Laurus College

Quality Education • Quality Experience

Catalog
Effective January 2, 2024 to December 31, 2024

Volume 9.0

Table of Contents

Table of Contents

Laurus College Catalog

Disclosure Statement

This catalog contains a summary of the policies, rules and procedures of Laurus College at the time of publication. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Also, any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Nevada Commission on Postsecondary Education,1860 East Sahara Avenue, Las Vegas 89104, www.cpe.nv.gov, telephone 702.486.7330.

Laurus College reserves the right to change any provisions of this catalog at any time. Updates to the catalog are released as needed. This catalog is updated, at a minimum, on an annual basis on or before December 31st of the current year. Annual updates will have a change in primary volume number, such as from volume 6 to volume 7. Major updates will have a change in subordinate volume number, such as from volume 7.1 to volume 7.2, and will be announced via email to all students and staff through the Laurus College student portal. All updates will be posted on the Laurus College website (lauruscollege.edu) and published in the catalog addendum.

Students will be held to the standards of the catalog in effect when they enrolled, unless notified by email. If you have any questions regarding the catalog or any addenda, please contact the Registrar's office at registrar@lauruscollege.edu.

Welcome from the President

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

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

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

Jeffrey Redmond

President

I) Statement of Purpose, Mission, and Objectives

Statement of Purpose

Laurus College is a private postsecondary career school founded to provide a collegiate-level education for students seeking successful careers. Laurus College has developed:

- **Occupational Associate (OA)** Degree programs to train students entering the Digital Arts & Computer Animation, Information Technologies & Network Systems, Medical Billing & Coding, Professional Business Systems, and Web Design fields.
- **Associate of Science (AS)** Degree programs to train students entering the Audio Video Production, Business Administration, Information Technologies & Network Systems, Visual Design & Multimedia, and Web Design fields.
- **Bachelor of Science (BS)** Degree programs to train students entering the Audio Production, Business SystemsManagement, Digital Arts & Computer Animation, Information Technology Systems Management, and Web Design & Development fields.

Mission Statement

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

Objectives

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

II) History of the College

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

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

the college opened its fourth location in Oxnard, CA. In February 2020, Laurus College opened its first location in Las Vegas, Nevada.

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

The Board of Directors for Laurus College, LLC include James E. Redmond, Chairman of the Board of Directors; Jeffrey T. Redmond, Vice Chair; Lisa McClain, Treasurer; Leo Craven, Secretary; Steve Johnson, Board Member; Brent Green, Board Member; Dr. Al Roberts, Board Member; Cecilia Mortela, Board Member; Chris Koehler, Board Member; Susana Guerrero, Board Member.

III) What is the Laurus Experience?

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

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

Instructional Delivery Model

Laurus College offers a fully integrated virtual learning environment, giving students the opportunity for live, real-time interaction, as well as the ability to review archived sessions. Students at Laurus College learn in virtual classrooms using industry standard software and equipment in their programs. Whether a student chooses to attend their class from one of Laurus College's in-residence locations or remotely, all students receive the same live instruction and interactive learning experience.

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

Distance Education

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

In-Residence Locations

The Las Vegas In-Residence location features instructor workstations, administrative offices, computer

labs, and student lounge areas. All in-residence locations operated by Laurus College (see Section V of this Catalog) are modern, well lit, air-conditioned, clean, and safe.

Computer workstations located at each in-residence facility are internet connected and equipped with all software and peripherals students will need to login to their scheduled class and access the virtual classroom. Students may also bring their school-issued laptops onsite and use the College's high-speed internet connection.

While onsite, students have access to residential services in the way of in-person academic advising, tutoring, student services, career advising, graduate placement assistance, and community outreach activities. Students also have access to printers and copy machines at each location.

The College also provides an 1,800 square foot conference center for research and study on a separate site near the College's in-residence location and administrative offices in Santa Maria, California.

IV) Licensure and Approvals

Laurus College is a private postsecondary institution licensed to operate in the State of Nevada by the **Nevada Commission on Postsecondary Education**, 1860 East Sahara Avenue, Las Vegas 89104, Las Vegas 89123, 702.486.7330.

Note: The State of Nevada requires students to meet its requirement for study of the Nevadaand U.S. constitutions. Laurus College's POL 210 course fulfills this requirement.

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

The Distance Education Accrediting Commission
1101 17th Street NW, Suite 808, Washington, DC 20036
TEL: (202) 234-5100 | www.deac.org

V) The Locations

Laurus College is located at 8965 S. Eastern Avenue, Suite 150, Las Vegas, NV 89123. Residential activities and services are provided on-site, including computer labs, dedicated student workstations, faculty workstations, student lounge areas, and office space for all student-related services. Individuals can contact the college at (805) 267-1690 or visit the website at www.lauruscollege.edu for more information.

Facility Access, Staff and Faculty Office Hours

During the academic term, in-residence locations are open during the College's standard operating hours:

Monday through Thursday: 8 am to 5 pm
Friday: 9 am to 4 pm.

Both onsite and remote administrative staff are typically available during the College's standard operating hours. Faculty hours are posted on the individual course syllabi.

Additionally, some in-residence locations may operate with expanded hours depending on student schedules and demand. Please refer to the College's website https://lauruscollege.edu/locations/ for each location's current operating hours.

Accommodation can be provided for students wishing to access residential services and/or attend classes from an in-residence location outside its operating hours (Monday through Thursday) by contacting Student Services at studentservices@lauruscollege.edu or by calling (805) 267-1690.

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

Services Available for Students with Disabilities

Laurus College has designed its programs and instructional methodologies stressing adaptability and multiple approaches to learning. All courses provide instruction using auditory and visual modes. Archived lessons are available for review and help students keep pace. Elevators and/or accessibility ramps, as well as, accessible bathroom facilities are standard in all facilities. Individual student mentors and tutors are alsoavailable through the student services department. If a student needs an accommodation they should contactthe student services department at 805-267-1690 or studentservices@lauruscollege.edu for more information and assistance.

Dissemination of Information

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

VI) Programs at Laurus College

Occupational Associate Degree Programs

Digital Arts and Computer Animation (O.A.)

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

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

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

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

Approximate Time to Complete the Program:

Example			
Quarter	Weeks	Credits	Courses
1	10	10	2
2	10	10	2
3	10	10	2
4	10	10	2
5	10	10	2
6	10	10	2
7	10	10	2

8	10	10	2
9	10	10	2
10	10	10	2
	100	100	20

Instructional time does not include holidays. The academic year is defined as 3 Quarters and 36 quarter credits.

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

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

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

Students enrolled at a Nevada Location must take POL 210 in addition to the courses listed in the program outline below.

Program Outline

Course #	Title	Lecture Hours	Quarter Hours	Quarter Credit
ENG 101	Business Communications I**	50	10	5
ENG 110	Business Communications II**	50	10	5
CDM 101	Communication and Decision Making**	50	10	5
MAT 101	Applications of Mathematics**	50	10	5
PRO 200	Professional Communications in the Workplace*	50	10	5
ANI 110	Animation Dynamics	50	10	5
ANI 230	Computer Video Compositing and Camera Matching	50	10	5
BSM 150	Business Start-Up Strategies	50	10	5
BSM 255	Project Management	50	10	5
CSC 100	Student Success Fundamentals	50	10	5
DIG 101	Animation Foundations	50	10	5
DIG 110	Digital Illustration	50	10	5
DIG 120	Introduction to Color Theory	50	10	5
DIG 130	Introduction to Modeling	50	10	5
DIG 160	Introduction to Animation	50	10	5
DIG 200	Motion Graphics	50	10	5
DIG 210	Introduction to Shading and Lighting	50	10	5
DIG 220	Introduction to Rigging	50	10	5
DIG 230	Introduction to Digital Sculpting	50	10	5

WDD 110	Digital Graphics	50	10	5
	Totals	**1000**	**200**	**100**

*General Education course ** Applied General Education course

Program Plan

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

Digital Arts & Computer Animation

Course Number	Course Name	Credit Hours
1ST QTR		
CSC 100	Student Success Fundamentals	5
ENG 101	English Communications I	5
		10
1ST QTR		
CDM 101	Communication and Decision Making	5
MAT 101	Applications of Mathematics	5
		10
3RD QTR		
WDD 110	Digital Graphics	5
DIG 101	Animation Foundations	5
		10
4TH QTR		
ANI 110	Animation Dynamics	5
DIG 110	Digital Illustration	5
		10
5TH QTR		
DIG 120	Introduction to Color Theory	5
DIG 130	Introduction to Modeling	5
		10
6TH QTR		
BSM 150	Business Start-Up Strategies	5
ENG 110	Business Communications II	5
		10
7TH QTR		
DIG 160	Introduction to Animation	5
ANI 230	Computer Video Compositing and Camera Matching	5
		10
8TH QTR		
PRO 200	Professional Communications in the Workplace	5
DIG 200	Motion Graphics	5
		10
9TH QTR		
DIG 210	Introduction to Shading and Lighting	5
DIG 220	Introduction to Rigging	5
		10
10TH QTR		

DIG 230	Introduction to Digital Sculpting	5
BSM 255	Project Management	5
		10
Program Total		**100**

Careers to Which This Occupational Associate Degree May Lead

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

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

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

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

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

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

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

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

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

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

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

Information Technologies and Network Systems (O.A.)

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

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

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

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

Approximate Time to Complete the Program:

Example			
Quarter	Weeks	Credits	Courses
1	10	10	2
2	10	10	2
3	10	10	2
4	10	10	2
5	10	10	2
6	10	10	2
7	10	10	2
8	10	10	2
9	10	10	2
10	10	10	2
	100	100	20

Instructional time does not include holidays. The academic year is defined as 3 Quarters and 36 quarter credits.

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

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

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

Students enrolled at a Nevada location must take POL 210 in addition to the courses listed in the program outline below.

Program Outline

Course #	Title	Lecture Hours	Quarter Hours	Quarter Credit
BSM 150	Business Start-Up Strategies	50	10	5
BSM 255	Project Management	50	10	5
CSC 100	Student Success Fundamentals	50	10	5
MAT 101	Applications of Mathematics**	50	10	5
ENG 101	Business Communications I**	50	10	5
ENG 110	Business Communications II**	50	10	5
CDM 101	Communication and Decision Making**	50	10	5
PRO 200	Professional Communications in the Workplace*	50	10	5
ITS 100	Hardware Technology Fundamentals	50	10	5
ITS 110	Fundamentals of Operating Systems	50	10	5
ITS 120	Managing Computer Devices	50	10	5
ITS 130	Systems Support	50	10	5
ITS 150	Basic Networking	50	10	5
ITS 180	Administering Networks	50	10	5
ITS 190	Network Maintenance	50	10	5
ITS 200	Software Deployment	50	10	5
ITS 210	Network System Services	50	10	5
ITS 220	Introduction to Database Management	50	10	5
ITS 230	Managing Information Systems	50	10	5
ITS 240	Cyber Security Fundamentals	50	10	5
	Totals	**1000**	**200**	**100**

*General Education course ** Applied General Education course

Program Plan

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

Information Technology and Network Systems

Course Number	Course Name	Credit Hours
1ST QTR		
CSC 100	Student Success Fundamentals	5
ENG 101	English Communications I	5
		10
1ST QTR		
ENG 110	English Communications II	5
CDM 101	Communication and Decision Making	5
		10
3RD QTR		
MAT 101	Applications of Mathematics	5
BSM 150	Business Start-Up Strategies	5
		10
4TH QTR		
ITS 100	Hardware Technology Fundamentals	5
ITS 110	Fundamentals of Operating Systems	5
		10
5TH QTR		
ITS 120	Managing Computer Devices	5
ITS 130	Systems Support	5
		10
6TH QTR		
ITS 150	Basic Networking	5
ITS 180	Administering Networks	5
		10
7TH QTR		
ITS 190	Network Maintenance	5
PRO 200	Professional Communications in the Workplace	5
		10
8TH QTR		
ITS 200	Software Deployment	5
ITS 210	Network System Services	5
		10
9TH QTR		
ITS 220	Introduction to Database Management	5
ITS 230	Managing Information Systems	5
		10
10TH QTR		
ITS 240	Cyber Security Fundamentals	5
BSM 255	Project Management	5
		10
Program Total		**100**

Careers to Which This Occupational Associate Degree May Lead

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

SOC Code 15-1121.00 – Computer Systems Analysts

Analyze science, engineering, business, and other data processing problems to implement and improvecomputer systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially availablesoftware.

SOC Code 15-1122.00 – Information Security Analysts

Plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. May ensure appropriate security controls are in place that will safeguard digital filesand vital electronic infrastructure. May respond to computer security breaches and viruses.

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

SOC Code 15-1142.00 – Network and Computer Systems Administrators

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

SOC Code 15-1143.00 – Computer Network Architects

Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN),wide area network (WAN), and Internet systems or asegment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption.

SOC Code 15-1151.00 – Computer User Support Specialists

Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, or via telephone or electronically. May provide assistance concerning the use of computer hardware and software, including printing,installation, word processing, electronic mail, and operating systems.

SOC Code 15-1152.00 – Computer Network Support Specialists

Analyze, test, troubleshoot, and evaluate existing network systems, such as local

area network (LAN),wide area network (WAN), and Internet systems or asegment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption.

SOC Code 43-9011.00 – Computer Operators Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other

data according to operating instructions. Monitor andrespond to operating and error messages. May enter commands at a computer terminal and set controls oncomputer and peripheral devices.

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

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

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

System Programmer
Systems Administrator
Systems Analyst
Systems Operator Systems Specialist
Technical Support Specialist
Telecommunications Analyst
Test Technician

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

Medical Billing and Coding (O.A.)

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

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

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

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

Approximate Time to Complete the Program:

Example			
Quarter	Weeks	Credits	Courses
1	10	10	2
2	10	10	2
3	10	10	2
4	10	10	2
5	10	10	2
6	10	10	2
7	10	10	2
8	10	10	2
9	10	10	2
10	10	10	2
	100	100	20

Instructional time does not include holidays. The academic year is defined as 3 Quarters and 36 quarter credits.

Instructional Methods: The Medical Billing and Coding Occupational Associate Degree program is practical application and involves intense interactive learning. All classes are lecture based with practical application laboratory and computer time for students to enhance their skills and abilities. Interactive virtual

classrooms are partof the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

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

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

Students enrolled at a Nevada Location must take POL 210 in addition to the courses listed in the program outline below.

Program Outline

Course #	Title	Lecture Hours	Quarter Hours	Quarter Credit
ENG 101	Business Communications I**	50	10	5
ENG 110	Business Communications II**	50	10	5
CDM 101	Communication and Decision Making**	50	10	5
MAT 101	Applications of Mathematics**	50	10	5
CSC 100	Student Success Fundamentals	50	10	5
MED 110	Medical Terminology	50	10	5
MED 150	Health Insurance	50	10	5
MED 160	Diagnosis Coding	50	10	5
MED 170	Supplies and Procedural Coding	50	10	5
MED 200	Electronic Medical Billing	50	10	5
MED 210	Medical Field Overview	50	10	5
MED 220	Medical Office Functions	50	10	5
MED 230	Legal & Regulatory Issues in Business	50	10	5
MED 240	Health Care Facility	50	10	5
MED 250	Medical Billing Processes	50	10	5
MED 260	Human Resource Issues	50	10	5
MED 270	Medical Management Supervision	50	10	5
MED 280	Staff Management	50	10	5
MED 290	Medical Front Office	50	10	5
PRO 200	Professional Communications in the Workplace*	50	10	5
	Totals	**1000**	**200**	**100**

*General Education course ** Applied General Education course

Program Plan

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

Medical Billing and Coding

Course Number	Course Name	Credit Hours
1ST QTR		
CSC 100	Student Success Fundamentals	5
ENG 101	English Communications I	5
		10
1ST QTR		
ENG 110	English Communications II	5
CDM 101	Communication and Decision Making	5
		10
3RD QTR		
MAT 101	Applications of Mathematics	5
MED 110	Medical Terminology	5
		10
4TH QTR		
MED 150	Health Insurance	5
MED 160	Diagnosis Coding	5
		10
5TH QTR		
MED 170	Supplies and Procedural Coding	5
MED 200	Electronic Medical Billing	5
		10
6TH QTR		
MED 210	Medical Field Overview	5
MED 220	Medical Office Functions	5
		10
7TH QTR		
MED 230	Legal & Regulatory Issues in Business	5
MED 240	Health Care Facility	5
		10
8TH QTR		
MED 250	Medical Billing Processes	5
MED 260	Human Resource Issues	5
		10
9TH QTR		
MED 270	Medical Management Supervision	5
MED 280	Staff Management	5
		10
10TH QTR		
MED 290	Medical Front Office	5
PRO 200	Professional Communications in the Workplace	5
		10
Program Total		**100**

Careers to Which This Occupational Associate Degree May Lead

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

SOC Code 29-2071.00 - Medical Records and Health Information Technicians

Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards ina manner consistent with the healthcare industry's numerical coding system.

SOC Code 43-3021.02 - Billing, Cost, and Rate Clerks

Compile data, compute fees and charges, and prepareinvoices for billing purposes. Duties include computing costs and calculating rates for goods, services, and shipment of goods; posting data; and keeping other relevant records. May involve use of computer or typewriter, calculator, and adding and bookkeeping machines.

SOC Code 43-3011.00 - Bill and Account Collectors

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

SOC Code 43-4171.00 - Receptionists and Information Clerks

Answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding activities conducted at establishment and location of departments, offices,and employees within the organization.

SOC Code 43-6013.00 - Medical Secretaries

Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, andcorrespondence.

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

SOC Code 43-9041.02 - Insurance Policy Processing Clerks

Process applications for, changes to, reinstatement of,and cancellation of insurance policies. Duties include reviewing insurance applications to ensure that all questions have been answered, compiling data on insurance policy changes, changing policy records to conform to insured party's specifications, compiling data on lapsed insurance policies to determine automatic reinstatement according to company policies, canceling insurance policies as requested byagents, and verifying the accuracy of insurance company records.

Sample Job Titles[2]

Upon successful completion of the Medical Billing and Coding Occupational Associate Degree program, thestudent may be qualified for positions in the medical billing and coding industry such as:

Account Administrator
Accounts Payable Clerk
Accounts Receivable Clerk
Administrative Assistant
Admissions Coordinator
Admitting Clerk
Admitting Registrar
Agency Service Representative
Appointment Scheduler
Associate Financial Representative
Biller
Billing Clerk
Billing Coordinator
Billing Specialist
Call Center Representative
Claims Clerk
Claims Customer Service Representative (ClaimsCSR)
Claims Processing Specialist
Claims Processor
Claims Representative
Claims Service Representative
Claims Technician
Clerk Specialist
Community Liaison
Customer Service Technician
Dental Receptionist
Field Secretary
Front Desk Receptionist
Front Office Assistant
Front Office Care Team Representative
Front Office Coordinator
Front Office Specialist
Greeter
Health Information Clerk
Health Information Specialist
Health Information Technician
Help Desk Support Analyst
Help Desk Support Technician
Hospital Administrative Assistant
Insurance Analyst
Insurance Verification Specialist
Lobby Concierge
Medical Assistant
Medical Billing Specialist
Medical Content Development Specialist
Medical Front Office Coordinator
Medical Insurance Coordinator
Medical Office Site Leader
Medical Office Specialist
Medical Receptionist
Medical Records Clerk
Medical Records Coder
Medical Records Coordinator
Medical Records Field Technician
Medical Records Technician
Medical Secretary
Medical Services Assistant
Member Service Representative
Office Administrator
Office Assistant Operator / Scheduler
Patient Access Liaison
Patient Access Navigator
Patient Accounts Collector
Patient Accounts Representative
Patient Coordinator
Patient Services Representative
Personal Service Coordinator
Physician Office Specialist
Processing Clerk
Release of Information Specialist
Scheduling Coordinator
Surgery Scheduler

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

Professional Business Systems (O.A.)

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

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

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

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

Approximate Time to Complete the Program:

Example			
Quarter	Weeks	Credits	Courses
1	10	10	2
2	10	10	2
3	10	10	2
4	10	10	2
5	10	10	2
6	10	10	2
7	10	10	2
8	10	10	2
9	10	10	2
10	10	10	2
	100	100	20

Instructional time does not include holidays. The academic year is defined as 3 Quarters and 36 quarter credits.

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

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

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

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

Students enrolled at a Nevada Location must take POL 210 in addition to the courses listed in the program outline below.

Program Outline

Course #	Title	Lecture Hours	Quarter Hours	Quarter Credit
ENG 101	Business Communications I**	50	10	5
ENG 110	Business Communications II**	50	10	5
CDM 101	Communication and Decision Making**	50	10	5
MAT 101	Applications of Mathematics**	50	10	5
PRO 200	Professional Communications in the Workplace*	50	10	5
BSM 100	Introduction to Business	50	10	5
BSM 110	Introduction to Word Processing	50	10	5
BSM 120	Financial Accounting	50	10	5
BSM 140	Introduction to Spreadsheets	50	10	5
BSM 150	Business Start-Up Strategies	50	10	5
BSM 160	Digital Presentations	50	10	5
BSM 210	Principles of Management	50	10	5
BSM 220	Principles of Marketing	50	10	5
BSM 230	Human Relationships	50	10	5
BSM 240	Business Law	50	10	5
BSM 255	Project Management	50	10	5
BSM 260	Personal Finance	50	10	5
CSC 100	Student Success Fundamentals	50	10	5
WDD 101	Internet Fundamentals	50	10	5
WDD 110	Digital Graphics	50	10	5
	Total	**1000**	**200**	**100**

*General Education course ** Applied General Education course

Program Plan

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

Professional Business Systems

Course Number	Course Name	Credit Hours
1ST QTR		
CSC 100	Student Success Fundamentals	5
ENG 101	English Communications I	5
		10
1ST QTR		
ENG 110	English Communications II	5
CDM 101	Communication and Decision Making	5
		10
3RD QTR		
MAT 101	Applications of Mathematics	5
BSM 100	Introduction to Business	5
		10
4TH QTR		
BSM 110	Introduction to Word Processing	5
BSM 120	Financial Accounting	5
		10
5TH QTR		
BSM 140	Introduction to Spreadsheets	5
BSM 150	Business Start-up Strategies	5
		10
6TH QTR		
BSM 160	Digital Presentations	5
WDD 101	Internet Fundamentals	5
		10
7TH QTR		
WDD 110	Digital Graphics Principles of	5
BSM 210	Management	5
		10
8TH QTR		
BSM 220	Principles of Marketing	5
BSM 230	Human Relationships	5
		10
9TH QTR		
BSM 240	Business Law Project	5
BSM 255	Management	5
		10
10TH QTR		
BSM 260	Personal Finance	5
PRO 200	Professional Communications in the Workplace	5
		10
	Program Total	**100**

Careers to Which This Occupational Associate Degree May Lead

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Web Design (O.A.)

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

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

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

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

Approximate Time to Complete the Program:

Example			
Quarter	Weeks	Credits	Courses
1	10	10	2
2	10	10	2
3	10	10	2
4	10	10	2
5	10	10	2
6	10	10	2
7	10	10	2
8	10	10	2
9	10	10	2
10	10	10	2
	100	100	20

Instructional time does not include holidays. The academic year is defined as 3 Quarters and 36 quarter credits.

Instructional Methods: The Web Design Occupational Associate Degree program is practical application and involves intense interactive learning. All classes are lecture based with practical application laboratory and computer time for students to enhance their skills and abilities. Classes are held in computer laboratories in order to give students experience with working with web design software

and programs. Interactive virtual classrooms are part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

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

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

Students enrolled at a Nevada Location must take POL 210 in addition to the courses listed in the program outline below.

Program Outline

Course #	Title	Lecture Hours	Quarter Hours	Quarter Credit
BSM 150	Business Start-Up Strategies	50	10	5
BSM 220	Principles of Marketing	50	10	5
BSM 255	Project Management	50	10	5
CSC 100	Student Success Fundamentals	50	10	5
ENG 101	Business Communications I**	50	10	5
MAT 101	Applications of Mathematics**	50	10	5
CDM 101	Communication and Decision Making**	50	10	5
ENG 110	Business Communications II**	50	10	5
PRO 200	Professional Communications in the Workplace*	50	10	5
WDD 101	Internet Fundamentals	50	10	5
WDD 110	Digital Graphics	50	10	5
WDD 130	Website Fundamentals	50	10	5
WDD 150	Creative Design	50	10	5
WDD 160	Graphic Design Basics	50	10	5
WDD 170	Web Page Authoring	50	10	5
WDD 210	Digital Solutions	50	10	5
WDD 230	Web Frameworks Fundamentals	50	10	5
WDD 240	Digital Business Development	50	10	5
WDD 250	Client-Side Scripting Fundamentals	50	10	5
WDD 270	Digital Publishing	50	10	5
	Totals	**1000**	**200**	**100**

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

Program Plan

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

Web Design

Course Number	Course Name	Credit Hours
1ST QTR CSC 100 ENG 101	Student Success FundamentalsEnglish Communications I	5 5 **10**
1ST QTR ENG 110 CDM 101	English Communications II Communication and Decision Making	5 5 **10**
3RD QTR MAT 101 BSM 150	Applications of MathematicsBusiness Start-up Strategies	5 5 **10**
4TH QTR WDD 101 WDD 130	Internet FundamentalsWebsite Fundamentals	5 5 **10**
5TH QTR WDD 110 WDD 150	Digital Graphics Creative Design	5 5 **10**
6TH QTR WDD 160 WDD 170	Graphic Design BasicsWeb Page Authoring	5 5 **10**
7TH QTR WDD 210 WDD 230	Digital Solutions Web Frameworks Fundamentals	5 5 **10**
8TH QTR BSM 220 WEB 240	Principles of Marketing Digital Business Development	5 5 **10**
9TH QTR WDD 250 BSM 255	Client-Side Scripting FundamentalsProject Management	5 5 **10**
10TH QTR WDD 270 PRO 200	Digital Publishing Professional Communications in the Workplace	5 5 **10**
	Program Total	**100**

Careers to Which This Occupational Associate Degree May Lead

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

SOC Code 11-2011.00 – Advertising and Promotions Managers

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

SOC Code 13-1199.06 – Online Merchants

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

SOC Code 15-1131.00 – Computer Programmers

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

SOC Code 15-1134.00 – Web Developers

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

SOC Code 15-1199.03 – Web Administrators

Manage web environment design, deployment, development and maintenance activities. Perform testing and quality assurance of web sites and web applications.

SOC Code 15-1199.10 – Search Marketing Strategists

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

SOC Code 27-1011.00 – Art Directors

Formulate design concepts and presentation approaches for visual communications media, such asprint, broadcasting, and advertising. Direct workers engaged in art work or layout design.

SOC Code 27-1014.00 – Multimedia Artists and Animators

Create special effects, animation, or other visualimages using film, video, computers, or other electronic tools and media for use in products or creations, such as computer games, movies, musicvideos, and commercials.

SOC Code 27-1024.00 – Graphic Designers

Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums toachieve artistic or decorative effects.

SOC Code 43-9031.00 – Desktop Publishers

Format typescript and graphic elements using computer software to produce publication-ready material.

Sample Job Titles[2]

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

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

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

Associate of Science Degree Programs

Audio Video Production, Associate of Science Degree (A.S.)

The Associate of Science degree in Audio Video Production will allow students to develop skills in audio and video recording, editing, and production by introducing them to the techniques and methods of working with sound and video. Students will learn audio and video theory, digital audio and video techniques, foundational skills for work stations, and processes in the daily workflow for audio and video production, including: various styles of sound recording and projection techniques, creating show design plans and working with logistics, and the principles of lighting, capture, composition, sequencing, and formatting. Students will also learn and use industry standard software in post-production to ensure that various audio components blend and align with video.

Learning Goals: Upon completion of the Audio Video Production Associate of Science degree, students should be able to:

- **Audio Video Production:** Apply techniques in recording, editing, and finalize for audio and video.
- **Digital Audio Workstations:** Demonstrate knowledge of digital audio workstation concepts, workflows, and capabilities.
- **Non-Linear Video Editor:** Demonstrate knowledge of non-linear video editing techniques and workflows.
- **Live Production:** Apply knowledge of acoustics and sound reinforcement for purposes of audio video production.
- **Sound Design:** Apply technology to create music and sound design for film and video games.
- **Audio Connectivity:** Demonstrate knowledge of audio connectivity and gain staging.
- **Industry Professionalism:** Apply knowledge of entertainment business to create relations and network with industry professionals.
- **Post-Production:** Apply knowledge of post-production techniques for both audio and video.
- **Production Planning and Execution:** Create, evaluate, and justify proposals for the packaging, and deployment audio video equipment.

Program Length: The Audio Video Production of Associate of Science Degree program is 100 quarter credits and can be completed in two (2) years if the student attends all terms full time and consecutively.

Approximate Time to Complete the Program:

Example			
Quarter	**Weeks**	**Credits**	**Courses**
1	10	10	2
2	10	10	2
3	10	10	2
4	10	10	2
5	10	10	2
6	10	10	2
7	10	10	2
8	10	10	2
9	10	10	2
10	10	10	2
	100	**100**	**20**

Instructional time does not include holidays. The academic year is defined as 3 Quarters and 36 quarter credits.

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

Communication and Critical Thinking Skills: Students in the Audio Video Production of Associate of Science Degree program complete challenging projects and assignments by using creative problem-solving skills. Students communicate ideas through written and oral presentations in various courses throughout the program.

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

Program Outline

Course Number	Course Titles	Lecture Hours	Lab Hours	Quarter Credits
AUD 110	Audio Foundations	50	10	5
AUD 120	Digital Audio Workstations I	50	10	5
AUD 220	Audio Video Show Design and Deployment	50	10	5
AUD 230	Audio Recording Techniques	50	10	5
AUD 240	Sound Design	50	10	5
AUD 250	Post Production	50	10	5
AUD 260	Mixing	50	10	5
AUD 280	Live Sound Mixing	50	10	5
AUD 290	Studio Concentration I	50	10	5
VID 130	Intro to Video	50	10	5
VID 170	Video I	50	10	5
VID 270	Video II	50	10	5
CSC 100	Student Success Fundamentals	50	10	5
BSM 150	Business Start-Up Strategies	50	10	5
BSM 255	Project Management	50	10	5
ENG 100	English Composition I*	50	10	5
ENG 200	English Composition II*	50	10	5
HUM 120	Introduction to Sociology*	50	10	5
HUM 140	Introduction to Psychology*	50	10	5
MTH 101	Introductory Algebra*	50	10	5
	Totals:	**1000**	**200**	**100**

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

*General Education course

Program Plan

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

Audio Video Production

Course Number	Course Name	Credit Hours
1ST QTR		
CSC 100	Student Success Fundamentals	5
ENG 100	English Composition I	5
		10
2ND QTR		
ENG 200	English Composition II	5
MTH 101	Introductory Algebra	5
		10
3RD QTR		
HUM 120	Introduction to Sociology	5
HUM 140	Introduction to Psychology	5
		10
4TH QTR		
BSM 150	Business Start-Up Strategies	5
BSM 255	Project Management	5
		10
5TH QTR		
AUD 110	Audio Foundations	5
AUD 120	Digital Audio Workstations I	5
		10
6TH QTR		
VID 130	Intro to Video	5
AUD 220	Audio Video Show Design and Deployment	5
		10
7TH QTR		
AUD 230	Audio Recording Techniques	5
AUD 240	Sound Design	5
		10
8TH QTR		
AUD 250	Post Production	5
AUD 260	Mixing	5
		10
9TH QTR		
VID 170	Video I	5
AUD 280	Live Sound Mixing	5
		10
10TH QTR		
AUD 290	Studio Concentration I	5
VID 270	Video II	5
		10
	Program Total	**100**

Careers to Which This Associate of Science Degree May Lead

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

27-4011 Audio and Video Technicians
Set up, maintain, and dismantle audio and video equipment, such as microphones, sound speakers, connecting wires and cables, sound and mixing boards, video cameras, video monitors and servers, and related electronic equipment for live or recorded events, such as concerts, meetings, conventions, presentations, podcasts, news conferences, and sporting events.

27-4012 Broadcast Technicians
Set up, operate, and maintain the electronic equipment used to acquire, edit, and transmit audio and video for radio or television programs. Control and adjust incoming and outgoing broadcast signals to regulate sound volume, signal strength, and signal clarity. Operate satellite, microwave, or other transmitter equipment to broadcast radio or television programs.

27-4031 Camera Operators, Television, Video and Film
Operate television, video, or film camera to record images or scenes for television, video, or film productions.

27-4032 Film and Video Editors
Edit moving images on film, video, or other media. May work with a producer or director to organize images for final production. May edit or synchronize soundtracks with images.

Sample Job Titles:
Upon successful completion of the Audio Video Production Associate of Science Degree program, the student may be qualified for positions in the business industry such as:

Audio Designer (Remote)
Audio Editor
Audio Operator
Audio Video Editor
Audio Video Technician (AV Technician)
Broadcast Operator
Broadcast Maintenance
Broadcast Technician
Camera Operator
Cameraman
Control Operator
Creative Video Editor
Editor
Film Editor News Editor
Freelance Postproduction Coordinator
Game Day Camera Operator
Live Streaming Assistant
Master Control Operator (MCO)
Media Technician
Mixer
News Videographer
News Video Editor
News Videotape Editor
Non-Linear Editor
Online Editor
Operations Technician
Photographer
Podcast Producer
Production Technician
Sound Designer
Sound Editor
Sound Technician
Stagehand
Studio Camera Operator
Stage Lighting & Video Technicians
Tape Editor
Technical Sound Designer
Television News Photographer
Television News Video Editor
Video Editor
Videographer
Video Production Delivery Leader
Video Technician

Business Administration, Associate of Science Degree (A.S.)

The Associate of Science degree in Business Administration equips students with a broad-based foundation in business administration by preparing them with the necessary skills to contribute to the overall success of a business or an organization. A variety of courses in accounting, introduction to business, management, marketing, human relationships, business startup strategies, business law and communications provide students with the fundamental theories and principles of business and to prepare them for entry-level positions and/or provide knowledge and skills for entrepreneurship or small business ownership.

Learning Goals:

Upon completion of the Business Administration Associate of Science degree, students should be able to:

- Explain the fundamental principles of business, including the role of regulations, economics, ethics, and social responsibility.
- Examine various approaches to management and leadership.
- Analyze the role that human motivation and relationships play within an organization.
- Demonstrate an understanding of the principles of marketing and the impact of technology.
- Plan and create entrepreneurial collateral, including a comprehensive business and marketing plan.
- Create, analyze, and interpret communications in business applications.
- Demonstrate an understanding of contemporary issues, theories, and applications of business administration.

Program Length: The Business Administration of Associate of Science Degree program is 100 quarter credits and can be completed in two (2) years if the student attends all terms full time and consecutively.

Approximate Time to Complete the Program:

Example			
Quarter	**Weeks**	**Credits**	**Courses**
1	10	10	2
2	10	10	2
3	10	10	2
4	10	10	2
5	10	10	2
6	10	10	2
7	10	10	2
8	10	10	2
9	10	10	2
10	10	10	2
	100	**100**	**20**

Instructional time does not include holidays. The academic year is defined as 3 Quarters and 36 quarter credits.

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

Communication and Critical Thinking Skills: Students in the Business Administration of Associate of Science Degree program complete challenging projects and assignments by using creative problem-solving

skills. Students communicate ideas through written and oral presentations in various courses throughout the program.

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

Program Outline

Course Number	Course Titles	Lecture Hours	Lab Hours	Quarter Credits
BSM 100	Introduction to Business	50	10	5
BSM 110	Introduction to Word Processing	50	10	5
BSM 120	Financial Accounting	50	10	5
BSM 140	Introduction to Spreadsheets	50	10	5
BSM 150	Business Start-Up Strategies	50	10	5
BSM 160	Digital Presentations	50	10	5
BSM 210	Principles of Management	50	10	5
BSM 220	Principles of Marketing	50	10	5
BSM 230	Human Relationships	50	10	5
BSM 240	Business Law	50	10	5
BSM 255	Project Management	50	10	5
BSM 260	Personal Finance	50	10	5
CSC 100	Student Success Fundamentals	50	10	5
ENG 100	English Composition I*	50	10	5
ENG 200	English Composition II*	50	10	5
HUM 120	Introduction to Sociology*	50	10	5
HUM 140	Introduction to Psychology*	50	10	5
MTH 101	Introductory Algebra*	50	10	5
WDD 101	Internet Fundamentals	50	10	5
WDD 110	Digital Graphics	50	10	5
	Totals:	**1000**	**200**	100

*General Education course

Program Plan

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

Business Administration

Course Number	Course Name	Credit Hours
1ST QTR		
MTH 101	Introductory Algebra	5
ENG 100	English Composition I	5
		10

2ND QTR ENG 200 CSC 100	 English Composition II Student Success Fundamentals	 5 5 **10**
3RD QTR HUM 120 HUM 140	 Introduction to Sociology Introduction to Psychology	 5 5 **10**
4TH QTR BSM 100 BSM 110	 Introduction to Business Introduction to Word Processing	 5 5 **10**
5TH QTR BSM 120 BSM 140	 Financial Accounting Introduction to Spreadsheets	 5 5 **10**
6TH QTR BSM 150 BSM 160	 Business Start-Up Strategies Digital Presentations	 5 5 **10**
7TH QTR BSM 210 BSM 220	 Principles of Management Principles of Marketing	 5 5 **10**
8TH QTR BSM 230 BSM 240	 Human Relationships Business Law	 5 5 **10**
9TH QTR BSM 255 BSM 260	 Project Management Personal Finance	 5 5 **10**
10TH QTR WDD 101 WDD 110	 Internet Fundamentals Digital Graphics	 5 5 **10**
Program Total		**100**

Careers to Which This Associate of Science Degree May Lead

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

SOC Code 11-3011.00 - Administrative Services Managers

Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, custodial operations, and other office support services.

SOC Code 13-1161.00 – Market Research Analysts and Marketing Specialists

Research market conditions in local, regional, or national areas, or gather information to determine potential sales of a

product or service, or create a marketing campaign. May gather information on competitors, prices, sales, and methods of marketing and distribution.

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

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

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

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

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

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

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

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

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

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

Sample Job Titles[2]

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

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

Information Technologies and Network Systems, Associate of Science Degree (A.S.)

The Associate of Science degree in Information Technologies and Network Systems provides students with a solid foundation of skills in Information Technology and Networking systems. Students in this program gain an understanding of how networks actually work and how they are used in many businesses today. Students move from the basics of computer networking to advanced network issues and implementations. This challenging and exciting program gives students the tools and the information for potential employment in the IT and network service fields.

Learning Goals:

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

- **Demonstrate** proficiency with a LAN and WAN networking systems.
- **Design and construct** virtual environments.
- **Demonstrate** proficiency in routing and switching.
- **Plan and develop** relational databases.
- **Analyze** network security and understand how it is maintained and implemented in an organization.
- **Identify** tools, diagnostic procedures, and troubleshooting techniques for personal computers, laptops, peripherals, and operating systems.

Program Length: The Information Technologies and Network Systems of Associate of Science Degree program is 100 quarter credits and can be completed in two (2) years if the student attends all terms full time and consecutively.

Approximate Time to Complete the Program:

Example			
Quarter	**Weeks**	**Credits**	**Courses**
1	10	10	2
2	10	10	2
3	10	10	2
4	10	10	2
5	10	10	2
6	10	10	2
7	10	10	2
8	10	10	2
9	10	10	2
10	10	10	2
	100	**100**	**20**

Instructional time does not include holidays. The academic year is defined as 3 Quarters and 36 quarter credits.

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

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

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

Program Outline

Course Number	Course Titles	Lecture Hours	Lab Hours	Quarter Credits
BSM 150	Business Start-Up Strategies	50	10	5
BSM 255	Project Management	50	10	5
CSC 100	Student Success Fundamentals	50	10	5
ENG 100	English Composition I*	50	10	5
ENG 200	English Composition II*	50	10	5
HUM 120	Introduction to Sociology*	50	10	5
HUM 140	Introduction to Psychology*	50	10	5
ITS 100	Hardware Technology Fundamentals	50	10	5
ITS 110	Fundamentals of Operating Systems	50	10	5
ITS 120	Managing Computer Devices	50	10	5
ITS 130	Systems Support	50	10	5
ITS 150	Basic Networking	50	10	5
ITS 180	Administering Networks	50	10	5
ITS 190	Network Maintenance	50	10	5
ITS 200	Software Deployment	50	10	5
ITS 210	Network System Services	50	10	5
ITS 220	Introduction to Database Management	50	10	5
ITS 230	Managing Information Systems	50	10	5
ITS 240	Cyber Security Fundamentals	50	10	5
MTH 101	Introductory Algebra*	50	10	5
	Totals:	**1000**	**200**	100

*General Education course

Program Plan

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

Information Technologies and Network Systems

Course Number	Course Name	Credit Hours
1ST QTR		
MTH 101	Introductory Algebra	5
ENG 100	English Composition I	5
		10
2ND QTR		
ENG 200	English Composition II	5
CSC 100	Student Success Fundamentals	5
		10
3RD QTR		
HUM 120	Introduction to Sociology	5
HUM 140	Introduction to Psychology	5
		10
4TH QTR		
BSM 150	Business Start-Up Strategies	5
BSM 255	Project Management	5
		10
5TH QTR		
ITS 100	Hardware Technology Fundamentals	5
ITS 110	Fundamentals of Operating Systems	5
		10
6TH QTR		
ITS 120	Managing Computer Devices	5
ITS 130	Systems Support	5
		10
7TH QTR		
ITS 150	Basic Networking	5
ITS 180	Administering Networks	5
		10
8TH QTR		
ITS 190	Network Maintenance	5
ITS 200	Software Deployment	5
		10
9TH QTR		
ITS 210	Network System Services	5
ITS 220	Introduction to Database Management	5
		10
10TH QTR		
ITS 230	Managing Information Systems	5
ITS 240	Cyber Security Fundamentals	5
		10
Program Total		**100**

Careers to Which This Associate of Science Degree May Lead

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

SOC Code 15-1121.00 – Computer Systems Analysts

Analyze science, engineering, business, and other data processing problems to implement and improve computer systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software.

SOC Code 15-1122.00 – Information Security Analysts

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

SOC Code 15-1141.00 – Database Administrators

Administer, test, and implement computer databases, applying knowledge of database management systems. Coordinate changes to computer databases. May plan, coordinate, and implement security measures to safeguard computer databases.

SOC Code 15-1142.00 – Network and Computer Systems Administrators

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

SOC Code 15-1143.00 – Computer Network Architects

Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption.

SOC Code 15-1151.00 – Computer User Support Specialists

Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, or via telephone or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

SOC Code 15-1152.00 – Computer Network Support Specialists

Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption.

SOC Code 43-9011.00 – Computer Operators

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

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

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

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

Visual Design and Multimedia, Associate of Science Degree (A.S.)

The Associate of Science degree in Visual Design and Multimedia prepares students for a multi-faceted career in visual design, including graphic design, visual development, video game development, feature film animation, and visual effects creation. The goal of the program is to help students develop the creative and technical skills essential to pursuing a successful career as an artist, designer, generalist capable of working in a multitude of design industries. Students will be given the opportunity to acquire fundamental and advanced techniques used throughout visual design industries by conducting research, practical application, and self-development. Students will use industry standard software to explore different techniques used to conceptualize, develop and produce digital works of art used to visual communicate purpose, intent and function.

Learning Goals:

Upon completion of the Visual Design and Multimedia Associate of Science degree, students should be able to:

- **Demonstrate** effective oral and written communication skills; communicate concisely, professionally, and accurately in various professional modes, including emails and presentations.
- **Conceptualize, develop and publish** acute design strategies that exhibit purpose, intent and function for a variety of design problems in, but not limited to graphic design, illustration, film, and or video games.
- **Demonstrate** proficiency in the use of software, tools and technology used to create visual content for graphic design, Illustration, film, and video games.
- **Analyze** professional standards and practices, found within a multitude of industries centric around visual communication.
- **Explain** the design and development process.
- **Use** critical thinking skills to conceptualize, develop and produce digital works of art used to visual communicate purpose, intent and function.
- **Create** a professional portfolio of work that demonstrates evidence of the skills, knowledge, and abilities to begin a computer graphics career or transfer to a four-year program for additional study.

Program Length: The Visual Design and Multimedia Associate of Science Degree program is 100 quarter credits and can be completed in two (2) years if the student attends all terms full time and consecutively.

Approximate Time to Complete the Program:

Example			
Quarter	**Weeks**	**Credits**	**Courses**
1	10	10	2
2	10	10	2
3	10	10	2
4	10	10	2
5	10	10	2
6	10	10	2
7	10	10	2
8	10	10	2
9	10	10	2
10	10	10	2
	100	**100**	**20**

Instructional time does not include holidays. The academic year is defined as 3 Quarters and 36 quarter credits.

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

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

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

Program Outline

Course Number	Course Titles	Lecture Hours	Lab Hours	Quarter Credits
BSM 150	Business Start-Up Strategies	50	10	5
BSM 255	Project Management	50	10	5
CSC 100	Student Success Fundamentals	50	10	5
DGN 100	Design 1	50	10	5
DGN 110	Design 2	50	10	5
DIG 101	Animation Foundations	50	10	5
DIG 110	Digital illustration	50	10	5
DIG 120	Introduction to Color Theory	50	10	5
DIG 130	Introduction to Modeling	50	10	5
DIG 160	Introduction to Animation	50	10	5
DIG 200	Motion Graphics	50	10	5
DIG 210	Introduction to Shading and Lighting	50	10	5
DIG 220	Introduction to Rigging	50	10	5
DIG 230	Introduction to Digital Sculpting	50	10	5
WDD 110	Digital Graphics	50	10	5
ENG 100	English Composition I*	50	10	5
ENG 200	English Composition II*	50	10	5
HUM 120	Introduction to Sociology*	50	10	5
HUM 140	Introduction to Psychology*	50	10	5
MTH 101	Introductory Algebra*	50	10	5
	Totals:	**1000**	**200**	**100**

*General Education course

Program Plan

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

Visual Design and Multimedia

Course Number	Course Name	Credit Hours
1ST QTR		
MTH 101	Introductory Algebra	5
ENG 100	English Composition I	5
		10
2ND QTR		
ENG 200	English Composition II	5
CSC 100	Student Success Fundamentals	5
		10
3RD QTR		
HUM 120	Introduction to Sociology	5
HUM 140	Introduction to Psychology	5
		10
4TH QTR		
BSM 150	Business Start-Up Strategies	5
BSM 255	Project Management	5
		10
5TH QTR		
DGN 100	Design 1	5
DGN 110	Design 2	5
		10
6TH QTR		
DIG 101	Animation Foundations	5
DIG 110	Digital illustration	5
		10
7TH QTR		
DIG 120	Introduction to Color Theory	5
DIG 130	Introduction to Modeling	5
		10
8TH QTR		
DIG 160	Introduction to Animation	5
DIG 200	Motion Graphics	5
		10
9TH QTR		
DIG 210	Introduction to Shading and Lighting	5
DIG 220	Introduction to Rigging	5
		10
10TH QTR		
DIG 230	Introduction to Digital Sculpting	5
WDD 110	Digital Graphics	5
		10
Program Total		**100**

Careers to Which This Associate of Science Degree May Lead

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

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

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

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

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

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

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

Sample Job Titles[1]
Upon successful completion of the Visual Design and Multimedia Associate of Science Degree program, the student may be qualified for positions in the animation industry such as:

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

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

Product Designer
Production Artist
Publications Designer
Toy Designer
VFX Artist
Video Game Designer
Video Game Developer
Video Game Tester
Video Game Writer
Visual Development Artist
World Designer

Web Design, Associate of Science Degree (A.S.)

The Associate of Science degree in Web Design prepares students for a career in the expansive web design industry. The goal of the program is to provide students with the opportunity to develop an eye for design and gain an understanding of the theories and technologies required to build and maintain effective web pages and other web-based solutions. The program includes training in page construction, coding and scripting techniques, principles of design, content creation, and usability design. Students learn the skills needed to leverage existing technologies and frameworks to build mobile-ready, responsive web sites quickly and easily.

Learning Goals:

Upon completion of the Web Design Associate of Science degree, students should be able to:

- **Plan and design** an effective web solution for specific client goals.
- **Build and customize** a website to client specifications.
- **Suggest** appropriate changes to improve the usability of a given site.
- **Incorporate** common website components and features to an existing site.
- **Create and implement** an online e-commerce store.
- **Modify** a website to align with common compliance standards.
- **Alter** the code of a web framework site to achieve a given result.
- **Use** design theories and techniques to improve the aesthetics of an image.
- **Plan and design** common creative for a given brand.
- **Code** simple scripts using JavaScript.
- **Create and deploy** effective web-based content for a given brand.

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

Approximate Time to Complete the Program:

Example			
Quarter	**Weeks**	**Credits**	**Courses**
1	10	10	2
2	10	10	2
3	10	10	2
4	10	10	2
5	10	10	2
6	10	10	2
7	10	10	2
8	10	10	2
9	10	10	2
10	10	10	2
	100	**100**	**20**

Instructional time does not include holidays. The academic year is defined as 3 Quarters and 36 quarter credits.

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

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

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

Program Outline

Course Number	Course Titles	Lecture Hours	Lab Hours	Quarter Credits
BSM 150	Business Start-Up Strategies	50	10	5
BSM 220	Principles of Marketing	50	10	5
BSM 255	Project Management	50	10	5
CSC 100	Student Success Fundamentals	50	10	5
ENG 100	English Composition I*	50	10	5
ENG 200	English Composition II*	50	10	5
HUM 120	Introduction to Sociology*	50	10	5
HUM 140	Introduction to Psychology*	50	10	5
MTH 101	Introductory Algebra*	50	10	5
WDD 101	Internet Fundamentals	50	10	5
WDD 110	Digital Graphics	50	10	5
WDD 130	Website Fundamentals	50	10	5
WDD 150	Creative Design	50	10	5
WDD 160	Graphic Design Basics	50	10	5
WDD 170	Web Page Authoring	50	10	5
WDD 210	Digital Solutions	50	10	5
WDD 230	Web Frameworks Fundamentals	50	10	5
WDD 240	Digital Business Development	50	10	5
WDD 250	Client-Side Scripting Fundamentals	50	10	5
WDD 270	Digital Publishing	50	10	5
	Totals:	**1000**	**200**	**100**

*General Education course

Program Plan

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

Web Design

Course Number	Course Name	Credit Hours
1ST QTR		
MTH 101	Introductory Algebra	5
ENG 100	English Composition I	5
		10
2ND QTR		
ENG 200	English Composition II	5
CSC 100	Student Success Fundamentals	5
		10

3RD QTR HUM 120 HUM 140	 Introduction to Sociology Introduction to Psychology	 5 5 **10**
4TH QTR BSM 150 BSM 220	 Business Start-Up Strategies Principles of Marketing	 5 5 **10**
5TH QTR WDD 101 WDD 110	 Internet Fundamentals Digital Graphics	 5 5 **10**
6TH QTR WDD 130 WDD 150	 Website Fundamentals Creative Design	 5 5 **10**
7TH QTR WDD 160 WDD 170	 Graphic Design Basics Web Page Authoring	 5 5 **10**
8TH QTR WDD 210 WDD 230	 Digital Solutions Web Frameworks Fundamentals	 5 5 **10**
9TH QTR WDD 240 WDD 250	 Digital Business Development Client-Side Scripting Fundamentals	 5 5 **10**
10TH QTR WDD 270 BSM 255	 Digital Publishing Project Management	 5 5 **10**
Program Total		**100**

Careers to Which This Associate of Science Degree May Lead

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

SOC Code 11-2011.00 – Advertising and Promotions Managers

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

SOC Code 13-1199.06 – Online Merchants

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

SOC Code 15-1131.00 – Computer Programmers

Create, modify, and test the code, forms, and

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

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

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

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

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

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

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

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

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

Administrative Support Coordinator
Applications Developer
Basic Website / E-Commerce Maintenance / I.T.
Corporate Webmaster
Digital Account Executive
Digital Advertising Copy Writer
Digital Advertising Writer
Digital Artist
Digital Communications Specialist
Digital Copywriter
Digital Marketing Assistant
Digital Marketing Specialist
Digital Optimization Specialist
Digital Production Artist
Digital Production Director
Digital Publications Designer
Digital Sales Representative
Entry Level Web Design Specialist
Freelance Digital Copywriter
Front End Web Developer
Graphic Artist
Graphic Designer
Help Desk Analyst
Internet Marketing Consultant
Internet Marketing Specialist
Internet Programmer
Internet Sales
Jr. Web Developer
Online Support Specialist
Owner, E Commerce Company
PPC & Paid Media Specialist
Quality Assurance Analyst (QA Analyst)

Social Media Coordinator
Technical Support Specialist
UI Designer
Web Content Specialist
Web Content Writer
Web Copy Editor
Web Design Teacher
Web Designer
Web Developer
Web Development Specialist
Web Instructor
Web Programmer
Web Project Coordinator
Web Project Manager
Web Sales Clerk
Web Site Manager
Webmaster
WordPress Front End Developer & Creative
WordPress Web Development & Design

Bachelor of Science Degree Programs

Audio Production, Bachelor of Science (B.S.)

The Bachelor of Science degree in Audio Production equips students with a broad-based foundation in recording, editing, mixing, and producing audio. The goal of the program is to help students develop the creative and technical skills essential to pursuing a successful career in audio production industries. Students will be given the opportunity to acquire fundamental and advanced techniques used in audio production through the mastery of practical applications and self-development. Students will use industry standard software to explore different techniques used to conceptualize, develop and produce audio in commercial settings.

Learning Goals: Upon completion of the Audio Production Bachelor of Science degree, students should be able to:

- **Technology Proficiency:** Perform industry techniques in digital and analog technology to produce professional music, post-production, live audio, video production, and sound design.
- **Audio Production:** Apply techniques in recording, editing, and mixing audio.
- **Acoustics and Sound Reinforcement:** Apply knowledge of acoustics and sound reinforcement for purposes of audio video production.
- **Audio Connectivity:** Demonstrate knowledge of audio connectivity and gain staging.
- **Industry Professionalism:** Apply knowledge of entertainment business to create relations and network with industry professionals.
- **Production Planning and Execution:** Create, evaluate, and justify proposals for the packaging, and deployment audio video equipment.
- **Client Relations:** Model knowledge of client relations and recording studio management.
- **Audio Mastering:** Demonstrate knowledge of mastering techniques.

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

Approximate Time to Complete the Program:

Example			
Quarter	Weeks	Credits	Courses
1	10	10	2
2	10	10	2
3	10	10	2
4	10	10	2
5	10	10	2
6	10	10	2
7	10	10	2
8	10	15	3
9	10	15	3
10	10	15	3
11	10	15	3
12	10	15	3
13	10	15	3
14	10	15	3
15	10	15	3
Total:	150	190	38

Instructional time does not include holidays. The academic year is defined as 3 Quarters and 36 quarter credits.

Program Outline

Course Number	Course Titles	Lecture Hours	Lab Hours	Quarter Credits
AUD 110	Audio Foundations	50	10	5
AUD 120	Digital Audio Workstations I	50	10	5
AUD 220	Audio Video Show Design and Deployment	50	10	5
AUD 230	Audio Recording Techniques	50	10	5
AUD 240	Sound Design	50	10	5
AUD 250	Post Production	50	10	5
AUD 260	Mixing	50	10	5
AUD 280	Live Sound Mixing	50	10	5
AUD 290	Studio Concentration I	50	10	5
AUD 310	Digital Composition and Sequencing	50	10	5
AUD 320	Digital Audio Workstations II	50	10	5
AUD 330	Music Producing	50	10	5
AUD 340	Studio Concentration II	50	10	5
AUD 350	Commercial Recording Studio Operation and Techniques	50	10	5
AUD 365	Advanced Mixing	50	10	5
AUD 390	Session Recording and Analog Production	50	10	5
AUD 460	Sound Dynamics and Mastering	50	10	5
AUD 480	Entertainment Business	50	10	5
AUD 485	Audio Production Project	50	10	5
BIO 200	Life Science*	50	10	5
BSM 150	Business Start-Up Strategies	50	10	5
BSM 255	Project Management	50	10	5
BSM 305	Personal Selling and Branding	50	10	5
BSM 465	Ethics in Law and Media Communications	50	10	5
CSC 100	Student Success Fundamentals	50	10	5
ENG 100	English Composition I*	50	10	5
ENG 200	English Composition II*	50	10	5
ENG 305	Speech and Rhetoric*	50	10	5
HUM 120	Introduction to Sociology*	50	10	5
HUM 140	Introduction to Psychology*	50	10	5
HUM 300	World History*	50	10	5
MTH 101	Introductory Algebra*	50	10	5
MTH 240	Statistics*	50	10	5
PHY 200	Physical Science*	50	10	5
PRO 200	Professional Communications in the Workplace*	50	10	5
VID 130	Intro to Video	50	10	5
VID 170	Video I	50	10	5
VID 270	Video II	50	10	5
	Totals:	**1,900**	**380**	**190**

*General Education course

Instructional Methods: The Audio Production Bachelor of Science Degree program is practical application and involves intense interactive learning. All classes are lecture based with practical application laboratory and computer time for students to enhance their skills and abilities. Interactive

virtual classrooms are part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

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

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

Program Plan

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

Audio Production

Course Number	Course Name	Credit Hours
1ST QTR		
CSC 100	Student Success Fundamentals	5
ENG 100	English Composition I	5
		10
2ND QTR		
ENG 200	English Composition II	5
MTH 101	Introductory Algebra	5
		10
3RD QTR		
HUM 120	Introduction to Sociology	5
HUM 140	Introduction to Psychology	5
		10
4TH QTR		
PRO 200	Professional Communications in the	5
MTH 240	Workplace	5
	Statistics	**10**
5TH QTR		
PHY 200	Physical Science	5
BIO 200	Life Science	5
		10
6TH QTR		
BSM 150	Business Start-Up Strategies	5
AUD 110	Audio Foundations	5
		10
7TH QTR		
AUD 120	Digital Audio Workstations I	5
VID 130	Intro to Video	5
		10
8TH QTR		
VID 170	Video I	5
VID 270	Video II	5
AUD 220	Audio Video Show Design and Deployment	5

		15
9TH QTR		
AUD 230	Audio Recording Techniques	5
AUD 240	Sound Design	5
AUD 250	Post Production	5
		15
10TH QTR		
AUD 260	Mixing	5
AUD 280	Live Sound Mixing	5
AUD 290	Sound Concentration I	5
		15
11TH QTR		
BSM 255	Project Management	5
ENG 305	Speech and Rhetoric	5
HUM 300	World History	5
		15
12TH QTR		
BSM 305	Personal Selling and Branding	5
AUD 310	Digital Composition and Sequencing	5
AUD 320	Digital Audio Workstations II	5
		15
13TH QTR		
AUD 330	Music Producing	5
AUD 340	Studio Concentration II	5
AUD 350	Commercial Recording Studio Operations and Techniques	5
		15
14TH QTR		
AUD 365	Advanced Mixing	5
AUD 390	Session Recording and Analog Production	5
BSM 465	Ethics in Law and Media Communications	5
		15
15TH QTR		
AUD 460	Sound Dynamics and Mastering	5
AUD 480	Entertainment Business	5
AUD 485	Audio Production Project	5
		15
	Program Total	**190**

Careers to Which This Bachelor of Science Degree May Lead

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

27-4011 Audio and Video Technicians

Set up, maintain, and dismantle audio and video equipment, such as microphones, sound speakers, connecting wires and cables, sound and mixing boards, video cameras, video monitors and servers, and related electronic equipment for live or recorded events, such as concerts, meetings, conventions, presentations, podcasts, news conferences, and sporting events.

27-4012 Broadcast Technicians
Set up, operate, and maintain the electronic equipment used to acquire, edit, and transmit audio and video for radio or television programs. Control and adjust incoming and outgoing broadcast signals to regulate sound volume, signal strength, and signal clarity. Operate satellite, microwave, or other transmitter equipment to broadcast radio or television programs.

27-4014 Sound Engineering Technicians:
Assemble and operate equipment to record, synchronize, mix, edit, or reproduce sound, including music, voices, or sound effects, for theater, video, film, television, podcasts, sporting events, and other productions.

27-4031 Camera Operators, Television, Video and Film
Operate television, video, or film camera to record images or scenes for television, video, or film productions.

27-4032 Film and Video Editors
Edit moving images on film, video, or other media. May work with a producer or director to organize images for final production. May edit or synchronize soundtracks with images.

Sample Job Titles:
Upon completion of the Audio Production Bachelor of Science degree,, the student may be qualified for positions in the business industry such as:

Asset Specialist – Audio Video
Audio Conference Specialist
Audio Designer (Remote)
Audio Editor
Audio Engineer & Outside Event Specialist
Audio Implementation Specialist
Audio Operator
Audio Technology Specialist
AV Recording and Streaming Specialist
Audio Video Editor
Audio, Video and Event Technology Specialist
Audiovisual Production Specialist
Audio Visual Specialist (AV Specialist)
Audio Video Technician (AV Technician)
Broadcast Operator
Broadcast Engineer
Broadcast Maintenance
Broadcast Operations Engineer
Broadcast Production Director
Broadcast Technician
Camera Operator
Cameraman
Control Operator
Creative Video Editor
Director of Video Streaming
Editor
Event Production Specialist
Film Editor News Editor
Game Day Camera Operator
Freelance Postproduction Coordinator
Live Streaming Assistant
Master Control Operator (MCO)
Mastering Engineer
Media Technician
Mixer
Mixing Engineer
Multi-Media Specialist
News Videographer
News Video Editor
News Videotape Editor
Non-Linear Editor
Online Editor
Operations Technician
Photographer
Podcast Producer
Pro Audio/DJ/Lighting Specialist
Production/Director/Editor
Production Engineer
Production Manager
Production Technician
Recording Engineer
Recording Studio Engineer
Sound Designer
Sound Editor
Sound Engineer
Sounds Engineering Technician
Sound Technician
Stagehand
Studio Camera Operator
Stage Lighting & Video Technicians

Studio Engineer
Tape Editor
Technical Sound Designer
Telecommunications Audio Visual Specialist
Television News Photographer
Television News Video Editor
Video/Audio Production Specialist
Videoconferencing and Audio-Visual Specialist
Video Editor
Videographer
Video Production Delivery Leader
Video Specialist
Video Technician
Visual Media Specialist

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

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

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

Learning Goals

- **Communication:** Demonstrate effective oral and written communication skills; communicate concisely, professionally, and accurately in various professional modes, including emails and presentations.
- **Critical Thinking:** Demonstrate critical thinking skills by formulating problems and developing achievablesolutions; create, analyze and evaluate appropriate solutions, including those for ambiguous problems; streamline information for relevancy; effectively articulate their thinking processes throughout the problem-solving process.
- **Creativity:** Exhibit a strong understanding of principles of design, color theory, and composition to create captivating 2D and 3D computer graphics, including illustrations, characters, environments, and animations;demonstrate an understanding of the techniques used in planning, developing, and finalizing digital works ofart to meet production requirements in a timely manner.
- **Proficiency:** Demonstrate an understanding of the proper workflow for a verity of software used throughoutthe animation industry, recognize individual software strengths, utilize creative control provided by software,develop a tailored skillset to achieve industry readiness, and apply practical application skillset to real worldproduction problems.
- **Specialization:** Demonstrate skillfulness and problem-solving abilities of one or more particular specializations within the animation production pipeline, including, illustration, modeling, texturing, rigging,animation, and compositing for feature film, VFX, and video games.

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

Approximate Time to Complete the Program:

Example			
Quarter	Weeks	Credits	Courses
1	10	10	2
2	10	10	2
3	10	10	2
4	10	10	2
5	10	10	2
6	10	10	2

7	10	10	2
8	10	15	3
9	10	15	3
10	10	15	3
11	10	15	3
12	10	15	3
13	10	15	3
14	10	15	3
15	10	15	3
Total:	150	190	38

Instructional time does not include holidays. The academic year is defined as 3 Quarters and 36 quarter credits.

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

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

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

Students enrolled at a Nevada Location must take POL 210 in addition to the courses listed in the program outline below.

Program Outline

Course Number	Course Titles	Lecture Hours	Lab Hours	Quarter Credits
BIO 200	Life Science*	50	10	5
BSM 150	Business Start-Up Strategies	50	10	5
BSM 255	Project Management	50	10	5
CSC 100	Student Success Fundamentals	50	10	5
DGN 100	Design I	50	10	5
DGN 110	Design II	50	10	5
DIG 101	Animation Foundations	50	10	5
DIG 110	Digital Illustration	50	10	5
DIG 120	Introduction to Color Theory	50	10	5
DIG 130	Introduction to Modeling	50	10	5
DIG 160	Introduction to Animation	50	10	5
DIG 200	Motion Graphics	50	10	5
DIG 210	Introduction to Shading and Lighting	50	10	5
DIG 220	Introduction to Rigging	50	10	5
DIG 230	Introduction to Digital Sculpting	50	10	5
DIG 305	Character Sculpting	50	10	5

DIG 310	Advanced Photoshop	50	10	5
DIG 315	Advanced Texture and Shader Creation	50	10	5
DIG 320	Digital Compositing	50	10	5
DIG 335	Advanced Character Rigging	50	10	5
DIG 345	Game Development	50	10	5
DIG 370	Acting in Animation	50	10	5
DIG 405	Animation for Games	50	10	5
DIG 415	Organic Modeling	50	10	5
DIG 420	Game Asset Creation	50	10	5
DIG 430	Rendering for Visual Effects	50	10	5
DIG 440	Environmental Modeling	50	10	5
ENG 100	English Composition I*	50	10	5
ENG 200	English Composition II*	50	10	5
ENG 305	Speech and Rhetoric*	50	10	5
HUM 120	Intro to Sociology*	50	10	5
HUM 140	Intro to Psychology*	20	10	5
HUM 300	World History*	50	10	5
MTH 101	Introductory Algebra*	50	10	5
MTH 240	Statistics*	50	10	5
PHY 200	Physical Science*	50	10	5
PRO 200	Professional Communications in the Workplace*	50	10	5
WDD 110	Digital Graphics	50	10	5
	Total	**1,900**	**380**	**190**

*General Education course

Program Plan

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

Digital Arts & Computer Animation

Course Number	Course Name	Credit Hours
1ST QTR		
CSC 100	Student Success Fundamentals	5
ENG 100	English Composition I	5
		10
2ND QTR		
ENG 200	English Composition II	5
MTH 101	Introductory Algebra	5
		10
3RD QTR		
HUM 120	Introduction to Sociology	5
HUM 140	Introduction to Psychology	5
		10

4TH QTR PRO 200 MTH 240	 Professional Communications in the Workplace Statistics	 5 5 **10**
5TH QTR PHY 200 BIO 200	 Physical Science Life Science	 5 5 **10**
6TH QTR BSM 150 DGN 100	 Business Start-Up Strategies Design I	 5 5 **10**
7TH QTR DGN 110 DIG 101	 Design II Animation Foundations	 5 5 **10**
8TH QTR DIG 110 DIG 120 DIG 130	 Digital Illustration Introduction to Color Theory Introduction to Modeling	 5 5 5 **15**
9TH QTR DIG 160 WDD 110 DIG 200	 Introduction to Animation Digital Graphics Motion Graphics	 5 5 5 **15**
10TH QTR DIG 210 DIG 220 DIG 230	 Introduction to Shading and Lighting Introduction to Rigging Introduction to Digital Sculpting	 5 5 5 **15**
11TH QTR BSM 255 ENG 305 HUM 300	 Project Management Speech and Rhetoric World History	 5 5 5 **15**
12TH QTR DIG 305 DIG 310 DIG 315	 Character Sculpting Advanced Photoshop Advanced Texture and Shader Creation	 5 5 5 **15**
13TH QTR DIG 320 DIG 335 DIG 345	 Digital Compositing Advanced Character RiggingGame Development	 5 5 5 **15**

14TH QTR DIG 370 DIG 405 DIG 415	 Acting in Animation Animation for Games Organic Modeling	 5 5 5 **15**
15TH QTR DIG 420 DIG 430 DIG 440	 Game Asset Creation Rendering for Visual Effects Environmental Modeling	 5 5 5 **15**
Program Total		**190**

Careers to Which This Bachelor of Science Degree May Lead

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

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

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

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

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

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

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

Sample Job Titles[2]

Upon successful completion of the Digital Arts and Computer Animation Bachelor of Science Degree program, thestudent may be qualified for positions in the animation industry such as:

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

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

Information Technology Systems Management, Bachelor of Science (B.S.)

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

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

Learning Goals

- **Communication:** Demonstrate effective oral and written technical communication skills; communicate concisely, professionally, and accurately in various technical professional modes, including an ability to communicate effectivelywith a range of audiences about technical information. Demonstrate proficiency in communicating technical information in formal reports, documentation, and delivering presentations to users and information technology professionals.
- **Critical Thinking:** Demonstrate critical thinking skills using the ability to analyze a problem, and to identify and define the computing requirements appropriate to its solution. Demonstrate the ability to use industry best practices introubleshooting information technology issues.
- **Information Management:** Demonstrate the ability to analyze, plan and support the impact of information and computing technologies overall effectiveness for users, organizations and enterprises on a global scale; effectively map information systems with organizational operational functions across an enterprise.
- **Networking Management:** Demonstrate a thorough understanding of how to analyze complex network local area network (LANs), wide area network (WANs), and other critical data communications infrastructure across enterprises;manage, install and oversee safe and secure network data centers by applying modern technologies that will further enhance enterprise security.
- **Expert Knowledge:** Demonstrate expertise knowledge of core information technologies that include web, database management, enterprise system security, computer architecture, operating systems, networking and system administration.
- **Application of Standards:** Demonstrate competently applying best practices including standards to applications, information technologies, information security, network technologies, and system management.
- **Information Technology Foundation:** Demonstrate knowledge of current market trends and innovative informationtechnology in a rapidly changing global environment. Demonstrate the ability to disseminate direct comprehensive knowledge to organizational stakeholders.

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

Approximate Time to Complete the Program:

Example			
Quarter	Weeks	Credits	Courses
1	10	10	2
2	10	10	2
3	10	10	2
4	10	10	2

5	10	10	2
6	10	10	2
7	10	10	2
8	10	15	3
9	10	15	3
10	10	15	3
11	10	15	3
12	10	15	3
13	10	15	3
14	10	15	3
15	10	15	3
Total:	150	190	38

Instructional time does not include holidays. The academic year is defined as 3 Quarters and 36 quarter credits.

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

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

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

Students enrolled at a Nevada Location must take POL 210 in addition to the courses listed in the program outline below.

Program Outline

Course Number	Course Titles	Lecture Hours	Lab Hours	Quarter Credits
BIO 200*	Life Science	50	10	5
BSM 150	Business Start-Up Strategies	50	10	5
BSM 255	Project Management	50	10	5
CSC 100	Student Success Fundamentals	50	10	5
ENG 100	English Composition I*	50	10	5
ENG 200	English Composition II*	50	10	5
ENG 305	Speech and Rhetoric*	50	10	5
HUM 120	Introduction to Sociology*	50	10	5
HUM 140	Introduction to Psychology*	50	10	5
HUM 300	World History*	50	10	5
ITS 100	Hardware Technology Fundamentals	50	10	5
ITS 110	Fundamentals of Operating System	50	10	5
ITS 120	Managing Computer Devices	50	10	5
ITS 130	Systems Support	50	10	5
ITS 150	Basic Networking	50	10	5
ITS 180	Administering Networks	50	10	5

ITS 190	Network Maintenance	50	10	5
ITS 200	Software Deployment	50	10	5
ITS 205	Network Subnetting and TCP/IP	50	10	5
ITS 210	Network System Services	50	10	5
ITS 220	Introduction to Database Management	50	10	5
ITS 230	Managing Information Systems	50	10	5
ITS 240	Cyber Security Fundamentals	50	10	5
ITS 300	Advanced Network Security	50	10	5
ITS 310	Cross-Platform Operating Systems I	50	10	5
ITS 320	Cross-Platform Operating Systems II	50	10	5
ITS 330	Web Server and Websites	50	10	5
ITS 340	Network Policies and Services	50	10	5
ITS 350	Advance Routing and Switching	50	10	5
ITS 400	Network Security and Vulnerability	50	10	5
ITS 410	Introduction to Enterprise Communication	50	10	5
ITS 420	Advance Enterprise Communication	50	10	5
ITS 430	Cloud Computing Development Specialist	50	10	5
ITS 450	Advanced Services	50	10	5
MTH 101	Introductory Algebra*	50	10	5
MTH 240	Statistics*	50	10	5
PHY 200	Physical Science*	50	10	5
PRO 200	Professional Communications in the Workplace*	50	10	5
	Totals:	**1,900**	**380**	**190**

*General Education course

Program Plan

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

Information Technology Systems Management

Course Number	Course Name	Credit Hours
1ST QTR		
CSC 100	Student Success Fundamentals	5
ENG 100	English Composition I	5
		10
2ND QTR		
ENG 200	English Composition II	5
MTH 101	Introductory Algebra	5
		10
3RD QTR		
HUM 120	Introduction to Sociology	5
HUM 140	Introduction to Psychology	5
		10
4TH QTR		
BSM 150	Business Start-Up Strategies	5
PRO 200	Professional Communications in the Workplace	5
		10

5TH QTR		
PHY 200	Physical Science	5
BIO 200	Life Science	5
		10
6TH QTR		
ITS 100	Hardware Technology Fundamentals	5
ITS 110	Fundamentals of Operating System	5
		10
7TH QTR		
ITS 120	Managing Computer Devices	5
ITS 130	Systems Support	5
		10
8TH QTR		
ITS 150	Basic Networking	5
ITS 180	Administering Networks	5
ITS 190	Network Maintenance	5
		15
9TH QTR		
ITS 200	Software Deployment	5
ITS 205	Network Subnetting and TCP/IP	5
ITS 210	Network System Services	5
		15
10TH QTR		
ITS 220	Introduction to Database Management	5
ITS 230	Managing Information Systems	5
ITS 240	Cyber Security Fundamentals	5
		15
11TH QTR		
MTH 240	Statistics	5
BSM 255	Project Management	5
ENG 305	Speech and Rhetoric	5
		15
12TH QTR		
HUM 300	World History	5
ITS 300	Advanced Network Security	5
ITS 310	Cross-Platform Operating Systems I	5
		15
13TH QTR		
ITS 320	Cross-Platform Operating Systems II	5
ITS 330	Web Server and Websites	5
ITS 340	Network Policies and Services	5
		15
14TH QTR		
ITS 350	Advanced Routing and Switching	5
ITS 400	Network Security and Vulnerability	5
ITS 410	Introduction to Enterprise Communication	5
		15

15TH QTR		
ITS 420	Advance Enterprise Communication	5
ITS 430	Cloud Computing Development Specialist	5
ITS 450	Advanced Services	5
		15

Careers to Which This Bachelor of Science Degree May Lead

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

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

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

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

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

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

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

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

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

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

Applications Analyst
Board Operator
Broadcast Technician
Business Analyst
Business Systems Analyst
Computer Analyst
Computer Console Operator
Computer Network Specialist
Computer Operator
Computer Repair Technician
Computer Security Specialist
Computer Specialist
Computer Support Specialist
Computer Systems Analyst
Computer Systems Consultant
Computer Technician
Computing Services Director
Customer Service Technician
Data Administrator
Data Officer
Data Processing Manager
Data Security Administrator
Database Administrator
Database Analyst
Database Consultant
Database Coordinator
Database Developer
Database Programmer
Digital Technician
Electronic Data Interchange System Developer
Electronic Data Processing Auditor
Failure Analysis Technician
Field Service Technician
Field Technician
Information Security Analyst
Information Security Officer
Information Security Specialist
Information Systems Analyst
Information Systems Security Analyst
Information Technology Consultant
Information Technology Director
Information Technology Manager
Information Technology Security Analyst
Information Technology Specialist
Local Area Network (LAN) Administrator
Management Information Systems Director
Master Control Operator
Master Control Supervisor
Network Administrator
Network Analyst
Network Consultant
Network Manager
Network Specialist
Network Technical Analyst
Network Technician
Operations and Maintenance Technician
Personal Computer Network Analyst
Production Assistant
Programmer Analyst
Quality Assurance Analyst
Refurbish Technician
Senior Information Technology Assistant
Service Technician
Software Technician
System Administrator
System Programmer
Systems Administrator
Systems Analyst
Systems Operator
Systems Specialist
Technical Services Manager
Technical Support Specialist
Telecommunications Analyst
Test Technician

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

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

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

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

Learning Goals

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

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

Approximate Time to Complete the Program:

Example			
Quarter	Weeks	Credits	Courses
1	10	10	2

2	10	10	2
3	10	10	2
4	10	10	2
5	10	10	2
6	10	10	2
7	10	10	2
8	10	15	3
9	10	15	3
10	10	15	3
11	10	15	3
12	10	15	3
13	10	15	3
14	10	15	3
15	10	15	3
Total:	150	190	38

Instructional time does not include holidays. The academic year is defined as 3 Quarters and 36 quarter credits.

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

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

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

Students enrolled at a Nevada Location must take POL 210 in addition to the courses listed in the program outline below.

Program Outline

Course Number	Course Titles	Lecture Hours	Lab Hours	Quarter Credits
BIO 200	Life Science*	50	10	5
BSM 100	Introduction to Business	50	10	5
BSM 110	Introduction to Word Processing	50	10	5
BSM 120	Financial Accounting	50	10	5
BSM 140	Introduction to Spreadsheets	50	10	5
BSM 150	Business Start-Up Strategies	50	10	5
BSM 160	Digital Presentations	50	10	5
BSM 210	Principles of Management	50	10	5

BSM 220	Principles of Marketing	50	10	5
BSM 230	Human Relationships	50	10	5
BSM 240	Business Law	50	10	5
BSM 255	Project Management	50	10	5
BSM 260	Personal Finance	50	10	5
BSM 300	International Business	50	10	5
BSM 305	Personal Selling and Branding	50	10	5
BSM 315	Consumer Behavior	50	10	5
BSM 320	E-Commerce	50	10	5
BSM 330	Business in the 21st Century	50	10	5
BSM 360	Technology and Marketing	50	10	5
BSM 400	Small Business Management	50	10	5
BSM 410	New Ventures in Business	50	10	5
BSM 420	Social Media Management	50	10	5
BSM 430	Organizational Leadership	50	10	5
BSM 465	Ethics & Law in Media Communications	50	10	5
CSC 100	Student Success Fundamentals	50	10	5
ENG 100	English Composition I*	50	10	5
ENG 200	English Composition II*	50	10	5
ENG 305	Speech and Rhetoric*	50	10	5
HUM 120	Intro to Sociology*	50	10	5
HUM 140	Intro to Psychology*	50	10	5
HUM 300	World History*	50	10	5
MTH 101	Introductory Algebra*	50	10	5
MTH 240	Statistics*	50	10	5
PHY 200	Physical Science*	50	10	5
PRO 200	Professional Communications in the Workplace*	50	10	5
WDD 101	Internet Fundamentals	50	10	5
WDD 110	Digital Graphics	50	10	5
WDD 310	Digital Advertising	50	10	5
	Totals:	**1,900**	**380**	**190**

*General Education course

Program Plan

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

Business Systems Management

Course Number	Course Name	Credit Hours
1ST QTR		
CSC 100	Student Success Fundamentals	5
ENG 100	English Composition I	5
		10
2ND QTR		
ENG 200	English Composition II	5
MTH 101	Introductory Algebra	5
		10

3RD QTR		
ENG 305	Speech and Rhetoric	5
HUM 120	Introduction to Sociology	5
		10
4TH QTR		
HUM 140	Introduction to Psychology	5
BIO 200	Life Science	5
		10
5TH QTR		
PHY 200	Physical Science	5
MTH 240	Statistics	5
		10
6TH QTR		
BSM 100	Introduction to Business	5
BSM 110	Introduction to Word Processing	5
		10
7TH QTR		
BSM 120	Financial Accounting	5
BSM 140	Introduction to Spreadsheets	5
		10
8TH QTR		
BSM 150	Business Start-Up Strategies	5
BSM 160	Digital Presentations	5
PRO 200	Professional Communications in the Workplace	5
		15
9TH QTR		
WDD 101	Internet Fundamentals	5
WDD 110	Digital Graphics	5
BSM 210	Principles of Management	5
		15
10TH QTR		
BSM 220	Principles of Marketing	5
BSM 230	Human Relationships	5
BSM 240	Business Law	5
		15
11TH QTR		
BSM 255	Project Management	5
BSM 260	Personal Finance	5
WDD 310	Digital Advertising	5
		15
12TH QTR		
HUM 300	World History	5
BSM 300	International Business	5
BSM 305	Personal Selling and Branding	5
		15
13TH QTR		
BSM 315	Consumer Behavior	5
BSM 320	E-Commerce	5
BSM 330	Business in the 21st Century	5
		15

14TH QTR		
BSM 360	Technology and Marketing	5
BSM 400	Small Business Management	5
BSM 410	New Ventures in Business	5
		15
15TH QTR		
BSM 420	Social Media Management	5
BSM 430	Organizational Leadership	5
BSM 465	Ethics & Law in Media Communications	5
		15
Program Total		**190**

Careers to Which This Bachelor of Science Degree May Lead

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

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

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

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

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

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

SOC Code 43-3031.00 - Bookkeeping, Accounting, and Auditing Clerks
Compute, classify, and record numerical data tokeep financial records complete. Perform any combination of routine calculating, posting, andverifying duties to obtain primary financial datafor use in maintaining accounting records. Mayalso check the accuracy of figures, calculations,and postings pertaining to business transactionsrecorded by other workers.

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

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

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

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

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

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

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

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

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

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

Learning Goals

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

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

Approximate Time to Complete the Program:

Example			
Quarter	Weeks	Credits	Courses
1	10	10	2
2	10	10	2
3	10	10	2
4	10	10	2
5	10	10	2
6	10	10	2
7	10	10	2
8	10	15	3
9	10	15	3
10	10	15	3
11	10	15	3
12	10	15	3
13	10	15	3
14	10	15	3
15	10	15	3
Total:	150	190	38

Instructional time does not include holidays. The academic year is defined as 3 Quarters and 36 quarter credits.

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

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

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

Students enrolled at a Nevada Location must take POL 210 in addition to the courses listedin the program outline below.

Program Outline

Course Number	Course Titles	Lecture Hours	Lab Hours	Quarter Credits
BIO 200	Life Science*	50	10	5
BSM 150	Business Start-Up Strategies	50	10	5
BSM 220	Principles of Marketing	50	10	5
BSM 255	Project Management	50	10	5
CSC 100	Student Success Fundamentals	50	10	5
ENG 100	English Composition I*	50	10	5
ENG 200	English Composition II*	50	10	5
ENG 305	Speech and Rhetoric*	50	10	5
HUM 120	Introduction to Sociology*	50	10	5
HUM 140	Introduction to Psychology*	50	10	5
HUM 300	World History*	50	10	5
ITS 100	Hardware Technology Fundamentals	50	10	5
ITS 150	Basic Networking	50	10	5
MTH 101	Introductory Algebra*	50	10	5
MTH 240	Statistics*	50	10	5
PHY 200	Physical Science*	50	10	5
PRO 200	Professional Communications in the Workplace*	50	10	5
WDD 101	Internet Fundamentals	50	10	5
WDD 110	Digital Graphics	50	10	5
WDD 130	Website Fundamentals	50	10	5
WDD 150	Creative Design	50	10	5
WDD 160	Graphic Design Basics	50	10	5
WDD 170	Web Page Authoring	50	10	5
WDD 210	Digital Solutions	50	10	5
WDD 230	Web Framework Fundamentals	50	10	5
WDD 240	Digital Business Development	50	10	5
WDD 250	Client-Side Scripting Fundamentals	50	10	5
WDD 260	Advanced Client-Side Scripting	50	10	5
WDD 270	Digital Publishing	50	10	5
WDD 280	Motion Graphics for Web Design	50	10	5
WDD 310	Digital Advertising	50	10	5
WDD 320	Usability Design	50	10	5
WDD 330	Desktop Publishing	50	10	5
WDD 340	Content Creation	50	10	5
WDD 410	Community Management	50	10	5
WDD 420	Brand Management	50	10	5
WDD 430	Digital Strategies	50	10	5
WDD 440	Project Development	50	10	5
	Totals:	1,900	380	190

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

Program Plan

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

Web Design and Development

Course Number	Course Name	Credit Hours
1ST QTR		
CSC 100	Student Success Fundamentals	5
ENG 100	English Composition I	5
		10
2ND QTR		
ENG 200	English Composition II	5
MTH 101	Introductory Algebra	5
		10
3RD QTR		
ENG 305	Speech and Rhetoric	5
HUM 120	Introduction to Sociology	5
		10
4TH QTR		
HUM 140	Introduction to Psychology	5
BSM 150	Business Start-Up Strategies	5
		10
5TH QTR		
PHY 200	Physical Science	5
BSM 220	Principles of Marketing	5
		10
6TH QTR		
BIO 200	Life Science	5
MTH 240	Statistics	5
		10
7TH QTR		
ITS 100	Hardware Technology FundamentalsBasic	5
ITS 150	Networking	5
		10
8TH QTR		
WDD 101	Internet Fundamentals	5
WDD 130	Website Fundamentals	5
WDD 110	Digital Graphics	5
		15
9TH QTR		
WDD 150	Creative Design	5
WDD 160	Graphic Design Basics	5
WDD 170	Web Page Authoring	5
		15
10TH QTR		
PRO 200	Professional Communications in the Workplace	5
WDD 210	Digital Solutions	5
WDD 230	Web Framework Fundamentals	5
		15

11TH QTR WDD 240 WDD 250 WDD 260	 Digital Business Development Client-Side Scripting Fundamentals Advanced Client-Side Scripting	 5 5 5 **15**
12TH QTR WDD 270 BSM 255 HUM 300	 Digital Publishing Project Management World History	 5 5 5 **15**
13TH QTR WDD 280 WDD 310 WDD 320	 Motion Graphics for Web Design Digital Advertising Usability Design	 5 5 5 **15**
14TH QTR WDD 330 WDD 340 WDD 410	 Desktop Publishing Content Creation Community Management	 5 5 5 **15**
15TH QTR WDD 420 WDD 430 WDD 440	 Brand Management Digital Strategies Project Development	 5 5 5 **15**
Program Total		**190**

Careers to Which This Bachelor of Science Degree May Lead

The Standard Occupational Classification (SOC) system is used by Federal statistical agencies toclassify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. The Web Design and Development Bachelor of Science Degree Program offered at Laurus College can help prepare graduates for a variety of careers that include, but arenot limited to the list of careers that may be listed under the following SOC codes (for more information on a particular SOC code, visit www.onetonline.org):

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

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

SOC Code 15-1131.00 – Computer Programmers
Create, modify, and test the code, forms, and script that allow computer applications to run. Work from specifications drawn up by software developers or other individuals.

May assist software developers by analyzing user needs and designing software solutions. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

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

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

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

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

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

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

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

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

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

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

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

Course Descriptions

ANI 110
Animation Dynamics
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course introduces students to the basics of visual effects and animation, and gives students the first stage to begin animating in 3D using theMaya software. The word "Dynamics" refers tothe mathematical solutions for physics-based animation, such as the way objects collide or theway particles flow. Students in this course study many of the basic procedures used in building a dynamics system. Students begin exploring rigidbody dynamics, constraints, and optimization. Students gain an understanding of particles and their use in creating effects such as fire, smoke, sparkles, and even flocks of models like insects.
Prerequisite: DIG 210 Introduction to Shadingand Lighting

ANI 230
Computer Video Compositing and Camera Matching
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course will take students through the fundamental techniques associated with taking video image sequencing, adding 3D camera match moving and compositing. Topics coveredin this class may include compositing video image sequences with 3d actors, environments, light, cameras, VFX and key color removal such as blue and green screens, computer video editing, and adding Titles and closing credits.
Prerequisite: DIG 210 Introduction to Shadingand Lighting

AUD 110
Audio Foundations
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course introduces students to the industry standards of digital audio concepts. Topics include files types, compression, codecs, recording media, and digital audio theory.

AUD 120
Digital Audio Workstations I
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course introduces the foundational skills needed to function within a digital audio workstation environment at a basic level for music production.

AUD 220
Audio Video Show Design and Deployment
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course introduces students to the daily workflow for audio video technicians, including the use of order sheets, packing lists, diagnostics, audio/video equipment and servers, stage and network lighting, and overall logistical show deployment. Students will learn to create show design plans and develop skills for various styles of projection techniques.
Prerequisite: VID 170 Video 1

AUD 230
Audio Recording Techniques

50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course focuses on audio recording techniques, including microphone placement, proper gain stages, proper equalization and frequency balancing. The class will explore the field of audio engineering and production, including the fundamentals of compression, effects, and digital audio processing.
Prerequisite: AUD 120 Digital Audio Workstations I

AUD 240
Sound Design
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

The course introduces students to the field of sound design for game and film. Students will capture, create, and synthesize sounds to create moods and feelings that connect to atmospheric environments, specific characters, movement, and actions. Students will also create a catalog of sounds for sound design, and understand sound design file management.
Prerequisite: AUD 120 Digital Audio Workstations I

AUD 250
Post Production
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course introduces and develops skills in the workflow and processing techniques for audio synced with video. Students will apply noise reduction, frequency processing, dynamic processing, and basic mix techniques to ensure various audio components blend and align with video.
Prerequisite: AUD 120 Digital Audio Workstations I

AUD 260
Mixing
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course builds upon the skills acquired in earlier courses and explores mixing in audio projects. Emphasis is placed on professional techniques to enhance quality delivery of audio material.
Prerequisite: AUD 120 Digital Audio Workstations I

AUD 280
Live Sound Mixing
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course is designed to develop student understanding and skills in live sound concepts, basic design, and mixing for front of house and monitors. Students will create workflow processes for mixing various size live audio scenarios and demonstrate problem solving skills for live sound applications.
Prerequisite: AUD 120 Digital Audio Workstations I

AUD 290
Studio Concentration I
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course concentrates on the practical skills needed to successfully produce, record, engineer, edit, and mix a custom music work. The final product is required to be mixed and ready for distribution in accordance with industry standards at a base level.

Prerequisite: AUD 260 Mixing

AUD 310
Digital Composition and Sequencing
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This class focuses on methods of writing and arranging music on the computer. Emphasis is on composition techniques and learning to write music of various styles.
Prerequisite: AUD 240 Sound Design

AUD 320
Digital Audio Workstations II
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course introduces the skills needed to function within a digital audio workstation software environment at an advanced level. Students will develop software proficiency in specific digital audio workstation software.
Prerequisite: AUD 120 Digital Audio Workstations I

AUD 330
Music Producing
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course references cumulative skills to develop students in the role of music producing. Students will take unpolished works and apply musical and production skills to create release-ready musical works.
Prerequisite: AUD 310 Digital Composition and Sequencing

AUD 340
Studio Concentration II
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course concentrates on the practical skills needed to successfully produce, record, engineer, edit, and mix a custom music work. The final product is required to be mixed and ready for distribution in accordance with industry standards at an intermediate level.
Prerequisite: AUD 290 Studio Concentration I

AUD 350
Commercial Recording Studio Operation and Techniques
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course teaches students techniques in operating a commercial recording facility, while managing tight deadlines, and providing quality production. Students will develop and manage budgets, production contract estimates, and facility operations to create audio production for various projects such as podcasts, commercials, TV, film, and streaming.
Prerequisite: AUD 290 Studio Concentration I

AUD 365
Advanced Mixing
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course will explore advanced stereo audio mixing techniques. The topics included are vocal comping,

editing and production, advanced dynamics processing, advanced time-based processors and automation techniques.
Prerequisite: AUD 260 Mixing

AUD 390
Session Recording and Analog Production
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This practical studio course focuses on session recording techniques. The class projects are centered on the recording of a band, small group, or solo artist, including planning, mic placement, signal routing, producing, recording, communicating clear direction, and file management.
Prerequisite: AUD 340 Studio Concentration II

AUD 460
Sound Dynamics and Mastering
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course further explores the concepts and techniques involved in dynamic processing and mastering. Materials covered concentrate on the technical aspects of creating a final mix and preparing it for mastering and mastering the final mix and preparing it for standards in streaming distribution. Use of industry standard software and hardware coupled with important critical listening skills are emphasized.
Prerequisite: AUD 365 Advanced Mixing

AUD 480
Entertainment Business
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course focuses on entertainment business, including music publishing, record labels, music copyright, marketing, public relations, live performance promotion, contracts, cash flows, industry campaigns, and trends in the industry, as well as other components of the music business.
Prerequisite: AUD 350 Commercial Recording Studio Operations and Techniques

AUD 485
Audio Production Project
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

The Audio Production Project integrates concepts and culminating skills to develop and execute a final recorded and mixed audio project using industry standard techniques. Projects will simulate a professional audio production environment.
Prerequisite: Completion of at least 75 program credits

BIO 200 – General Education
Life Science
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

BSM 100
Introduction to Business

50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

BSM 110
Introduction to Word Processing
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

BSM 120
Financial Accounting
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

BSM 140
Introduction to Spreadsheets
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

BSM 150
Business Start-up Strategies
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

BSM 160
Digital Presentations
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

Students in this course gain an understanding for creating electronic presentations using Microsoft PowerPoint. Topics in this course may include working with template slides, formatting slides, working with layouts, working

with graphics, creating charts, and adding animation. Students also study methods and techniques for giving presentations using this exciting software.

BSM 210
Principles of Management
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

BSM 220
Principles of Marketing
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

BSM 230
Human Relationships
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

BSM 240
Business Law
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

BSM 255
Project Management
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

understanding of howto best organize and delegate their project.Students gain an understanding of how to manageprojects and how these skills may be applied to anindividual project or a group project.

BSM 260
Personal Finance
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

BSM 300
International Business
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

BSM 305
Personal Selling and Branding
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

BSM 315
Consumer Behavior
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

BSM 320
E-Commerce
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

BSM 330
Business in the 21st century
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course is comprehensive survey of the functional areas of business: management and organization, human resource management,marketing, information systems and accounting, and finance and investment. Core topics include ethics and social responsibility, small businessconcerns and entrepreneurship, and global issues.This

Course will also examine topics like theimpact of social media on business, the economiccrisis, green and socially responsible business, andsustainability.

BSM 360
Technology and Marketing
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course examines the impact of new information technologies in marketing and theindustries undergoing high levels of change. Topics include database marketing, business-to- business marketing, customer contact management systems and the innovative development of new technologies to keep up withchanges in innovative industry settings.
Prerequisite: BSM 220 Principles of Marketing

BSM 400
Small Business Management
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

Students in this course study the responsibilitiesfor managing a small business. Topics studied in this course may include making a business plan, cost planning and budgeting, development of the business and the business accounts, and the basicsof buying and selling a small business. This courseintroduces students to the foundations of small business management, and how to apply those foundations to open a new business or to improveupon an already existing business.
Prerequisite: BSM 210 Principles ofManagement

BSM 410
New Ventures in Business
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

BSM 420
Social Media Management
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

BSM 430
Organizational Leadership
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

BSM 465
Ethics and Law in Media Communications

50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

CDM 101 – Applied General Education
Communication and Decision Making
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

CSC 100
Student Success Fundamentals
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course serves as an introduction to the necessary core skills needed to be successful at anacademic, professional and personal level.Students will identify core skills, values and interest to assist in their path to success. Topics covered in this course may include time management, effective study skills, written and oral communication, improving critical thinking to enhance problem-solving skills. Other topics may include job search techniques and job etiquette, and on-the-job behavior. Students will work towards building their professional development through various assignments and topics throughout the course. Students will explore Laurus College resources for success inside and outside the classroom.

DGN 100
Design I
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course

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

DGN 110
Design II
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course

This course expands on design theory andpractices used in visual design covered in previouscourses while introducing additional design components. Topics focus on developing knowledge of; design elements, design principles,gestalt principles, color theory, typography, and conceptualization. Project throughout the course will guide students on utilizing a verity of design components through practical application of 2D and 3D design solutions.
Prerequisite: DGN 100 Design I

DIG 101
Animation Foundations

50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course

This intensive course introduces students to the Maya software and will cover the basics of 2D and3D animation, and how Maya software is used to create animation in video games. This course familiarizes students with the menus, panels, and tools they will use in the Maya software. Studentsgrasp the basic concepts of Maya and will use knowledge gained in this course as the foundationfor future courses in this program.

DIG 110
Digital Illustration
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course

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

DIG 120
Introduction to Color Theory
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course

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

DIG 130
Introduction to Modeling
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course

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

DIG 160
Introduction to Animation
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course

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

DIG 200
Motion Graphics

50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course

In this class students will explore Motion Graphics tools and the Motion Graphics Industry. Students will learn how to create eye-catching motion graphics projects.

DIG 210
Introduction to Shading and Lighting
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course

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

DIG 220
Introduction to Rigging
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course

This course teaches students how to develop skeletal and muscular controls for animated 2D and 3D characters. Students examine primary andsecondary motion for animated characters, as wellas how to apply various motions to a createdfigure. Students explore ways to create realistic figures, as well as fantasy-based characters with outrageous proportions and features such as wingsand multiple appendages. This course demonstrates to students the techniques involved in modeling, detailing, optimizing, texturing, rigging, binding, and animating characters using Maya. This course takes students through the process of designing, modeling, and setting up animation controls for complex 3D characters.Students study how a character's skin and joints move through various motions.
Prerequisite: DIG 210 Introduction to Shading and Lighting

DIG 230
Introduction to Digital Sculpting
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course

This course will take students through the fundamentals of Zbrush. From building a basic mesh in Maya and exporting the mesh into Zbrush for final detail work. The class may be covering topics on interface layout, digital sculpture, texturing in Zbrush, and exporting normal maps, and displacement maps back into Maya.
Prerequisite: DIG 210 Introduction to Shading and Lighting

DIG 305
Character Sculpting
40 lecture hours; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

In this course students will learn to create realistic 3D character models using the latest techniques used in the game and film industry. Students will learn to differentiate between technique and practice used when modeling organic objects, as opposed to their previously learned hard surface modeling skills.
Prerequisite: DIG 230 Introduction to Digital Sculpting

DIG 310
Advanced Photoshop
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course provides an in-depth look into some of Photoshop's most advanced capabilities that artists can take advantage of. This class will focus on the use of non-destructive workflow methods and techniques, which will students to efficiently cater to art director's needs by making flexible documents that are easy to change. The concept of value painting and blending modes will be explored in-depth, as well as advanced photo manipulation techniques.
Prerequisites: WDD 110 Digital Graphics & DIG210 Introduction to Shading and Lighting

DIG 315
Advanced Texture and Shader Creation
40 lecture hours; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

Prerequisite: DIG 230 Introduction to DigitalSculpting

DIG 320
Digital Compositing
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course will introduce students to the fundamental aspects of digital compositing. Students will learn how to combine live film withdigital renderings so that they blend seamlessly. Topics that will be covered in this class are advanced Green Screen techniques, rotoscoping, camera matching, and a multitude of advanced compositing techniques to make film shots blend seamlessly together.
Prerequisite: DIG 230 Introduction to Digital Sculpting

DIG 335
Advanced Character Rigging
50 hours lecture; 40 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course focus is on the creation and technique used in creating animation rigs. From characters to cars everything created in 3D requires an animation rigs to control how it will move, rotate, squash and stretch. This course will take a look at character rigging, mechanical rigging and skinning technique to be used in both film and video game industries.
Prerequisite: DIG 220 Introduction to Rigging

DIG 345
Game Development
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course introduces students to creating a video game using the Maya software. Students focus on the methods and techniques on how to effectively use the tools to produce 3D polygonal games within the Maya environment. Students design a video game character, create environments with backgrounds, and produce the animation to apply to their game creation. Students will review character modeling and animation techniques, as well as rendering techniques, and apply them to motion and control. Students work with various levels and effects to

create a fun and exciting final game product.
Prerequisite: DIG 230 Introduction to Digital Sculpting

DIG 370
Acting in Animation
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

In this class we will look at the importance of acting in animation. Students will learn how to record their own performances to use as reference for animation. We will discuss topics such as body language, expression of emotion, and what makes for a convincing performance. We will then apply these ideas by animating a performance of our own.
Prerequisite: DIG 230 Introduction to Digital Sculpting

DIG 405
Animation for Games
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

In this course we will take a look at the keydifferences between game animation and cinematic animation. This class will focus on creating game specific animations such as walk cycles, combat actions, and jumps rather than character acting. Students will learn how to makesolid animations from every angle so that a character can move convincingly through 3D space. We will explore working with both hand keyed and procedural animation.
Prerequisite: DIG 345 Game Development

DIG 415
Organic Modeling
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course will take you through each step increating rounded organic shapes and characters in Maya. This class will focus on moving beyond themodeling skills you acquired in foundations and Modeling, by looking at how to create plants and animals in Maya. We will explore how to create characters and natural settings in Maya, giving theartist the ability to quickly move from modeling torigging and animating characters.
Prerequisite: DIG 130 Introduction to Modeling & DIG 305 Character Sculpting

DIG 420
Game Asset Creation
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This class will focus on building assets for games.Students will start by learning the distinct differences between modeling for film and modeling for games. Students will learn how to work under the constraints of a polycount, as wellas explore the importance of the silhouette in gamedesign. Students will learn the various constraintsof texture maps based on game genre and output platform, as well as the differences between CPUand GPU rendering. We will explore various texturing techniques used in the game industry.
Prerequisite: DIG 345 Game Development

DIG 430
Rendering For Visual Effects
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

Students will get hands on experience with industry standard rendering software and will learn advanced rendering techniques used in the visual effects industry. Students will learn how tocreate complex shading networks, advanced lighteffects, and produce photo real renderings.

Prerequisite: DIG 345 Game Development

DIG 440
Environmental Modeling
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This intensive course introduces students tovarious modeling techniques, and workflows for creating indoor and outdoor environments usingsoftware state of the art animation software.
Prerequisite: DIG 345 Game Development

ENG 100 – General Education
English Composition I
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

English provides students with the basic rhetoricalfoundations to prepare them for the demands of academic and professional writing. Students inthis course will learn and practice the strategies and processes that successful writers employ when communicating information. These strategies include reading analytically andstrategically, improving reading comprehension, writing persuasively, writing for investigative purposes, problem-resolution, evaluation, explanation, and refutation.

ENG 101 – Applied General Education
Business Communications I
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

ENG 110 – Applied General Education
Business Communications II
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

ENG 200 – General Education English Composition II
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

ENG 305 – General Education Speech and Rhetoric
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course builds on the foundation of ENG100 (English Composition I) and ENG 200 (English Composition II) by introducing students to effective rhetorical concepts—both classical and modern—and to apply relevant analysis. Understanding classical rhetorical devices— logos, pathos, and ethos—and how writer'seffectively use them to sway opinion provides students with a methodology of being able toappropriately judge the information they encounter in both the academic and professional arena. Additionally, this course will help studentshone their skills in argumentation and presentation.
Prerequisite: ENG 100 English Composition I andENG 200 English Composition II

HUM 120 – General Education
Introduction to Sociology
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

HUM 140 – General Education
Introduction to Psychology
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

Psychology is the science of behavior and mentalprocesses. In this class, students will dive into what makes themselves and others behave the waythey do. Topics covered in this class include Neuroscience, Sensation and Perception, Learning, Memory, Thinking and Intelligence, Developmental Psychology, Personality Theoriesand Assessment, Social Psychology, AbnormalPsychology, and Workplace Psychology. This class will be focused more on behavior as it pertains to the workplace rather than the clinical side of Psychology.

HUM 300 – General Education
World History
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

ITS 100
Hardware Technology Fundamentals
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

ITS 110
Fundamentals of Operating System
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

ITS 120
Managing Computer Devices
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

Students in this course study operating systems designed specifically for networking, as well as the differences between various operating systems. Students install and customize operatingsystems, utilize system registries and diagnostic tools, and troubleshoot problems that typicallyarise in various systems. Other topics studied mayinclude communication over the internet, browsing the World Wide Web, utilizing email, transferring files, communication over phone lines, and modems.
Prerequisite: ITS 100 Hardware Technology Fundamentals

ITS 130
Systems Support
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

Students study the basic principles of networking and networking concepts, as well as discover different types of network architectures and learn about various networking software and protocols.Students learn about many of the computer and printer problems that commonly occur in the workplace, and how to effectively troubleshoot and fix those problems. Students discover proper maintenance techniques for computers and printers in an office setting. Also discussed in thiscourse are proper disaster recovery and maintenance plans for computers, how to create system backups, and viruses and other computer infestations.
Prerequisite: ITS 100 Hardware TechnologyFundamentals

ITS 150
Basic Networking
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

Starting with an introduction to networks studentsgain an understanding about communicationservices, mail services, and management services.Students study networking standards and models,and study the various layers making up networking as a whole. Students gain anunderstanding of different network protocols, andtheir functions. Students explore networking media and learn to install protocols on various operating systems. They examine the difference between LANs and WANs, and the transport systems that serve them both. Other topics covered may include installing NICs in computersand configuring them for various types of networks. Network hardware such as hubs, repeaters, bridges, and routers may also be examined in this course.
Prerequisite: ITS 100 Hardware TechnologyFundamentals

ITS 180
Administering Networks
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

ITS 190
Network Maintenance
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

ITS 200
Software Deployment
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

In this course, students learn to plan, control, and manage the deployment of a network system. It will encompass documentation, operating system application governed by the system role. Students work with GUI (Graphical User Interface) based applications as well as the CLI (command-line interface) to accomplish tasks. GUI and CLI applications include Windows PE (Pre- installation Environment), Microsoft Visio, WDS (Windows Deployment Services), AD DS (Active Directory Domain Services), MDT (Microsoft Deployment Toolkit), and Windows AIK(Automated Installation Kit).
Prerequisite: ITS 150 Basic Networking

ITS 205
Network Subnetting and TCP/IP
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

ITS 210
Network System Services
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

Network System Services provide the structure forauthenticating and authorizing users in the work place. This course prepares students to manage and administer these services in a Windows Domain environment. Topics include Active Directory, Group Policy, File Services, DNS, Remote Access Management, Server Management, and many other supporting services.
Prerequisite: ITS 150 Basic Networking

ITS 220
Introduction to Database Management
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

Students are introduced to core database concepts,objects, data manipulation, storage structures, andadministering a database. This course includes skills that prepare students to design, manage, andsecure relational databases and an understanding of structured query language.
Prerequisite: ITS 150 Basic Networking

ITS 230
Managing Information Systems
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

Students combine acquired skills from previous courses to capitalize in the process of IT andComputer Networking management. They plan, coordinate, document, and direct computer and network related projects within sets of scenario guidelines. Students will learn to project, setachievable business goals, and align projects to reach those goals.
Prerequisite: ITS 210 Network System Services

ITS 240
Cyber Security Fundamentals
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This class will increase your understanding ofpotential threats, learn how to apply practical mitigation options, and react to attacks quickly. The class teaches you the skills and knowledge you need to design, develop, implement, analyze,and maintain networks and network protocols. It explains how these systems currently operate andthe limitations that lead to security weaknesses. Topics covered in this course may include the fundamental issues needed to understand networksecurity, the definition of security terms, security ethics, the OSI network model, and cryptographyfor networks. Students may explore the commonrisks for secure network design and development,including the impact of modularity on security anda summary of the general security issues.
Prerequisite: ITS 150 Basic Networking

ITS 300
Advanced Network Security
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

ITS 310
Cross-Platform Operating Systems I
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

In this course, students will learn the difference in Linux kernel, an operating system, and Linux Distributions. Students will start their journey byunderstanding basic installation of a Linux OS, file system management, users

and group management, software installation, user interfacesand desktops, and boot and shutdown of Linux.
Prerequisite: ITS 130 Systems Support

ITS 320
Cross-Platform Operating Systems II
50 hours lecture; 10 hours lab 5 credits

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

This course prepares students for Advanced Cross-Platform Skills. It focuses on choosing a strategy, maintaining Cross-Platforms, and maintaining and securing these systems.
Prerequisite: ITS 310 Cross-Platform OperatingSystem I

ITS 330
Web Server and Websites
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

ITS 340
Network Policies and Services
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

ITS 350
Advance Routing and Switching
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

ITS 400
Network Security and Vulnerability
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

ITS 410
Introduction to Enterprise Communication

50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

ITS 420
Advanced Enterprise Communication
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

ITS 430
Cloud Computing Development Specialist
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

ITS 450
Advanced Services
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

Network Administrators must understand a variety of key networking concepts and technology that include File and Print Services, Group Policy, Networking and DHCP. In this course students come to understand the commonlyused features such as disk quotas, permissions, printing services, managing security and group polices, as well as understanding the concept of automatic IP addressing.
Prerequisite: ITS 340 Network Policies and Services

MAT 101 – Applied General Education Applications of Mathematics
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This math course is a thorough review and study of algebraic concepts, functions, and operations, utilizing a balanced approach of basic algebraic theories with practical applications and conceptualunderstanding. Students review mathematical concepts including addition, subtraction, multiplication, fractions and decimals as it appliesto business operations. Students gain an understanding of basic mathematical and algebraic concepts and functions needed for the world of business including but not limited to account balancing, payroll, depreciation, profitand

loss calculations, interest calculations, problem solving, probability theory, and decisionmaking.

MED 110
Medical Terminology
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

MED 150
Health Insurance
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course introduces students to the varioustypes of health insurances and the forms used in medical billing. Students will gain anunderstanding of the differences between insurance plans and policies. Upon completion of this class the students will accurately know how tocomplete the forms used for billing as well as understand of the life cycle of an insuranceclaim.
Prerequisite: MED 110 Medical Terminology

MED 160
Diagnosis Coding
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

MED 170
Supplies and Procedural Coding
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

MED 200
Electronic Medical Billing
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

Students examine how medical software is appliedto activities such as appointment scheduling, building patient files, adding guarantor information, account billing, and basic financial management. Students learn about the flow of information and the role of computers in a medicaloffice. Students gain an understanding of howsoftware can be used to manage billing routines and processes, including filling out billing worksheets and posting

payments and adjustments. Students study report generation regarding financial summaries, patient billing, reference lists, statement routines, and generalledgers and distributions. Finally, students exploremore advanced functions such as unique payments, aging reports, patient data, and period closes with and without purges.
Prerequisite: MED 110 Medical Terminology

MED 210
Medical Field Overview
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

MED 220
Medical Office Functions
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

MED 230
Legal and Regulatory Issues in Business
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

MED 240
Health Care Facility
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

MED 250
Medical Billing Processes
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

MED 260
Human Resource Issues
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

MED 270
Medical Management Supervision
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

MED 280
Staff Management
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

MED 290
Medical Front Office
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

The Medical Front Office hosts a variety of responsibilities including the art and etiquette of emailing, greeting and directing patients, and answering telephones. Other duties may include obtaining insurance verification,

collecting co pays, deductibles and authorization, admitting andscheduling patients, arranging for hospital admission and laboratory services. This coursemay cover these topics.
Prerequisite: MED 240 and MED 280

MTH 101 – General Education
Introductory Algebra
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

MTH 240 – General Education
Statistics
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course covers descriptive statistics and inferential statistics with relevant applications to solving real-world problems, hypothesis testing and decision-making. Important statistical modelsand distributions will be discussed.

PHY 200 – General Education
Physical Science
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

POL 210 – General Education*
Introduction to American Politics
8 hours lecture; 4 hours lab 1 credits
20 hours additional out-of-class work is expected aspart of this course.

This course provides a survey of U.S., state, and localgovernments with attention to the unique aspects of Nevada government. Students will learn about the origin, history, provisions, and principles of the U.S. Constitution and the Constitution of the State of Nevada.
**This course fulfills the Nevada state requirement for study of the State of Nevada and U.S. constitutions.*

PRO 200 – General Education Professional Communications in the Workplace
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

VID 130
Intro to Video
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course introduces students to the world of video production and demonstrates how professional video incorporates lighting principles, acting concepts, audio and video capture, composition, sequencing, and various video formats. Students will learn video terminology, and explore and understand modern video techniques.

VID 170
Video 1
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course introduces students to modern techniques in video and non-linear video editing using industry standard software. Students will learn methods in capturing video and visual storytelling through the use of editing. Students will also script, act, capture, and create content.

VID 270
Video II
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course develops students' skills in modern techniques in video and non-linear video editing using software. Students will learn advanced methods in capturing video and visual storytelling through the use of editing. Students will also use footage to edit, finalize, and publish a short video to YouTube.
Prerequisite: VID 170

WDD 101
Internet Fundamentals
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

WDD 110
Digital Graphics
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course introduces students to Adobe Photoshop, the fundamental graphics applicationand image editing software used in the computergraphics industry. Students learn the fundamentals of this software, and will study topics including selections, layers, masking, filters, image manipulation and correction, composition, painting, and optimization for theweb. Students examine techniques for efficient editing, processing, and file handling. Topics inphoto editing may be studied, including color enhancement, lighting correction, and overall retouching.

WDD 130
Website Fundamentals
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

WDD 150
Creative Design
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

Vector graphics are ideal for simple or compositedrawings that need to be device-independent, or do not need to achieve photo-realism. In this course, students learn how to use a computer software program to create and edit vector-based graphic images for use within a web page.
Applying the principles of graphics design, students will create and edit images for use within a web page. Other topics may include drawing and various artistic techniques to produce visual graphics effective for the web.

WDD 160
Graphic Design Basics
50 hours lecture; 10 hours lab 5 credits

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

This course introduces students to the basics of design theory as it relates to web design. Studentsgain an understanding of the effective use of design elements such as points, lines, colors, shapes, & space to create examples that emulate current web design trends. Students are introduced to building common layouts using design elements to create intentional visual hierarchies using visual weight and basic design principles. Students work with wireframes to create custom prototypes of web pages and other design solutions and learn to incorporate peer critiques into their designs. Additional topics include art history, typography, color theory, and designing for different audiences.
Prerequisite: WDD 110 Digital Graphics

WDD 170
Web Page Authoring
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

WDD 210
Digital Solutions
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

WDD 230
Web Framework Fundamentals
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

WDD 240
Digital Business Development
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

WDD 250
Client-Side Scripting Fundamentals
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

In this course students learn the basics of the JavaScript scripting language. Students are introduced programming elements such as variables, arrays, control structures, functions, and objects. Students gain an understanding of the Document Object Model and learn ways to manipulate HTML and CSS using current best practices. Students create simple common scriptsand study how JavaScript can be incorporated into modern web designs. Other topics include DOM selection and events listeners, timers and dates, plus how to plan scripts and work with errors and bugs.
Prerequisite: WDD 130 Website Fundamentals

WDD 260
Advanced Client-Side Scripting
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

WDD 270
Digital Publishing
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course introduces strategies for creating simple interactive mobile applications. Students will gain an understanding of the basic theory behind creating effective mobile applications as well as techniques for creating custom apps based on common design patterns and interfaces.Topics in this course may include native mobile applications created via Adobe AIR via Adobe Animate CC and hybrid apps created via HTML/CSS & JavaScript.
Prerequisite: WDD 110 Digital Graphics & WDD 130 Website Fundamentals

WDD 280
Motion Graphics for Web Design
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

WDD 310
Digital Advertising
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course teaches common traditional and modern marketing theories. It focuses on consumer behavior, sales management, and basic marketing principles and research. This course also examines marketing strategies for specific audiences. In addition, this course focuses on email marketing, growing an email list, and the inand out of managing email mailers. It also focuses on creation and management of pay per click ads and other types of online advertising as well as the creation, execution, and maintenance of an online ad campaign.

WDD 320
Usability Design
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course explores designing digital solutionsspecifically for ease of use. Topics include mobile development, designing for efficiency, audience testing, and experience design.
Prerequisite: WDD 160 Graphic Design Basics

WDD 330
Desktop Publishing
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course explores using desktop publishing tools to create both digital and print based solutions to client needs. Possible topics includenewsletter, brochure, magazine, and pamphlet layouts; working with printing presses; 3d printing; and other publishing topics.
Prerequisite: WDD 160 Graphic Design Basics

WDD 340
Content Creation
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course outlines the skills necessary for writing on the web. It explores both short and long form writing with an emphasis on tone, grammar, and writing for specific audiences. *Prerequisite: WDD 160 Graphic Design Basics*

WDD 410
Community Management
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course explores popular digital marketing channels. Topics include social media use, trends, audience, and advertising. It also teachesaudience communication and mood/tone management, dealing with angry customers, creating and continuing online conversations, andother forms of community management. This class also focuses on determining audiences for specific channels.
Prerequisite: WDD 310 Digital Advertising

WDD 420
Brand Management
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course focuses specifically on creating layouts for different online channels. How to create items for Facebook vs Twitter and how toset up websites specifically for sharing. It also goes over creating landing pages and managing brands across different channels.
Prerequisite: WDD 310 Digital Advertising

WDD 430
Digital Strategies
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

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

WDD 440
Project Development
50 hours lecture; 10 hours lab 5 credits
100 hours additional out-of-class work is expected as part of this course.

This course assists students in creating portfolios,developing resumes, and improving interview skills. It explores different career options for digital marketers including freelance web design.
Prerequisite: WDD 310 Digital Advertising

VII) Admission to Laurus College

Admissions Process

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

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

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

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

Admissions Criteria

Prospective students must have evidence of a high school diploma, or its equivalent, or verified evidence of:

- Successful completion of an associate degree program;
- Successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate degree, but that is acceptable for full credit toward a bachelor's degree; or
- Enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program.

When documentation of high school completion is unavailable and no information is available from another source such as the school district or state department of education, a student may provide alternative documentation, such as a military DD Form 214 Certificate of Release or Discharge from Active Duty that indicates that the student is a high school graduate or equivalent.

Non-U.S. issued documents will be evaluated by an appropriate third party and translated into English (if applicable) at an additional cost to the prospective student. This additional fee will be waived for applicants who are either active or retired members of the U.S. military. Laurus College does not accept Ability-to-Benefit (ATB) students.

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

the Operating System (OS) Orientation using remote system verification software. During this orientation, students are also asked to demonstrate competency with navigating and using the various technology platforms within the Learning Management System (LMS).

Technology Requirements and Security and Verification of Student Identity

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

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

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

All student computer workstations located on-site at the College's in-residence locations meet or exceed the above specifications. Students enrolled in a degree program are provided a laptop computer that meets the specifications stated above as part of their technology fees.

Security

All information regarding the student is kept in house and secured and is not available to anyone other than Laurus employees with a need to access the information and the student. Transmission of information is encrypted which will protect student's identity and privacy. Allstudent records at Laurus College are kept private in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Written consent must be provided by the student forrelease of records to outside parties, except for those agencies authorized by law.

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

- All classes are secure and are accessed through the MyLaurusPortal (MLP).
- Students are scheduled for their classes according to time preference and courses needed and then registered into the appropriate class. In order to access their classes, students mustlog into their MyLaurusPortal (MLP) student account, which is password protected.
- The student's MyLaurusPortal (MLP) account includes their picture and other identifying information.

- Only when the student is logged into their MyLaurusPortal (MLP) account, can they accesstheir class by clicking on the class link, which will then take them into the class resource page and into the classroom.

Student Verification

Student identity is verified through comparison with photo identification provided by the student at the time of enrollment with the institution and the student photo on the class roster. Instructors have access to the class roster in the MyLaurusPortal (MLP) which displays a visual image of the students who are registered in the class. The class instructor compares the imageon the computer screen of the student logged into class with the student's picture on the classroster in the MyLaurusPortal (MLP).

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

International Students:

Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English for admission. For an undergraduate degree, a minimum score of 500 on the paper-based Test of English as a ForeignLanguage (TOEFL PBT), or 61 on the Internet Based Test (iBT), a 6.0 on the International English Language Test (IELTS), or 44 on the Pearson Test of English Academic Score Report.

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

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

Academic Policies:

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

Non-Discrimination Statement:

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

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

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

1. The right to inspect and review the student's education records within 45 days after the day the Laurus College receives a request for access. A student should submit to the Registrar awritten request that identifies the record(s) the student wishes to inspect. The school officialwill arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom therequest should be addressed. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rightsunder FERPA.

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

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

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

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

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

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

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

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

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

VIII) Academic Information

Class Schedules and Program Lengths

Programs at Laurus College are term based with new classes starting every five (5) weeks. Students are scheduled in appropriate classes for their program by the Registrar. The start of a term is considered the first day of classes for that term, and students may register for classes up through the Thursday of the first week of the term. Classes meet at various times Monday through Thursday for two and half hours per day and lab classes meet Friday for two (2) hours for a total of 12 hours per week for each class. For the convenience of students, morning, afternoon, and evening sessions are available, and students are given a 10-minute break during each scheduled hour of their class session as detailed in the table below

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

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

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

offered at all in-residence locations for student convenience.

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

Prerequisite Requirements and Course Numbering

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

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

Experiential Learning and Transfer of Credit into School

Students who have prior experience related to their program of study may request an assessment of skills in an attempt to waive the lower (100 & 200) level course(s) in his or her program. It is the responsibility of the student to schedule an assessment with the appropriate Program Director. Assessments for proficiency can be attempted one time and needs to be completed before the student is scheduled for the class for which they are attempting proficiency credit. A minimum score of 70% must be achieved on the proficiency exam to qualify the student a waiver of the course based on proficiency. A student who does not meet the minimum 70% passing score for the proficiency exam will be required to complete the course with the college and will be subject to all fees and charges for the class.

Students who previously attended an accredited or approved college or university (other than Laurus College) may be granted transfer credit. Courses substantially equivalent in content and degree level, and in which the student earned a grade of C (2.0) or above, will be considered for transfer. Laurus College does not guarantee the acceptance of any credit into the college. It is the responsibility of the student to have all official transcripts forwarded directly to the school for review if transfer credit is sought. Official transcripts must be received prior to the student being scheduled for the class(es) for which he or she is seeking transfer credit.

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

There is no charge for the review of transcripts from other institutions.

Laurus College does not accept transfer credit for non-General Education courses older than seven (7) years from the time of enrollment in their program without a waiver.

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

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

Notice Concerning Transferability Of Credits And Credentials Earned At Our Institution

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

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

Any student who desires to change his/her enrollment in a program of study at the College to adifferent program of study at the College must make the request in keeping with the College's policy and will be required to sign a new enrollment agreement. The College will transfer all relevant courses into the new program per the following criteria:

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

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

Attendance Policy

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

Students are expected to attend course lectures and labs 'live' (in real-time) during the scheduled time. Additionally, students will have access to archived class sessions through the student portal for review.

Students who will be absent from class should inform the instructor in advance wherever possible. It is the responsibility of the student tomake-up missed assignments or exams if allowed so by the instructor.

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

The dismissal process will begin if a student has not been in attendance or had academic interaction for fourteen (14) consecutive days. Students who are struggling to attend their classes and/or are experiencing a hardship should contact their Student Advocate immediately by calling 805-267-1690 or sending an email to studentservices@lauruscollege.edu.

All attendance information will be considered part of the student's official school record and is available to Vocational Rehabilitation Counselors for review upon request. Students attending school through a third-party organization should contact their Vocational Rehabilitation Counselor,as well as their instructor, to

inform them of any absence from class.

Grading System

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

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

Laurus College Definition of a Term

Programs at Laurus College are term-based. Each term is five (5) weeks in length:

- Lectures are scheduled Monday through Thursday for two and one-half (2½) hours per day and
- Friday Labs are scheduled for two (2) hours.

All courses, unless noted otherwise, meet for a total of 12 hours per week and a total of 60 hours per term (50 hours of lecture, 10 hours of lab).

Laurus College Definition of Credit Hour

Courses at Laurus College are measured in quarter credit hours. A quarter credit hour is defined as 30 hours of student work which includes 10 hours of academic engagement and 20 hours of preparation.

All courses, unless noted otherwise, are five (5) quarter credit hours, with a total of 50 hours of academic engagement and 100 hours of preparation.

Incomplete Grades

Students may receive an Incomplete Grade ("I") in a course if extenuating circumstances (i.e., critical illness/injury, severe family emergency, incarceration) arise during the term that prevent thestudent from

completing the final coursework or final examinations for the class. Documentation must be provided supporting the request for the incomplete grade. Any student receiving an "I" must complete the required coursework to receive a final grade in the course during the following term or by the date specified by the instructor. If the incomplete coursework has not been completed by the end of the following term, or the date determined by the instructor, the grade of "I" will automatically be changed to the grade earned by the student. No credit will be awarded for missing assignments, course work, or examinations, and the student's final grade in the course will be determined according to the grade structure set forth in the course syllabus. If the final grade is not of passing quality, the student will be required to retake the course at the student's expense. A course that is required to be repeated will count toward total credits attempted for the student's program (see the Satisfactory Academic Progress policy below). Satisfactory Academic Progress will be recalculated for students whose grades have been revised from a grade of incomplete in order to include the newly assigned grade in the calculation.

Dismissal and Suspension

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

Withdrawing from the College

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

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

Adding and Dropping Classes

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

Repeating a Course

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

Program Completion/Graduation Requirements

To receive an Associate or Bachelor Degree from one of the programs at Laurus College, a studentmust have earned a minimum of a 2.0 CGPA and must have successfully completed all required courses and minimum credit hours as dictated by the student's program. Students also must have completed the program within a maximum number of credit hours attempted (within 150% of the total program length) to earn an Associate or Bachelor Degree (See policy on Satisfactory Academic Progress).

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

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

Maximum Time Frame

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

Leave of Absence/Interrupt

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

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

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

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

IX) Standards of Satisfactory Academic Progress

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

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

Calculation of Satisfactory Academic Progress

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

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

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

Evaluation Schedule

SAP is evaluated annually every six terms. Students will be evaluated at the end of the first six consecutive terms of enrollment (typically 30 weeks), followed by each period of six consecutive terms of enrollment. At each SAP evaluation point, the student's progress will be measured against the minimum SAP standards for CGPA, rate of progression, and maximum timeframe.

CREDIT HOURS ATTEMPTED AT EVALUATION	MINIMUM CGPA	MINIMUM COMPLETION OF CREDITS ATTEMPTED
30 credit hours attempted	1.00	50%
31-59 credit hours attempted	1.50	60%
60 credit hours attempted to 150% of program	2.00	66.67%

Maximum Timeframe

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

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

Financial Aid Probation

A student who does not meet any one or more of the SAP measurements (not MTF) at the end of any given SAP evaluation point may no longer be eligible to receive financial assistance under Title IV (see section XI - Financial Assistance for information regarding Title IV). During such an occurrence, students will be notified of their status in writing and will be dismissed unless he or shefiles an appeal and the appeal is approved (see SAP Appeal Process).

A student with an approved appeal is placed on Probation status. The student will be placed on Probation status for one additional payment period or until a student is able to meet SAP standardsby a specific point as outlined in the student's Academic Improvement Plan. A payment period is two consecutive terms of enrollment, which is usually 10 weeks.

A student on Probation status is eligible to receive FSA for the payment period on Probation or while following his or her Academic Improvement Plan. Failure to meet the SAP standards by the next payment period evaluation point or to comply with the Academic Improvement Plan designed by the College, will result in the student's loss of FSA eligibility and dismissal from the College asa regular student.

If a student elects not to appeal the dismissal, the student must sit out at least six (6) months and then apply for re-entry. At that time, the student will need to complete the appeal process outlinedbelow to be reinstated.

SAP Appeal Process

A student who is not making SAP and who believes that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress may appeal by written requestto the President. Mitigating circumstances may include injury or illness of the student, the death of a relative, or

other special circumstances. The written appeal must be submitted to the President within five business days after notification of dismissal. The appeal should explain the circumstances that lead to the student's poor academic performance, including supporting documentation, and what has changed in the student's situation that will allow him or her to meet the minimum SAP standards at the next evaluation. The student should also provide a timeline of when the circumstances occurred and what classes were affected. The student will be notified in writing of the appeal decision within five business days of its submission or the grades being posted for the term, whichever is later.

When the College grants a student's appeal for unusual and/or mitigating circumstances, it is not eliminating or disregarding any grades or credits attempted in the calculation of a student's SAP standing. The student's credits attempted, CGPA, and SAP standing will remain the same. When an appeal is granted, the College is acknowledging that, because of the specified unusual circumstances, the student will continue to receive FSA for which he or she is otherwise eligible even though he or she falls below the published SAP standard in the Probation status. The appealprocess will also consider the point the student will be able to meet the minimum SAP standards and if an Academic Improvement Plan is required. An Academic Improvement Plan will be required if the student will require more than one payment period to return to good SAP standing.The President or designee shall review and approve all appeals and Academic Improvement Plans.

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

Academic Improvement Plan

Once placed on probation, an Academic Improvement Plan must be implemented, if the student needs more than one payment period to return to good SAP standing. The Academic Improvement Plan will serve as a road map to guide a student toward meeting his/her SAP goal within a specifiedtime and method. The plan will be designed by the Program Director and must be approved by the President or designee. The plan must be communicated to the student in writing and will be evaluated at each payment period SAP evaluation point. In addition, the Academic Improvement Plan may be refined as internal and external developments warrant.

If the student is not in compliance with the Academic Improvement Plan during any payment periodSAP evaluation point, the student will be dismissed. The maximum time period an individual Academic Improvement Plan will be implemented is three consecutive payment periods or until thestudent meets the regular minimum SAP standards, whichever is less. While on an Academic Improvement Plan, the student is required to attend academic advising sessions.

Extended Enrollment Status

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

courses apply to the student's program of study.

Treatment of Transfer Courses

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

Program Changes / Additional Degrees

Any student who desires to change his/her enrollment in a program of study at the College to a different program of study at the College must make the request in keeping with the College's policy. More than two changes from one program to another will require permission from the President or designee. The College will transfer all relevant courses into the new program. Anycourses transferred from one program to another will count in all SAP measurement for the new program.

Treatment of Repeat Courses

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

Treatment of Incomplete Courses

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

Treatment of Withdrawals

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

Reinstatement of Title IV

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

X) Tuition

Current Schedule of Charges

Except where noted, all tuition and fees are mandatory and are subject to change. In the event of a change in tuition or fees, students will be given notification of the changes prior to

the changes taking effect at the college. If a student needs to retake a course due to withdrawal or failure of the course, the student will be financially responsible to pay for the retaken course at the current tuition rate, which will add cost to the total amount quoted for the Associate or Bachelor Degree program being sought.

Program Tuition and Fees Effective April 24, 2023:

Degree / Program Title *OA = Occupational Associate* *AS = Associate of Science* *BS = Bachelor of Science*	**Credit Hours**	**Registration Fee**	**Technology Package**	**Program Fees****	**CE Fees**	**Tuition**	**Total Program Costs***
OA Digital Arts and Computer Animation	100	$100	$2,750	$2,000	N/A	$40,000	$44,850
OA Information Technologies and Network Systems	100	$100	$2,750	$2,000	N/A	$40,000	$44,850
OA Medical Billing and Coding	100	$100	$2,750	$2,000	N/A	$40,000	$44,850
OA Professional Business Systems	100	$100	$2,750	$2,000	N/A	$40,000	$44,850
OA Web Design	100	$100	$2,750	$2,000	N/A	$40,000	$44,850
AS Audio Video Production	100	$100	$5,000	$2,000	N/A	$40,000	$47,100
AS Business Administration	100	$100	$2,750	$2,000	N/A	$40,000	$44,850
AS Information Technologies and Network Systems	100	$100	$2,750	$2,000	N/A	$40,000	$44,850
AS Visual Design and Multimedia	100	$100	$2,750	$2,000	N/A	$40,000	$44,850
AS Web Design	100	$100	$2,750	$2,000	N/A	$40,000	$44,850
BS Audio Production	190	$100	$5,000	$3,800	$5,500	$76,000	$90,400
BS Business Systems Management	190	$100	$2,750	$3,800	$750	$76,000	$83,400
BS Digital Arts and Computer Animation	190	$100	$2,750	$3,800	$750	$76,000	$83,400
BS Information Technology Systems Management	190	$100	$2,750	$3,800	$750	$76,000	$83,400
BS Web Design and Development	190	$100	$2,750	$3,800	$750	$76,000	$83,400

**"Total Program Costs" represents the total charges to be paid to the College for the educational program. The total program tuition listed above is for first-time students, with no credit transfer.*

- Technology Package includes school-issued Laptop, Software, and E-textbook Subscription. This fee is non-refundable after the cancellation period.
- Program Fees charged at $100 per course (fee covers Academic, Technology and Library Resources)
  ***Refundable Fee; all other fees are non-refundable.*
- Continuing Enrollment (CE) Fees are charged after 100 credits are attempted in order to cover additional software and e-textbook subscriptions for students enrolled in a Bachelor program.

General Fees

Official Transcript Request Fee.....$10 per transcript
Returned Check Charge.....$30

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

Other Charges

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

Cost of Attendance

Laurus College does not provide or offer student housing. To assist in planning the entire cost of attendance, the estimate for room and board and transportation is $1,242 per month for students living at home and $2,387 for students living independently.

Payment Schedule

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

Refunds Cancellation and Refund Policies

If Laurus College has substantially failed to furnish the training program agreed upon in the enrollment agreement, Laurus College shall refund to a student all the money the student has paid. Laurus College, in the case where a program is materially changed or cancelled, will give the student a fair chance to complete the program in which the student is enrolled or offer them another program with a demonstrated possibility of placement equal to or higher than the possibility of placement of the program they are enrolled in.

STUDENT'S RIGHT TO CANCEL

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

2. If a student wishes to cancel his or her enrollment, the cancellation request must be made in writingand sent directly to the President or the Registrar of the College. The notice of cancellation is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. Written notice of cancellation may be sent to the College at: LAURUS COLLEGE, 421 East Betteravia Rd., Suite 100, Santa Maria, CA 93454, by mail or by hand delivery. If notice of cancellation is sentby mail, it is effective when deposited in the mail properly addressed with proper postage. Refunds will be issued by check and mailed to the students address on file within 15 days of notification of cancellation.

Written notice of cancellation may also be sent to the College via email: registrar@lauruscollege.edu.If notice of cancellation is sent by e-mail, it is effective when sent. However, **the student must confirm that the email was received by the College for the cancellation notice to be valid**. Students submitting a written notice of cancellation via email should request a 'read receipt' from theCollege. If the student does not receive an email confirmation from the Registrar within 24 hours ofsubmitting, the student should call the Registrar at 805.267.1690.

3. If a student cancels his or her enrollment before the start of the training program, Laurus College shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or $100, whichever is less.

WITHDRAWAL FROM THE PROGRAM

If a student withdraws or is expelled by Laurus College after the start of the training program and before the completion of more than 60 percent of the program, Laurus College shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or $100, whichever is less.

If a student withdraws or is expelled by Laurus College after completion of more than 60 percent of the training program, Laurus College is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

If a refund is owed, Laurus College shall pay the refund to the person or entity who paid the tuition within15 calendar days after the:

(a) Date of cancellation by a student of his or her enrollment;
(b) Date of termination by Laurus College of the enrollment of a student;
(c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
(d) Last day of attendance of a student,

whichever is applicable.

Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by Laurus College to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds requiredby this subsection on a case-by-case basis.

For the purposes of this section:

(a) The period of a student's attendance must be measured from the first day of instruction as set forth inthe enrollment agreement through the student's last day of actual attendance, regardless of absences.
(b) The period of time for a training program is the period set forth in the enrollment agreement.
(c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and doesnot include books, educational supplies or equipment that is listed separately from the tuition and fees.

Students who qualified for a discount will have their refunds calculated with the discount considered. If

the student received Title IV Funds, the Return to Title IV Funds calculation, as described below, is performed first to determine the amount in Title IV funds the student is entitled to receive/retain.

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

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

Refund example: A student enrolls in a Degree Program, and is charged $4,000 in tuition and $200 in program fees for the 10 credits, over 10 weeks enrolled. The student pays the full $4,000 in tuition and $200 in program fees = $4,200. The payment period is 10 weeks in length, representing 68 days. If a student stops attending at the end of the 4th week, or after 26 days, the % of time elapsed in the payment period is 26/68, or 38%. The amount of tuition the College would refund is $2,480 ($4,000 x 62%) and the amount of program fees the College would refund is $124 ($200 x 62%), less a registration or administration fee not to exceed $100.00, and less the Technology Package fee which isnon-refundable since the student retains all of the equipment, software and subscriptions included withthe Package.

If the student withdraws after their initial 100 credits attempted in a Bachelor's program, the Continuing Education fee is also non-refundable since the student retains all of the software andsubscriptions included with the fee.

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

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sentto the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured theloan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amountof the benefits received, and any remaining amount shall be paid to the student. Refunds will be issued by check and mailed to the student's address on file within 15 days of notification or determination of astudent's withdrawal.

Transcripts and Official School Records

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

Laurus College Return to Title IV Funds Policy

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that studentwithdraws

on or before the 60% point in time in the payment period. If a student does not begin training, the R2T4 formula does not apply.

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

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

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

If a student receives less Title IV funds than the amount earned, Laurus College will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is a post withdrawal disbursement. Post withdrawal disbursements will be made from Pell grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell grant post withdrawal disbursement will be credited to the student's account. Any Pell grant fundsin excess of current educational costs will be offered to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and the school must receive the student's permission before crediting their account.

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

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

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

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

Laurus College operates in accordance with Nevada Revised Statute (NRS 394.553). These provisions, listed below, provide important information to students regarding the existence and purposeof the Account for Student Indemnification.

Account for Student Indemnification

1. The Account for Student Indemnification is hereby created in the State General Fund. The existence of the Account does not create a right in any person to receive money from the Account. The Administrator shall administer the Account in accordance with regulations adopted by the Commission.

2. Except as otherwise limited by subsection 3, the money in the Account may be used to indemnify any student or enrollee who has suffered damage as a result of:
   (a) The discontinuance of operation of a postsecondary educational institution licensed in thisstate; or
   (b) The violation by such an institution of any provision of NRS 394.383 to 394.560, inclusive,or the regulations adopted pursuant thereto.

3. If a student or enrollee is entitled to indemnification from a surety bond pursuant to NRS 394.480, the bond must be used to indemnify the student or enrollee before any money in theAccount may be used for indemnification.

4. In addition to the expenditures made for indemnification pursuant to subsection 2, the Administrator may use the money in the Account to pay extraordinary expenses incurred to investigate claims for indemnification or resulting from the discontinuance of the operation of apostsecondary educational institution licensed in this state. Money expended pursuant to this subsection must not exceed, for each institution for which indemnification is made, 15 percent of the total amount expended for indemnification pursuant to subsection 2 or $10,000, whichever is less.
5. No expenditure may be made from the Account if the expenditure would cause the balance inthe Account to fall below $10,000.

6. Interest and income earned on the money in the Account, after deducting any applicable charges, must be credited to the Account.

7. The money in the Account does not lapse to the State General Fund at the end of any fiscalyear.

XI) Financial Assistance

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

Federal Student Financial Aid

Laurus College is approved to offer federal financial aid to those students enrolled in eligible programs and for those who qualify for the federal programs. Laurus College is an eligible institution to offer Federal Subsidized and Unsubsidized Direct Loans, Federal Parent Plus Loans,Federal PELL Grants, FSEOG, and Federal Work Study to students enrolled in programs eligible for these programs. Students obtaining a

federal loan for financial assistance will be obligated to repay any amount of money received from the loan, as well as all interest incurred during the loanperiod; students receiving federal grant assistance may not be required to repay the amounts received as part of the grant. Repayment of the grant is dependent on whether or not the student graduates. Graduates are not required to repay grants; students who withdraw from school prior tograduation may be required to repay a portion of the grant. Interested students should contact a financial aid advisor at the college (805-267-1690) for assistance with the application process for these aid programs. Please see the Laurus College website at lauruscollege.edu for further consumer information about federal financial aid programs.

Loans

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

PELL

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

Verification

Upon receipt of an ISIR returned with a verification or c-code flag, the student will be contacted and informed of the necessary requirements/information to resolve and correct the issue based on their verification group code. Student's will be given deadlines to return the paper work, but may not attend more than 2 terms with incomplete or missing paper work. At the conclusion of the 2nd term, the student will receive the final notification that their enrollment will be terminated based on failure to submit required information. The individual verification items that an applicant mustverify are based on the Verification Tracking Group to which the applicant is listed.

FSEOG

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

Federal Work Study (FWS)

The positions available for FWS will be peer mentor, student services administrator, and reading/math tutor. The number of jobs available at each position will be capped by the amount of FWS funds available during the academic year and the need for jobs at each position as determinedby the college management team.

Any student who is not on SAP and has completed a FAFSA for the academic year may apply for any position. Students must be qualified to perform the duties of the position for which they are applying. If more qualified students apply than there are positions available, priority will be given those students who have completed the greatest percentage of theirprograms. To apply, students contact their instructor to arrange an interview. For internal positions, students will complete an employee application and associated employee paperwork.For reading/math tutor positions, students will complete the application required at the participating facility.

For purposes of Title IV HEA programs, the institution's definition of a quarter credit is described in the 'Academic Information' section of this catalog.

Grants & Scholarships

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

Please see the Catalog Addendum for information on scholarships that might be available in specific geographic areas within the state.

XII) Student Records

Laurus College maintains two (2) sets of student files, academic and financial. Academic files are maintained in a locked, fire-resistant file cabinet on site at the administrative office, with the keys held by the Registrar and the President. The student financial files are maintained in a locked filecabinet also on site at the administrative office. All faculty files are maintained in a locked cabinetin the office of the Human Resource Director.

Laurus College destroys those files that have aged beyond the retention requirements of the State of Nevada. Laurus College retains the capability to generate a transcript on a student's academicactivity indefinitely.

All student records at Laurus College are kept private in accordance with the Family EducationalRights and Privacy Act of 1974 (FERPA). Written consent must be provided by the student for release of records to outside parties, except for those agencies authorized by law.

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

XIII) Student Services

Job Placement Assistance

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

Housing

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

Library and Learning Resources

Laurus College provides a wide variety of online research materials to support the academic needs of the Laurus community. The library collection includes selected databases of books, journals and articles, videos, e-books, dissertations, theses, dictionaries, encyclopedias, handbooks, and other resources to assist students with coursework. Laurus College also subscribes to the electronic reference database system ProQuest. The ProQuest Research Library portfolio includes more than 90,000 sources – over 450,000 e-books - from 1971 forward. It features a highly respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers.

Laurus College have extensive online resources available 24/7 through the MyLaurus student portal https://mylaurus.lauruscollege.edu/. We are committed to providing our students with resources and services that are essential for their academic needs, regardless of distance or location. Electronic databases are available for student access at any Laurus College computer station, and can be accessed by students offsite through the Laurus College website at www.lauruscollege.edu and the MyLaurus student portal https://mylaurus.lauruscollege.edu/. Instructors have been trained to assist students with the use of this online resource to fulfill their research needs outside of the normal Librarian hours.

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

- The Enterprise Public Library is located at 25 E Shelbourne Ave, Las Vegas, NV 89123
- Paseo Verde Public Library is located at 280 S Green Valley Pkwy, Henderson, NV 89012.

Students should contact the public Library nearest them for information on hours of operation.

Student Orientation

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

Student Handbook

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

Student Study Groups

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

Academic Advising and Tutorial Services
Laurus College provides academic counseling and tutorial services through the Peer Mentor Program. Students may also seek extra assistance with college instructors in addition to scheduled class meeting times if extra academic assistance is needed. All in-residence locations are open and available for student access on Fridays, during which time students may make arrangements with their instructors for additional academic or tutorial assistance. Laurus College administration will schedule students in appropriate courses to complete his or her program of study.

Personal Counseling
Laurus College aims to help students succeed in their chosen program. If additional personal assistance is needed, students can speak with the Student Services Director or the President toobtain referrals to information on other sources who may be able to assist. Laurus College doesnot offer professional counseling.

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

Vaccination Policy
Vaccinations are not provided nor required.

Changes to Students Contact Information
Students are encouraged to call or email the Registrar regarding any changes in the studentscontact information.

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

Success Ambassadors
Success Ambassadors assist their fellow students on-site at the College's in-residence locations, and complete duties such as social media promotion, club involvement, coffee station services, and computer workstation check. Qualifications include a good academic standing, possess a positive and energetic attitude, and have strong verbal and written communications skills. Contact studentservices@lauruscollege.edu for more information.

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

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

Adjunct Faculty: Adjunct faculty members teach one to two (2) courses during the term,advise students

on course-related topics and participate in faculty development activities.

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

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

XV) Academic Freedom

Academic freedom is practiced at Laurus College to promote the common good, not any individual teacher's interest or the interest of the college. Academic freedom in teaching isnecessary for the protection of rights of the teachers to teach and of the students to learn.

Academic freedom is the freedom for all to discuss relevant matters in the classroom, toexplore avenues of scholarship, to have opportunities to research and to have creative expression as explained below:

(1) Instructors are entitled to full freedom in research and in publication of results, subject to adequate performance of their other academic duties.
(2) Instructors are entitled to freedom in the classroom to discuss subject matter, but they should be careful not to introduce into their teaching any controversial matter, which has no relation to the subject. Instructors are responsible for faithfully presenting course content that meets the requirements and learning objectives of approved syllabi.
(3) Students have academic freedom to address topics to be learned without bias or constraint. They have the freedom to express their views on subject matters in the classroom; however, rules of common courtesy and the rights of all students to express their views should be respected as classroom discussions touch on topics where there are varying opinions.

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

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

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

XVI) Corporate Staff

Mr. Jeffrey Redmond
President

Carla Smith
Director of Financial Aid

Cecilia Mortela
VP Residential Operations

Melanie Bryant
Education Director

Susana Guerrero
VP Student Programs

Dr. Karen Edwards Director of Workforce & Economic Development

Leo Craven
Registrar

XVII) Student Policies

Conduct

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

Academic Integrity

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

Policy Concerning Copyright Restrictions

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

Proctoring of Final Assessments

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

Drug-Free Environment

Laurus College prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on the property and at any school sponsored activity. Any violation of these policieswill result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for the first offense. Violations of the law may also be referred to the appropriate law enforcement authorities. If assistance is neededfor drug abuse, the student should see a member of the administrative staff at Laurus College for referral assistance to local counseling centers. Students may also seek local treatment and assistance from the Las Vegas Recovery Center by Landmark Recovery located at 3371 N. Buffalo Drive in Las Vegas, NV 89129, telephone number (702) 410-6234; or from Vogue Recovery Center located at 4011 McLeod Drive in Las Vegas, NV 89121, telephone number (866) 458-5010; or Vance Johnson Recovery Center located at 2651 Westwood Drive in Las Vegas, NV 89109, telephone number (702) 780-6832.

Weapons Free Environment

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

Grievance Policy

Laurus College's student grievance policy addresses issues concerning any aspect of his or her enrollment, attendance, education services, or other services offered by the school. The most common items that students express having issues with are: Technology, Grading, Staff and Faculty Communication, Program Content, Financial Aid.

Laurus College believes that first and foremost, most challenges can be resolved through cooperation among students, faculty, and staff. The following are steps recommended to resolve grievances at Laurus College:

Step 1: If possible and the student feels comfortable doing so, the student is encouraged to resolve the problem informally with the faculty or staff member involved.

Step 2: If Step 1 does not resolve the problem or it is not an option, the student is encouraged to communicate informally with the faculty or staff member's supervisor. The supervisor, in cooperation with student services staff, will then attempt to resolve the student's concern.

Step 3: If Step 2 does not lead to a resolution, the student should submit a written letter to the Director of Education, explaining the situation and include any supporting documentation, where applicable and appropriate. Barring extenuating circumstances necessitating an extension, this letter must be submitted within 30 days of the incident necessitating the grievance. If appropriate, the letter should explain the reasons for extending the submission period. The Director of Education is tasked with the documentation of the complaint from the student, as well as collecting documentation from those faculty, staff, and administrators who were involved with attempting to resolve the complaint.

The student has the right to forego the first two steps of this process and submit a letter of grievance directly to the Director of Education:

Melanie Bryant, Director of Education
Email: melanie.bryant@lauruscollege.edu
Phone: (805) 719-6509

Step 4: After reviewing the grievance, the Director of Education shall attempt to resolve the situation directly to the mutual satisfaction of all parties and render a decision in writing no later than 30 days after the letter is submitted.

Step 5: The student may appeal, in writing, any decision of the Director of Education to the President of the College. An appeal may also be made to the President in cases of probation, suspension, expulsion, and/or other disciplinary action. The President's decision shall be provided, in writing, within 30 days of the appeal being submitted and shall be final.

Every effort will be made by the College administration to resolve the student's grievance in a timely fashion. The maximum amount of time allowed for resolution is 90 days. Laurus College reserves the right to extend the period for resolution under certain limited circumstances. If the College does chose to extend the response period, the College will inform the student as soon as possible.

If the complaint is still not resolved to the satisfaction of the student, he or she may direct their complaint to:

Nevada Commission on Postsecondary Education
1860 East Sahara Avenue, Las Vegas, NV 89104
http://cpe.nv.gov/
Telephone 702.486.7330 or fax 702.486-7340

It is recommended, but not mandatory, that students bring all complaints first to the attention of the institution. In most cases this will resolve the complaint faster and will result in satisfactory results. Students may also notify the Distance Education Accrediting Commission of any unresolved grievances with the college. Complaints should be submitted to:

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

A student or any member of the public may contact the College's President with questions regarding the institution's student grievance policy:

Jeffrey T. Redmond, President
Email: jeff.redmond@lauruscollege.edu
Phone: (805) 267-1677

Sexual Harassment Policy

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

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

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

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

Harassment Grievance Procedures

Laurus College takes student safety very seriously; anyone who witnesses or experiences inappropriate and harassing behavior of a sexual nature is asked to report such behavior immediately to Human Resources, the President, or the classroom teacher. Whether it is a harassed student or a third party who files a complaint under the school's grievance procedures,Laurus College will promptly investigate to determine what occurred and then take immediate and appropriate steps to resolve the situation. The school will make every effort to complete the investigation within 30 to 60 days upon being notified of an alleged incident. Written notice of the outcome of the investigation will be provided to both the alleged perpetrator and the complainant within 10 days of determination of fact. The school will perform its own investigation and take immediate action to eliminate the harassment, prevent its recurrence, andaddress its effects, in addition to any investigation performed by law enforcement officials.
Once an incident is reported, a school investigative panel will be assembled to gather information, interview all parties involved in an objective and nonpartisan manner, and come toa prompt and equitable determination of fact. In all cases, the school's inquiry will be prompt, thorough, and impartial; both parties will have the opportunity to present witnesses and other evidence, and will be afforded similar and timely access to any information that will be used at the hearing. In cases involving potential criminal conduct, school personnel, consistent with State and local law, will notify appropriate law enforcement officials or other appropriate authorities. Once the school's investigation is complete, all involved parties will be notified in writing as to the outcome of the complaint. As much due care and confidentiality will be maintained throughout the process as is reasonable and possible while still being able to conduct the investigation and come to findings of fact. Please note that while voluntary informal mechanisms (such as mediation) may be used for resolving some types of sexual harassment complaints, mediation is not appropriate, even on a voluntary basis, and will not be used in cases involving allegations of sexual assault.

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

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

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

Privacy Policy

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

Sites Covered by this Policy

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

Collection of Information

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

Use of Information

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

Privacy of Children

Laurus College encourages parents and guardians to be aware of and participate in their children's online

activities. We strictly adhere to the Children's Online Privacy Protection Actand will not knowingly collect, use or disclose Personal Information from any child under theage of 13 in any manner that violates this law.

Your Opportunity to Opt-out of Email Advertising

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

Cookies

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

Links

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

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

Security

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

Phishing Scams

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

Changes to the Policy

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

information as described in this Policy.

Contacting Laurus College or Modifying Your Personal Information

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

XVIII) Contact Information

Primary Mailing Address:
421 East Betteravia Road, Suite 100
Santa Maria, CA 93454

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

XIX) Holidays*

Laurus College recognizes the following holidays, during which classes are not held and the College's in-residence locations and administrative facilities may be closed for business:

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

*Note: Classes not held due to a holiday will be scheduled as a make-up session to ensure required class hours are met for each course. Students will be informed of the additional class meeting by their instructor.
**Laurus College observes Constitution Day annually on September 17; however, classes will still be held if this observance falls on a normal class meeting day.

2024 Academic Calendar

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

Winter I 2024

First Day of Class:
(Tuesday) January 2, 2024
New Year's Day Observance
January 1, 2024
Martin Luther King Day Observance
(No Classes):
January 15, 2024
Last Day of Class:
February 2, 2024

Winter II 2024

First Day of Class:
February 5, 2024
Last Day of Class:
March 8, 2024

Spring I 2024

First Day of Class:
March 11, 2024
Last Day of Class:
April 12, 2024

Spring II 2024

First Day of Class:
April 15, 2024
Last Day of Class:
May 17, 2024

Spring III 2024

First Day of Class:
May 20, 2024
Memorial Day Observance
(No Classes):
May 27, 2024
Juneteenth Holiday
(No Classes):
June 19, 2024
Last Day of Class:
June 21, 2024

Summer I 2024

First Day of Class:
July 1, 2024
Independence Day Observance
(No Classes):
July 4, 2024
Last Day of Class:
August 2, 2024

Summer II 2024

First Day of Class:
August 5, 2024
Labor Day
(No Classes):
September 2, 2024
Last Day of Class:
September 6, 2024

Fall I 2024

First Day of Class:
September 9, 2024
Last Day of Class:
October 11, 2024

Fall II 2024

First Day of Class:
October 14, 2024
Veteran's Day Observance
(No Classes)
November 11, 2024
Last Day of Class:
November 15, 2024

Fall III 2024

First Day of Class:
November 18, 2024
Thanksgiving Holiday
(No Classes):
November 28-29, 2024
Last Day of Class:
December 20, 2024
Christmas Holiday
(No Classes):
December 24 and December 25, 2024

Laurus College Addendum

Faculty Listing

AUDIO VIDEO PRODUCTION DEPARTMENT

Tate, Brittany (Department Director)

Education:

- M.S., Public Relations, Pepperdine University, Malibu, CA
- B.A., Media Production, Pepperdine University, Malibu, CA

Summary:

Ms. Tate is a highly attentive, creative professional with 11 years of experience and a proven track record in extraordinary achievements. After earning a bachelor's degree at Pepperdine University in Media Production, she earned a master's in Mass Communication from the University of Arkansas at Little Rock, with a concentration in Public Relations. She currently attends Pepperdine University Graduate School of Education & Psychology, where she is earning her doctorate in Educational Learning Technologies. Her professional clients include Fox Entertainment Group, Warner Brothers Productions, and the Arkansas Sheriffs' Association. Ms. Tate's teaching philosophy is rooted in the principles of a growth mindset, where students are encouraged to redefine failure and are rewarded for an active learning process.

Office Location: Remote
Email: brittany.tate@lauruscollege.edu

Grote, Erin

Education:

- Bachelor of Fine Arts in Sound for Cinema, Columbia College Chicago, Chicago, IL

Summary:

Ms. Grote is a post-production sound editor living in San Francisco, CA. She received her BFA in Sound for Cinema from Columbia College Chicago and immediately moved to California to pursue a career in the film industry. She has worked on a variety of projects for Disney, Marvel, Netflix, Warner Brothers and Lucasfilm. She is currently working at Skywalker Sound as an editor.

Ms. Grote understands that the entertainment industry is daunting and intimidating for those just starting out. She is passionate about teaching the art of sound to others, and making sure students feel confident and well equipped for this ever-changing industry.

Office Location: Remote
Email: erin.grote@lauruscollege.edu

Martin, Carter

Education:

- Master of Fine Arts in Film & Video, Columbia College, Chicago, IL
- Bachelor of Arts in Radio & Television, Purdue University Calumet, Hammond, IN
- Bachelor of Arts in English Literature, Indiana University Northwest, Gary, IN
- Associate of Arts in Music, Indiana University Northwest, Gary, IN

Summary:

Mr. Martin is a business owner, an educator, and an independent filmmaker. Mr. Martin has been a member of the adjunct faculty for Columbia College Chicago's Film Department since 1992. He served as the Assistant Academic Director for the Illinois Institute of Art where he developed curriculum for Digital Media Production. He has freelanced in videography, film and video editing, sound design and music composition. Mr. Martin recently relocated with his family to Las Vegas December 2018. He's currently teaching at UNLV in the Film Department and the Educational Psychology & Higher Education. He develops online courses for Rasmussen College as a SME (Subject Matter Expert) and has been adjunct faculty for five years.

Office Location: Remote
Email: carter.martin@lauruscollege.edu

Richter, Jacob

Education:

- Master of Music in MusicTechnology, Southern Utah University, Cedar City, UT
- Bachelor of Music in Commercial Music Production, University of Cincinnati, Cincinnati, OH
- Bachelor of Fine Arts in Electronic Media, University of Cincinnati, Cincinnati, OH
- Minor of Business in Entreprenuership, University of Cincinnati, Cincinnati, OH

Summary:
With a lifelong passion for technology and art, Jacob Richter has been very fortunate to build a career that combines his love for creativity with his own technical skills. He has been able to build a very diverse background throughout his career. He has mixed Front of House and Monitors for high level artists and concerts, and has recorded, produced, and mixed artist in the studio. He has captured and edited videos for churches and fortune 500 companies. He is currently working as a production manager, hiring and directing AV Crews for small- and large-scale events in Cincinnati. He also owns two companies. One provides AV Production for events, and the other offers Music Post-Production services. All these roles have allowed him to refine his skills and continue to develop his expertise.

Jacob began teaching at the college level in January of 2020 at the University of Cincinnati. His teaching philosophy is rooted in helping students succeed after graduation. He's committed to creating an environment that connects with students and encourages curiosity, creativity, and collaboration. He wants to give students the opportunity to take ownership of their own learning journey, and eventually their own career within the AV Industry.

Office Location: Remote
Email: jacob.richter@lauruscollege.edu

Sepulveda, Monica

Education:

- Bachelor of Art in Criminal Justice, University of Massachusetts, Boston, MA
- Master of Criminal Justice, Boston University, Boston, MA
- Technical Degree in Digital Video Production, Pinellas Technical College, St. Petersburg, FL

Summary:
Ms. Sepulveda is a video engineer for musicians with a specialization in concert production & videography. She has done video production touring since late 2016 for many artists. She describes educating the next generation as the best way to give back and give her expertise to anyone considering a future career in this industry. Ms. Sepulveda's philosophy is to simply pay it forward because no one gets ahead in life without an assist. She received a Bachelor's in Criminal Justice – Sociology from UMass Boston & Master's in Criminal Justice from Boston University. She received her technical degree in Digital Video Production from Pinellas Technical College. Ms. Sepulveda is a Coast Guard Veteran & was Honorably Discharged.

Office Location: Remote
Email: monica.sepulveda@lauruscollege.edu

BUSINESS SYSTEMS DEPARTMENT

Bates, Jesse (Interim Department Director)

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

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

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

Office Location: Atascadero
Email: jesse.bates@lauruscollege.edu

Bagay, Dennis

Education:
- M.B.A., Washington State Univ, Pullman, WA
- B.S., Business Administration, University of Las Vegas, NV
- A.A., Public Administration; College of Southern Nevada, NV, Associate of Arts

Certifications:
- Certificate in Hospitality and Tourism, Washington State University (2019).

Summary:
Dennis Bagay is an experienced operations manager with a demonstrated history of working in the hospitality and casino industries. He earned his Bachelor of Science in Public Administration from the University of Nevada, Las Vegas (2016). He holds a master's in business administration and Graduate Certificate in Hospitality and Tourism from Washington State University (2019). Before teaching at Laurus College, he has held several leadership roles in retail, finance, and operations. He was also a Congressional Intern for a U.S. Senator (Nevada). Dennis considers himself a lifelong student, and when he is not working, he likes to practice Brazilian Jiu-Jitsu. He is excited to be a part of the Laurus College team, and looks forward to providing a comfortable, encouraging learning environment for all students in order that they may achieve their highest potential.

Office Location: Remote
Email:dennis.bagay@lauruscollege.edu

Bryant, Melanie

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

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

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

Office Location: Remote
Email: melanie.bryant@lauruscollege.edu

Edwards, Karen, Ph.D.

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

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

Office Location: San Luis Obispo
Email: karen.edwards@lauruscollege.edu

Graham, Issy

Education:
- M.B.A., Business Administration; American InterContinental University
- B.A., Fine Arts; The Illinois Institute of Arts

Summary:
Issy Graham brings over 20 years' industry experience in marketing, management, design, branding and consumer behavior. Over the past 12 years, she has been an instructor in higher education, teaching a diverse population of adult learners in business and design curriculum. Issy holds a Bachelor of Fine Arts degree from The Art Institute of Chicago and a Master's degree in Business Administration with a major in Marketing from American InterContinental University. Issy infuses lectures with a variety of learning behaviors to focus on individual growth in communications, analysis, and critical thinking skills, to prepare students for career development and advancement. "I pride myself on making lasting connections with all my students."

Office Location: Las Vegas
Email: issy.graham@lauruscollege.edu

Henderson, Traci

Education:
- E.M.B.A., Business Administration, Troy University, Troy, AL
- B.S., Chemical Engineer, Tuskagee University, Tuskagee, AL

Summary:
Ms. Henderson is an accomplished educator, business owner, and professional with a proven record of success. After earning a bachelor's degree at Tuskegee University in Chemical Engineering, she earned an Executive MBA with a concentration in Information Systems Management from Troy University.
With several years of experience, Ms. Henderson can add value by utilizing her strengths in project management, organization skills, and training to bring about organizational success. Student success is her primary focus of education. Her teaching style

embodies the role of mentor and facilitator for student success. She models an enthusiastic approach to learning, endeavoring to create a lesson that impacts information in a way that students will successfully grasp.

Office Location: Remote
Email: traci.henderson@lauruscollege.edu

Katzman, Jon

Education:
- M.B.A., Management-Executive MBA, University of California, Los Angeles, CA
- B.A., History, UC Berkeley, Berkeley, CA

Summary:
Jon is a seasoned producer & manager for television, film, and the streaming services. He produced the award-winning film *Redemption* starring Jamie Foxx, the iconic *The Man in the Mirror: The Michael Jackson Story*, and a series for Discovery starring Matt LeBlanc called *The 5 Coolest Things* (shot at Matt's ranch near the campus in Santa Maria). He has also produced independent feature films including *Biodome* starring Pauley Shore and *You're Killing Me* starring Julie Bowen. He is currently producing a movie for Hallmark tentatively titled "Haute Couture".
Jon started at NBC, moved Warner Brothers, and then became a TV "intrapreneur" at Regency TV (a joint venture between News Corp. and Regency Enterprises). Jon has helped develop or worked on shows such as *Saved by the Bell, The Fresh Prince of Bel-Air, Friends, ER, Full House, Roswell and Malcolm in the Middle.*

Leyland, Constance, DBA

Education:
- D.B.A., Business Administration / Dissertation: The Values, Leadership and Culture of Executive Women in the Philippines and the United States, Agrosy University, San Diego, CA
- M.B.A., Business Administration; University of Phoenix, Arizona, CA
- B.A., Major in Communication, Minor in Business, California State University of San Marcos, CA

Summary:
Dr. Constance "C.J" Leyland has been working in Management, Sales, Insurance, Banking, Staffing, and Education for over 20 years. As a dynamic researcher, mentor, and result-oriented business professional, she consistently achieves high regard in leadership, communication, management, organizational behavior, mentorship, customer service, and business acumen skills. Dr. CJ is a champion for change and mentorship. She is currently a mentor for three different organizations helping students realize their potential.

Dr. Leyland is currently pursuing an M.S. degree in Information Technology with a concentration in Cyber Security. She believes in paying it forward and makes it her mission to put personal and social responsibility to help others who want to better themselves through academics or a career change. She is an International Published author and a podcast host for Level Up: Higher Education Edition.

Office Location: Remote
Email: constance.leyland@lauruscollege.edu

Lloyd, Sylvia

Education:
- M.B.A., Business Administration; Indiana Wesleyan University, Marion, IN
- B.S., Public Health Administration; Indiana University, Bloomington, IN

Summary:
Ms. Lloyd is passionate about education and enjoys sharing her knowledge and experience with students of all ages and backgrounds about the business industry. Ms. Lloyd has taught at an online university for three years. She has earned her Bachelor of Science in Public Health from Indiana University and her MBA from Indiana Wesleyan University. She is currently working on her Doctorate in Business Administration with a concentration in leadership. Ms. Lloyd has over 20 years of experience and expertise in business administration and leadership.

She believes that everyone should be afforded the same opportunities to obtain an education. Her specialty is coaching, mentoring, and providing students with all the tools and resources they need to be successful.

Office Location: Chula Vista
Email: sylvia.lloyd@lauruscollege.edu

MacNair, Kasey

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

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

Office Location: Remote
Email: kasey.macnair@lauruscollege.edu

Manibusan, Laurie

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

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

Office Location: Remote
Email: laurie.manibusan@lauruscollege.edu

Miller, Shanna

Education:
- Ed.D., Adult Education, Capella University; Minneapolis, MN
- M.B.A, Business Administration; Capella University; Minneapolis, MN
- B.A., Psychology; Buena Vista University; Storm Lale, IA
- A.A.; Southeastern Community College; Keokuk, IA

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

Office Location: San Luis Obispo
Email: shanna.miller@lauruscollege.edu

Munkres, Nancy

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

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

Office Location: Remote
Email: nancy.munkres@lauruscollege.edu

Stangeland, Lyn

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

Certifications:
- TESOL & TOEFL Certificates
- CECU Certified Higher Education Professional

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

Office Location: Remote
Email: lyn.stangeland@lauruscollege.edu

Tate, Brittany

Education:
- M.S., Public Relations, Pepperdine University, Malibu, CA
- B.A., Media Production, Pepperdine University, Malibu, CA

Summary:
Ms. Tate is a highly attentive, creative professional with 11 years of experience and a proven track record in extraordinary achievements. After earning a bachelor's degree at Pepperdine University in Media Production, she earned a master's in Mass Communication from the University of Arkansas at Little Rock, with a concentration in Public Relations.

She currently attends Pepperdine University Graduate School of Education & Psychology, where she is earning her doctorate in Educational Learning Technologies. Her professional clients include Fox Entertainment Group, Warner Brothers Productions, and the Arkansas Sheriffs' Association. Ms. Tate's teaching philosophy is rooted in the principles of a growth mindset, where students are encouraged to redefine failure and are rewarded for an active learning process.

Office Location: Remote
Email: brittany.tate@lauruscollege.edu

DIGITAL ARTS AND COMPUTER ANIMATION DEPARTMENT

Koehler, Christopher (Department Director)

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

Certifications:
- CG Autodesk Maya Certified User

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

Office Location: San Luis Obispo
Email: christopher.koehler@lauruscollege.edu

Garcia, Conrad

Education:
- M.S. Game Design, Lindenwood University, St. Charles, MO
- B.S., Game Art and Design; Art Institute; Santa Monica, CA

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

Office Location: Remote
Email: conrad.garcia@lauruscolle.edu

Williams, Paul Al

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

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

Office Location: Remote
Email: al.williams@lauruscollege.edu

INFORMATION TECHNOLOGIES AND NETWORK SYSTEMS DEPARTMENT

Courter, Michael (Department Director)

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

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

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

Office Location: Remote
Email: michael.courter@lauruscollege.edu

Butler, Laurence

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

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

Summary:
Mr. Butler has over 29 years' experience in Business and Information Technology and has worked in many different aspects of the Business and Information Technology Fields. Mr. Butler currently works in Information Technology Application Development and I.T. Project Management.

Office Location: Remote
Email: laurence.butler@lauruscollege.edu

Chalmers, Shamikka

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

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

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

Office Location: Remote
Email: shamikka.chalmers@lauruscollege.edu

Hicks, William

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

Office Location: Remote
Email: william.hicks@lauruscollege.edu

Jones, Tedi

Education:
- M.B.A., IT Management; Western Governors University Washington, Kent, WA
- B.A., Sociology; Ashford University, San Diego, CA
- Certificate, Computer Networking; Laurus College, CA
- Certificate, Professional Business Support; Laurus College, CA
- Certificate, Information Technology and Service Professional; Laurus College, CA

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

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

Office Location: Remote
Email: tedi.jones@lauruscollege.edu

Marshall, Steven

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

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

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

Office Location: Remote
Email: steven.marshall@lauruscollege.edu

Morrill, Dan, Ph.D

Education:
- Ph.D, Cybersecurity; NorthCentral University, San Deigo, CA
- M.S., Electronic Commerce, University of Maryland Global Campus, Adelhi, MD
- B.S., Information Systems Management, University of Maryland Global Campus, Adelhi, MD

Certifications:
- AZ-900, Microsoft
- Google AI LLM/GAI
- Blockchain Expert
- Blockchain Security
- AWS Academy Instructor
- AWS Machine Learning
- AWS Big Data
- AWS Cloud Practitioner Certified Instructor
- AWS Cloud Practitioner
- Associate ISC2 CCSP
- Network + and Cloud + CompTIA
- Security +

Summary:
Dr. Dan Morrill teaches at several universities and certificate-based boot camps. As a professor of online learning since 2007, Dan has supported a diverse student population to succeed in an online environment. This includes the use of online systems to develop comprehensive study guides, education standards, and process learning. In addition to his focus on student outcomes, Dan has over 20 years of experience in cyber security and information technology. He has written multiple books on cloud computing, e-commerce, security, and SEO. In addition to supporting startups, he is a passionate supporter of startup culture as well and has his own education company blending AI and information security into course content. He obtained a BS in Information Systems Management, an MS in E-commerce, and a Ph.D. in Cyber Security. He has certificates in cloud computing (AWS, Azure, Google and Alibaba), security, blockchain and others.

Office Location: Remote
Email: dan.morrill@lauruscollege.edu

Sangwanphanit, Songpol

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

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

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

Office Location: Oxnard
Email: songpols@lauruscollege.edu

MEDICAL BILLING AND CODING DEPARTMENT

Sandoval, Rebecca (Department Director)

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

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

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

Office Location: Oxnard
Email: rebecca.sandoval@lauruscollege.edu

Gray, Erica

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

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

Office Location: Remote
Email: erica.gray@lauruscollege.edu

Munoz, Sheryl

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

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

Office Location: Oxnard
Email: sheryl.munoz@lauruscollege.edu

Hawkins, Amy

Education:
- B.S., Health Management; University of Phoenix, Online
- Certificate, Medical Secretary Certificate; Madera Adult School, CA

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

Office Location: Remote
Email: amy.hawkins@lauruscollege.edu

Sanchez, Charla

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

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

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

Office Location: Remote
Email: charla.sanchez@lauruscollege.edu

Walker, Norma

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

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

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

Office Location: Oxnard
Email: norma.walker@lauruscollege.edu

WEB DESIGN AND DEVELOPMENT DEPARTMENT

Koehler, Christopher (Department Director)

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

Certifications:
- CG Autodesk Maya Certified User

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

Office Location: San Luis Obispo
Email: christopher.koehler@lauruscollege.edu

Decker, Rory

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

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

Office Location: Remote
Email: rory.decker@lauruscollege.edu

Hage, Bushra

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

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

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

Office Location: Remote
Email: bushra.hage@lauruscollege.edu

Nimmo, Wesley

Education:

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

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

Office Location: San Luis Obispo
Email: wesley.nimmo@lauruscollege.edu

GENERAL EDUCATION DEPARTMENT

Flores, Wendy (Department Director)

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

Areas of Expertise:
- Physical Science
- Sociology

Office Location: Santa Maria
Email: wendy.flores@lauruscollege.edu

Bryant, Melanie

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

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

Areas of Expertise:
- Communications
- English

Office Location: Remote
Email: melanie.bryant@lauruscollege.edu

MacNair, Kasey

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

Areas of Expertise:
- Psychology
- History
- Communications

Office Location: Remote / **Email:** kasey.macnair@lauruscollege.edu

Manibusan, Laurie

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

Areas of Expertise:
- Communications

Office Location: Remote
Email: laurie.manibusan@lauruscollege.edu

Martin, Carter

Education:
- M.F.A., Film and Video, Columbia College, Chicago, IL
- B.A., English, Indiana University, Bloomington, IN
- B.A., Communications, Purdue University, West Lafayette, IN

Areas of Expertise:
- English
- Communications

Office Location: Remote
Email: carter.martin@lauruscollege.edu

Miller, Shanna

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

Areas of Expertise:
- English
- Life Science
- Math
- Psychology
- Communications

Office Location: San Luis Obispo
Email: shanna.miller@lauruscollege.edu

Munkres, Nancy

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

Areas of Expertise:
- Communications
- English

Office Location: Remote
Email: nancy.munkres@lauruscollege.edu

Sepulveda, Monica

Education:
- M.A., Criminal Justice, University of Massachusetts, Boston, MA
- B.A., Criminal Justice, University of Massachusetts, Boston, MA

Areas of Expertise:
- Sociology

Office Location: Remote
Email: monica.sepulveda@lauruscollege.edu

Stangeland, Lyn

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

Certifications:
- TESOL & TOEFL Certificates
- CECU Certified Higher Education Professional

Areas of Expertise:
- Psychology

Office Location: Remote
Email: lyn.stangeland@lauruscollege.edu

Laurus College Addendum - Staff Listing*

James E. Redmond	**Chief Executive Officer, QE2 Systems**
Jeffrey Redmond	**President / LION Director**
Melanie Bryant	**Director of Education**
Lisa McClain	**Chief Financial Officer**
Leo Craven	**Chief Operations Officer / Chief Compliance Officer / Registrar**
Cecilia Mortela	**VP of Residential Operations / Career Services Director**
Susana Guerrero	**VP of Student Programs / Admissions Director / Student Services Director**
Jason Smith	**Executive Director of Student Growth Strategies / Las Vegas In-Residence Manager**
Dr. Karen Edwards	**Director of Workforce & Economic Development / Title IX / Clery / ADA Coordinator**
Ana Gelotti	**Director of Human Resources**
Jesse Bates	**Director of Student Systems**
Dr. Antoinette Durden	**Academic Librarian**
Chrisandra Castillo	**Assistant Director of Student Services**
Elizabeth Gutierrez	**Student Advocate**
Jennifer Perez	**Academic Excellence Specialist**
Greggory Follett	**Career Services Coordinator**
Donna Jardim	**Career Services Coordinator**
Joanna Dorn	**Student Systems Assistant Director**
Ann Fabela	**Student Systems Coordinator**
Nat Keebler	**Assistant Director of Information Technology & Infrastructure**
Crystal McDermott	**Information Systems Jr Analyst**
Timothy Redmond	**Quality Assurance Director**
Carla Smith	**Director of Student Funding**
Joe Avila	**Associate Director of Student Funding**
Chris Rusconi	**Director of Veteran Services & Financial Analysis**
Deaundra Adams	**Student Funding Coordinator**
Jennifer Dominy	**Student Funding Coordinator**
Celia Escudero	**Student Funding Coordinator**
Molly Gonzales	**Financial Aid Specialist**
Teresa Fowler	**Financial Aid Loan Specialist**
PJ Pangilinan	**Assistant Director of Admissions**
Jackie Andujar	**Admissions Representative**
Vicente Camacho	**Admissions Representative**
James Clark	**Admissions Representative**
Anthony Guillen	**Admissions Representative**
Jeff Lorenzen	**Admissions Representative**
Maria Rosure	**Admissions Representative**
Natallia Rusconi	**Admissions Representative**

* Remote and assigned on-site for campus locations

Board of Directors, Laurus College, LLC

James E. Redmond	**Chairman**
Jeffrey Redmond	**Vice-Chairman**
Lisa McClain	**Treasurer**
Leo Craven	**Secretary**
Cecilia Mortela	**Board Member**
Steve Johnson	**Board Member**
Chris Koehler	**Board Member**
Al Roberts, PhD	**Board Member**
Brent Green	**Board Member**
Susana Guerrero	**Board Member**

Program Advisory Committees (PAC)

Audio Video Production

Nick Escobar	**PAC Member**
Bobby Ferrari	**PAC Member**
Tyler Williams	**PAC Member**
Ahmad Rashad	**PAC Member**
Patrick Warren	**PAC Member**
Tyler Williams	**PAC Member**
Jon Wolske	**PAC Member**

Business

Andrew Blevins	**PAC Member**
Kara Stewart	**PAC Member**
Lorelei Sibet	**PAC Member**
Eddie Taylor	**PAC Member**
Juliana Ramirez	**PAC Member**
Naomi Altergott	**PAC Member**
Tony de la Riva	**PAC Member**
Ed Carcarey	**PAC Member**

Digital Arts & Computer Animation

Keith English	**PAC Member**
Alan Dang	**PAC Member**
David Masters	**PAC Member**
Katrina Palmer	**PAC Member**

Information Technology (IT)

Robert Cruz	**PAC Member**
Bill Hoblin	**PAC Member**
Nghia Harvey	**PAC Member**
Chris Chirgwin	**PAC Member**
Elizabeth Black	**PAC Member**
Harley Moore	**PAC Member**

Medical Billing

Eleanor Brawley	**PAC Member**
Jasmine Castillo	**PAC Member**
Dore Hudson	**PAC Member**
Lisa Lopez	**PAC Member**
Luz Bolden	**PAC Member**
Kelly Hart	**PAC Member**
Wendy Schmerse	**PAC Member**
Sandra Stevens	**PAC Member**

Web Design & Development

Damon Adamo	**PAC Member**
Matt Koyak	**PAC Member**
Rachelle Wieczorek	**PAC Member**
Alfredo Rayos	**PAC Member**
Tina Barnard	**PAC Member**
Joy Elliott	**PAC Member**
Victor Kernes	**PAC Member**
Tony de la Riva	**PAC Member**