3
BA220	Principles of Marketing	BA201	3
BA235	Business Statistics	MA125	3
BA252	New Venture Creation	BA280	3
BA271	Macroeconomics	BA201	3
BA272	Microeconomics	BA271	3
BA280	Accounting	BA201	3
BA300	Introduction to Selling	BA201	3
BA316	Cost Accounting	BA280	3

BA375	Ethical Decision Making	BA201	3
BA410	Introduction to Management Information Systems	CS110	3
BA420	Business Law	BA201	3
BA425	Finance	BA201	3
BA436	International Business	BA201	3
BA445	Effective Leadership	BA205	3
BA448	Team Development & Motivation	BA205	3
BA456	Strategic Entrepreneurial Management	BA205	3
BA464	Marketing Strategy	BA220	3
BA486	Business Policy	BA420	3
BA490	Project Management	BA448	3
CM101	Principles of Communication	None	3
CM110	Developing Critical Thinking Skills	None	3
CM220	Presentation Skills	None	3
CM258	Conflict Management	CM101	3
CM285	Diversity and Inclusion	None	3
CS110	Introduction to Computers	None	3
EN111	Composition I	None	3
EN112	Composition II	EN111	3
EN221	American Literature I	EN112	3
GS150	General Biology	None	3
GS210	Earth Science	None	3
HI171	World Civilization I	None	3
HI172	World Civilization II	HI171	3
MA125	College Algebra	None	3
NS101	New Student Orientation	None	1
PF101	Academic Strategies	None	2
PF499	Career Strategies	End of Program	3
PY141	General Psychology	None	3
SO241	General Sociology	None	3
<b>Total Credits Required</b>			<b>120</b>

## BACHELOR OF SCIENCE IN BUSINESS TECHNOLOGY DEVELOPMENT

The Bachelor of Science in Business Technology Development degree program prepares students for entry-level positions in the computer field, with particular emphasis placed on software development. The skills taught include programming logic, object-oriented programming, applications development, database applications, security concepts, and network and computer architecture. The Bachelor of Science provides a balanced, liberal arts-based education including a comprehensive survey of the business world. Students gain skills and knowledge applicable across business, industry, and government and receive the preparation necessary for satisfactory performance in graduate business studies.

The Bachelor of Science in Business Technology Development requires completion of 41 courses for 120 credits. The same course may not be used to fulfill multiple requirements in general education and major areas of this degree program.

## Program Objectives

- Develop a broad-based understanding of the functional fields of business and their interrelationships in complex organizations.
- Identify and analyze economic climate and business trends in a global business context.
- Utilize information technology to improve communication and management decision-making.
- Demonstrate knowledge of fundamental concepts and theories of computer technology including program and development concepts.
- Collaborate with key players to identify user requirements and functionality for development projects.
- Utilize advanced problem-solving and critical-thinking techniques to design, develop, and use complex computer applications, data analytics systems, and security protocols.
- Through degree completion, demonstrate the depth of knowledge sought by employers for entry to mid-level positions in the business technology field.

## General Education Requirements

The general education component is designed to emphasize cognitive development and is “general” in the following ways:

- It is part of an ongoing desire of the institution to enhance critical thinking, research, and writing across the curriculum;
- It is a part of every student’s course of study, regardless of his/her area of emphasis; and
- It is intended to impart common knowledge, intellectual concepts, and attitudes that provide a foundation upon which students can build a rewarding educational experience.

## Program Curriculum: Bachelor of Science in Business Technology Development

Course No.	Course Name	Prerequisites	Credits
BA201	Introduction to Business	None	3
BA205	Principles of Management	BA201	3
BA210	Organizational Behavior	BA201	3
BA271	Macroeconomics	BA201	3
BA272	Microeconomics	BA271	3
BA280	Accounting	BA201	3
BA316	Cost Accounting	BA280	3
BA356	Human Resource Management	BA205	3
BA358	Production and Operations Management	BA205	3
BA375	Ethical Decision Making	BA201	3
BA420	Business Law	BA201	3
BA436	International Business	BA201	3
BA445	Effective Leadership	BA205	3
BA448	Team Development & Motivation	BA205	3
BA490	Project Management	BA448	3
CM101	Principles of Communication	None	3
CM110	Developing Critical Thinking Skills	None	3
CM220	Presentation Skills	None	3
CM258	Conflict Management	CM101	3
CM285	Diversity and Inclusion	None	3
CM436	Group Communication	CM101	3

CM437	Non-Verbal Communications	CM101	3
CM457	Intercultural Communication	CM101	3
CS110	Introduction to Computers	None	3
CS100	Coding Foundations	None	3
CS277	Intro to Programming in Python	CS100	3
CS301	Front End Foundations – JavaScript	CS100	3
CS382	Database Foundations	CS100	3
CS384	Python Software Development	CS277	3
CS497	Advanced Web Development - React	CS277	3
EN111	Composition I	None	3
EN112	Composition II	EN111	3
GS150	General Biology	None	3
HI171	World Civilization I	None	3
HI172	World Civilization II	HI171	3
MA125	College Algebra	None	3
NS101	New Student Orientation	None	1
PF101	Academic Strategies	None	2
PF499	Career Strategies	End of Program	3
PY141	General Psychology	None	3
SO241	General Sociology	None	3
<b>Total Credits Required</b>			<b>120</b>

## MASTER OF BUSINESS ADMINISTRATION (MBA)

The Master of Business Administration is a professional degree recognized across all industries. Students first participate in an integrated curriculum examining the functional areas of business, and then personalize management knowledge and skills by selecting a degree.

The Master of Business Administration degree requires completion of 12 courses for 36 credits. The same course may not be used to fulfill multiple requirements in this degree program.

### Program Prerequisites

A baccalaureate degree in any discipline will qualify a student to enter this program. Although individuals from diverse educational backgrounds bring unique combinations of leadership potential, professional experience, and personal perspective, those entering this program are required to demonstrate a common set of skills necessary for success.

### MBA Degrees

- **Sales Management:** Learn executive techniques and skills needed to effectively develop and lead a competitive sales organization.
- **Strategic Leadership:** Learn personal leadership, negotiation, and decision-making skills necessary to strategically lead an organization in the competitive marketplace.
- **Management:** The general management degree focuses on leadership and management skills for positions of increasing managerial responsibility.
- **Finance:** Evaluating the risks of doing business and the prospects of earning a suitable rate of return is essential for survival and growth. The finance degree provides up-to-date knowledge of financial theory, analytical techniques, institutional practices, and practical applications and

allows students to become effective decision-makers regarding fiscal policy and strategy.

- **Health Care Management:** Management of health care organizations is a complex and dynamic field requiring knowledgeable and flexible administrators. This degree prepares students to successfully encounter the challenges and opportunities unique to this demanding environment.
- **Human Resource Management:** Designed for students entering the managerial workforce as specialists in human resource management, this degree considers traditional personnel functions from strategic and tactical management perspectives in the context of today's diverse, global business environment.
- **Entrepreneurship:** Learn advanced methods and skills for launching your own business or capitalizing on your creative ideas.
- **Marketing:** The marketing degree is designed for those involved in marketing, advertising, or public relations. Students will examine issues routinely confronting marketing managers and the constantly changing role of various marketing functions in a firm.
- **Information Technology Management:** The MBA degree in information technology develops management skills for the effective use of technology in the enterprise within the global environment. Information technology is built on technical and managerial skills drawn from the fields of business management, information technology, finance, economics, and quantitative methods.

## Program Objectives

### Sales Management Program Objectives

- Develop a plan for organizing, staffing, and training a sales force.
- Understand the distinction between the skills required for selling and sales management.
- Identify the key factors in establishing and maintaining high morale in the sales force.
- Demonstrate a thorough knowledge of management skills specifically needed to develop a proactive, ethical approach to the organizational management of a business.
- Gain knowledge of advanced theory and applications of business practices; analyze business trends to predict the global economic climate.
- Perform critical analysis of business-oriented research and research design.

### Strategic Leadership Program Objectives

- Demonstrate a fundamental knowledge and application of management concepts and approaches including the four managerial functions of planning, organizing, leading, and controlling organizational resources.
- Apply tools and techniques for management decision-making.
- Identify and apply ethical principles in management decision-making.
- Analyze information for management/leadership decision-making.
- Develop analytical and critical thinking and interpersonal skills applicable to real world business.

### Management Program Objectives

- Analyze basic core business concepts.
- Prepare written arguments and presentations.
- Create solutions that consider global competition and various cultural perspectives.
- Use data to drive decision-making and propose solutions to complex business problems.

### Finance Program Objectives

- Demonstrate a fundamental knowledge and application of management concepts and approaches including the four managerial functions of planning, organizing, leading, and controlling organizational resources.



- Apply tools and techniques for management decision-making.
- Analyze information for financial decision-making.
- Develop analytical and critical thinking and interpersonal skills applicable to real world business.

#### Health Care Management Program Objectives

- Develop strategic skills to advance leadership role in a healthcare-related organization.
- Demonstrate specialized knowledge and expertise in modern healthcare issues, trends, and tools.
- Apply tools and techniques for management decision-making.
- Demonstrate an in-depth understanding of legal, ethical, and compliance issues in healthcare.

#### Human Resource Management Program Objectives

- Apply human resource management foundations to make informed decisions.
- Formulate strategies that will enable organizations to achieve both operational and strategic goals.
- Apply tools and techniques of talent management for HR strategic planning.
- Assess opportunities to improve and sustain organizational performance through management of human capital.

#### Entrepreneurship Program Objectives

- Analyze core business concepts.
- Create business solutions to begin new ventures.
- Use data to drive decision-making and propose solutions to business problems.

#### Marketing Program Objectives

- Demonstrate a thorough knowledge of management skills specifically needed to develop a proactive, ethical approach to the organizational management of a business.
- Gain knowledge of advanced theory and applications of business practices; analyze business trends to predict the global economic climate.
- Develop an effective marketing strategy assessing consumer behavior.

#### Information Technology Management Program Objectives

- Recommend and implement IT strategic security solutions.
- Develop a strategic technology plan.
- Demonstrate an in-depth knowledge of network solutions and security.

### Program Curriculum: MBA – Sales Management Degree

Course No.	Course Name	Prerequisites	Credits
BA500	MBA Foundations	Entrance in MBA	3
BA521	Managerial Finance	BA500	3
BA547	Management Skills and Styles	BA500	3
BA560	Decision Analysis	Co-requisite BA500	3
BA621	Business Law and Ethics	BA500	3
BA655	Advanced Marketing Strategy	BA521	3
BA661	Intermediate Selling	BA655	3
MG505	International Business Management	BA500	3
MG631	The Global Economy	BA500	3
MG641	Leadership and Organizational Behavior	BA500	3
MG671	Strategic Management	BA655	3
MG672	Sales Management	MG641	3
<b>Total Credits Required</b>			<b>36</b>

**Program Curriculum: MBA – Strategic Leadership Degree**

Course No.	Course Name	Prerequisites	Credits
BA500	MBA Foundations	Entrance in MBA	3
BA521	Managerial Finance	BA500	3
BA547	Management Skills and Styles	BA500	3
BA560	Decision Analysis	Co-requisite BA500	3
BA621	Business Law and Ethics	BA500	3
BA635	Economic Analysis	BA500	3
BA655	Advanced Marketing Strategy	BA521	3
MG505	International Business Management	BA500	3
MG631	The Global Economy	BA500	3
MG641	Leadership and Organizational Behavior	BA500	3
MG671	Strategic Management	BA655	3
MG673	Entrepreneurial Strategy	BA560	3
<b>Total Credits Required</b>			<b>36</b>

**Program Curriculum: MBA – Finance Degree**

Course No.	Course Name	Prerequisites	Credits
BA500	MBA Foundations	Entrance in MBA	3
BA521	Managerial Finance	BA500	3
BA526	Financial Institutions and Markets	BA521	3
BA531	Investment Analysis & Portfolio Management	BA526	3
BA533	Risk Analysis & Insurance	BA531	3
BA560	Decision Analysis	Co-requisite BA500	3
BA621	Business Law and Ethics	BA500	3
BA655	Advanced Marketing Strategy	BA521	3
MG505	International Business Management	BA500	3
MG631	The Global Economy	BA500	3
MG641	Leadership and Organizational Behavior	BA500	3
MG671	Strategic Management	BA655	3
<b>Total Credits Required</b>			<b>36</b>

**Program Curriculum: MBA – Management Degree**

Course No.	Course Name	Prerequisites	Credits
BA500	MBA Foundations	Entrance in MBA	3
BA521	Managerial Finance	BA500	3
BA560	Decision Analysis	Co-requisite BA500	3
BA621	Business Law and Ethics	BA500	3
BA655	Advanced Marketing Strategy	BA521	3
MG505	International Business Management	BA500	3
MG631	The Global Economy	BA500	3
MG641	Leadership and Organizational Behavior	BA500	3
MG647	Managing the Global Workforce	MG631	3
MG656	Operations Management	BA521	3
MG671	Strategic Management	BA655	3
MG672	Sales Management	MG641	3
<b>Total Credits Required</b>			<b>36</b>

**Program Curriculum: MBA – Human Resource Management Degree**

Course No.	Course Name	Prerequisites	Credits
BA500	MBA Foundations	Entrance in MBA	3
BA521	Managerial Finance	BA500	3
BA560	Decision Analysis	Co-requisite BA500	3
BA621	Business Law and Ethics	BA500	3
BA655	Advanced Marketing Strategy	BA521	3
MG505	International Business Management	BA500	3

MG631	The Global Economy	BA500	3
MG636	Cross-Cultural Management	MG641	3
MG637	Human Resources for Managers	MG636	3
MG641	Leadership and Organizational Behavior	BA500	3
MG647	Managing the Global Workforce	MG631	3
MG671	Strategic Management	BA655	3
<b>Total Credits Required</b>			<b>36</b>

### Program Curriculum: MBA – Information Technology Management Degree

Course No.	Course Name	Prerequisites	Credits
BA500	MBA Foundations	Entrance in MBA	3
BA521	Managerial Finance	BA500	3
BA560	Decision Analysis	Co-requisite BA500	3
BA621	Business Law and Ethics	BA500	3
BA655	Advanced Marketing Strategy	BA521	3
IS500	Systems Analysis & Design	BA500	3
IS502	Database Management	IS500	3
IS503	Computer & Network Security	IS500	3
MG505	International Business Management	BA500	3
MG631	The Global Economy	BA500	3
MG641	Leadership and Organizational Behavior	BA500	3
MG671	Strategic Management	BA655	3
<b>Total Credits Required</b>			<b>36</b>

### Program Curriculum: MBA – Marketing Degree

Course No.	Course Name	Prerequisites	Credits
BA500	MBA Foundations	Entrance in MBA	3
BA521	Managerial Finance	BA500	3
BA560	Decision Analysis	Co-requisite BA500	3
BA621	Business Law and Ethics	BA500	3
BA651	Marketing Research and Analysis	BA655	3
BA653	Consumer and Buyer Behavior	BA655	3
BA655	Advanced Marketing Strategy	BA521	3
BA657	E-Marketing	BA655	3
MG505	International Business Management	BA500	3
MG631	The Global Economy	BA500	3
MG641	Leadership and Organizational Behavior	BA500	3
MG671	Strategic Management	BA655	3
<b>Total Credits Required</b>			<b>36</b>

### Program Curriculum: MBA – Health Care Management Degree

Course No.	Course Name	Prerequisites	Credits
BA500	MBA Foundations	Entrance in MBA	3
BA521	Managerial Finance	BA500	3
BA553	Health Care Finance	BA521	3
BA560	Decision Analysis	Co-requisite BA500	3
BA621	Business Law and Ethics	BA500	3
BA623	Legal and Ethical Issues in Health Care	MG651	3
BA655	Advanced Marketing Strategy	BA521	3
MG505	International Business Management	BA500	3
MG631	The Global Economy	BA500	3
MG641	Leadership and Organizational Behavior	BA500	3
MG651	Health Care Management	BA500	3
MG671	Strategic Management	BA655	3
<b>Total Credits Required</b>			<b>36</b>

## Program Curriculum: MBA – Entrepreneurship Degree

Course No.	Course Name	Prerequisites	Credits
BA500	MBA Foundations	Entrance in MBA	3
BA521	Managerial Finance	BA500	3
BA538	Advanced New Venture Creation	BA500	3
BA539	New Venture Finance	BA521	3
BA560	Decision Analysis	Co-requisite BA500	3
BA621	Business Law and Ethics	BA500	3
BA655	Advanced Marketing Strategy	BA521	3
BA671	Strategic Management	BA655	3
MG505	International Business Management	BA500	3
MG631	The Global Economy	BA500	3
MG641	Leadership and Organizational Behavior	BA500	3
MG673	Entrepreneurial Strategy	BA500	3
<b>Total Credits Required</b>			<b>36</b>

# Degree Program Course Descriptions

**BA201 – INTRODUCTION TO BUSINESS.** This course introduces students to principles and terminology in the field of business by providing a clear overview of how a business is organized and managed. Students will examine management functions including human resources, marketing, decision-making, finance, and ethics. This course will help the student acquire the necessary skills to succeed in building a knowledge base for a career in business. (3 credits) Prerequisites: None

**BA205 – PRINCIPLES OF MANAGEMENT.** This course introduces students to principles and terminology in the field of business by providing a clear overview of how a business is organized and managed. Students will examine management functions including human resources, marketing, decision-making, finance, and ethics. An overview of economics and the free enterprise system will help students understand the relationship between business entities and their environments. (3 credits) Prerequisite: BA201

**BA210 – ORGANIZATIONAL BEHAVIOR.** Workplaces vary substantially, not only in their products and services, but also in organizational behavior. This course addresses the sources of difference, such as communication, decision-making, culture, structure, and focuses on ways managers can influence individual and group behavior to create effective organizations. (3 credits) Prerequisite: BA201

**BA220 – PRINCIPLES OF MARKETING.** This course introduces the fundamentals of marketing management including an analysis of buyer behavior, market segmentation, targeting, positioning, product development, distribution channels, pricing strategies, and promotional strategies. The integration of the marketing elements in a strategic planning framework will be emphasized, illustrating the implications and relevance for marketing policy decisions in competitive situations. (3 credits) Prerequisite: BA201

**BA235 – BUSINESS STATISTICS.** In this course, students are provided a balanced and comprehensive overview of basic statistics. Topics include descriptive statistics, bivariate data, probability, probability distributions, statistical inference, and linear regression. There will be an emphasis on generating, applying, and evaluating statistical information from real-world applications such as business, politics, and research. (3 credits) Prerequisite: MA125

**BA252 – NEW VENTURE CREATION.** This course is an introduction to new venture creation. Students will be provided with a hands-on experience in the preparation of a professional business plan for a new venture. Emphasis will be placed on strategic and tactical objectives, as well as strategic variables critical to achieving success in a new venture. (3 credits) Prerequisites: BA280

**BA271 – MACROECONOMICS.** This course provides an overview of the modern market economy and introduces the economic concepts of national income, inflation, unemployment, and the quantity of money. The banking system, government expenditures, taxation, and monetary and fiscal policy are presented as well. (3 credits) Prerequisite: BA201

**BA272 – MICROECONOMICS.** This course presents the core concepts of microeconomics including product markets, resource markets, modern microeconomic issues, and the international economy. (3 credits) Prerequisite: BA271

**BA280 – ACCOUNTING.** The purpose of accounting is to provide financial information about the current operations and financial condition of a business to individuals, agencies, and organizations. The course will help you calculate and interpret this information, as well as evaluate the financial health of an organization. (3 credits) Prerequisite: BA201

**BA300 – INTRODUCTION TO SELLING.** This course focuses on important sales skills – such as getting appointments, making persuasive presentations, overcoming objections, and closing the sale – which can lead to large increases in sales volume. The students are given specific tools and practical exercises to build strengths, overcome critical weaknesses, and improve their sales performance. (3 credits) Prerequisite: BA201

**BA316 – COST ACCOUNTING.** This course is a study of management accounting for internal analysis and decision-making. Students will be introduced to a business approach of utilizing accounting information in the planning and control functions of a firm. The concepts of cost behavior, cost analysis, capital budgeting, and the ethical challenges in managerial accounting will also be covered. (3 credits) Prerequisite: BA280

**BA356 – HUMAN RESOURCE MANAGEMENT.** This course provides an introduction to Human Resource Management. Emphasis will be placed on the human resource management disciplines required of business professionals to ensure their organizations remain competitive in the national and global marketplace. Topics will include human resources, strategy and planning, recruiting, selection, training, evaluation, compensation, performance management, employee relations, and organizational policies. (3 credits) Prerequisite: BA205

**BA358 – PRODUCTION AND OPERATIONS MANAGEMENT.** This course examines the concepts, processes, and methods of managing and controlling operations in manufacturing or service settings. Current issues such as globalization, supply chain strategy, E-business, and ERP are analyzed. (3 credits) Prerequisite: BA205

**BA375 – ETHICAL DECISION-MAKING.** This course provides an introduction to the construction and evaluation of ethical arguments and forms of reasoning. Basic moral questions confronting contemporary society, as well as ethical issues in the workplace, are explored. (3 credits) Prerequisite: BA201

**BA410 – INTRODUCTION TO MANAGEMENT INFORMATION SYSTEMS.** This course will explore how information systems may be used, developed, and managed to support both the tactical and strategic decision-making activities, as well as operations of organizations. (3 credits) Prerequisite: CS110

**BA420 – BUSINESS LAW.** This course provides a survey of the legal rights and potential liabilities of businesspersons, the development of the legal system, business crimes and liabilities, regulatory systems, consumer protection, basic contract, personal property, and cyber law. (3 credits) Prerequisite: BA201

**BA425 – FINANCE.** This course gives students a strong theoretical foundation of financial theory and the financial decision-making process. The focus will be on the economic and financial structure of a firm and the impact of financial information on the company's overall strategic plan. (3 credits) Prerequisite: BA201

**BA436 – INTERNATIONAL BUSINESS.** This course covers the concepts of international organizational structures and management processes, including the cultural, political, economic, and legal environments of global marketing, world marketing patterns, and international trade theory. (3 credits) Prerequisite: BA201

**BA445 – EFFECTIVE LEADERSHIP.** This course focuses on examining what makes a leader effective in a professional environment. The course will examine the characteristics of an effective leader, including qualities, skills, and the roles and functions of a leader to lead and manage change successfully. (3 credits) Prerequisite: BA205

**BA448 – TEAM DEVELOPMENT AND MOTIVATION.** This course will give students insight into the management and motivation of employees. Areas covered in this course include selecting the right people for the job, delegating effectively, coping with challenging people, and building effective teams. (3 credits) Prerequisite: BA205



**BA456 – STRATEGIC ENTREPRENEURIAL MANAGEMENT.** This course gives students hands-on experience in the essential skills needed to strategically and successfully manage a growing venture. Topics covered include performing financial and marketing trend analyses, setting performance standards, creating business systems, developing customer service strategies, and building a learning organization. (3 credits) Prerequisite: BA205

**BA464 – MARKETING STRATEGY.** This course focuses on marketing planning and strategic marketing analysis. Emphasis is placed on the planning process, marketing objectives, market overview, market segments, competitive landscape, strategy, products and services, pricing, distribution, promotion, and financial viability. Upon completion, students will possess a broad understanding of the components and construction of a strategic marketing plan and will gain experience in the analysis of complex marketing decisions. (3 credits) Prerequisite: BA220

**BA471 – MONEY AND BANKING.** This course examines money and banking including the financial markets, financial institutions, the money supply process, the Federal Reserve System, and the conduct of monetary policy and monetary theory. (3 credits) Prerequisite: BA201

**BA486 – BUSINESS POLICY.** This course focuses on how firms formulate, implement, and evaluate strategies in a turbulent, rapidly changing environment. Students will focus on integrated decision-making in terms of strategy formulation, implementation, and evaluation. (3 credits) Prerequisite: BA420

**BA490 – PROJECT MANAGEMENT.** This course will introduce you to project management. Students will learn step-by-step techniques for creating, developing, and evaluating essential project management tools. Emphasis will be placed on developing concepts and skills related to using project plans, work breakdown structures, budgets, network diagrams, resource allocations, and project evaluations. (3 credits) Prerequisite: BA448

**BA500 – MBA FOUNDATIONS.** This course provides an overview of critical management concepts across a broad spectrum of subject areas prior to progression into advance business topics. With this foundation for more specialized study, students will learn how to think in strategic terms, how to communicate as a manager, and how to conduct effective research at the Master's level. Topics covered include the critical business functions of accounting, economics, marketing, finance, and strategy, providing students with cross-functional knowledge to inform decision-making. (3 credits) Prerequisite: Entrance in MBA

**BA511 – MANAGERIAL ACCOUNTING.** Managers need basic knowledge of accounting principles and practices. In this course, an emphasis is placed on managerial uses of accounting data including what kind of information is needed, where this data can be obtained, and how these figures can be used by managers as they perform their planning, controlling, and decision-making responsibilities. (3 credits) Prerequisite: BA500

**BA521 – MANAGERIAL FINANCE.** This course introduces the basic principles of managerial finance and demonstrates how businesses manage their funds to accomplish organizational objectives. Emphasis is placed on financial environment, financial statements, cash flow and financial planning, time value of money, risk and return, interest rates and bond valuation, stock valuation, and capital budgeting cash flows. Upon completion, students will possess a broad, conceptual understanding of how to use these financial techniques to analyze a company's finances. (3 credits) Prerequisite: BA500

**BA526 – FINANCIAL INSTITUTIONS AND MARKETS.** This course examines the role that financial institutions and markets play in the dominant economies of the world. Financial institutions will be explored with emphasis on the types of institutions and how each type of institution participates in financial intermediation. The roles and interactions of financial markets, governments, businesses, and consumers will be examined with focus on regulation, market structure, interest rates, and the function of central banks and the Federal Reserve. (3 credits) Prerequisite: BA521

**BA531 – INVESTMENT ANALYSIS & PORTFOLIO MANAGEMENT.** This course focuses on the analysis of investment options including stocks, bonds, mutual funds, stock options, and derivatives. Capital market theory and market efficiency are examined from a financial management perspective. Students learn to evaluate investments in an international market by incorporating economic conditions, ratios, and market information. Emphasis is placed on portfolio management and diversification. (3 credits) Prerequisite: BA526

**BA533 – RISK ANALYSIS & INSURANCE.** This course focuses on analyzing and solving risk management problems in business organizations based upon the assumption that risk can be managed if risks are identified prior to a loss and that insurance is an important tool for that purpose. Utilizing managerial, consumer, and societal perspectives, topics include methodology for risk analysis, insurance principles and practices, and techniques for risk and loss control. (3 credits) Prerequisite: BA531

**BA538 – ADVANCED NEW VENTURE CREATION.** This course prepares students to spearhead new initiatives, paying special attention to the process and activities required before a start-up can open for business. Entrepreneurship, in this context, is viewed as a long-term value creation. Accordingly, this course focuses, using real-world case studies, on critical issues in the development of a new venture: market and competitive conditions, testing critical assumptions upon which the new business concept rests, adequate planning, proper assessment of skills and resources required to create a strong competitive position, and creation of a formal business plan. (3 credits) Prerequisite: BA500

**BA539 – NEW VENTURE FINANCE.** This course is designed to introduce the requirements and strategies necessary for financing new ventures. Students will learn critical skills needed to assess company capital requirements, assess capital markets and the availability of different types of investment capital, and strategically analyze appropriate financing options. The financing alternatives examined include debt financing from venture banks, commercial banks, and SBICs, and equity from angels, private placements, venture capitalists, and public equity markets. (3 credits) Prerequisite: BA538

**BA547 – MANAGEMENT SKILLS AND STYLES.** This course is designed to help students develop their personal management style by the application of proven processes and skills. The areas covered include change management, setting priorities, problem solving, and decision-making. (3 credits) Prerequisite: BA500

**BA553 – HEALTH CARE FINANCE.** This course addresses the systems and uses of accounting and financial planning in healthcare organizations, including planning and control. Students will examine analysis of financial statements, reporting, ratios, and budgeting for healthcare organizations to make sound decisions. This course provides a conceptual and practical knowledge of healthcare finance, which includes sources of funding, revenue, cost determinants, third party payer, managed care contracts, and valuations that have an impact on the healthcare organization. (3 credits) Prerequisite: BA521

**BA560 – DECISION ANALYSIS.** Managers typically need to be able to make decisions based on incomplete information. This course focuses on the application of a wide variety of quantitative methods to aid in decision-making, including populations and samples, probabilities, expected values, decision tree analysis, resource allocation, and correlations. Each method is applied in real-world management situations, preparing students for critical decision-making in the workplace. (3 credits) Co-requisite: BA500

**BA621 – BUSINESS LAW AND ETHICS.** Modern businesses function in an environment that contains many legal restraints and conditions. This course emphasizes the importance of working within the legal system while incorporating a questioning dimension into reasoning – one that involves critical thinking and the impact of values. Through the thoughtful study of legal topics and examination of a wide variety of real-world examples, students will develop advanced critical thinking skills to make informed ethical and legal decisions in the workplace. (3 credits) Prerequisite: BA500

**BA623 – LEGAL AND ETHICS ISSUES IN HEALTH CARE.** Managers in medical offices, hospitals, clinics, or skilled nursing facilities have a professional stake in understanding the multiple legal and ethical issues they will encounter as part of their day-to-day responsibilities. This course examines the legal aspects of health services management including consumer protection, the patient/physician relationship, principles that govern patient information, professional licensure and liability, medical malpractice, and public duties of a health care professional. (3 credits) Prerequisite: MG651

**BA635 – ECONOMIC ANALYSIS.** This course examines interactions that take place within organizations, among companies, and between firms and consumers from an economic perspective. You will learn why firms behave the way they do and be introduced to tools and frameworks that will help you make better decisions in your professional and personal life. The course also provides a good foundation for understanding things such as how companies set prices and why they advertise. (3 credits) Prerequisite: BA500

**BA651 – MARKETING RESEARCH AND ANALYSIS.** Marketing research serves as a central basis for marketing strategy and firm profitability. It is critical for marketing managers to understand the nature of marketing research and to be able to specify what information to seek, how to get it, and how to utilize it in making marketing decisions. Emphasizing the manager's perspective, this course examines marketing research in terms of needs, definition, process, analysis, and reporting. Topics include emerging trends in marketing research, ethical and global implications, and the continuing integration of new technologies. (3 credits) Prerequisite: BA655

**BA653 – CONSUMER AND BUYER BEHAVIOR.** An integral part of marketing is understanding the consumer and the conscious and unconscious motivations that drive their behavior at a fundamental level. Beyond an overview of consumer behavior, this course will take a narrowed look into the factors that influence consumer perception, judgment, and actions. In knowing the factors that provoke consumers to behave in certain manners or make certain buying decisions, marketers can focus on targeting customers for acquisition and retention while gaining a better understanding of their needs and wants on a deeper, psychological level. (3 credits) Prerequisite: BA655

**BA655 – ADVANCED MARKETING STRATEGY.** This course prepares students to implement effectively the theories and concepts about sustainable marketing that seek to protect and increase the earth and human well-being. Students will discover strategies for making optimized decisions for a sustainable marketing plan. This course also teaches methods for exploring new, sustainable marketing opportunities for existing products or services while maintaining reasonable business profits. Prerequisites: BA521

**BA657 – E-MARKETING.** This course develops the student's ability to create, execute, and evaluate Internet-based marketing campaigns. Business and social environments are rapidly converging online to create new marketing opportunities driven by digital content served through websites, social media networks, and mobile platforms. This course develops essential skills for digital marketing professionals that will optimize their effectiveness across all channels. It focuses on critical elements unique to Internet marketing including branding, audience development, competitive analysis, strategic planning, digital tools and tactics for social media networks and mobile platforms, content authoring and curation, digital communities, A/V media tools, data analytics and measurement metrics, advertising and earned traffic opportunities, and emerging customer management tools and trends. (3 credits) Prerequisite: BA655

**BA661 – INTERMEDIATE SELLING.** This course is designed to give the graduate student the concepts and skills necessary to develop an effective, technology-focused sales process and manage a professional, high-performance sales team with the objective of selling products or services to global markets, including executive level decision-makers in organizations. The topics covered include

responding to requests for proposals, making formal presentations, selling in the boardroom, selling to top level executives, and selling strategies. (3 credits) Prerequisite: BA655

**CJ321 – LEADERSHIP IN CRIMINAL JUSTICE.** An examination of contemporary concepts and practices for first line supervisors in law enforcement. Character, motivation, teamwork, and conflict resolution are emphasized in this practical, ethics-based approach to leadership in a complex organization. (3 credits) Prerequisite: CJ101 (or active law enforcement for micro-credential certificate)

**CJ336 – AMERICAN CONSTITUTIONAL LAW.** An examination of the historical development and constitutional principles of American government including inquiries into federalism, national and state powers, separation of powers, checks and balances, due process, and equal protection of the laws. The primary focus will be on case law of the Supreme Court from the Marshall court to present day. (3 credits)

**CJ458 – SPECIAL POPULATIONS IN THE CRIMINAL JUSTICE SYSTEM.** This course covers special populations within the community, specifically the mentally ill, and/or people with Alzheimer's, Autism, developmental, social and anxiety disorders, and other offender issues faced by those in the Criminal Justice System. Topics include the history of how mental illness has been handled by communities, police, courts and correctional officials as well as their current response to dealing with this population as well as other special populations identified by the Criminal Justice System. (3 credits) Prerequisite: CJ101 (or active law enforcement for micro-credential certificate)

**CJ601 – PROACTIVE CRIMINAL JUSTICE MANAGEMENT.** A study of police organizational management that is proactive rather than reactive. Students learn how to anticipate events through planning, use police personnel and resources effectively, and deliver a wide range of police services to the community. (3 credits) Prerequisite: None

**CJ606 – MULTICULTURAL ISSUES IN CRIMINAL JUSTICE.** An examination of the cross-cultural contact that police officers have with: citizens, victims, suspects, and coworkers from diverse backgrounds. Topics including: the pervasive influence of culture, race, and gender in the workplace and in the community. Prerequisite: None

**CJ626 – LAW AND ETHICS IN CRIMINAL JUSTICE.** By providing a strong theoretical foundation for solving ethical dilemmas, this course helps students gain a realistic picture not only of what ethical questions arise in the criminal justice system, but also how sound moral decisions are made in response to them. Through case study, students are placed in a variety of real-life scenarios where they practice resolving dilemmas ethically. Prerequisite: None

**CM101 – PRINCIPLES OF COMMUNICATION.** This course provides a basic introduction to the principles of interpersonal and group communication. Students will improve their ability to communicate in a variety of formats with an emphasis on verbal and online communication. (3 credits) Prerequisite: None

**CM110 – DEVELOPING CRITICAL THINKING SKILLS.** This course helps students become more aware of critical thinking and develop the skills needed to practice it well. Emphasis is placed on how to think critically about things we read, see, and hear before deciding what to believe or do. Concrete examples from students' experiences and current events will help students develop the abilities to solve problems, analyze issues, and make informed decisions. (3 credits) Prerequisite: None

**CM220 – PRESENTATION SKILLS.** A course designed to help students communicate more effectively through a study of the terms and concepts in the field of communication with a focus on public speaking and presentations. Several aspects of communication are examined, including interpersonal, intrapersonal, nonverbal, mass media, audience analysis, ethics and free speech, research, and visual aids. Through speech and writing assignments, students have an opportunity to develop their verbal and written communication skills. (3 credits) Prerequisite: None

**CM225 – RESEARCH METHODS IN COMMUNICATION.** An introduction to the processes of communication research, common quantitative research methodologies, and concepts of statistical



literacy. Students will learn how to best select a research method to answer scholarly questions, find pertinent information about a selected topic both in primary and secondary research, and better understand and critique research they read. (3 credits) Prerequisite: CM101

**CM241 – PUBLIC RELATIONS.** This course offers an overview of basic public relations concepts and tactics used by business, government, and non-profit organizations. As a communications elective, it can begin preparing students who aspire to careers in public relations for handling public relations situations in ways that reflect appropriate professional and ethical standards. (3 credits) Prerequisite: CM101

**CM251 – MASS COMMUNICATION.** This course surveys the history and rise of mass communications media: newspapers and magazines, radio, recordings, film, television, and digital media. This course focuses on fundamental functions and influences of mass media. The course also focuses on emerging issues and trends about mass media and society, such as the effects of global concentration of media ownership. As a course touchstone, students will develop analytical tools to effectively evaluate opposing points of view on such issues. Students who complete this course will better appreciate the impact of mass media on the world today and become more proficient observers, consumers, and practitioners of mass media by becoming media literate. (3 credits) Prerequisite: CM101

**CM258 – CONFLICT MANAGEMENT.** This course will focus on techniques and skills to manage conflict using appropriate strategies, tactics, and goal setting. Emphasis is placed on building long-term positive relationships in professional settings, theoretical and practical aspects of authority, face-saving, conflict assessment, communication, and problem solving. (3 credits) Prerequisite: CM101

**CM285 – DIVERSITY AND INCLUSION.** This course will examine cultural diversity in the U.S. using an interdisciplinary approach, drawing from research from several fields. The course will cover the impact on society and the workforce of issues such as cultural stereotyping and race, class, and sex discrimination, as well as methods of awareness and inclusion. Students are expected to engage actively in discussions, participating in a respectful and focused exchange of ideas. (3 credits) Prerequisite: None

**CM301 – SURVEY OF COMMUNICATION.** An introductory study of human communication. Students will first consider the basic elements of communication, such as definitions and models, the function of language, nonverbal communication, listening, and intrapersonal processes. After this overview, attention will focus on social processes in interpersonal communication, small group communication, and organizational communication. Finally, public communication will be considered, including public speaking, broadcasting, and advertising. (3 credits) Prerequisite: CM101

**CM310 – COMMUNICATION ETHICS.** This course provides an introduction to the construction and evaluation of ethical arguments and forms of reasoning in the communication field. Basic moral questions confronting contemporary society, as well as ethical issues in the workplace, are explored. (3 credits) Prerequisite: CM101

**CM346 – ADVERTISING AND PROMOTION.** This course will analyze the role and importance of integrated marketing communications (IMC) in enhancing brand equity in a global economy. Students will examine all aspects of an IMC program including advertising, promotions, packaging and branding, point-of-purchase communications, marketing-oriented public relations, work-of-mouth advertising and cause-oriented sponsorships. (3 credits) Prerequisite: BA201

**CM425 – INTRODUCTION TO MEDIA WRITING.** An examination of the theory and practices of writing for print and electronic media as dictated by current techniques, styles, and formats of various media. (3 credits) Prerequisite: CM101

**CM431 – COMMUNICATION THEORY.** An examination of classic and recently-emerged theories that explain a wide range of phenomena associated with verbal messages, nonverbal messages,

interpersonal communication, group and public communication, mass communication, and intercultural communication. (3 credits) Prerequisite: CM101

**CM436 – GROUP COMMUNICATION.** A study of “how groups work” that includes the latest research in the field on such issues as racial, ethnic, religious, generational, political, class, and gender differences. Other topics include leadership in meetings, group participation, speaking anxieties, improving listening, conflict resolution and mediation, decision-making and argumentation, and effective agendas. (3 credits) Prerequisite: CM101

**CM437 – NONVERBAL COMMUNICATION.** An exploration of the principles of nonverbal communication and the actual and potential impact of nonverbal behaviors on communication. Students will build skills needed to become competent non-verbal communicators in today’s global community. (3 credits) Prerequisite: CM101

**CM456 – EFFECTIVE COMMUNICATION TOOLS.** A study of oral communication skills that students will need in the workplace. Focus is placed on all four phases of the communication process – setting goals, knowing the audience, mastering skills, managing anxiety – while also covering the three communication contexts in which oral skills are necessary – interpersonal, group, and public speaking. Students will address the challenges of business communication presented by new technology, the global marketplace, and the increasing diversity of the workplace. (3 credits) Prerequisite: CM101

**CM457 – INTERCULTURAL COMMUNICATION.** An examination of factors and issues contributing to effective communication in an intercultural context. Through a study of the role of history and identity, cultural perceptions, values and beliefs, language and meaning, and nonverbal behaviors, students will have the opportunity to gain knowledge, skills, and attitudes that will increase their intercultural communication competence. (3 credits) Prerequisite: CM101

**CS100 – CODING FOUNDATIONS.** Students will learn the basics of coding. (3 credits) Prerequisite: None

**CS110 – INTRODUCTION TO COMPUTERS.** This course introduces students to basic computer concepts, operating systems, Internet browsing, and desktop applications including Microsoft Office. Through hands-on application, students will learn basic skills in using the operating system, Internet browser, and desktop applications. They will also learn how desktop applications including word processing and spreadsheet programs can be used for personal computing efficiencies. (3 credits) Prerequisite: None

**CS277 – INTRO TO PROGRAMMING IN PYTHON.** A comprehensive course in object-oriented programming development, including how to leverage object-oriented programming techniques to build modern systems. (3 credits) Prerequisite: CS100

**CS301 – FRONT END FOUNDATIONS - JAVASCRIPT.** Students will learn the fundamental concepts associated with front end development, including HTML, CSS, Sass, JavaScript, jQuery, and UI/UX. (3 credits) Prerequisite: CS100

**CS382 – DATABASE FOUNDATIONS.** Students will learn comprehensive database management skills that cover both SQL and NoSQL database systems. (3 credits) Prerequisite: CS100

**CS384 – PYTHON SOFTWARE DEVELOPMENT.** The student will develop further knowledge in advanced object-oriented programming. (3 credits) Prerequisite: CS277

**CS497 – ADVANCED WEB DEVELOPMENT - REACT.** Students will learn how to build multiple applications that communicate with each other via API data calls with a micro-service-based application. (3 credits) Prerequisite: CS277

**EN111 – COMPOSITION I.** This course introduces students to the basics of good writing and leads them through the process of planning, developing, and revising a short essay. Upon completion of the course, students will be able to create a properly punctuated, short essay that consists of correct sentences and focused paragraphs and demonstrates knowledge and planning and revision strategies. (3 credits). Prerequisite: None



**EN112 – COMPOSITION II.** This course introduces students to academic, research-based writing, including a review of the recursive writing process, the collection and use of research, and different modes of presentation. Upon completion of the course, students will be able to create a properly-formatted, persuasive research project including planning documents, a short essay, and a presentation. Emphasis is given to academic research and presentation. (3 credits) Prerequisite: EN111

**EN115 – TECHNICAL WRITING FOR BUSINESS.** This course will cover the construction and use of executive summaries; scientific papers for publication; summaries and abstracts; memos and emails; structure and phrasing of reports; effective letter writing; instructions and procedures. (3 credits) Prerequisite: None

**EN221 – AMERICAN LITERATURE I.** This course will introduce students to the various types of writing that occurred in American society through the middle of the nineteenth century from Colonization to American Romanticism. Along with exploring different styles of writing, the course will provide a backdrop of American history to show the motivation of the writers during the time periods in which they wrote. Throughout the course, students will also be introduced to different literary styles. By reading various texts and writing strategies, students will understand how non-fiction, fiction, and poetic works helped to mold American society and how these texts were perceived by others. (3 credits) Prerequisite: EN112

**GS150 – GENERAL BIOLOGY.** This course introduces the basic principles of biology and demonstrates how relevant science is to everyday life. General biology focuses on the theoretical foundations that form our understanding of the living world. Upon completion, students will possess a broad, conceptual understanding of living organisms from the building blocks of cells to ecosystems. (3 credits) Prerequisite: None

**GS210 – EARTH SCIENCE.** This course is an overview of planet Earth and the materials and processes which extend from Earth's core to the outer reaches of the solar system. This course touches on a diverse group of sciences, introducing underlying principles from geology, oceanography, and meteorology. Small components of astronomy and the biosphere are also studied. (3 credits) Prerequisite: None

**HI171 – WORLD CIVILIZATION I.** World Civilization I is a chronological survey of the political, economic, social, religious, intellectual, and cultural aspects of World humanity from the earliest cultures to 1789. (3 credits) Prerequisite: None

**HI172 – WORLD CIVILIZATION II.** This course is a chronological survey of the most important events, individuals, and ideas in the history of World civilization since the Renaissance period to contemporary times. Emphasis will be placed on the rise of monarchy, individualism and capitalism, industrial revolution, political revolutions, and recent world developments. (3 credits) Prerequisite: HI171

**IS500 – SYSTEMS ANALYSIS AND DESIGN.** This course provides an introduction to the field of systems analysis and design. Students will focus on using the appropriate logical and design processes to develop business information systems. Specific topics include determining business requirements, documenting organizational processes, analyzing information flows, and reengineering and designing information systems. (3 credits) Prerequisite: BA500

**IS501 – NETWORKING AND DATA COMMUNICATION.** This course will introduce concepts that help the student achieve an in-depth understanding of the often-complex topic of data communications and computer networks by balancing the more technical aspects and the everyday practical aspects. Among the topics are full coverage of wireless technologies, industry convergence, compression techniques, network security, LAN technologies, VoIP, and expanded coverage of error detection and corrections. (3 credits) Prerequisite: IS500

**IS502 – DATABASE MANAGEMENT.** This course introduces students to database concepts. Through hands-on application, students will learn basic skills in creating and using a database. They

will also learn why a database is necessary in day-to-day business functions. (3 credits) Prerequisite: IS500

**IS503 – COMPUTER AND NETWORKING SECURITY.** This course provides an introduction to the field of computer security principles and network security. Specific topics to be examined include computer security threats and attacks, vulnerabilities in the password authentication system, file system, virtual memory system, threats and vulnerabilities to network architecture and protocols, Botnets, email security, IP security, web security, and network security management techniques such as firewalls and IDS. (3 credits) Prerequisite: IS500

**MA125 – COLLEGE ALGEBRA.** This course examines fundamental algebraic concepts. These concepts include linear equations, inequalities, polynomial, rational, radical functions, solving quadratic equations, and quadratic functions, as well as exponential and logarithmic functions. (3 credits) Prerequisite: None

**MG505 – INTERNATIONAL BUSINESS MANAGEMENT.** This course explores the strategic choices multinational executives face as they form, implement, test, and adopt a strategy to compete around the world. Students will look at the organizational structure to compete in a global workforce. (3 credits) Prerequisite: BA500

**MG631 – THE GLOBAL ECONOMY.** In a study of the financial operations of multinational corporations and financial institutions, students will focus on macroeconomic variables, models of policy effects over time, foreign exchange markets, and trade balances. Topics include Gross Domestic Product, foreign exchange risk, rates of return analysis, Purchasing Power Parity, interest rate determination, and policies affecting fixed and floating exchange rates in the unique context of multinational finance. (3 credits) Prerequisite: BA500

**MG636 – CROSS-CULTURAL MANAGEMENT.** The hyper-competitive global arena of the 21<sup>st</sup> century mandates that managers develop the skills necessary to design and implement global strategies, to conduct effective cross-national interactions, and to manage daily operations in foreign subsidiaries. Through extensive case study, students learn how the variable of culture interacts with other national and international factors to affect managerial processes and behaviors. Cross-cultural management and competitive strategy are evaluated in the context of global changes – the European Union, the North American Free Trade Agreement (NAFTA), the liberalization of Eastern Europe, and the evolving marketplace of the Commonwealth of Independent States, which require new management applications. (3 credits) Prerequisite: MG641

**MG637 – HUMAN RESOURCES FOR MANAGERS.** This course will provide students the opportunity to gain an understanding of what constitutes effective global human resource management and how human resource issues can be managed within the international context. Students will understand key theories in human resource management and an in-depth knowledge and understanding of real-life international human resource issues, best practices, and skills needed to operate across national borders. (3 credits) Prerequisite: BA500

**MG641 – LEADERSHIP AND ORGANIZATIONAL BEHAVIOR.** Dynamic environments need leaders who challenge themselves to discover and test new ways to be effective. This course examines a variety of methods to manage and lead people in complex organizations and design workplaces that elicit high performance from individuals, teams, and organizations. (3 credits) Co-requisite: BA500

**MG647 – MANAGING THE GLOBAL WORKFORCE.** Global leaders must be able to effectively acquire, develop, compensate, and motivate employees in order to maximize organizational effectiveness. In this course, through the investigation of case studies and supplemental readings, students will learn about the human resources elements which contribute to business success as well as the methods for developing a plan for maximizing the human capital of an organization. (3 credits) Prerequisite: MG631

**MG651 – HEALTH CARE MANAGEMENT.** This course addresses the management of organizations that deliver health care services such as hospitals, nursing homes, multi-specialty clinics,

and home health care agencies. Students will examine principles of effective management including organizational design, motivation, leadership, conflict management, teamwork, and strategic alliances. Management issues that distinguish health services organizations from other types of organizations will be identified and strategies for dealing with these issues will be evaluated. (3 credits) Prerequisite: BA500

**MG656 – OPERATIONS MANAGEMENT.** This course presents techniques and methods for managing operations in services and manufacturing. Current topics such as supply chain management, the balanced scorecard, and yield management are examined using a real-world perspective and a contemporary approach. This course stresses teamwork, quality, and customer service. (3 credits) Prerequisite: BA521

**MG671 – STRATEGIC MANAGEMENT.** This course introduces students to the strategic management process. Through analysis and real-life problem solving, students integrate management, finance, accounting, marketing, economics, production, and decision-making concepts in order to understand an organization's many moving parts. Students will gain insight into the daunting task of managing an organization and its complex components. (3 credits) Prerequisites: BA655

**MG672 – SALES MANAGEMENT.** This course is designed to teach students a series of key concepts, methods, techniques, and skills that, when used by the sales manager, can produce highly effective and successful sales. These tactics are applicable to a wide variety of management and sales management roles. (3 credits) Prerequisite: MG641

**MG673 – ENTREPRENEURIAL STRATEGY.** This course focuses on the creation of strategic growth as a catalyst for a small company's transition to being a key competitor in an industry segment. Using a diverse selection of case studies, students explore the strategic management process as it relates to building the entrepreneurial firm. (3 credits) Prerequisite: BA560

**NS101 – NEW STUDENT ORIENTATION.** This course is designed to help you be a successful student at Bottega University. Please take this course and learn all about useful resources and how to navigate the site. You'll also learn important rules and processes. (1 credit) Prerequisite: None

**PF101 – ACADEMIC STRATEGIES.** In this course, students develop skills and plans that will help them succeed throughout their academic programs and beyond. This includes how to set and reach goals, manage physical health and stress, build and maintain strong support systems, stay organized, practice effective reading and writing strategies, and prepare for exams. Students conclude by examining the causes of stress and the practical coping skills used by the most effective learners. (2 credits) Prerequisite: None

**PF499 – CAREER STRATEGIES.** Today's employees must practice a career development strategy of lifelong learning in order to weather many rapid changes in the workforce. In this course, students will launch their lifelong career development strategy by critically examining their personal and professional identities. Students will analyze the current job market with a personalized, professional outlook, and create a portfolio of their personal history and future career plan relevant to the current job market. Furthermore, they will learn successful techniques to interview, negotiate, and pursue advancement. (3 credits) Prerequisite: End of Program

**PY141 – GENERAL PSYCHOLOGY.** This course introduces students to the principle areas, problems, and concepts of psychology: perception, thinking, motivation, personality, social behavior, and research methods. (3 credits) Prerequisite: None

**SO241 – GENERAL SOCIOLOGY.** This course provides a broad introduction to sociology. Emphasis is placed on the origins, organization, institutions, and development of human societies. Analysis of major social institutions in relation to society as a whole and the causes and effects of social change are also included. (3 credits) Prerequisite: None

# Certificates

## **Business Entrepreneurship**

Undergraduate Certificate – Business / Entrepreneurial Business Certificate

BA220 Principles of Marketing

BA252 New Venture Creation

BA375 Ethical Decision-Making

BA420 Business Law

## **Business Information Technology**

Graduate Certificate – Business / Information Technology Certification

IS500 Systems Analysis and Design

IS501 Networking and Data Communication

IS502 Database Management

IS503 Computer and Network Security

## **Business, Management, Operations & Leadership, Organizational Management**

Undergraduate Certificate – Business / Business Administration Certificate

BA201 Introduction to Business

BA272 Microeconomics

BA280 Accounting

BA410 Introduction to Management Information Systems

Undergraduate Certificate – Business / Management Certificate

BA205 Principles of Management

BA271 Macroeconomics

BA436 International Business

BA448 Team Development & Motivation

Undergraduate Certificate – Business / Operations & Leadership Certificate

BA316 Cost Accounting

BA356 Human Resource Management

BA358 Production and Operations Management

BA445 Effective Leadership

Undergraduate Certificate – Business / Organizational Management Certificate

BA210 Organizational Behavior

BA425 Finance

BA456 Strategic Entrepreneurial Management

BA486 Business Policy

## **Criminal Justice**

Undergraduate – Criminal Justice: Leadership and Special Populations

CJ321 Leadership in Criminal Justice

CM457 Intercultural Communication

CJ458 Special Populations in Criminal Justice

CJ336 American Constitutional Law

**Graduate – Criminal Justice: Leadership and Multicultural Issues**

MG641 Leadership and Organizational Behavior

CJ606 Multicultural Issues in Criminal Justice

CJ601 Proactive Criminal Justice Management

CJ626 Law and Ethics in Criminal Justice

**BOTTEGA UNIVERSITY FACULTY**

**Rick Abshier**

MAR, Theological Studies, Reformed Theological Seminary

CAS, Business Education and Administration Services, Northern Illinois University

MBA, Marketing, Benedictine University

BA, Political Science, Benedictine University

**Kartessa Bell**

PhD (ABD), Organization and Management, Capella University

PhD, Organizational Leadership, Northcentral University (currently enrolled)

MS, Communication, Mississippi College

BA, English and History, Belhaven University

**Dr. Ceron Bryant**

PhD, English, Florida State University, Tallahassee

MA, English, Kent State University

BA, English, Talladega College

**Dr. Lisa Burnside**

DBA, Information Systems Management, Walden University

MBA, Information Technology Concentration, Walden University

BS, Business, University of Minnesota

**Dr. Jacqueline Evans**

DBA, Information Systems Management, Walden University

MS, Management, Thomas Edison University

BS, Economics and Management, University of the West Indies

**Deryl E. Gulliford, RRT, RCT, MHA, FAAMA, FACCA**

JD, School of Law, University of Hawaii

MHA, Community Health Administration and Planning, University of Cincinnati

BS, Allied Medicine, Ohio State University (Summa Cum Laude with Distinction)

Distinguished Faculty of the Year – Columbia Southern University

William Newcomer Healthcare Executive of the Year for the United States

Certificate, Best Practices in Online Teaching, Ashland University

Community Health Administration and Planning, University of Cincinnati

**Jordan Hudgens**

MS, Computer Science, Texas Tech University

BS, Computer Science, Grantham University

**Dr. Marvin Hunt**

DBA, Business Administration (Information Systems Management), Walden University  
MBA, Business Administration (Applied Management), Indiana Wesleyan University  
BS, Computer Information Technology, Indiana University - Purdue University

**Dr. Nikki Johnson**

DPH, Behavioral Health Promotion and Education, Jackson State University  
MPH, Behavioral Health Promotion and Education, Jackson State University  
BS, Biology, Tougaloo College

**Dr. Jill Legare**

EdD, Educational Leadership, Argosy University  
MBA, Keller Graduate University  
MA, History, Claremont Graduate University  
BA, Journalism, Baylor University

**Dr. Oleg Maksimov**

PhD, Chemistry, City University of New York  
BS, Chemistry, City University of New York

**James Monroe**

MBA, Anderson University  
BS, Accounting, Indiana University  
2003 Instructor of the Year, Indiana Business College  
2005 Master Instructor for Microsoft Core Certification

**Dr. Pamela Parkinson**

JD, University of Utah  
MA, Clinical Psychology/Counseling, University of Minnesota (thesis not completed)  
BS, History/Political Science, Weber State University

**Dr. Troy Roland**

EdD, Organization Change, Pepperdine University  
MBA, Information Technology Specialization, University of LaVerne  
BA, Sociology, California State University, Fullerton  
BS, Behavioral Sciences, National University

**Dr. Kevin Smith**

PhD, Psychology, OD, Leadership, Alliant International University  
MS, HR/OD, University of San Francisco  
BS, Org. Comm/HRD, Brigham Young University

**Kris Sutton**

MS, Management and Leadership, Western Governors University  
MBA, Management and Strategy, Western Governors University  
BS, Finance, Western Governors University

**Dr. Uzell Williams**

DrBA/Accounting, Argosy University (Certified Public Accountant)



MS, Accounting, Nova Southeastern  
MBA, Finance, Nova Southeastern  
BA, Business Administration, Northwood University

**Dr. Carlos Wilson**

PhD, Urban Higher Education, Jackson State University  
MS, Teaching/Mathematics, Jackson State University  
BS, Mathematics and Pre-Engineering, Jackson State University

# Career Training Division – Bottega Tech

## Licensure and Accreditation

REGISTERED UNDER THE UTAH POST-SECONDARY PROPRIETARY SCHOOL ACT (Title 13, Chapter 34, Utah Code). Registration under the Utah Post-secondary Proprietary School Act does not mean that the State of Utah supervises, recommends, nor accredits the institution. It is the student's responsibility to determine whether credits, degrees, or certificates from the institution will transfer to other institutions or meet employers' training requirements. This may be done by calling the prospective school or employer.

**Bottega Tech** is accredited by the Northwest Accreditation Commission | [Cognia \(AdvancED\)](#) as a post-secondary non-degree granting school. Cognia (AdvancED) is a private accreditation body and *not recognized by the U.S. Department of Education*. Additionally, Bottega Tech received CREDIT recommendation recognition through the [American Council on Education](#) (ACE) to provide Computer Science credit and transcript service through ACE. [www.acenet.edu](http://www.acenet.edu)

**The Career Training Division - Bottega Tech is NOT accredited by DEAC and is not eligible for VA funding.**

## Mobile Development with React Native Certificate Programs

*The student will learn to build a functional mobile app from scratch that runs on Android and IOS. A mobile app that is dynamic, full of modern features, and connected to an API provided by Bottega.*

[ ] No Prerequisites • Full-Time Online • Tuition 4,500 USD

*Estimated at 220 hours (6\*\* weeks Full-Time).*

[ ] No Prerequisites • Part-Time Online • Tuition 3,500 USD

*Estimated at 220 hours (15\* weeks Part-Time)*

[ ] For Developers • Part-Time • Tuition 2,500 USD

*Estimated at 160 hours (11\* weeks Part-Time).*

[ ] For React Developers • Part-Time • Tuition 1,500 USD

*Estimated at 105 hours (7\* weeks Part-Time)*

\* Part time schedule estimated time to completion based on a required minimum 15 hours per week for online study, test and quiz prep, time allotted to take tests and quizzes, course work, homework and time to build capstone. If a student dedicates more than 15 hours per week, completion time will be shorter.

\*\*Time zone will vary. For a full-time remote student, be aware that all classes are in the Mountain Time Zone.

\*\*\*\*\* PART-TIME \*\*\*\*\*

**[ ] Front End Development - Vue.js + React.js • Tuition 7,500 USD**

The Vue.js + React.js curriculum. *The student will learn the foundation level of the main programming languages and completes industry equivalent entry-level software programming projects. Estimated at 600*

hours (10 months, 40 weeks Part-Time)

### [ ] Coding Foundations • Full-Time. Tuition 500 USD

This tuition is included if the student chooses any of the programs listed above. *The student will learn the basics of coding foundations. Estimated at 60 hours* Course Code CS100. (3 semester credit hours)

### Bottega Tech Tuition Options

Students are encouraged to consult a financial advisor or secure their own financing to discover the best possible interest rate available based on individual credit. For questions, please contact Bottega Tech at 801.980.3664 for assistance.

Bottega Tech accepts checks, credit cards, debit cards, and third-party financing by arrangement with Skillsfund, MACU, Leif, and possibly other partners from time-to-time.

## FULL STACK DEVELOPMENT CERTIFICATE

Although the program is accredited by DEAC, a student can choose to take the program through the vocational, Career Training Division, but still receive college credit for completion.

The Full Stack Development Certificate program focuses on the use of front-end libraries or frameworks, building backend sites programming, managing deployment and installation on servers, and running SQL queries on databases. Prerequisite: CS100 Coding Foundations  
The Certificate requires completion of five (5) courses for 15 semester credit hours.

### Program Objectives

- e. Demonstrate knowledge of advanced concepts and theories of computer science including issues of computability, data organization, binary data manipulation, data storage, and data retrieval.
- f. Utilize high-level, computer languages that incorporate object-oriented design techniques.
- g. Utilize advanced problem-solving and critical-thinking techniques to design, develop, and use complex computer applications, data analytics systems, and security protocols.
- h. Apply advanced numeracy and economic management skills in business and technology industry settings.

### Program Curriculum: Full Stack Development Certificate

Course No.	Course Name	Prerequisites	Credits
CS301	Front End Foundations – JavaScript	CS100	3
CS277	Intro to Programming in Python	CS100	3
CS382	Database Foundations	CS100	3
CS384	Python Software Development	CS277	3
CS497	Advanced Web Development – React	CS277	3
<b>Total Credits Required</b>			<b>15</b>

\*The Coding Foundations course is a prerequisite and must be completed before beginning the five courses of the Full Stack Development Certificate program. (CS100 Coding Foundations 3 sch)

## Attendance Policy: Full Stack Development Certificate Only

In order to ensure the students' progress meets completion requirements, the following attendance is required.

### Full Time Progression

Each student's term is 12 weeks in length and determined by the start and end dates signed on the enrollment agreement. Students must not miss more than 5 days during the 12-week term to prevent being dismissed directly due to attendance. Students must also have completed 50% of the work required by the end of the fifth week. Students who fall behind must participate in remediation. Failure to complete 50% of the program at the sixth week or fall up to 10% behind will place the student under Unsatisfactory Progress and result in communications (phone call, virtual meeting call, email, text) from the instructor or a member of the academic team (Chief of Staff and lead instructor). Students are encouraged to work with their instructor and their academic team to return to Satisfactory Progress academic standing. Students who fall more than 10% behind in their studies at any time will immediately be placed in Unacceptable Progress academic standing. **(Any academic change to a student's status will be documented in the student's academic file.)**

Students remaining in Unacceptable Progress academic standing for more than two weeks must meet with their instructor or academic team to develop a plan for returning to Satisfactory Progress. Failure to do so and/or return to Satisfactory Progress may result in disciplinary measures up to dismissal.

Status	Academic Standing
On-time Progression	Satisfactory Progress
Less than 50% Progression by the end of week 6	Unsatisfactory Progress
10% or greater behind On-time Progression	Unacceptable Progress

### Part Time Progression

#### **Full Stack Development Program**

The Full Stack Development program term length is ten months (including Coding Foundations) for part time students and determined by the start and end dates signed on the enrollment agreement. Students must complete Coding Foundations in the first month to be able to proceed to the Full Stack Development Certificate program in the second month. The following progression should be achieved monthly through to the end of the program at month ten. **The measurement of completion (attainment of benchmark) will be recorded at the end of each month.**

Monthly Benchmark Percentage	Percent Completion
Month 1	100% of Coding Foundations by the EOM
Month 2	10% completion by the EOM
Month 3	20% completion by the EOM
Month 4	35% completion by the EOM
Month 5	45% completion by the EOM
Month 6	55% completion by the EOM
Month 7	70% completion by the EOM
Month 8	85% completion by the EOM
Month 9	95% completion by the EOM
Month 10 (including Capstone)	100% completion by the EOM

Status	Academic Standing
On Time Progression	Satisfactory Progress

<10% of monthly benchmark	Unsatisfactory Progress
10% or greater of monthly benchmark	Unacceptable Progress

Students must have successfully reached the benchmark required by the end of each month. Students who fall behind must participate in remediation. Students are required to meet with mentors weekly. Failure to meet with a mentor three times or failure to meet the percentage completion will place the student under Unsatisfactory Progress if the student is <10% below required and result in communications (phone call, virtual meeting call, email, text) from the instructor, mentor, or a member of the academic team. Students are encouraged to work with their instructor and their academic team to return to Satisfactory Progress academic standing. Students who fall greater than 10% behind in their studies at any time will immediately be placed in Unacceptable Progress academic standing. (Any academic change to a student's status will be documented in the student's academic file.) Students remaining in Unacceptable Progress academic standing for more than two weeks must meet with their instructor or academic team to develop a plan for returning to Satisfactory Progress. Failure to do so and/or return to Satisfactory Progress may result in disciplinary measures up to dismissal.

## Faculty

### Andrew Wold

BS degree in Business Management, Western Governors University  
Certified Full Stack Developer, Bottega

### Ben Nicklaus

MS in Computer Science, Colorado Tech University  
BS in Computer Science – Software Engineering, Colorado Tech University  
AS in Computer Science-Cyber Security, ICDC College  
Certified Full Stack Developer, Bottega

### Daniel Floyd

Certified Full Stack Developer, Bottega

### Ryan Curtis

Leadership courses, Marine Corps Institute  
A+ Certified Technician, Network +, Security +, Aviation and Electronic Schools of America  
Paralegal Certificate, Career College of California, Santa Ana, CA  
Certified Full Stack Developer, Bottega

### Alex Jones

Certified Full Stack Developer, Bottega  
One year of courses at Utah Valley University