

PRESTON UNIVERSITY

Reaching New Heights in Global Education

2009/2010 Catalog

Dear Friends

Welcome to Preston University's worldwide campus. We are a distributed university headquartered in the United States with academic partners across the globe. It is our mission to offer high quality educational opportunities that enable students to reach their individual academic goals.

When you enroll with Preston, you join students from around the world who are following their dreams. What are your dreams? We are here to help you achieve them through a rigorous, affordable education.

-- Dr. Abdul Basit, President

Welcome to Preston University

In today's competitive work environment, earning an advanced academic degree is the first step to a highly successful career. Don't be left behind. Give yourself the educational foundation and business insights that will open doors to your future. I am confident you will find our programs among the best available.

-- Dr. Jerry Haenisch, Chancellor

Preston University is a private university headquartered in the United States of America. We cater to students from around the world who desire to further their formal education and realize career goals.

We offer Associate, Bachelor, Masters and Doctorate degrees in a variety of disciplines. Our students earn their degrees through our distance education.

Why Choose Preston University?

Preston University is an established U.S. school with a rich educational history. We were founded in 1984 and have awarded thousands of degrees to students just like you from around the world. We provide a challenging education through carefully selected course materials and excellent, personalized instruction. Preston's ease of entry is another key feature. Our applicant screening process is straightforward, designed to admit all qualified students quickly and simply. Our comparatively low tuition is a final reason to choose Preston. We strive to keep our programs economical and financially accessible to our students worldwide. Preston University provides a quality education at a remarkably fair price. We invite you to apply today.

General Information

DISTANCE EDUCATION

Degrees may be earned by correspondence study. When you enroll in Preston University's distance education program, you receive syllabi and textbooks by mail. Students are also encouraged to use local library resources and to benefit from online library resources and information databases using the Internet. Students complete coursework as directed and submit their work to Preston University by the most efficient means for the student. Professors and students communicate primarily by mail and e-mail. This popular choice allows students to study and learn at their own pace in their own homes.

OVERVIEW OF PRESTON'S ENROLLMENT AND REGISTRATION PROCESS

Preston's enrollment and registration process is very practical and efficient. An applicant for admission to a university degree program is required to:

1. Submit an Application for Admission along with the application fee, copies of all educational certificates and diplomas translated into English, and a passport-size photo. Those seeking to earn Masters and Doctoral Degrees should provide a curriculum vitae or résumé. Doctoral candidates are also asked to identify an initial research topic for their dissertation.
2. Request that all institutions previously attended by the applicant submit to Preston official transcripts translated into English verifying prior secondary, college or university course work.

Once all required documents have been received, the admissions office will quickly process the applicant's request for admission, set up an academic plan for the student, and arrange for the delivery of educational services in a timely manner.

PROSPECTIVE STUDENT: PLEASE NOTE

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

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

A student or any member of the public may file a complaint about this institution with The Bureau of Private Postsecondary Education.

OTHER INFORMATION

If you are able to travel to the USA, we invite you to receive your diploma at an official graduation ceremony held near our International Headquarters. (Students are responsible for visa arrangements, travel and lodging costs.)

All official academic documents (transcripts, certificates and diplomas) are embossed with the Preston University corporate seal.

MISSION STATEMENT

Preston University's mission is to offer high quality educational opportunities to enable students to reach their individual academic goals.

This mission is accomplished by offering specialized course work in a variety of disciplines. A highly individualized, creative learning environment incorporates proven and effective instructional techniques. Preston University programs are highly flexible, involving directed course work together with supervised study and research. Preston University does not discriminate on the basis of race, color, national origin, sex, age, religious affiliation or disability in any of its programs or activities.

DEGREE PROGRAM GOALS

The goal of all Preston University degree programs is to offer students the opportunity to obtain a high quality education—one designed to develop well-rounded individuals who possess the skills necessary for personal growth and professional advancement. Graduation from a Preston University degree program is not a guarantee of employment in one's field of study.

LEGAL STATUS

Preston University, Los Angeles, California USA is a privately owned, for-profit corporation, incorporated in the State of California, USA. Preston University awards associate, bachelor, master and doctoral degrees. California recently adopted new legislation providing for the licensing of private postsecondary institutions and creating a new state regulatory authority known as the Bureau of Private Postsecondary Education. Preston University will submit an application for licensure when this new agency becomes fully operational and issues rules and regulations for the enforcement of the new law.

In this catalog all product names are the properties of their respective owners.

PRESTON UNIVERSITY

3731 Wilshire Boulevard, Suite 506 • Los Angeles, CA 90010 USA

Tel: 213-384-4500 • Tel: 877-384-4511 within the US • Fax: 213-384-4502 • Email: Admissions@Preston.edu • www.preston.edu

ACCREDITATION AND LEGAL STATUS

Preston University is dedicated to delivery of the highest quality educational experience to each of its enrolled students around the world. However, Preston is *not* accredited by a United States Department of Education recognized accrediting body. The following statements reflect Preston's present legal and academic status.

1. State governments have full authority to control academic institutions and to authorize schools to issue academic degrees and certificates. This control is implemented through the state licensing process. The United States federal government neither authorizes nor controls degree-granting schools in any way. Preston University degrees may be recognized at the discretion of employers, governments or other academic institutions, as they deem appropriate.
2. In the United States, post-secondary academic institutions have established private associations with the intention to create organizational and procedural standards to ensure consistent delivery of academic programs. These private associations of member schools administer the "accreditation" process in the U.S. Accreditation is a fully voluntary, non-governmental process. All accredited institutions conform to the standards of the accrediting body, thus simplifying the evaluation and acceptance of credits among member schools. The U.S. Department of Education certifies selected accrediting associations to identify the member schools as acceptable for award of federal financial assistance.
3. The US federal government itself does not accredit schools, nor does it evaluate the quality of schools. By federal law, the US government may neither evaluate nor recognize any accrediting bodies outside of the USA or any accrediting association whose members do not administer US federal financial aid distribution. Thus, the USA has no system for accreditation of schools operating primarily internationally using non-traditional providers.
4. Because Preston University does not administer federal financial aid for students and is **not accredited** by a post-secondary school association, many traditional U.S. schools may not immediately accept Preston credits or degrees for transfer into their programs. Aside from academic institutions, most U.S. businesses and many state and local governments will accept the academic credentials of Preston students and graduates.

ACADEMIC PROGRAMS

DISTANCE EDUCATION PROGRAMS

The following degree programs are offered through Preston University's distance education system.

Associate of Arts/Science (AA/AS) in several fields.

Bachelor of Business Administration (BBA)

Bachelor of Science in Computer Science (BSCS)

Bachelors of Arts in Fashion Design (BAFD)

Bachelor of Business Administration in Hospitality Management (BBAHM)

Bachelor of Science in Information Technology (BSIT)

Bachelor of Arts in Interior Design (BAID)

Bachelors of Arts in Islamic Studies (BAIS)

Master of Arts in Islamic Studies (MAIS)

Master of Business Administration (MBA)

Executive Master of Business Administration (EMBA)

Master of Science in Adult Education (MSED)

Master of Science in Computer Science (MSCS)

Master of Science in Healthcare Administration (MHA)

Master of Science in Information Technology (MSIT)

Master of Science in Occupational Safety & Health (MSOSH)

Doctorate Degree in several fields

Doctor of Philosophy (Ph.D.) in a variety of fields including interdisciplinary studies.

Textbooks and syllabi for each course are delivered to the student for home-based study. Completed course work is submitted by mail or e-mail to Preston University faculty for evaluation and grading.

ACADEMIC CALENDAR

Preston University operates on a continuous enrollment system permitting students to begin their studies at any time of the year. Courses and programs begin on the first day of each month.

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COURSE ENROLLMENT DATES

Students approved for admission may enroll in courses to begin on the first day of the month following enrollment.

GRADUATION DATES

Formal graduation ceremonies are held in the USA during May each year. Graduates from any of Preston University's programs are invited to attend.

LIBRARY RESOURCES

All students are encouraged to use local library resources in their region. Students are also encouraged to benefit from online library resources and information databases using the Internet and database providers such as Northern Light available by individual subscription at: www.northernlight.com

SEMESTER CREDIT SYSTEM

Preston University course credit is assigned according to the amount of study time required to complete each course. Traditionally, on-site course work earns one semester credit for each 15 hours of classroom lecture time. Generally, 15-30 hours of assigned homework is also associated with each semester credit. Courses completed through distance education methods earn the same number of credits as the equivalent on-campus courses. Most Preston University courses are rated for three semester credits.

AUTHENTICATION OF DOCUMENTS

All official academic documents (transcripts, certificates and diplomas) are embossed with the Preston University corporate seal. Students may request an apostille, local notarization or higher certifications of such official documents for an additional fee. Contact the Registrar's Office for current fees. The official transcript and degree certificate awarded upon graduation are free; requests for additional transcripts should be accompanied by a \$15.00 payment for each document. The fee for replacement diplomas is \$25.00 each. All graduates will receive a degree certificate suitable for framing or display. When certification of the degree is requested, an additional certificate will be issued containing the desired certifications at additional cost.

AWARD OF DEGREES AND TRANSCRIPTS

The Academic Program Coordinator will recommend award of the appropriate degree when the following requirements have been met:

- Satisfactory completion of all course work;
- Completion of an approved project, thesis or dissertation, if required;
- Full payment of all tuition, fees and costs;
- Written approval of the supervising professor; (Doctoral degrees only)

Preston University will award the degree and send the degree certificate and an official transcript to the student. The student may also elect to receive his or her degree in a formal graduation ceremony held in the USA. The student is responsible for visa arrangements, travel and lodging costs to attend the ceremony. Graduates wishing to attend the graduation ceremony in the USA or who desire to purchase academic regalia (graduation cap and gown) should contact the Student Advisor's office before February of their graduation year.

ENROLLMENT AND REGISTRATION PROCEDURE

To apply for Preston University Degree programs, complete the *Application for Admission* and send or bring it together with accompanying documents and the application fee of US \$75.00 to:

Preston University
3731 Wilshire Boulevard, Suite 506
Los Angeles CA 90010 USA

The following documents should accompany the application.

- Copies of *all* Secondary School, Bachelors, Masters and other diplomas. (Transcribed in English)
- *Official copies* of *all* academic transcripts from each school attended. (In English and notarized if translated from originals)
- These transcripts should be mailed directly to Preston University from each school you have attended. For institutions that do not issue additional transcripts, photocopies of the documents, suitably notarized, or attested by an official of the issuing school or other official certification will be accepted.
- A passport-sized photo of the applicant.

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Candidates for Masters or Doctoral Degrees should submit the following documents in addition to the above.

- A complete Curriculum Vitae or résumé.
- An initial research proposal outlining the general field of study and your primary research focus. The initial proposal is usually three to eight typewritten pages (for Ph.D. candidates only).

ENGLISH LANGUAGE REQUIREMENT

Distance Education students whose native language is not English must take the Test of English as a Foreign Language (TOEFL) as a condition of enrollment. The minimum acceptable score is 500 on the written exam or 175 on the computer-based test. Students may begin their studies in Provisional Status until they complete the TOEFL, but the test scores must be received by Preston University within two years following enrollment or prior to graduation, whichever comes first. The school code for Preston University on the TOEFL is 4640.

ACCEPTANCE OF TRANSFER CREDIT

Each degree program has a minimum academic content specified in semester credits. Course credits with a grade of "C" or better earned at other colleges or universities recognized by Preston University may be transferred into Preston degree programs subject to acceptance by the Admissions Office. Quarter credits from other institutions are converted into equivalent semester credits as follows: 1 semester credit equals 1.5 quarter credits. All students must complete Preston University course work in addition to projects, reports, theses or dissertations to qualify for award of a degree.

The maximum amount of transfer credit that may be awarded and applied towards the total degree program requirement is: Associate Degree (45 semester credits); Bachelors Degree (90 semester credits); Masters Degree (6 semester credits); Doctoral Degree (30 semester credits beyond the Bachelors degree).

ACCEPTANCE STATUS

DEGREE STATUS

Full degree status is granted to those individuals who have met all degree admission requirements and have provided all required documents including: an *Application for Admission* form, official transcripts of prior college course work and verification of professional work experience when required.

PROVISIONAL DEGREE STATUS

Those individuals for whom all required official academic documentation has not been received may become a provisional degree candidate, but must supply the required documentation, or evidence of a sincere effort to do so prior to graduation. The student may submit the *Application for Admission* along with available documentation for consideration by the Admissions Office. The Admissions Office may admit the student in a provisional status pending receipt of all the required documents. When all required documents have been received, the student is given full degree status.

TUITION AND FEES

The following fees and tuition rates are applicable for those who enroll during the 2009-2010 period.

- **Application Fee:** For those students seeking admission into any program. This is a onetime, nonrefundable fee paid at the time the application is submitted. \$75.00
- **Technology Fee:** This non-refundable fee covers the cost of maintaining student records, providing access to online research databases and other technology costs incurred by the school. The fee is due on enrollment in the first course and annually thereafter. \$110
- **Tuition Fees:**
 - Undergraduate **courses:** \$135 per semester credit
 - Graduate **courses:** \$ 225 per semester credit
- **Text Books** and other course materials may be purchased through local sources or directly from Preston University at the actual cost of the book.
- **Shipping Fees:** The actual cost charged by FedEx or other courier service for shipping textbooks.
- **Bank Fees:**
 - **Credit Card Charges:** \$8.00 per transaction
 - **Wire Transfers:** \$30.00 per transaction

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TYPICAL TUITION AND FEES FOR FULL ACADEMIC PROGRAMS

The costs shown below assume completion of a full program with no transfer credit, completed at a full-time rate of study. Transfer credits will reduce the total estimated cost.

Estimated Total Cost For Full Academic Program				
	Associate Degree	Bachelor Degree	Master Degree	Doctorate Degree
Basic Tuition	60 credits @ \$135 = \$8,100	120 credits @\$135 = \$16,200	36 credits @ \$225 = \$8,100	42 credits @ \$225 = \$9,450
Technology Fee	2 years @ \$110 = \$220	4 years @ \$110 = \$440	2 years @ \$110 = \$220	3 years @ \$110 = \$330
Text Book Costs	20 @ \$135 = \$2,700	40 @ \$135 = \$5,400	10 @ \$150 = \$1,500	8 @ \$150 = \$1,200
Total Estimated Program Costs	\$11,020	\$22,040	\$9,820	\$10,980

Approved methods of payment include cash, money orders, credit card (Master Card, Visa or American Express card) and wire transfer. Students may also pay by personal check drawn on a U.S. financial institution. Regardless of the mode of payment all fees due from the student **must be paid before course grades, degrees, diplomas, certificates or transcripts will be issued.**

Preston University does not participate in federal or state financial aid programs.

STUDENT'S RIGHT TO CANCEL AND REFUND POLICY:

- a. All requests for cancellation and request for refund of tuition must be in writing.
- b. The student has the right to cancel this agreement and receive a full refund at anytime before the student receives the first study materials. The cancellation must be submitted in writing and is effective on the date delivered in person or date postmarked if mailed.
- c. **The Application, Technology and Service fees, Bank fees, and Late Payment fees, Re-Activation fees, and Certification fees are non-refundable.**
- d. For written notice received within:

0-7 Days	100% tuition refund
8-14 Days	75% tuition refund
15-21 Days	50% tuition refund
22-28 Days	25% tuition refund
Day 29	0% tuition refund
- e. No refund of paid tuition will be made if student becomes delinquent or inactive if student chooses to withdraw from the program rather than pay the delinquency or re-activate.
- f. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.
- g. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
 1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the student is entitled to reduce the balance owed on the loan.
 2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.
 3. If the student obtains a loan to pay for his/her educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

STUDENT GRIEVANCE POLICY

Step One: Anyone with a grievance or complaint may speak with his or her faculty advisor or the Academic Program Coordinator.

Step Two: If a satisfactory solution to the problem is not reached following the conference with the advisor or Academic Program Coordinator the aggrieved party may appeal in writing (by letter, fax or e-mail) to the Dean of Academics.

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Step Three: If the previous steps have failed to resolve the matter to the satisfaction of the student, he or she may appeal in writing to the Grievance Resolution Committee for resolution. The Grievance Resolution Committee will conduct a formal hearing within three (3) working days of receipt of the formal complaint and issue its decision in writing to the student within three (3) working days of the formal hearing.

STUDENT DISMISSAL/SUSPENSION POLICY

SUSPENSION FROM A DEGREE PROGRAM

A student may be suspended from a Preston University degree program for the following reasons:

- The student's GPA (Grade Point Average) falls below minimum accepted levels:
Undergraduate Programs: 2.0 (a C average)
Graduate Programs: 3.0 (a B average) and is not brought to acceptable levels following a six month probationary period.
- The student fails to complete his or her degree program within the maximum allowable time unless mitigating circumstances prevail.
- The enrolled student fails to submit any assigned course work within a six-month period, unless extension arrangements have been made with the Academic Program Coordinator.

DISMISSAL FROM THE UNIVERSITY

A student may be dismissed from the University for any of the following reasons:

- Providing the University with false application or enrollment information.
- Repeated disruptive behavior in classes or on University grounds.
- Cheating or helping others to cheat on course work, exams, assignments or written papers.

NOTE: In all cases of suspension or dismissal, the student has the right to appeal a decision through the University's formal Student Grievance Policy as previously outlined. Standard tuition refunds will be granted to students who are dismissed from the university.

RE-ADMITTANCE TO THE UNIVERSITY

A student who has been suspended from a degree program may apply for re-instatement by contacting the Dean of Academics.

Students who have been dismissed from the University may apply for re-admittance following a three-month waiting period. Tuition rates at the time of re-admittance will apply.

ACADEMIC HONESTY

All students are expected to adhere to the highest standards of academic ethics and honesty. This means that all course work submitted must be completed by the enrolled student and represents the unique efforts of that student.

Course work completed with the assistance of others must be identified as such and the nature of the help provided clearly described. Team efforts, help from others or external guidance is not discouraged, however, the student must acknowledge and describe the extent to which any work does not solely represent his or her individual effort.

All papers, projects and presentations which draw upon information sources of any kind must contain complete reference citations and full bibliographies listing all sources used. The preferred format and style for all written assignments in all academic programs follows the guidance contained in the latest edition of the *MLA Handbook for Writers of Research Papers*.

ACADEMIC ADVISING

Every student will have one or more faculty advisors available for guidance, assistance and support during the course of study. The advisor may change depending upon the course or the student's academic emphasis.

Students are encouraged to communicate with their advisors using: e-mail, telephone, fax and standard post at any time assistance or support is desired.

The Academic Program Coordinator is the first person to contact for assistance. The appropriate faculty advisor will be assigned by the Student Advisor to meet the student's requirements.

TRANSFER OF CREDIT FROM OTHER SCHOOLS

Academic credits earned at recognized institutions with a grade of “C” or better may be transferred toward Preston degree programs. Recognized institutions are those that are accredited by an agency approved by the U.S. Department of Education or an equivalent approval from other countries. Course work and credentials from institutions that have been specifically evaluated by the university may also be considered for transfer credit. The Admissions Office will evaluate applicant transcripts and academic records to determine the amount of transfer credit accepted. Transfer credit may be given *only* for academic coursework completed; *no* transfer credit is awarded for life experience, portfolio assessment or any other non-academic achievements.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: PRESTON UNIVERSITY

The transferability of credits you earn at Preston University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in Preston University programs is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) 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 Preston University to determine if your (credits or degree, diploma or certificate) will transfer.

Preston University does not have an articulation or transfer agreement with any college or university.

GENERAL EDUCATION REQUIREMENTS

All candidates for Preston University’s Bachelor degrees must earn a minimum of 36 semester credits of college-level general education as a part of the total bachelor degree requirement of 120 semester credits. Those general education credits must be earned from the four academic areas as shown in the following listing.

SOCIAL SCIENCES: 9 SEMESTER CREDITS

Courses in the following academic areas qualify as social science credits: History, Anthropology, Geography, Sociology, Political Science, Psychology, and International Relations

HUMANITIES AND FINE ARTS: 9 SEMESTER CREDITS

Courses in the following academic areas qualify as humanities/fine arts credits: Art, English, Music, Philosophy, Religion, Theater, Literature, Foreign Language, Communication (Speech, Journalism, Debate)

SCIENCES: 9 SEMESTER CREDITS

Courses in the following academic areas qualify as science credits: Chemistry, Physics, Botany, Astronomy, Biology, Meteorology, Life Science, Geology, and Anatomy

MATHEMATICS: 9 SEMESTER CREDITS

Courses in the following academic areas qualify as mathematics credits: Algebra, College Math, Business Math, Trigonometry, Calculus, Analytical Geometry, Mathematical Finance, Mathematical Analysis, Other Advanced Math Classes

MAXIMUM DEGREE PROGRAM DURATION

The university understands that many students are working adults attending school part-time. Thus, most students’ academic programs will extend beyond the normal duration for full-time students. However, we encourage students to complete their studies as expeditiously as possible. The maximum time to complete any degree program is three times the normal length of the program unless mitigating circumstances such as illness exist. The normal length of each academic program is indicated in the curriculum description for the academic programs in this catalog.

COURSE NUMBERING SYSTEM

1000-2999: Introductory-Level Courses (Undergraduate)
3000-4999: Upper-Level Courses (Undergraduate)
5000-8999: Graduate Level Courses

Junior and Senior undergraduate students may take graduate-level courses as approved by their assigned faculty advisor or Academic Program Coordinator.

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GRADING SYSTEM

All course work is graded according to a unified grading system as shown in the following chart.

Grade	Grade Points	% Points	Verbal Description
A	4	90-100%	Excellent
B	3	80-89%	Very Good
C	2	70-79%	Satisfactory
D	1	60-69%	Below Average
F	0	Below 60%	Fail

The minimum Grade Point Average (GPA) for remaining in Preston's degree programs:

Undergraduate Programs: 2.0 (a C average)

Graduate Programs: 3.0 (a B average)

Non-evaluative Grades: these are not used in calculation of Grade Point Average

AU	Audit
CG	Credit Granted
I	Incomplete
S & U	Satisfactory & Unsatisfactory
W	Withdrew

AU Grade - Students may elect to audit a course and receive no credit for the experience. This election must be made when enrolling in the class. Tuition is required.

CG Grade - The CG notation is applied to transfer credits.

I Grade - An I grade is awarded for incomplete course work at the discretion of the instructor. A student has up to one year to complete the work required to replace an I grade with a letter grade. After one year, the I grade becomes permanent and the course must be retaken to receive an academic letter grade.

S & U Grades - These grades (Satisfactory and Unsatisfactory) are used for certificate, diploma and Doctoral courses where academic grading is not appropriate.

W Grade - This grade indicates the student withdrew from a particular course.

ASSOCIATE**ASSOCIATE DEGREE CURRICULUM**

- General Education & Concentration Courses: 60 semester credits • Per credit tuition: \$135

The Associate of Arts/Science (AA/AS) degree requires 60 semester credits of post secondary college level study. Associate Degree students must satisfy the General Education requirements by completing 36 semester credits of college-level course work in the areas listed below. Students should select the remaining 24 semester credits from either of the degree concentrations to complete the Associate of Arts or Associate of Science degree.

The normal duration of the AA/AS program is 20 months. It requires the full-time student to take an average of 3 credits per month.

This degree program is open to all persons who have successfully completed a secondary/high school education or its equivalent (or, hold their GED).

GENERAL EDUCATION

(36 semester credits)

COURSE		CREDITS
SOCIAL SCIENCES (SELECT 9 CREDITS)		
AN 1010	Introduction to Anthropology	3
AN 1210	Introduction to American Culture	3
GO 1010	Introduction to World Geography	3
HI 1010	Introduction to World History	3
IR 1010	Introduction to International Relations	3
PS 1010	Introduction to Psychology	3
SO 1010	Introduction to Sociology	3
HUMANITIES & FINE ARTS (SELECT 9 CREDITS)		
AR 1010	Art History	6
EN 1010	English Composition	3
EN 1210	American Spoken English	3
EN 1220	English Expository Writing	3
HU 1010	Humanities	6
PH 1010	Introduction to Philosophy	3
SCIENCES (SELECT 9 CREDITS)		
BI 1010	Biology	6
CH 1010	Chemistry	6
GL 1010	Introduction to Geology	3
PY 1010	Introduction to Physics	3
MATHEMATICS (SELECT 9 CREDITS)		
MA 1010	College Algebra	6
MA 1020	Introduction to Statistics	3
MA 2060	Business Math	3

DEGREE CONCENTRATION

(24 semester credits)

BUSINESS CONCENTRATION		CREDITS
<i>(Required courses)</i>		
AC 1010	Accounting I	3
AC 2010	Accounting II (Pre-requisite: AC 1010)	3
EC 1010	Macro & Micro Economics	6
MG 2010	Introduction to Business	3
MK 2050	Introduction to Marketing	3

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CM 2200	Computers in Business	3
FA 2400	Essentials of Finance	3

COMPUTER SCIENCE CONCENTRATION

(Must be taken in the order listed)

CS 1000	Introduction to Computers	3
CS 1020	Computer Science Topics (Pre-requisite: CS 1000)	3
CS 1030	Computer Programming Fundamentals I (Pre-requisite: CS 1000)	3
CS 1040	Web Site Development (Pre-requisite: CS 1000)	3
CS 2030	Computer Programming Fundamentals II (Pre-requisite: CS 1030)	3
CS 2040	Algorithms and Data Structures (Pre-requisite: CS 2030)	3
CS 2060	Database Management Systems (Pre-requisite: CS 1000)	3
MA 2080	Discrete Mathematics (Pre-requisite: MA 2010)	3

INFORMATION TECHNOLOGY CONCENTRATION

(Must be taken in the order listed)

IT 1000	Introduction to Information Technology	3
IT 1020	E-Commerce Business and Technology (Pre-requisite: IT 1000)	3
IT 1030	Computer Graphics for E-Commerce	3
CS 1040	Web Site Development (Pre-requisite: IT 1000)	3
CS 2010	Information Management Systems (Pre-requisite: IT 1000)	3
CS 2020	Advanced Web Site Development (Pre-requisite: CS 1040)	3
IT 2030	Desktop Publishing (IT 1030 pre-requisite)	3
IT 2040	Multimedia (Pre-requisite: IT 1000)	3

TOTAL REQUIREMENT: 60 SEMESTER CREDITS

BACHELOR**BACHELOR OF BUSINESS ADMINISTRATION**

• Core & Elective Courses: 120 semester credits • Per credit tuition: \$135

The Bachelor of Business Administration (BBA) degree requires 120 semester credits of post secondary college-level study. Students will first complete 60 semester credits including general education courses and freshman and sophomore-level business courses. The remaining 60 semester credits will consist of business administration course work at the junior and senior level.

The normal duration of the BBA program is 40 months. It requires the full-time student to take an average of 3 credits per month.

This degree program is open to all persons who have successfully completed a secondary/high school education or its equivalent (or, hold their GED).

GENERAL EDUCATION

(36 semester credits)

COURSE		CREDITS
SOCIAL SCIENCES (SELECT 9 CREDITS)		
AN 1010	Introduction to Anthropology	3
AN 1210	Introduction to American Culture	3
GO 1010	Introduction to World Geography	3
HI 1010	Introduction to World History	3
IR 1010	Introduction to International Relations	3
PS 1010	Introduction to Psychology	3
SO 1010	Introduction to Sociology	3
HUMANITIES & FINE ARTS (SELECT 9 CREDITS)		
AR 1010	Art History	6
EN 1010	English Composition	3
EN 1210	American Spoken English	3
EN 1220	English Expository Writing	3
HU 1010	Humanities	6
PH 1010	Introduction to Philosophy	3
SCIENCES (SELECT 9 CREDITS)		
BI 1010	Biology	6
CH 1010	Chemistry	6
GL 1010	Introduction to Geology	3
PY 1010	Introduction to Physics	3
MATHEMATICS (SELECT 9 CREDITS)		
MA 1010	College Algebra	6
MA 1020	Introduction to Statistics	3
MA 2060	Business Math	3

DEGREE CONCENTRATION

(84 semester credits)

CORE COURSES

(60 SEMESTER CREDITS)

AC 1010	Accounting I	3
AC 2010	Accounting II (Pre-requisite: AC 1010)	3
EC 1010	Macro & Micro Economics	6
MG 2010	Introduction to Business	3
MK 2050	Introduction to Marketing	3
CM 2200	Computers in Business	3

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MG 3110	Business Law	3
MG 4040	International Management	3
MG 4080	Business Communications	3
QM 4100	Quantitative Methods for Business	3
FA 4160	Financial Management	3
MG 4180	Production Management	3
MG 4200	Organizational Behavior	3
MK 4230	Retail Management	3
MG 4300	Business Ethics	3
MG 4410	Principles of Management	3
MG 4420	Business Policy & Strategy	3
MG 4980	BBA Capstone Course Project	6

ELECTIVES*(Select 24 semester credits)***MANAGEMENT**

MG 4020	Total Quality Management	3
MG 4030	Leadership	3
MG 4110	Small Business Management	3
MG 4150	Management of Training	3

MANAGEMENT INFORMATION SYSTEMS/IT

IT 1000	Introduction to Information Technology	3
IT 1020	E-Commerce Business and Technology (Pre-requisite: IT 1000)	3
IT 1030	Computer Graphics for E-Commerce	3
CS 1040	Web Site Development (Pre-requisite: IT 1000)	3
CS 2010	Information Management Systems (Pre-requisite: IT 1000)	3
CS 2020	Advanced Web Site Development (Pre-requisite: CS 1040)	3
IT 2030	Desktop Publishing (Pre-requisite: IT 1030)	3
IT 2040	Multimedia (Pre-requisite: IT 1000)	3

MARKETING

MK 4210	Principles of Marketing (Pre-requisite: MK 2050)	3
MK 4250	Advertising Fundamentals	3
MK 4260	Introduction to Marketing Research	3
MK 4510	Managing Customer Services	3

FINANCE & ACCOUNTING

EC 3200	Economic Analysis (Pre-requisite: EC 1020)	3
FA 4260	Small Business Finance	3
FA 4270	Cost Accounting (Pre-requisite: AC 2010)	3
FA 4320	Financial Accounting (Pre-requisite: AC 2010)	3
FA 4410	Principles of Auditing (Pre-requisite: AC 2010)	3
FA 4880	Special Topics in Accounting (Pre-requisite: AC 2010)	3

TOTAL REQUIREMENT: 120 SEMESTER CREDITS

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BACHELOR OF SCIENCE IN COMPUTER SCIENCE

• Core & Elective Courses: 120 semester credits • Per credit tuition: \$135

The Bachelor of Science in Computer Science (BSCS) degree requires 120 semester credits of post secondary college level study. Students first complete 60 credits including general education courses and freshman and sophomore-level computer science courses. The remaining 60 semester credits consist of upper-level computer science courses.

The normal duration of the BSCS program is 40 months. It requires the full-time student to take an average of 3 credits per month.

This degree program is open to all persons who have successfully completed a secondary/high school education or its equivalent (or, hold their GED).

GENERAL EDUCATION

(36 semester credits)

COURSE		CREDITS
SOCIAL SCIENCES (SELECT 9 CREDITS)		
AN 1010	Introduction to Anthropology	3
AN 1210	Introduction to American Culture	3
GO 1010	Introduction to World Geography	3
HI 1010	Introduction to World History	3
IR 1010	Introduction to International Relations	3
PS 1010	Introduction to Psychology	3
SO 1010	Introduction to Sociology	3
HUMANITIES & FINE ARTS (SELECT 9 CREDITS)		
AR 1010	Art History	6
EN 1010	English Composition	3
EN 1210	American Spoken English	3
EN 1220	English Expository Writing	3
HU 1010	Humanities	6
PH 1010	Introduction to Philosophy	3
SCIENCES (SELECT 9 CREDITS)		
BI 1010	Biology	6
CH 1010	Chemistry	6
GL 1010	Introduction to Geology	3
PY 1010	Introduction to Physics	3
MATHEMATICS (SELECT 9 CREDITS)		
MA 1010	College Algebra	6
MA 1020	Introduction to Statistics	3
MA 2060	Business Math	3

DEGREE CONCENTRATION

(84 semester Credits)

CORE COURSES		CREDITS
<i>(54 semester credits)</i>		
CS 1000	Introduction to Computers	3
CS 1020	Computer Science Topics (Pre-requisite: CS 1000)	3
CS 1030	Computer Programming Fundamentals I (Pre-requisite: CS 1000)	3
CS 1040	Web Site Development	

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	(Pre-requisite: CS 1000)	3
CS 2030	Computer Programming Fundamentals II (Pre-requisite: CS 1030)	3
CS 2040	Algorithms and Data Structures (Pre-requisite: CS 1000)	3
CS 2050	Operating Systems (Pre-requisite: CS 2040)	3
CS 2060	Database Management Systems (Pre-requisite: CS 1000)	3
CS 2070	Computer Ethics and Law (Pre-requisite: CS 1000)	3
MA 2080	Discrete Mathematics (Pre-requisite: MA 2010)	3
CS 3020	Software Engineering Concepts (Pre-requisite: CS 1000)	3
CS 3060	Systems Analysis and Design I (Pre-requisite: CS 1000)	3
CS 3070	Systems Analysis and Design II (Pre-requisite: CS 3060)	3
CS 3130	Data Communications (Pre-requisite: MA 2080)	3
CS 4060	Computer Networks (Pre-requisite: CS 3130)	3
CS 4150	Computer Architecture (Pre-requisites: CS 1000 and CS 2050)	3
CS 4980	Undergraduate Capstone Course Project	6

ELECTIVES*(30 semester credits)*

CS 2010	Information Management Systems (Pre-requisite: CS 1000)	3
CS 2020	Advanced Web Site Development (Pre-requisite: CS 1040)	3
CS 2080	Programming with Visual Basic I (Pre-requisite: CS 2040)	3
CS 2090	Programming with Visual Basic II (Pre-requisite: CS 2080)	3
CS 3040	Database Theory and Design (Pre-requisite: CS 2060)	3
CS 3050	Programming Languages (Pre-requisite: CS 2040)	3
CS 3080	Artificial Intelligence (Pre-requisite: CS 1000)	3
CS 3090	Computer Graphics (Pre-requisite: MA 2080)	3
CS 3120	Software Engineering Project (Pre-requisite: CS 3020)	3
CS 4010	Decision Support Systems (Pre-requisite: CS 3080)	3
CS 4020	File Organization (Pre-requisite: CS 2040)	3
CS 4030	Modeling and Simulation (Pre-requisites: CS 2040 and MA 2080)	3
CS 4040	Object Oriented Programming (Pre-requisite: CS 2040)	3

TOTAL REQUIREMENT: 120 SEMESTER CREDITS

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BACHELOR OF ARTS IN FASHION DESIGN

• Core & Elective Courses: 141 Semester Credits • Per credit tuition: \$135

The Bachelor of Arts in Fashion Design (BAFD) is a 36 month, 9 semester, 141 credit hour program that has been designed to provide education across the many facets of the garment industry. The curriculum follows professional and technical American standards. The program has a mix of both technical and management courses. A **capstone course** project is required for this degree program.

The normal duration of the BAFD program is three years or nine semesters. It requires the full-time student to successfully complete five courses or 15 credits per semester.

This degree program is open to all persons who have successfully completed a secondary/high school education or its equivalent (or, hold their GED).

GENERAL EDUCATION*(36 semester credits)*

COURSE		CREDITS
SOCIAL SCIENCES (SELECT 9 CREDITS)		
AN 1050*	UAE Society	3
IR 1010	Introduction to International Relations	3
MG 3520*	Public Speaking	3
MG 4080*	Business Communication	3
PS 1010	Psychology	3
SO 1010	Sociology	3
HUMANITIES & FINE ARTS (SELECT 9 CREDITS)		
AB 1010	Elementary Arabic	3
EN 1011*	English Writing	3
EN 1021*	Functional Grammar	3
IS 1100*	Islamic Studies –or-Ethics	3
PH 1010	Introduction to Philosophy	3
SCIENCE (SELECT 9 CREDITS)		
BI 1010	Biology	6
CH 1010	Chemistry	6
GL 1010	Introduction to Geology	3
PY 1010	Introduction to Physics	3
MATHEMATICS (SELECT 9 CREDITS)		
MA 1000	Basic Mathematics	3
MA 1010	College Algebra	6
MA 1020	Introduction to Statistics	3
MA 2060	Business Math	3

(*) Compulsory General Education Courses

DEGREE CONCENTRATION*(66 semester credits)*

COURSE		CREDITS
FA 1010	Introduction to Fashion	3
FD 1020	Color and Design	3
FD 2010	Pattern Drafting I	3
FD 2011	Pattern Drafting II	3
FD 2012	Pattern Drafting III	3
FD 2013	Pattern Drafting IV	3

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FD 2014	Digital Pattern Drafting (Pre-requisite: FD 2013)	3
FD 2030	Quality Assurance in Textiles and Apparel	3
FD 2040	History of Fashion	3
FD 2041	Twentieth Century Fashion	3
FD 3010	Introduction to Fabrics	3
FD 3012	Textile Design I	3
FD 3013	Textile Design II (Pre-requisite: FD 3012)	3
FD 3014	Textile Design III (Pre-requisite: FD 3013)	3
FD 3015	Textile Design IV (Pre-requisite: FD 3014)	3
FD 3311	Fashion Illustration I	3
FD 3312	Fashion Illustration II (Pre-requisite: FD 3311)	3
FD 3313	Fashion Illustration III (Pre-requisite: FD 3312)	3
FD 3410	Life Drawing	3
FD 4020	Fashion Accessories	3
FD 4100	Fashion Merchandising	3
FD 4990	Graduate Fashion Show	3

ELECTIVES*(30 semester credits)*

FD 2020	Draping I	3
FD 2021	Draping II (Pre-requisite: FD 2020)	3
FD 2022	Draping III (Pre-requisite: FD 2021)	3
FD 2023	Draping IV (Pre-requisite: FD 2023)	3
FD 3011	Advanced Fabric Studies	3
FD 3030	Surface Ornamentation	3
FD 3110	Garment Construction I	3
FD 3111	Garment Construction II (Pre-requisite: FD 3110)	3
FD 3610	Fashion Photography	3
FD 4200	New Product Development	3

INFORMATION TECHNOLOGY*(6 semester credits)*

IT 1090	Computer Applications	3
IT 2692	Computer-Aided Design (Pre-requisite: IT 1090)	3

CAPSTONE COURSE*(3 semester credits)*

FD 4995	Internship	3
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TOTAL REQUIREMENT: 141 SEMESTER CREDITS

BACHELOR OF BUSINESS ADMINISTRATION IN HOSPITALITY MANAGEMENT

• General Education & Core Courses: 120 Semester Credits • Per credit tuition: \$135

The Bachelor of Business Administration in Hospitality Management (BBAHM) degree requires 120 semester credits of post secondary college level study. This four-year, eight-semester program is designed to emphasize the importance of operation management with the context of commercial realism.

The normal duration of the BBAHM program is 40 months. It requires the full-time student to complete an average of 15 credits per semester

This degree program is open to all persons who have successfully completed a secondary/high school education or its equivalent (or, hold their GED).

GENERAL EDUCATION

(36 semester credits)

COURSE		CREDITS
SOCIAL SCIENCES (SELECT 9 CREDITS)		
AN 1010	Introduction to Anthropology	3
AN 1210	Introduction to American Culture	3
GO 1010	Introduction to World Geography	3
HI 1010	Introduction to World History	3
IR 1010	Introduction to International Relations	3
PS 1010	Introduction to Psychology	3
SO 1010	Introduction to Sociology	3
HUMANITIES & FINE ARTS (SELECT 9 CREDITS)		
AR 1010	Art History	6
EN 1010	English Composition	3
EN 1210	American Spoken English	3
EN 1220	English Expository Writing	3
HU 1010	Humanities	6
PH 1010	Introduction to Philosophy	3
SCIENCES (SELECT 9 CREDITS)		
BI 1010	Biology	6
CH 1010	Chemistry	6
GL 1010	Introduction to Geology	3
PY 1010	Introduction to Physics	3
MATHEMATICS (SELECT 9 CREDITS)		
MA 1010	College Algebra	6
MA 1020	Introduction to Statistics	3
MA 2060	Business Math	3

CORE COURSES

(84 semester credits)

COURSE		CREDITS
FR 1010	French I	3
FR 2010	French II	3
	(Pre-requisite: FD 3311)	3
MG 2010	Introduction to Business	3
HM 1010	Hospitality Today: An Introduction	3
HM 1020	Managing Front Office Operation	3
HM 1030	Housekeeping Management	3
HM 1040	Food and Beverage Management	3
HM 2010	Basic Hospitality Accounting	3

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HM 2020	Food and Beverage Service	3
HM 2030	Hospitality Sales and Marketing	3
HM 2040	Culinary Management I	3
Three of the four practical courses listed below:		3
HM 3005	Food and Beverage Service Practical (1)	
HM 3015	Food Production Practical (1)	
HM 3025	Housekeeping Practical (1)	
HM 3035	Front Office Practical (1)	
HM 3040	Culinary Management II	3
HM 3050	Supervision in the Hospitality Industry	3
HM 3060	Managing Hospitality Human Resources	3
HM 3070	Basic Knowledge of Wine, Bar and Food	3
HM 3090	Project I	3
HM 4010	Food and Beverage Supervision	3
HM 4020	Food Production Supervision	3
HM 4030	Housekeeping Supervision	3
HM 4040	Front Office Supervision	3
HM 4050	Hotel Engineering	3
HM 4070	Advanced Knowledge of Wine, Bar and Food	3
HM 4080	Project II	6
HM 4090	Hotel Internship	9

TOTAL REQUIREMENT: 120 SEMESTER CREDITS

BACHELOR OF SCIENCE INFORMATION TECHNOLOGY

• Core & Elective Courses: 120 semester credits • Per credit tuition: \$135

The Bachelor of Science in Information Technology (BSIT) degree requires 120 semester credits of post secondary college level study. Students first complete 60 semester credits including general education courses and introductory computer science courses. The remaining 60 semester credits consist of upper-level computer information technology courses.

The normal duration of the BSIT program is 40 months. It requires the full-time student to take an average of 3 credits per month.

This degree program is open to all persons who have successfully completed a secondary/high school education or its equivalent (or, hold their GED).

GENERAL EDUCATION

(36 semester credits)

COURSE		CREDITS
SOCIAL SCIENCES (SELECT 9 CREDITS)		
AN 1010	Introduction to Anthropology	3
AN 1210	Introduction to American Culture	3
GO 1010	Introduction to World Geography	3
HI 1010	Introduction to World History	3
IR 1010	Introduction to International Relations	3
PS 1010	Introduction to Psychology	3
SO 1010	Introduction to Sociology	3
HUMANITIES & FINE ARTS (SELECT 9 CREDITS)		
AR 1010	Art History	6
EN 1010	English Composition	3
EN 1210	American Spoken English	3

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EN 1220	English Expository Writing	3
HU 1010	Humanities	6
PH 1010	Introduction to Philosophy	3

SCIENCES (SELECT 9 CREDITS)

BI 1010	Biology	6
CH 1010	Chemistry	6
GL 1010	Introduction to Geology	3
PY 1010	Introduction to Physics	3

MATHEMATICS (SELECT 9 CREDITS)

MA 1010	College Algebra	6
MA 1020	Introduction to Statistics	3
MA 2060	Business Math	3

DEGREE CONCENTRATION*(84 semester credits)***CORE COURSES****CREDITS***(72 semester credits)*

IT 1000	Introduction to Information Technology	3
EC 1010	Macro & Micro Economics	6
IT 1020	E-Commerce Business and Technology (Pre-requisite: IT 1000)	3
IT 1030	Computer Graphics for E-Commerce	3
CS 1040	Web Site Development (Pre-requisite: IT 1000)	3
MG 2010	Introduction to Business	3
CS 2010	Information Management Systems (Pre-requisite: IT 1000)	3
CS 2020	Advanced Web Site Development (Pre-requisite: CS 1040)	3
IT 2030	Desktop Publishing (Pre-requisite: IT 1030)	3
IT 2040	Multimedia (Pre-requisite: IT 1000)	3
MK 2050	Basic Marketing	3
CS 2060	Database Management Systems (Pre-requisite: IT 1000)	3
CS 2070	Computer Ethics and Law (Pre-requisite: IT 1000)	3
MA 2080	Discrete Mathematics (Pre-requisite: MA 2010)	3
CS 3040	Database Theory and Design (Pre-requisite: CS 2060)	3
CS 3080	Artificial Intelligence (Pre-requisite: CS 1000)	3
CS 3130	Data Communications (Pre-requisite: MA 2080)	3
CS 4060	Computer Networks	3
CS 4010	Decision Support Systems (Pre-requisite: CS 3080)	3
FA 4160	Financial Management	3
MK 4250	Advertising Fundamentals	3
IT 4980	Undergraduate Capstone Course Project	6

ELECTIVES*(12 semester credits)***PRESTON UNIVERSITY**

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COMPUTER SCIENCE (SELECT 2 CREDITS)

CS 3020	Software Engineering Concepts (Pre-requisite: IT/CS 1000)	3
CS 3060	Systems Analysis and Design I (Pre-requisite: (IT/CS 1000)	3
CS 3070	Systems Analysis and Design II (Pre-requisite: CS 3060)	3
CS 3120	Software Engineering Project (Pre-requisite: CS 3020)	3

MANAGEMENT (SELECT 2 CREDITS)

MG 4040	International Management	3
MG 4080	Business Communications	3
MG 4180	Production Management	3
MG 4200	Organizational Behavior	3

TOTAL REQUIREMENT: 120 SEMESTER CREDITS

BACHELOR OF ARTS IN INTERIOR DESIGN

Core & Elective Courses: 131 semester credits • Per credit tuition: \$135

The Bachelor of Interior Design (BAID) degree program requires 131 semester credits of post secondary college-level study. Students will complete 36 semester credits of general education courses followed by 71 semester credits of core courses, 15 semester credits of electives and 9 semester credits of capstone courses.

The curriculum follows professional and technical American standards. The entire program aims at the amalgamation of location, architecture, interior, and services about desired effect. The program is a mix of technical, management, and craftsmanship courses.

The normal duration of the BAID program is 36-months. To finish the program in three years it requires the student to take an average of 4 credits per month.

This degree program is open to all persons who have successfully completed a secondary/high school education or its equivalent (or, hold their GED).

GENERAL EDUCATION*(36 semester credits)***SOCIAL SCIENCES (SELECT 9 CREDITS)**

AN 1050*	UAE Society	3
IR 1010	Introduction to International Relations	3
MG 3520*	Public Speaking	3
MG 4080*	Business Communication	3
PS 1010	Psychology	3
SO 1010	Sociology	3

HUMANITIES & FINE ARTS (SELECT 9 CREDITS)

AB 1010	Elementary Arabic	3
EN 1011*	English Writing	3
EN 1021*	Functional Grammar	3
En 1230	English Literature	3
IS 1100*	Islamic Studies –or–Ethics	3
PH 1010	Introduction to Philosophy	3

SCIENCE (SELECT 9 CREDITS)

BI 1010	Biology	6
CH 1010	Chemistry	6
GL 1010	Introduction to Geology	3
PY 1010	Introduction to Physics	3

MATHEMATICS (SELECT 9 CREDITS)

MA 1000*	Basic Mathematics	3
MA 1010	College Algebra	6
MA 1020	Introduction to Statistics	3
MA 2060	Business Math	3

(*) Compulsory General Education Courses

DEGREE CONCENTRATION*(71 semester credits)*

ID 1001	History of Art and Design	3
ID 1002	History of Islamic Art	3
ID 1003	Twentieth Century Design (Pre-requisite: ID 1002)	3
ID 1010	Introduction to Interior Design	3

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ID 1011	Principles & Elements of Applied Art (Pre-requisite: ID 1010)	3
ID 1012	Furniture, Furnishing & Accessories (Pre-requisite: ID 1011)	3
ID 1013	Residential Design (Pre-requisite: ID 1010)	3
ID 1014	Commercial & Institutional Design (Pre-requisite: ID 1013)	3
ID 1016	Building Client Profiles (Pre-requisite: ID 1015)	3
ID 1020	Freehand Drawing & Sketching	3
ID 1021	Conceptual & Perspective Drawing	3
ID 1030	Architectural Methodology	3
ID 1031	Developing Floor Plans (Pre-requisite: ID 1030)	3
ID 1032	Entourage & Presentation (Pre-requisite: ID 1031)	3
ID 1033	Building Codes & Acoustical Planning (Pre-requisite: ID 1032)	3
ID 1034	Furniture Placement & Spatial Quality (Pre-requisite: ID 1033)	3
ID 1035	Ecology & Landscaping (Pre-requisite: ID 1033)	3
ID 1036	Major Systems & Services of Building Shell (Pre-requisite: ID 1033)	3
ID 1040	Elementary Auto CAD	3
ID 1041	Two and Three-Dimensional Objects (Pre-requisite: ID 1040)	3
ID 1042	Rendering & Animation Techniques (Pre-requisite: ID 1041)	3
ID 1043	Photoshop Application (Pre-requisite: ID 1042)	4
ID 1050	Model Construction (Pre-requisite: ID 1031)	4
ID 1060	Furniture Design & Construction (Pre-requisite: ID 1035)	3

ELECTIVE COURSES*(15 semester credits)*

ID 1070	Workshop I – Renovation	3
ID 1071	Workshop II – Upholstery & Furnishing (Pre-requisite: ID 1070)	3
ID 1072	Workshop III – Modular & Multipurpose Furniture (Pre-requisites: ID 1012 & ID 1071)	3
ID 1080	Research & Presentation	3
MG 4480	Business Communication	3

CAPSTONE COURSES*(9 semester credits)*

ID 4990	Portfolio Presentation	3
ID 4991	Internship	4
ID 4995	Graduation Display Exhibition	4

TOTAL REQUIREMENT: 131 SEMESTER CREDITS

BACHELOR OF ARTS IN ISLAMIC STUDIES

• Core & Elective Courses: 136 semester credits • Per credit tuition: \$135

The Bachelor of Arts in Islamic Studies (BAIS) is a 36-month, nine semester program which provides the student with Islamic, social, technical, and academic competence needed to effectively participate in the community. It involves a focused study in the various branches of Islamic knowledge in order to pave the way for practical applications of Islamic research and solutions to current issues. A **capstone project** is required to complete this degree program.

The normal duration of the BAIS program is three years or nine semesters. It requires the full-time student to successfully complete five to six courses or 17 credits per semester.

This degree program is open to all persons who have successfully completed a secondary/high school education or its equivalent (or, hold their GED).

GENERAL EDUCATION

(36 semester credits)

SOCIAL SCIENCES (SELECT 9 CREDITS)

AN 1050	UAE Society	3
EC 1010	Microeconomics	3
IR 1010	Introduction to International Relations	3
MG 1061	Introduction to Business	3
MG 3520	Public Speaking	3
MG 4080	Business Communication	3
MG 4310	Research Methods	3
PS 1010*	Psychology	3
SO 1010*	Sociology	3

HUMANITIES & FINE ARTS (SELECT 9 CREDITS)

AB 1010	Elementary Arabic	3
EN 1011	English Writing	3
EN 1021*	Functional Grammar	3
En 1230	English Literature	3
IS 2610	Comparative Religion	3
PH 1010	Introduction to Philosophy	3

SCIENCE (SELECT 9 CREDITS)

BI 1010*	Biology	6
CH 1010	Chemistry	6
GL 1010	Introduction to Geology	3
PY 1010	Introduction to Physics	3

MATHEMATICS (SELECT 9 CREDITS)

MA 1000	Basic Mathematics	3
MA 1010*	College Algebra	6
MA 1020	Introduction to Statistics	3
MA 2060	Business Math	3

(* Compulsory General Education Courses)

DEGREE CONCENTRATION

(72 semester credits)

COURSE		CREDITS
IS 1010	Islamic Fundamentals	3
IS 1011	Advanced Islamic Fundamentals	3

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IS 1020	Aqeedah	3
IS 1101	Tafseer I	3
IS 1102	Tafseer II	
	(Pre-requisite: IS 1101)	3
IS 1103	Tafseer III	
	(Pre-requisite: IS 1102)	3
IS 1104	Tafseer IV	
	(Pre-requisite: IS 1103)	3
IS 1203	Arabic I	3
IS 1204	Arabic II	
	(Pre-requisite: IS 1203)	3
IS 1205	Arabic III	
	(Pre-requisite: IS 1104)	3
IS 1206	Arabic IV	
	(Pre-requisite: IS 1105)	3
IS 1201	Hadeeth I	3
IS 2102	Hadeeth II	
	(Pre-requisite: IS 1201)	3
IS 2103	Hadeeth III	
	(Pre-requisite: IS 2102)	3
IS 2401	Islamic History	3
IS 2402	Advanced Islamic History	3
IS 3101	Seerah I	3
IS 3102	Seerah II	
	(Pre-requisite: IS 3101)	3
IS 3211	Figh I	3
IS 3212	Figh II	
	(Pre-requisite: IS 3211)	3
IS 3213	Figh III	
	(Pre-requisite: IS 3212)	3
IS 3214	Figh IV	
	(Pre-requisite: IS 3213)	3
IS 3620	Figh Maxims	3
IS 3700	Heresiology	3

ELECTIVES*(21 semester credits)*

FA 3510	Islamic Banking	3
IS 1201	Arabic Reading & Writing	3
IS 1202	Arabic (Sarf)	3
IS 2610	Comparative Religion	3
IS 2800	Hifz I	3
IS 2801	Hifz II	
	(Pre-requisite: IS 2800)	3
IS 2802	Hifz III	
	(Pre-requisite: IS 2801)	3
IS 4201	Tajweed	3

INFORMATION TECHNOLOGY*(3 semester credits)*

IT 1090	Computer Applications	3
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CAPSTONE COURSE*(4 semester credits)*

IS 4995	Islamic Studies Capstone	4
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MASTER

MASTER OF ARTS IN ISLAMIC STUDIES

- Core & Elective Courses: 45 semester credits
- Per credit tuition: \$225

The Master of Arts in Islamic Studies (MAIS) is a 45 credit hour graduate program available to those who have earned a bachelors degree in any discipline with a minimum 2.0 GPA (C or better). This program enables students to learn Islamic Studies in a holistic environment with special focus on its applicability to various walks of life.

Students study some Arabic components for enhanced research and analysis of required texts and resources. The components of Business Management courses are aimed at imparting Islamic Studies knowledge in a way that the students conceptualise it more and more as well as to apply it in their practical life. The program has special emphasis on Qur'anic studies and sciences. The subject of Research Methods is designed especially for preparing candidates for writing the graduate thesis, which is required for graduation.

A student has two specialization options available (9 credits each): Qur'anic Studies; Islamic Banking.

The normal duration of the MAIS program is 21 months. It requires a full-time student to earn about two credits per month.

CORE COURSES

(30 semester credits)

COURSE		CREDITS
IS 5010	Advanced Studies of Qur'anic Sciences	3
IS 5020	Hadeeth Sciences	3
IS 5030	Methodology of Islamic Jurisprudence	3
IS 5040	Advanced Arabic Grammar	3
IS 5050	Arabic Language and Literature	3
IS 5060	Islamic History	3
MG 5060	Management Communication	3
MG 5210	Organizational Behavior	3
MG 5315	Principles of Management	3
MG 6900	Graduate Research Methods	3

SPECIALIZATION COURSES

(9 semester credits)

QU'RANIC STUDIES

IS 6020	Analytical Exegesis	3
IS 6030	Subjective Study of the Holy Qur'an	3
IS 6040	Miracles of the Holy Qur'an	3

ISLAMIC BANKING

IS 6877	Islamic Economics and Business	3
IS 6878	Islamic Banking and Finance	3
IS 6879	Islamic Banking Operations	3

GRADUATION REQUIREMENT FOR ALL SPECIALIZATIONS

IS 6990	Graduate Thesis	6
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TOTAL REQUIREMENT: 45 SEMESTER CREDITS

PRESTON UNIVERSITY

3731 Wilshire Boulevard, Suite 506 • Los Angeles, CA 90010 USA

Tel: 213-384-4500 • Tel: 877-384-4511 within the US • Fax: 213-384-4502 • Email: Admissions@Preston.edu • www.preston.edu

MASTER OF BUSINESS ADMINISTRATION

• Core & Elective Courses: 36 semester credits • Per credit tuition: \$225

The Master of Business Administration (MBA) degree requires 36 credits. Students must have earned a bachelor degree from a recognized college or university; further, the student must have earned a 2.0 GPA in his or her undergraduate program. Students may choose a concentration area upon completion of the required core courses. The student will also complete either a thesis or a capstone project for this degree program. *A thesis is recommended for those students wishing to continue working toward a Ph.D.*

The normal duration of the MBA program is 18 months. It requires the full-time student to take an average of 2 credits per month.

CORE COURSES

(24 semester credits)

COURSE		CREDITS
MG 6010	Strategic Management	3
MG 6100	Management Information Systems	3
FA 6160	Advanced Financial Management (Pre-requisite: FA 4160)	3
MG 6200	Globalization of Business	3
MK 6220	Advanced Marketing Management	3
MG 6900	Business Research Methods	3

Select one of the following:

MG 6980	MBA Capstone Course Project	6
MG 6990	Graduate Thesis	6

ELECTIVES

(12 semester credits)

HUMAN RESOURCES MANAGEMENT

MG 6060	Organizational Staffing	3
MG 6080	Human Resource Management	3
MG 6090	Compensation & Benefits Management	3
MG 6150	Advanced Training Management (Pre-requisite: MG 4150)	3

INTERNATIONAL BUSINESS

MK 5200	International Marketing (Pre-requisite: MK 4210)	3
MG 5580	International Business	3
MG 6250	Seminar in International Leadership	3
MG 6280	Seminar in International Business	3

MANAGEMENT

MG 5060	Communications in Management	3
MG 5120	Organizational Development	3
MG 5130	Re-engineering Management	3
MG 6030	Seminar in Leadership	3
MG 6180	Seminar in Quality Management	3
MG 6250	Seminar in International Leadership	3
MG 6380	Seminar in Management	3
MG 6510	Business Forecasting	3

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MANAGEMENT INFORMATION SYSTEMS

(Take in the order listed)

IT 5000	Software Project Management	3
IT 5020	Website Management	3
IT 5040	Computer Systems Performance Evaluation	3
IT 5100	Advanced Computer Graphic Presentation	3
IT 6040	Computer Interfaces	3

MARKETING

MK 5200	International Marketing	3
MK 5520	Service Quality Improvement	3
MK 5530	Customer Support Systems	3
MK 6210	Marketing Research	3
MK 6250	Advertising Management	3
MK 6280	Seminar in Marketing	3
MK 6310	Brand Marketing	3
MK 6580	Seminar in Service Management (Pre-requisite: MK 5520)	3

ACCOUNTING AND FINANCE

FA 6150	Investment Management	3
FA 6170	Credit Management	3
FA 6180	Seminar in Finance (Pre-requisite: FA 6160)	3
FA 6210	Advanced Accounting (Pre-requisite: FA 2010)	3
FA 6220	Advanced Cost Accounting (Pre-requisite: FA 4270)	3
FA 6280	Seminar in Accounting (Pre-requisite: FA 6210)	3
FA 6300	Accounting Information Systems (Pre-requisite: FA 6150)	3
FA 6610	Banking Operations Management (Pre-requisite: FA 6170)	3
FA 6630	Risk Management (Pre-requisite: FA 6150)	3
FA 6810	Finance & Accounting for Executives (Pre-requisite: FA 4320)	3

TOTAL REQUIREMENT: 36 SEMESTER CREDITS

EXECUTIVE MASTER OF BUSINESS ADMINISTRATION

• Core & Elective Courses: 36 semester credits • Per credit tuition: \$225

The Executive Master of Business Administration (EMBA) degree requires 36 credits. The EMBA program is available to those candidates who have management work experience, and a bachelor's degree. A bachelor degree in any field from a recognized school with a 2.0 GPA is required for entry. A **capstone course** project is required for this degree program.

The normal duration of the EMBA program is 18 months. It requires the full-time student to take an average of 2 credits per month.

CORE COURSES

(21 semester credits)

COURSE		CREDITS
MG 6010	Strategic Management	3
MG 6100	Management Information Systems	3
MG 6200	Globalization of Business	3
MK 6280	Seminar in Marketing	3
FA 6810	Finance & Accounting for Executives	3
MG 6980	Capstone Course Experience	6

ELECTIVES

(15 semester credits)

HUMAN RESOURCES MANAGEMENT

MG 6060	Organizational Staffing	3
MG 6080	Human Resource Management	3
MG 6090	Compensation & Benefits Management	3
MG 6150	Advanced Training Management (Pre-requisite: MG 4150)	3

INTERNATIONAL BUSINESS

MK 5200	International Marketing (Pre-requisite: MK 4210)	3
MG 5580	International Business	3
MG 6250	Seminar in International Leadership	3
MG 6280	Seminar in International Business	3

MANAGEMENT

MG 5060	Communications in Management	3
MG 5120	Organizational Development	3
MG 5130	Re-engineering Management	3
MG 6030	Seminar in Leadership	3
MG 6180	Seminar in Quality Management	3
MG 6250	Seminar in International Leadership	3
MG 6380	Seminar in Management	3
MG 6510	Business Forecasting	3
MG 6900	Business Research Methods	3

MANAGEMENT INFORMATION SYSTEMS

(Take in the order listed)

IT 5000	Software Project Management	3
IT 5020	Website Management	3
IT 5040	Computer Systems Performance Evaluation	3
IT 5100	Advanced Computer Graphic Presentation	3
IT 6040	Computer Interfaces	3

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MARKETING

MK 5200	International Marketing (Pre-requisite: MK 4210)	3
MK 5520	Service Quality Improvement	3
MK 5530	Customer Support Systems	3
MK 6210	Marketing Research	3
MK 6220	Advanced Marketing Management	3
MK 6250	Advertising Management	3
MK 6310	Brand Marketing	3
MK 6580	Seminar in Service Management (Pre-requisite: MK 5520)	3

ACCOUNTING AND FINANCE

FA 6150	Investment Management	3
FA 6160	Advanced Financial Management (Pre-requisite: FA 4160)	3
FA 6170	Credit Management	3
FA 6180	Seminar in Finance (Pre-requisite: FA 6160)	3
FA 6210	Advanced Accounting (Pre-requisite: FA 2010)	3
FA 6220	Advanced Cost Accounting (Pre-requisite: FA 4270)	3
FA 6280	Seminar in Accounting (Pre-requisite: FA 6210)	3
FA 6300	Accounting Information Systems (Pre-requisite: FA 6150)	3
FA 6610	Banking Operations Management (Pre-requisite: FA 6170)	3
FA 6630	Risk Management (Pre-requisite: FA 6150)	3

TOTAL REQUIREMENT: 36 SEMESTER CREDITS

MASTER OF SCIENCE ADULT EDUCATION

• Core & Elective Courses: 36 semester credits • Per credit tuition: \$225

The Master of Science in Adult Education (MSED) degree requires 36 semester credits. The MSED program is available for those students who have a bachelor degree from a recognized college or university in an educated-related field, or who have earned a significant number of credits in education-related courses or who have a proven background in education. The student must have earned a 2.0 GPA in his or her undergraduate program. A **capstone course project** is required to complete the degree.

The normal duration of the MSED program is 18 months. It requires the full-time student to take an average of 2 credits per month.

CORE COURSES

(24 semester credits)

COURSE		CREDITS
ED 5010	Adult Education in America	3
ED 5020	Education Systems Planning	3
ED 5060	Educational Fiscal Planning & Finance	3
ED 5070	Educational Leadership	3
ED 5080	TQM in Higher Education	3
ED 5110	Curriculum Design	3
ED 6980	MSED Capstone Course Project	6

OPTION GROUPS

(Select 1 course from each group)

GROUP I

ED 5040	Educational Psychology	3
ED 5130	Organizational Behavior	3

GROUP II

ED 5180	Quantitative Research	3
ED 6000	Research Methodologies in the Field of Education	3

GROUP III

ED 5050	Educational Issues	3
ED 5190	Case Studies in Higher Education	3

ELECTIVES

(3 semester credits)

ED 5030	The Professorate	3
ED 5090	Educational Change	3
ED 5120	Effective College Teaching	3
ED 5140	Educational Law	3
ED 5150	The Community College System	3
ED 5160	Information Technology and Adult Education	3
ED 5170	The College Department Chair	3

TOTAL REQUIREMENT: 36 SEMESTER CREDITS

MASTER OF SCIENCE IN COMPUTER SCIENCE

• Core & Elective Courses: 36 semester credits • Per credit tuition: \$225

The Master of Science in Computer Science (MSCS) degree requires 36 credits. The MSCS program is available for those who have a Bachelor Degree in Computer Science or Computer Information Systems from a recognized college or university with a 2.0 GPA and have completed the required core courses found in Preston University's BSCS degree program. A **thesis or a capstone course project** is required to complete this degree program.

The normal duration of this program is 18 months. It requires the full-time student to take an average of 2 credits per month.

CORE COURSES

(27 semester credits)

COURSE		CREDITS
CS 5010	Computer Network Management (Pre-requisite: CS 4060)	3
CS 5020	Computer Architecture (Pre-requisite: CS 4150)	3
CS 5030	Software Engineering (Pre-requisite: CS 3020)	3
CS 5050	Operating Systems (Pre-requisite: CS 2050)	3
CS 5070	Algorithm Analysis (Pre-requisite: CS 2040)	3
CS 5080	Database Design and Organization (Pre-requisite: CS 2060)	3
CS 5090	Programming Languages (Pre-requisite: CS 3050)	3

Select one of the following:

CS 6980	Graduate Capstone Course Project	6
CS 6990	Graduate Thesis	6

ELECTIVES

(9 semester credits)

CS 6040	Web Site Development and Management (Pre-requisite: CS 2020)	3
CS 6070	Compiler Theory (Pre-requisite: CS 5070)	3
CS 6220	Computer Performance Analysis (Pre-requisite: CS 5020 and CS 5050)	3
CS 6230	Software Testing and Validation (Pre-requisite: CS 5030)	3
CS 5060	Concepts of Programming Languages	3
CS 6250	Formal Language Theory (Pre-requisite: CS 5070)	3

TOTAL REQUIREMENT: 36 SEMESTER CREDITS

MASTER OF SCIENCE IN HEALTHCARE ADMINISTRATION

• Core & Elective Courses: 36 semester credits • Per credit tuition: \$225

The Master of Health Care Administration (MHA) degree requires 36 credits. The MHA program is available for those students who have earned a bachelor degree from a recognized college or university; further, the student must have earned a 2.0 GPA in his or her undergraduate program. A **capstone course** project or thesis is required for this degree program. Those students electing to write a MHA thesis (MHA 6990) must also take Healthcare Administration Research Methods (MHA 6900) as a prerequisite.

The normal duration of the MHA program is 18 months. It requires the full-time student to take an average of 2 credits per month.

CORE COURSES

(15 or 18 semester credits)

COURSE		CREDITS
MHA 5010	Leadership in Healthcare Organizations	3
MHA 5030	Management of Healthcare Human Resources	3
MHA 5040	Healthcare Budgeting	3
MHA 6900	Healthcare Administration Research Methods	3
	(Required for those students electing to do the MHA Thesis)	

Select one of the following:

MHA 6980	MHA Capstone Course Experience	6
MHA 6990	MHA Thesis	6

ELECTIVES

(Select 18 or 21 semester credits)

MHA 5000	Quality Management in Healthcare Organizations	3
MHA 5020	Healthcare Organizational Behavior	3
MHA 5050	Healthcare Information Systems	3
MHA 5060	Medical Staff Administration	3
MHA 5070	Marketing for Healthcare Organizations	3
MHA 5080	Healthcare Systems Around the World	3
MHA 5090	International Public Health	3

TOTAL REQUIREMENT: 36 SEMESTER CREDITS

MASTER OF SCIENCE IN INFORMATION TECHNOLOGY

•Core & Elective Courses: 36 semester credits • Per credit tuition: \$225

The Master of Science in Information Technology (MSIT) degree requires 36 credits. This program is available for those who have a Bachelors Degree in Computer Science or Computer Information Systems from a recognized college or university with a 2.0 GPA and have completed the required core courses found in Preston University's BSIT degree program or their equivalent. A **capstone project** is required to complete this degree program.

The normal duration of the MSIT program is 18 months. It requires the full-time student to take an average of 2 credits per semester.

CORE COURSES*(27 semester credits)*

COURSE		CREDITS
IT 5000	Software Project Management	3
IT 5010	Network Management	3
IT 5020	Web Site Management	3
IT 5060	Advanced Topics in Information Technology	3
IT 6000	Multimedia and E-Commerce	3
CS 5080	Database Design and Organization	3
CS 6230	Software Testing and Validations	3
IT 6980	Graduate Capstone Course Project	6

ELECTIVES*(9 semester credits)***MANAGEMENT (SELECT 3 CREDITS)**

MG 5580	International Business	3
MG 6280	Seminar in International Business	3

MARKETING (SELECT 3 CREDITS)

MK 5200	International Marketing	3
MK 6210	Marketing Research	3
MK 6280	Seminar in Marketing	3

FINANCE (SELECT 3 CREDITS)

FA 6210	Seminar in Finance	3
FA 6300	Accounting Information Systems	3
FA 6630	Risk Management	3

TOTAL REQUIREMENT: 36 SEMESTER CREDITS

MASTER OF SCIENCE IN OCCUPATIONAL SAFETY & HEALTH

•Core & Elective Courses: 36 semester credits • Per credit tuition: \$225

The Master of Science in Occupational Safety & Health (MSOSH) degree requires 36 semester credits. It is available to those students who have earned a bachelors degree from a recognized college or university with a minimum GPA of 2.0 (C or better).

The normal duration of the MSOSH program is 18 months. It requires a full-time student to take an average of 2 credits per month.

CORE COURSES*(36 semester credits)*

COURSE		CREDITS
MOSH 6010	Theory and Practice of Industrial Hygiene	3
MOSH 6020	Principles and Application of Safety Engineering	3
MOSH 6030	Fire Protection Safety Standards and Practices	3
MOSH 6040	Safety Regulations on Prevention of Accidents	3
MOSH 6050	ISO 14000 & OSHAS 18001	3
MOSH 6060	System Safety Structure and Practice	3
MOSH 6070	Environmental Safety	3
MOSH 6080	Toxicology	3
MOSH 6090	Safety Training and Development	3
MOSH 6100	Ergonomics Theory and Practice	3
MOSH 6200	Thesis including Research Methods	6

TOTAL REQUIREMENT: 36 SEMESTER CREDITS

DOCTORAL**DOCTOR OF PHILOSOPHY PROGRAMS (PHD)**

- Core & Elective Courses: 72 graduate semester credits
- Per credit tuition: \$225

DOCTOR OF PHILOSOPHY PROGRAMS (PH.D.)

The Doctor of Philosophy (Ph.D.) degree is a terminal degree reflecting independent mastery of a specialized field of knowledge, and the successful pursuit of original research. The Ph.D. effort requires academic discipline together with a significant commitment of time and effort. It involves highly focused study in a particular area of interest culminating in an original research effort, which adds to the general body of knowledge in the field.

ELIGIBILITY

The applicant must have a master degree in the general field in which the application for Ph.D. has been submitted. The applicant must have earned a GPA of 3.0 on a scale of 4.0 or its equivalent grading in the master degree program, or received a minimum combined score of 1400 on the three sections of the GRE, or a minimum score of 500 on the GMAT. Distance Education applicants whose native language is not English must complete the Test of English as a Foreign Language (TOEFL) with a score of 500 written or 175 computer-based prior to graduation or within two years following enrollment, whichever comes first.

TRANSFER OF CREDIT

A maximum of thirty (30) semester credits of graduate-level course work may be transferred into the doctoral program. Only graduate-level academic credits earned at recognized institutions with a grade of "C" or better may be transferred toward the program. The candidate will complete at least 42 graduate credits of course work to complete the program.

PH.D. PROGRAM REQUIREMENTS

- 72 semester credits beyond the bachelor degree.
- 21 - 51 semester credits of elective course work.
- 9 semester credits for Research Focus (RF) courses
- 9 semester credits for Dissertation support (DS) courses
- 3 semester credits for Comprehensive Exam course (DR 7000)
- The candidate may transfer a maximum of 30 semester credits into the program from their master degree.

OVERVIEW OF THE DOCTOR OF PHILOSOPHY DEGREE

The Ph.D. degree represents the culmination of extended academic study into a particular field of knowledge. Every doctoral program should be unified in relation to a clear objective. That is, it should have the approval of the student's supervising professors, include focused academic course work that supports the research effort, and should include a tangible element of independent doctoral research. Those who earn the Ph.D. must demonstrate significant intellectual achievement and must contribute to the scholarly knowledge in their field of investigation. Therefore, candidates for Ph.D. degrees should have earned their Master degree in the field of study chosen for their doctoral work.

ACADEMIC COURSE WORK

Seventy-two semester credits of graduate course work beyond the bachelor degree are required for the Ph.D. Most students will transfer 30 semester credits from their master degree, and will complete forty-two credits through additional courses. The typical program begins with three core and four elective courses selected by the student in consultation with his or her Supervising Professor. When the core and elective courses are completed, the candidate will enroll in the Comprehensive Exam Course, DR 7000. The Comprehensive Exam course evaluates the student's mastery of knowledge in the area of study and verifies the candidate's readiness to advance to the formal research stage of the doctoral program.

The student's *Seminar* course is designed to guide the candidate's review of current literature, contemporary knowledge and recent research findings in the topical area of the dissertation. Ideally, the outcome of the *Seminar* course will be a comprehensive literature review covering the breadth of the research topic. Likewise, the three elective courses will be selected to support the specific area of the student's dissertation research. The primary focus of the academic course work is to provide the student with a comprehensive background in the chosen research area.

DURATION OF THE PROGRAM

The normal duration of the Ph.D. program for full-time students is 36 months. Elective course work of 21 semester credits may normally be completed in 18 months. The Research focus and dissertation support courses may be completed in the remaining 18 months. The maximum duration of the Ph.D. program is 108 months.

THE DISSERTATION

The dissertation is an essential aspect of Ph.D. studies. It is a formal written document representing sustained research or investigation into an important intellectual issue. The dissertation must be an independent effort, which contributes to the accumulated wisdom of the field in which it is written. The required Research Focus and Dissertation Support courses will help the student to focus his or her research effort, and provide general guidelines for research approach and report preparation. All dissertations must meet rigorous academic standards and be professionally prepared in a format suitable for reproduction. Dissertations will be reviewed and approved by the candidate's Supervising Professor and Preston University's Academic Review Committee.

DISSERTATION REQUIREMENTS

Every candidate for the Ph.D. must prepare and submit a dissertation that shows independent investigation and is acceptable in form and content. The dissertation should normally be written in English and typewritten. Under certain circumstances, a dissertation may be completed in a language other than English, such as in the case of a Ph.D. in a foreign language.

The dissertation should follow the guidelines contained in the *MLA Handbook for Writers of Research Papers* for overall style, page format, citation format and reference listings.

One paper copy of the dissertation suitable for quality reproduction, unbound, with an appropriate abstract must be submitted for evaluation.

STYLE GUIDE FOR REPORTS, THESES AND DISSERTATIONS

The standard format and style reference guide for all academic writing for Preston University is the *MLA Handbook for Writers of Research Papers*. This handbook should be consulted to determine the format, style, reference citation criteria and standard conventions for writing all reports, papers, theses and dissertations. Deviations from this standard are permitted only with the expressed permission of the student's academic advisor.

PH.D. CURRICULA

ALL COURSES ARE THREE (3) SEMESTER CREDITS UNLESS OTHERWISE NOTED

PH.D. COURSE DESCRIPTIONS**RF 6500 CONTEMPORARY RESEARCH SOURCES**

Core course for master and doctoral programs. This course reviews modern search methods and information sources that support contemporary research efforts. The topics cover the use of online systems, physical libraries, search engines, media selection, research optimization, and source documentation requirements.

RF 6800 WRITING FOR RESEARCH AND PUBLICATION

A core course for students who plan to complete dissertations or thesis research projects. Covers key elements of effective writing including proper use of reference sources and citations. Provides clear directions for entering notes, charts, tables, graphs, and figures within the text of reports.

DR 7000 COMPREHENSIVE EXAM COURSE

The doctoral dissertation requires original research, which adds to the body of knowledge in the field of study. It is a formal academic document reflecting the candidate's thorough understanding of the topic studied.

RF 7100 STATISTICAL METHODS FOR RESEARCH

This course reviews qualitative and quantitative methods for researchers. It covers common statistical and non-parametric methods for data analysis and provides practice in the use of common statistical tools using software programs including MS EXCEL, SPSS, and Minitab.

RF 7200 RESEARCH PREPARATION

This advanced course prepares the student for the research effort. It covers the principles of research, discusses alternative philosophies of research and describes a disciplined procedural approach to the research process. The course results in a well-documented research approach including some preliminary findings in the topical area.

RF 7300 ADVANCED RESEARCH METHODS

This advanced course is designed to guide the student toward a well-defined research topic as the focus of the dissertation effort. The course results in a detailed research methodology suitable to guide the subsequent research.

DS 7800 DISSERTATION PREPARATION MODULES I & II

The doctoral dissertation describes an original research project. A distinct methodology and process is used to craft the dissertation to meet academic standards, while making it a useful and practical document. These two modules guide the candidate through the dissertation development process. (3 credits per module)

DS 7900 DISSERTATION DEFENSE

The final stage of any doctoral study is a verbal defense of the research effort and review of the resulting dissertation. This course covers the methodology for preparation and delivery of the verbal defense.

XX 7300 SERIES DOCTORAL-LEVEL SEMINAR COURSES

As part of the doctoral core courses, these seminars guide the student through an in-depth review of contemporary writings within the range of the candidate's research focus. The result of this course is a comprehensive literature review reflecting the existing knowledge associated with the student's area of research interest.

PH.D. CONCENTRATION ELECTIVE COURSES

The concentration course work assigned is unique to each student's field of study. The courses are identified by the student in consultation with the supervising professor. Each course is selected to support the research effort, while providing the knowledge and insights required for mastery of the topical area of study.

ACADEMIC DEPARTMENTS FOR PH.D. PROGRAMS

Business Administration
Computer Science
Education
Engineering
Finance
Health Care
Interdisciplinary Studies
International Studies
Law
Management
Political Science
Psychology
Public Administration
Science
Sociology

STANDARD CURRICULUM FOR PH.D. PROGRAMS

STANDARD PH.D. PROGRAM

RF 6500	Contemporary Research Sources	3
RF 6800	Writing for Research and Publication	3
DR 7000	Comprehensive Exam Course	3
RF 7100	Statistical Methods for Research	3
RF 7200	Research Preparation	3
RF 7300	Advanced Research Methods	3
DS 7800	Dissertation Preparation Modules I & II	6
DS 7900	Dissertation Defense	3
XX 7300	Series Doctoral-Level Seminar Courses	3
Ph.D. Concentration Elective Courses (4 Courses)		12

TOTAL REQUIREMENT: 42 SEMESTER CREDITS

GENERAL**GENERAL EDUCATION COURSE DESCRIPTIONS**

ALL COURSES ARE THREE (3) SEMESTER CREDITS UNLESS OTHERWISE NOTED

AB 1010 Elementary Arabic

This introductory course in the fundamentals of Arabic language exposes students to the dimensions of reading, writing, listening, and speaking. Each student will gain basic Arabic language skills.

AN 1010 Introduction to Anthropology

Introduces the student to the study of mankind in the context of society and environment. Reviews historic and contemporary findings, while highlighting the approaches and techniques applied in the research.

AN 1050 United Arab Emirates (UAE) Society

A course tailored to highlight the structure and culture of UAE society. Students explore the elements of the economic development in the UAE, along with its major difficulties encountered and many successes realized.

AN 1210 Introduction to American Culture

This course is designed to familiarize non-American students with the traditions, mores, arts, entertainment and foods of modern American culture, with particular emphasis on the dialect, dress and modes of thinking in the American West. This course introduces the student to the American experience.

AR 1010 Art History

This is a freshman-level course designed to help one have a better understanding of the aim of art history, the classification categories of history, the esthetic categories, specialized categories, and terms of art history. This course deals primarily, but not exclusively, with architecture, sculpture, painting, related arts, the ancient world, the Middle Ages and the world beyond Europe. Incorporated into this course are the Renaissance, the baroque and rococo, the modern and post-modern periods. (6 semester credits)

BI 1010 Biology

This introduction to the life sciences covers the history and modern findings in the science of biology. The student will learn about the science of living organisms and will gain insights into the scientific method. (6 semester credits)

CH 1010 Chemistry

Provides a broad review of chemistry principles in both inorganic and organic systems and applications. Includes the periodic table, chemical reactions, atomic theory and modern applications of chemistry in everyday life. (6 semester credits)

EN 1010 English Composition

This course is a freshman-level English composition course. Students will be expected to competently express themselves via the written word, show a basic understanding of grammatical usage, and apply basic reference skills.

EN 1011 English Writing

This course is designed with a greater focus on writing skills. It will help students develop their understanding and adjust their writing to suit the needs and expectations of their audience. Besides meeting the business correspondence requirement, it will encourage student creativity and help them connect their work in the classroom with writing needs in the outside world.

EN 1021 Functional Grammar

This course develops and improves writing skills guided by the needs of functional grammar. Students learn to generate and organize their ideas quickly, choose document formats to achieve their purpose and express their points clearly. The course emphasizes paragraph and short essay writing based on personal exploration of memory, observation, conversation, and reading. It is extremely useful for business students in planning, drafting, and articulating their ideas clearly and coherently. Prerequisite: EN 1011

EN 1030 English Literature

An introductory survey of classic and contemporary English literature collected from selected authors and their works. Students gain appreciation of standard literary expression found in novels, short stories, and poetry.

Prerequisite: EN 1010

ED 1040 Educational Psychology

This course aims to instill a broad view of education and associated developmental psychological concepts for learning and behavior. This includes cognitive, behavioral, and constructivist theories. The course also discusses the various aspects of good teaching and effective learning environments. Students examine the various methods in which assessments can be performed and the various ways in which tests can be conducted and graded.

EN 1210 American Spoken English

This course will help the student master the intricacies of American speech. The course concentrates on modern idioms, phonemes, dialectical speech patterns and pronunciation.

EN 1220 English Expository Writing

This course will help the student gain proficiency in expository writing. The concentration is on basic writing techniques, forms and logical argument. Completion of this course should allow the student to perform the types of writing necessary for success in all fields of academic endeavor.

GL 1010 Introduction to Geology

This course provides the student with the insights needed to gain an understanding of geology from the perspective of a geologist. It covers the terminology, techniques, approaches and current findings in the field of geology.

GO 1010 Introduction to World Geography

This course will present to the student the major regional areas of the world and discuss integration of the human and physical phenomena that produce the distinctive spatial and physical characteristics (locational, economic, political, social) of the world and emerging global communities.

HI 1010 Introduction to World History

This course provides a comprehensive overview of the various circumstances by which European civilization evolved. The course covers topics such as: city and rural life; empires, monarchies and republics; pre- and post-industrialization; societies in which labor was organized through markets, serfdom, and slavery; and non-Christian religions, as well as the major forms of Christianity in action.

HU 1010 Humanities

Considers the scope and methodology of social sciences. Topics include appreciation of art; the nature of observation in social sciences; and the role of value in social sciences. (6 semester credits)

IR 1010 Introduction to International Relations

Learn the basic principles, processes and problems of the international political system. Draw upon lessons from the past to address contemporary political situations in today's global environment.

IS 1100 Islamic Studies -or- Ethics

Students learn about Islam and its components, and then compare it with other religions and cultures in the world today. The course begins with the basics of Islam, its fundamental teachings, and rituals. The Ethics option is designed to introduce students to the basic moral concepts common to all religions. This is aimed at bringing spiritual dimensions to those who are not studying a course in religion.

IS 2610 Comparative Religion

This course is a study of the major beliefs, codes, rituals of worship, community, and historical context of the major faiths and philosophies of the world.

MA 1000 Basic Mathematics

This course covers the elementary geometry fundamentals related to space planning, mapping, and scaling rules. Basic mathematics terminology and practical application enables students to develop accurate floor plans and architectural models.

MA 1010 College Algebra

This is a complete course in algebra.

It covers number theory, linear and quadratic equations, techniques for solving word problems in a variety of practical areas, functions and graphing, lines, parabolas and systems, matrix algebra and an introduction to probability and statistics. (6 semester credits)

MA 1020 Introduction to Statistics

This course introduces students to the concepts, techniques and application of statistics. Emphasis is on the practical considerations of using statistics to support decision-making in modern organizations. The course will cover a wide range of statistical applications used in business environments.

MA 2010 College Calculus

A standard introductory calculus course. Topics include inequalities, functions, limits, continuity, the derivative, differentiation of elementary functions, applications of the derivative, the integral, and the integration of algebraic functions, plus other applications. Prerequisite: MA 1010

MA 2060 Introduction to Business Math

This course introduces students to the concepts, techniques and application of mathematical procedures to practical business problems. Emphasis is on the practical considerations of using mathematical approaches to support decision-making in modern organizations. The course will cover a wide range of math applications used in business environments.

MA 3020 Business Mathematics

A fundamental course in business mathematics, which emphasizes concepts, applications, and interpretation. Students examine the business concepts of interest, interest rates, and net present value as well as the mathematical implications of forecasting and multiple regression analysis. Prerequisite: MA 1010

PH 1010 Introduction to Philosophy

This course is an introduction to the discipline of philosophy. Because it is an introductory course, it focuses on a variety of philosophies and philosophers. Some students will no doubt be familiar with one or two of the philosophers to be studied. The topics covered in this course encompass every aspect of life. The student should spend time thinking about the how and the why questions of our lives.

PS 1010 Introduction to Psychology

This course is an introduction to the fundamental areas of psychology, including personality, motivation, intelligence, behavior, perception and learning, and human development.

PY 1010 Introduction to Physics

An introduction to the physical world, providing the student with insights into classical mechanics, gravitation, heat, electricity, magnetism, optics and contemporary topics in modern physics.

SO 1010 Introduction to Sociology

This course is an introduction to the discipline of sociology, which is the study of human social behavior and human societies. This course is designed to identify basic concepts and characteristics of human societies and cultures; develop a sociological insight into the relationship between the individual and society; provide an overview of the basic social institutions of family, education, the economy, work, and political life.

BUSINESS**BUSINESS ADMINISTRATION COURSE DESCRIPTIONS**

ALL COURSES ARE THREE (3) SEMESTER CREDITS UNLESS OTHERWISE NOTED

AC 1010 Accounting I

This course is an introduction to the basics of accounting. It is designed to summarize the basic nature of the accounting profession; define and apply financial and managerial accounting terms; analyze, record and report transactions for service and merchandising businesses; and summarize basic financial and managerial accounting concepts and principles. Students should enroll in AC 2010 the following semester.

AC 2010 Accounting II

This course is a continuation of the basics of accounting. This course is designed to analyze, record and report transactions for service, merchandising and manufacturing businesses; explore the accounting implications for partnership and corporations; use cost information to support operating decisions and strategic decisions regarding products, customers and technology; and summarize basic financial and managerial accounting concepts and principles. Prerequisite: AC 1010

CM 2200 Computers in Business

This course is designed to give selection background in both computer needs and software. Hands-on use of software programs will be stressed to provide students with exposure to the most commonly used office programs.

EC 1010 Macro & Micro Economics

This course introduces the business student to principles essential to understanding basic macro & micro economic problems, specific macro & micro economic issues and the policy alternatives available for dealing with them. The student will gain an understanding of broad economic factors affecting the global economy. (6 semester credits)

EC 3200 Economic Analysis

This course provides an overview of economic theories: their strengths and weaknesses. The focus is upon the impact of economics forces on the choices we make. Prerequisite: EC 1010

FA 2400 Essentials of Finance

This course reviews the many dimensions of financial management. The text merges theory with practice from the perspectives of both large and small businesses. Emphasis is placed upon valuation rather than balance sheet approaches. Key topics include marginal analysis, cash flows, the creation of value and financial markets and instructions.

FA 3510 Islamic Banking

The Islamic Banking course aims to enable students to understand Islamic Banking and finance through participation in class discussions on Islamic economics and banking, plus utilizing their knowledge in other areas of Islamic studies. It is the first course in the field of economics and business offered in the Islamic Studies program and provides introductory information about economics, money, and banking along with related Islamic issues. Prerequisite: EC 1010

FA 4160 Financial Management

This course covers the essential elements of modern financial management. It is especially designed for students in the Business Administration curriculum and those with a concentration in Finance.

FA 4260 Small Business Finance

This course covers the principles, techniques and sources of small business finance. The student will learn about the various avenues through which small businesses raise capital and how the small business can best manage its financial operations.

FA 4270 Cost Accounting

An introductory investigation of fundamental principles of managerial cost accounting, such as accumulation and reporting of accounting information for product costing and standard costing, as well as information and processes useful in planning, decision making and control activities. Prerequisite: AC 2010

FA 4320 Financial Accounting

This course provides the students with the basics of financial accounting so they can use financial and non-financial information in business decisions. The course is directed toward business and management students who will read, analyze and interpret financial statements and internal managerial documents to gather information for decision-making. Prerequisite: AC 2010

FA 4410 Principles of Auditing

This course examines the theories, principles and practices used in the conduct of financial audits. Prerequisite: AC 2010

FA 4880 Special Topics in Accounting

A course that focuses upon selected topics in accounting of special interest to the student. Students will conduct assigned projects to gain in-depth understanding of particular areas of accounting. Prerequisite: AC 2010

FA 6150 Investment Management

Primary course concentration will include the nature of investing, investment characteristics, investment alternatives, and investment attributes. Also, this course will cover real estate investment, stocks, stock analysis, discussion of market indicators, and investment strategy.

FA 6160 Advanced Financial Management

This course assumes the student has a background of knowledge, which includes the finance function in business, and the techniques of financial analysis. The course will present the student with the unique role of financial management which relates both to the company as an operating entity and to the interest of the owners in the results of the operation. Prerequisite: FA 4160

FA 6170 Credit Management

This course reviews the many dimensions of credit for both consumers and businesses. The text merges theory with practice from the perspectives of both lenders and borrowers. Emphasis is placed upon the philosophy, procedures, and responsibilities of credit transactions in a wide variety of situations.

FA 6180 Seminar in Finance

A consideration of financial concepts in the global business environment. Emphasis is placed on an understanding of the various financial systems, which affect the operations of business firms. This course requires an independent research effort by the student, resulting in a comprehensive report on financial issues prevalent in today's business environment. Prerequisite: FA 6160

FA 6210 Advanced Accounting

The course focuses on special accounting problems relating to the preparation of combined and consolidated financial statements for accounting entities with branch offices and with subsidiaries, both domestic and foreign. Further, partnership accounting, installment sales, accounting for accounting entities under receivership, and accounting for estates and trusts will be considered. Prerequisite: AC 2010

FA 6220 Advanced Cost Accounting

Study of advanced aspects of cost accounting including budgeting, standard costs and cost and profit analysis for decision-making purposes. Prerequisite: FA 4270

FA 6280 Seminar in Accounting

Addresses accounting practices in both domestic and global business entities. Emphasis is placed on an understanding of how accounting systems affect the operations of modern businesses. This course requires an independent research effort by the student resulting in a comprehensive report on contemporary accounting practices. Prerequisite: FA 6210

FA 6300 Accounting Information Systems

This is a seminar course covering the conceptual framework underlying selected accounting systems. The specific systems studied are based on the interest and background of enrolled students. Also included are the Securities and Exchange Commission regulations, federal income tax rules, and other foreign systems. Prerequisite: FA 6150

FA 6610 Banking Operations Management

This course covers the many and varied aspects of banking operations management. It includes: government regulations, organization and structure, financial transactions, funds management, bank service provision and loan management. Prerequisite: FA 6170

FA 6630 Risk Management

This course reviews the various aspects of managing financial risk. The focus is upon the practical elements of risk management as applied in today's economic environment. Prerequisite: FA 6150

FA 6810 Finance & Accounting for Executives

This course provides the student with the insights and approaches needed to gain an understanding of financial statements from the perspective of the senior executive and presents analysis techniques to help with executive-level decision making. Prerequisite: FA 4320

MG 2010 Introduction To Business

This course provides a detailed introduction to concepts, methods, activities and philosophy of business in the world today. It covers contemporary trends in business, while introducing the student to the language, principles and environment of business.

MG 3110 Business Law

This course introduces U. S. business law through a brief look at: how the law developed; the legal system in the United States; court systems; criminal and civil law. The course covers important areas of business law, such as contracts, sales, commercial paper, agency and employment law, business organizations, property, and bailment.

MG 4020 Total Quality Management

This course introduces students to the concepts, philosophy and application of Total Quality Management (TQM) in today's work place. Emphasis is on the practical considerations of implementing and sustaining TQM in modern organizations. The course will compare and contrast traditional management techniques with those used by modern practitioners of Total Quality Management.

MG 4030 Leadership

This course is designed to help students acquire an understanding of how leadership is practiced, while gaining insight and information to enhance their own leadership skills. A number of self-assignments are provided to help the student to achieve the maximum personal and professional growth from this course.

MG 4040 International Management

This course introduces students to the challenges and opportunities facing managers in today's international work place. Emphasis is upon the practical considerations of successfully managing global operations. The course will cover the global management philosophy, highlight the functional tools of international managers and illustrate effective approaches to international management.

MG 4080 Business Communications

A course in the development of skills in originating both written and oral communication within the business context. Emphasis is upon the application of written and oral communications.

MG 4110 Small Business Management

This course covers the theory and practice of managing a small business in the U.S.A. Emphasis is upon the practical considerations of starting, growing and sustaining a profitable small business. The course will tie together the many considerations facing the business owner including: planning, start-up issues, marketing, human resource management, financing, daily operations and legal concerns.

MG 4150 Management of Training

This course reviews the process of training in a business setting, developing the student's understanding of how training programs support and enhance the philosophy and goals of the business in addition to improving and developing skills in employees. It also acquaints the student with methods and principles used in adult training programs.

MG 4180 Production Management

This course provides an introduction to the field of production and operations management. It is designed to highlight the practical and applied techniques, which can improve the organization's quality and productivity. The course draws upon the student's knowledge of accounting, science, mathematics, management and statistics.

MG 4200 Organizational Behavior

This course introduces students to contemporary principles of organizational behavior. It focuses on the importance of human dynamics in modern organizations. The course covers individual behavior, group processes and organizational dynamics from both the management and employees perspectives.

MG 4300 Business Ethics

The student will examine a variety of approaches to ethical behavior in the business environment. Emphasis is placed upon ethical issues related to employee behavior, employee relations, consumer relations and between the corporation and society. Extensive use is made of case analyses, current events and individual research to help the student achieve the educational objectives of this course.

MG 4410 Principles of Management

This course introduces students to contemporary principles of management. Emphasis is upon the practical considerations of planning, organizing, decision-making, leading and controlling in modern organizations. The course covers each managerial function in detail, while illustrating historic perspectives and today's approach to management.

MG 4420 Business Policy and Strategy

A series of business cases and materials dealing with a variety of problems confronting general management. These cases were selected to illustrate the major areas of managerial concern: Environmental opportunities and constraints; Formulation of business policy; Organization for business activities.

MG 4980 BBA Capstone Course Project

A capstone project requiring the student to integrate all that has been learned into a major project of the student's choice. (6 semester credits)

MG 5060 Communications In Management

This course focuses on communication skills critical to success in today's professional work environment. Emphasis is placed upon global communications, work place diversity, business etiquette, communication technology and interpersonal communication skills for managers and leaders.

MG 5120 Organizational Development

The student will study the perspectives, historical background, methodology and theoretical framework for human behavior in organizations. Particular attention is placed upon organizational dynamics, environmental factors, management issues, technology, design, culture and organizational change.

MG 5130 Re-engineering Management

This course introduces students to the principles and methods of re-engineering in modern organizations. Emphasis is upon identification of fundamental issues, management requirements and work force involvement. The common pitfalls of re-engineering will be analyzed, as will management actions most important to success.

MG 5580 International Business

This course focuses on the language, concepts, principles, environments and practices of international business today. It covers the environments of international business, the importance of international organizations, business forces in effect internationally and the principles of managing in the international environment.

MG 6010 Strategic Management

This course will enable the student to understand high-level business decisions based on competitive pressures, global marketplace concepts and availability of resources such as personnel, finances, plant and equipment capabilities and raw materials. The class will also focus on corporate structures and how to develop solid business plans.

MG 6030 Seminar in Leadership

This course guides the student toward an in-depth understanding of the factors, traits, behaviors and attributes associated with effective leadership in today's work environment. The student will review current literature in the field and write a comprehensive report on the topic. Prerequisite: MG 4030

MG 6060 Organizational Staffing

Examines one of the key responsibilities of the Human Resource Manager: staffing. Recruitment, evaluation, hiring and release are covered, as well as determination of staffing levels.

MG 6080 Human Resource Management

This course in Human Resource Management is designed to give the student insights into how to develop comprehensive guidelines, procedures and policies for application in modern business, industry and public sector organizations.

MG 6090 Compensation & Benefits Management

An integral aspect of effective Human Resources Management is determination of realistic compensation rates and benefit packages. This course addresses those issues in a practical, applied manner, drawing upon both classical and contemporary approaches to this complex subject.

MG 6100 Management Information Systems

This course provides an understanding of the concept of information systems, especially the idea of systems analysis. It covers computer software, hardware, terminology and communications systems. Upon completion of this course, the student will be able to apply the systems concept of information technology to practical organizational situations.

MG 6150 Advanced Training Management

A graduate course designed to help the student gain a greater understanding of training theories, principles and practices, with emphasis on practical application of contemporary techniques.

MG 6180 Seminar in Quality Management

This course guides the student toward an in-depth understanding of the principles, techniques and applications of quality management in modern organizations. The student will review current literature in the field of quality management and write a comprehensive report on the topic.

MG 6200 Globalization of Business

This course focuses on how businesses become and remain international in scope. It covers the philosophy, concepts and principles of managing international enterprises, both large and small. Case studies are used extensively to illustrate the issues faced and approaches used by global companies.

MG 6250 Seminar In International Leadership

In this course the student will gain an in-depth understanding of the factors, traits, behaviors and attributes associated with effective leadership in the global environment. The student will review current literature in the field of international leadership and write a comprehensive report on the topic.

MG 6280 Seminar in International Business

Addresses marketing, management, and financial concepts within and between foreign environments. The student will review current literature in the field of international business and write a comprehensive report on the topic. Prerequisite: MG 5580

MG 6380 Seminar in Management

This course is designed to guide the student toward an in-depth understanding of current thinking about management principles and techniques. The student will research current literature in the field of management, resulting in a comprehensive report on the topic. Prerequisite: MG 4410

MG 6510 Business Forecasting

A review of the various techniques used in business organizations to forecast future conditions. It covers both qualitative and quantitative methods of forecasting.

MG 6900 Business Research Methods

This course deals with research methods applied to business situations. It explores typical research problems including: problem statements; data collection and analysis of data; experimental design; scientific thinking; statistical methods; and ethics.

MG 6980 MBA Capstone Course Project

A capstone experience requiring the student to integrate all that has been learned during his or her course of study into a major project of the student's choice. Usually, the project involves an in-depth analysis of an existing company from the perspective of a consultant looking into the company. (6 semester credits)

MG 6990 Graduate Thesis

This course covers the Masters thesis for the Master of Business Administration degree. The research topic will be selected by the student and approved by his or her academic committee. The thesis effort applies research outcomes to a business-related topic. The graduate thesis will contain at least the following sections: Overview, Literature Review, Research Methodology, Presentation & Analysis of Data, Conclusions and a Bibliography. (6 semester credits)

MK 2050 Introduction to Marketing

An introduction to marketing covering marketplace, market analysis, the marketing mix and topics such as consumer behavior, market influences, market research, product, price and marketing plans.

MK 4210 Principles of Marketing

This course provides a basic foundation in marketing as well as insights into contemporary marketing applications. Exposure to marketing terms and concepts and integration of these terms and concepts into a marketing-focused thought process will enable the student to develop a practical marketing plan from inception to successful conclusion. Prerequisite: MK 2050

MK 4230 Retail Management

This course provides the student with the insights and skills needed to gain an understanding of Retail Management from the perspective of the modern retailer.

MK 4250 Advertising Fundamentals

This course provides a basic foundation in advertising fundamentals as well as insights into contemporary advertising applications. Exposure to advertising terms and concepts and integration of these terms and concepts into an advertising philosophy will enable the student to develop a practical approach to advertising in today's business environment.

MK 4260 Introduction to Marketing Research

An introduction to methods and principles of investigation and analysis used in making marketing decisions, from product development to channel decisions, to advertising decisions. Included in this course are surveys in the methodology of planning studies, proposing studies, gathering data, analyzing and interpreting data, and reporting results.

MK 4510 Managing Customer Service

This course provides a detailed look at how customer service is effectively managed in today's business environment. The focus is upon the service process and its three supporting elements: strategy, design and delivery.

MK 5200 International Marketing

The purpose of this course is to enable the students to achieve an overview and understanding of international marketing as a managerial challenge. Emphasis is upon international environmental analysis, international marketing issues and their implications.

MK 5520 Service Quality Improvement

This course reviews approaches to quality improvement in service industries. The focus is upon the service delivery process and all its supporting elements. The course ties together concepts from Total Quality Management, Re-engineering Management, Production Management and Management Information Systems.

MK 5530 Customer Support Systems

This course provides a detailed look at how today's leading businesses provide customers with the ultimate in support services. The text looks at best practices in service, use of technology, measurement, process improvement, and work force management. The focus is upon identifying practical, proven approaches to delivering superior service quality.

MK 6210 Marketing Research

This course examines research methods to supply marketing information pertaining to the: assessment of the nature of demand; assessment of the extent of demand; marketing program development; the monitoring of marketing performance. Prerequisite: MK 4260

MK 6220 Advanced Marketing Management

This course examines the marketing system, relationship with the socioeconomic system and reciprocal influences affecting the management of marketing. It studies the trends in the structure of marketing institutions, processes and practices. Consideration will be given to customer attributes, behavioral characteristics, and how a marketing manager responds to these in the design of marketing strategies using research, product development, pricing, distribution structure, and promotion. Prerequisite: MK 4210

MK 6250 Advertising Management

This course investigates the development of effective advertising plans. It studies the development of advertising tracking systems, evaluation of the results derived from the tracking systems, and the process and decisions prerequisite to refocus advertising to achieve desired results. Prerequisite: MK 4250

MK 6280 Seminar in Marketing

This course is designed to guide the student toward an in-depth understanding of contemporary approaches to marketing principles and techniques. The student will research current literature in the field of marketing, resulting in a comprehensive report on the topic. Prerequisite: MK 6210

MK 6310 Brand Marketing

A course examining how marketers use brand names and brand recognition to produce sales.

MK 6580 Seminar in Service Management

This course guides the advanced student toward an in-depth understanding of the service management process. The student will research current literature in the field of service management, resulting in a comprehensive report on the topic.

QM 4100 Quantitative Methods for Business

This course provides a comprehensive overview of quantitative mathematical techniques as applied to business situations. It provides the student with a solid mathematical foundation for use in analyzing typical business problems. Areas covered include: Finance, operations, decision-making, break-even analysis, probability distributions and production issues.

COMPUTER**COMPUTER SCIENCE COURSE DESCRIPTIONS**

ALL COURSES ARE THREE (3) SEMESTER CREDITS UNLESS OTHERWISE NOTED

CS 1000 Introduction to Computers

This course is intended to provide a basic understanding of what a computer is and how it may be used to make a user more productive both at work and in the home. The basic assumption is that the student has very little experience with computers and how they work.

CS 1020 Computer Science Topics

Introduces the student to the main areas of study in the Computer Science discipline. These areas include digital systems and concepts, operating systems, computer architecture, graph theory, artificial intelligence, and the theory of programming languages. **Prerequisite:** CS 1000

CS 1030 Computer Programming Fundamentals I

This introduction to programming using C++ will teach the student basic computer programming skills. Topics will include: modular design, control structures, functions and subroutines, arrays, and parameter passing. **Prerequisite:** CS 1000

CS 1040 Web Site Development

This course provides a basic understanding of the Internet, e-commerce terminology, and web site development. The student will create a web site using a web site development package. **Prerequisite:** CS/IT 1000

CS 2010 Information Management Systems

This course exposes the student to various types of information management systems in use today. Course topics include: a variety of data processing facilities, office automation, job descriptions, and requirements. **Prerequisite:** CS/IT 1000

CS 2020 Advanced Web Site Development

This course builds on CS 1040. The student will be exposed to HTML, Java, and other web site development languages. **Prerequisite:** CS 1040

CS 2030 Computer Programming Fundamentals II

This course builds on CS 1030. Using the C++ programming language, the course includes and in-depth coverage of multi-dimensional arrays, pointers, strings, and file structure. The student will also be introduced to recursion, classes, linked lists, and queues. **Prerequisite:** CS 1030

CS 2040 Algorithms and Data Structures

Course provides a basic understanding of data structures, abstract data types, complexity analysis, sorting, searching, file structures, database concepts, and graphic object manipulation. **Prerequisite:** CS 2030

CS 2050 Operating Systems

This course introduces the student to a variety of different operating systems with the personal computer. History, implementation, advantages and shortcomings will be evaluated and documented. An in-depth paper will be pre-requisite for this course. **Prerequisite:** CS 2040

CS 2060 Database Management Systems

This course is an introduction to databases: their practical application and management. The student will review how databases are used in today's organizations. Also discussed are effective approaches to managing the database systems. **Prerequisite:** CS/IT 1000

CS 2070 Computer Ethics and Law

This course presents various topics concerning economic, legal, political and social use of computers and computer technology. Course work includes a research paper. **Prerequisite:** CS/IT 1000

CS 2080 Programming with Visual Basic I

This course teaches control mechanisms, elementary data structures and basic programming using Visual Basic. The student will learn how to develop structured programs using this powerful language. **Prerequisite:** CS 2040

PRESTON UNIVERSITY

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CS 2090 Programming with Visual Basic II

Continuation of CS 2080. This course introduces the student to advanced concepts of the Visual Basic programming language. Topics include: file input/output, library subroutines, and implementation of complex data structures.

Prerequisite: CS 2080

CS 3020 Software Engineering Concepts

This course reviews the techniques and approaches to the creation of software. It follows a structured approach associated with the engineering disciplines. Prerequisite: CS/IT 2040

CS 3040 Database Theory and Design

This course is an overview of the basic concepts and principles of database management systems. Covers hierarchical and relational database constructs. Introduces the student to file construction, dictionaries, and user access languages. Prerequisite: CS 2060

CS 3050 Programming Languages

Students develop an understanding of the organization and design of programming languages through the formal study of programming language specifications and analysis. Prerequisite: CS 2040

CS 3060 Systems Analysis and Design I

This course is designed to provide the student with an understanding of the basic concepts associated with identifying and analyzing the flow of information in business environments. The techniques studied will prepare the student to design efficient specifications for improving and correcting information systems in general. The proper use of computers within these specifications will also be covered. The student will accomplish a systems analysis project. Prerequisite: CS/IT 1000

CS 3070 Systems Analysis and Design II

Continuation of CS 3060. The student will study concepts and methods used in a system life cycle development. The student will complete a system design and development. Prerequisite: CS 3060

CS 3080 Artificial Intelligence

Covers the basics of artificial intelligence, search and knowledge representation. It introduces topics in artificial intelligence such as planning, natural language processing, computer vision, learning and robotics.

Prerequisite: CS/IT 1000

CS 3090 Computer Graphics

This course introduces the student to the fundamental areas of modern raster computer graphics, hardware, software, data structures, mathematical modeling, user interface and manipulation of graphics objects. A subset of the dimensional graphics is examined and implemented, with emphasis placed upon segmented display files and instant modeling. Prerequisite: MA 2080

CS 3120 Software Engineering Project

Continuation of CS 3020. Student will use the concepts from CS 3020 to develop a software project.

Prerequisite: CS 3020

CS 3130 Data Communications

This course introduces the concepts and terminology used in current data communications systems. The concepts covered include protocols, encryption, transmission media, error correction, and various hardware issues. The basic processes of modulation and demodulation techniques are also covered. Prerequisite: MA 2080

CS 4010**Decision Support Systems**

This course exposes the student to various types of decision support systems. The student will research various industries and companies that use decision support systems. Each student will complete a research paper on a specific decision support system. Prerequisite: CS 3080

CS 4020 File Organization

This course covers various types of file structures to include sequential, indexed, and hashed. The student will be introduced to various file access algorithms and performance characteristics. Prerequisite: CS 2040

CS 4030 Modeling and Simulation

Introduces students to the basic concepts and methods for using computers to model various real world systems. The student will be exposed to various mathematical techniques used to develop simulations on computers. Prerequisites: MA 2080 and CS 2040

CS 4040 Object-Oriented Programming

This introduction to programming using C++ for its object-oriented features will include structures, file input/output, data abstraction, classes (constructors, destructors, data members, member functions), operator overloading, inheritance, virtual functions, polymorphism, and templates. Prerequisite: CS 2040

CS 4060 Computer Networks

Course provides the student with an understanding of the hardware required to create local and wide-area networks to include routers, servers, workstations and interface cards. This includes the theory of packets, error detection and correction, and other concepts related to network communications. Prerequisite: CS 3130

CS 4150 Computer Architecture

Course provides the student with basic understanding of digital logic, digital systems, data representation, memory system organization and architecture, and an introduction to assembly language. Prerequisites: CS 1000 and CS 2050

CS 4980 Undergraduate Capstone Course Project

A capstone project for the Bachelor of Science degree student requiring the integration of all that has been learned into a project of the student's choice. (6 semester credits).

CS 5010 Computer Network Management

Detailed communications systems will be covered in depth. Packet switching networks, local area networks, satellite systems, the open systems interconnect (OSI) reference model, and the development of communications software. Prerequisite: CS 4060

CS 5020 Computer Architecture

Study of pipelined Central Processing Unit (CPU) design, vector programming, cache memory design and evaluation, and other state-of-the-art design concepts. Topics to be covered are the design and analysis of instruction set processors, memory management, paging, segmentation, I/O system design, multi-processors, networks, high level language computers, and object-based architecture. Prerequisite: CS 4150

CS 5030 Software Engineering

Course is based on students performing research into several topical areas to include: System specifications and design; System testing and verification; Software environments and tools. Prerequisite: CS 3020

CS 5050 Operating Systems

This course provides the students with research into distributed operating systems, system reliability, performance, evaluation and modeling concepts. Topics include: process management, memory management, and input/output management. Prerequisite: CS 2050

CS 5070 Algorithm Analysis

This course reviews various types of searching, sorting, and file access algorithms for correctness and performance. Prerequisite: CS 2040

CS 5080 Database Design and Organization

This course provides an advanced look at modern database systems and addresses the issues of inter-operability, environmental bonding, and object modeling techniques. Included is a review of management concepts required to oversee these new systems. Prerequisite: CS 2060

CS 5090 Programming Languages

This course covers characteristics and features of modern programming languages. Topics include: control and data structures; variable types; type checking; object oriented programming; graphics; Internet capability; and applications. Prerequisite: CS 3050

CS 6040 Web Site Development and Management

Topics will include but are not limited to: getting your web site listed and getting the most exposure; E-Commerce and credit card security; free advertising versus paid; buying a domain name; and marketing online. Prerequisite: CS 2020

CS 6070 Compiler Theory

The student will learn principles of compiler construction and operation. Topics will include: lexical analysis; symbol tables; parsing; type checking; optimization; and memory management. Prerequisite: CS 5070

CS 6220 Computer Performance Analysis

This course focuses on improving the performance of computer systems. Topics will include: optimizing programming languages/compilers; improving operating systems throughput; and increasing productivity. Prerequisite: CS 5020 and CS 5050

CS 6230**Software Testing and Validation**

This course will cover various topics in software testing and quality assurance. Topics will include: various types of software testing; establishing testing specifications; and testing tools. Prerequisite: CS 5030

CS 6250 Formal Language Theory

Study of formal languages, automata, algorithm design, complexity classes, compatibility, process coordination, algorithms for artificial intelligence, and correctness. Prerequisite: CS 5070

CS 6980 Graduate Capstone Course Project

A capstone project requiring the student to integrate all that has been learned into a project of the student's choice. (6 semester credits)

CS 6990 Graduate Thesis

Required for those students proceeding on to the Ph.D. in computer Science. This course covers the Masters thesis for the Master of Science in Computer Science degree. The research topic will be selected by the student and approved by his or her Academic Advisor/Program Manager. The thesis effort applies research outcomes to a computer science-related topic. The graduate thesis will contain at least the following sections: Overview, Literature Review, Research Methodology, Presentation & Analysis of Data, Conclusions and a Bibliography. (6 semester credits)

FASHION**FASHION DESIGN COURSE DESCRIPTIONS**

ALL COURSES ARE THREE (3) SEMESTER CREDITS UNLESS OTHERWISE NOTED

FD 1010 Introduction to Fashion

An introduction to the fashion apparel industry with an overview of industry practices, its growth, current state, and its future. Students explore fashion terminology, design trends, and seasonal cycles as well as the social and cultural significance of clothing. Studies include international and local designers along with design companies.

FD 1020 Color and Design

Students acquire knowledge of the theory of color and the numerous variables related to color. They learn about color harmony and composition, which follows specific rules about hue, brightness and contrast. This aesthetic play with color is further supplemented with an understanding of the principles and elements of design.

FD 2010 Pattern Drafting I - IV

Students learn the techniques involved in drafting well-fitted and proportionally correct block patterns along with adjustments and adaptations of these patterns to create stylish and fashionable apparel. Students will be creating garments of the patterns created in these courses during the Garment Construction courses. Follow-on courses FD 2011 - FD 2013 expand the knowledge and skills gained in this course.

FD 2014 Digital Pattern Drafting

Computer based pattern-drafting software training to enhance the skills learned in manual pattern drafting courses. Students will be creating and modifying patterns digitally using various programs. The knowledge imparted in this course will lead the students in developing patterns out of garments designed digitally or scanned sketches.

Prerequisite: FD 2010

FD 2020 Draping I - IV

Basic draping principles are introduced through demonstrations as a method to provide three-dimensional form to original design concepts. Creative designs and interpretations of the basic and complex shapes are explored and developed. The subsequent courses FD 2021 - FD 2023 use the knowledge and skills gained in this course.

FD 2030 Quality Assurance in Textiles and Apparel

Principles of quality control and assurance are inculcated using case studies. Emphasis is on global quality standards being implemented in the textiles & apparel industry. Analysis of products, comparison with standards and reporting of results are the key areas to improve a product or the process of manufacturing the product. Students will be able to understand the basics of producing a high quality product.

FD 2040 History of Fashion

The history of fashion mirrors the history of civilization. Students learn and explore the evolution of fashion from prehistoric times to the modern era. They focus on the trends in style, fabrics, accessories, and footwear, while at the same time correlating this knowledge with the social and political background of each period.

FD 2041 20th Century Fashion

A study of trends, designs, styles, fabrics, accessories, and other elements of fashion in the 20th Century world along with the impact of fashion modern society.

FD 3010 Introduction to Fabric

An in-depth study of textile fibers and the process of textile manufacturing from fiber to finished fabric. Students will prepare a detailed textile reference notebook for fabric swatches. Practical inputs will be provided for fiber identification, knowledge of yarns, and construction.

FD 3012 Textile Design I - IV

This course and FD 3013 to FD 3014 cover the principles of developing pattern designs for textiles and decorative arts. Students learn to create color rendering of repeat patterns used in the textile industry. FD 3015 is the computer-based course that will use design software to create and modify designs digitally.

FD 3030 Surface Ornamentation

Students are taught the various embroidery techniques to create interesting effects on the surface of fabrics. They learn the basic hand stitches and undertake numerous research and practical projects. They are also encouraged to explore more possibilities and variations.

FD 3110 Garment Construction I - IV

Students explore traditional tailoring techniques and appreciate the construction of well-proportioned attire, ensuring a better understanding of the mechanical development in this field. Follow-on courses FD 3111 - FD 3113 expand on the skills and knowledge gained in this first course.

FD 3311 Fashion Illustration I-III

The human figure takes on a unique and somewhat exaggerated proportion in the art of fashion illustration. This course develops the ability to execute drawing of the clothed figure in a variety of angles and poses which show each garment to its advantage. By learning different media, students will be able to develop their creativity and enhance illustration skills in this course and the two subsequent courses, FD 3312 and FD 3313.

FD 3410 Life Drawing

In this course students will develop their skills of observation and analytical drawing of the human figure, which is seen as an important area of study in fashion design.

FD 3610 Fashion Photography

This course familiarizes students with the fundamentals of photography. Lectures include styles and techniques used in photography for the fashion media.

FD 4020 Fashion Accessories

This course will introduce students to design, pattern cutting, and creation of accessories. Students will learn preparation, assembly, machining, and finishing.

FD 4100 Fashion Merchandising

A detailed study of how the fashion industry works. Basic merchandising principles, concepts, and practices utilized in the operation of a fashion-oriented business are analyzed.

FD 4200 New Product Development

This is a new course being introduced in the fashion design department to enhance the management skills of the students. Students will be able to understand the process of launching a new product in the market and the relevant marketing management techniques to convert a concept into a brand.

IT 1090 Computer Applications

This course provides hands-on training in the use of commercially available software application packages such as Microsoft Windows, Word, Excel, Power Point, Access, Outlook, and Internet browsers

IT 2612 Computer-Aided Design

Introduction and application of Computer Aided-Design with emphasis on training and opportunity to experiment with image creation techniques. Repeat patterns and manipulation of basic templates is taught. Adobe Illustrator and Photoshop are used to create both textile and garment designs. An introduction to different textile and apparel based software to give an insight on the latest technologies being used in the fashion houses as well as the industry. Prerequisite: IT 1090

FD 4990 Graduate Fashion Show

The annual fashion show is the culmination of intense training over a three-year period. Students design and produce their own collection that showcases their creativity and demonstrates consistency with current fashion trends. Students will also develop their portfolio containing original design work, flats and specification, photographs, and available trend resources.

INTERIOR DESIGN**INTERIOR DESIGN COURSE DESCRIPTIONS***ALL COURSES ARE THREE (3) SEMESTER CREDITS UNLESS OTHERWISE NOTED***ID 1001 History of Art and Design**

An historic period is recognizable by a definite style of architecture, art, furniture, fashion, etc. The appreciation of art through the ages is the basic foundation on which interior designers build concepts.

ID 1002 History of Islamic Art

Islamic Art covers all aspects of life including building, interior, and decorative elements. This subject traces back to the 17th century and stresses upon geometrical designs created in harmonious discipline as the most profound principle of Islamic Art. Prerequisite: ID 1001

ID 1003 Twentieth Century Design

This historical period enables us to appreciate and review technology and see how inventions contributed to the change in designs. This era brought an impressive wave of democratization. It includes the benefits of design available not just for the noble and wealthy but for all classes and economic levels. Prerequisite: ID 1002

ID 1010 Introduction to Interior Design

This subject gives an in depth and methodical approach to the discipline. It enables students to broaden their creative vision by developing their aesthetic senses, which further enhance their technical and professional skills.

ID 1011 Principles and Elements of Applied Art

All of these principles and elements exist in nature from where the basic inspiration of designing is evoked. The study of these principles is the foundation for all works of art. Prerequisite: ID 1010

ID 1012 Furniture, Furnishing, and Accessories

Furniture serves the most important function of a home--comfort. Furnishings are the little touches that make rooms bloom. If the floor and walls are the body of a room, the furnishings are the soul. Accessories provide the chance to introduce color and spirit to a room. Prerequisite: ID 1011

ID 1013 Residential Design

The variety of human activities within residential systems is formidable. Therefore, maximum utilization of available space is the main concern of the designer. This course explores human dimensions and residential space in terms of the major functions that must be accommodated in every home. Prerequisite: ID 1010

ID 1014 Commercial and Institutional Design

The most obvious element in all sorts of commercial designs is the interface between the customer, display and sales personnel. Therefore a complete knowledge of anthropometry is of paramount importance. If this interface is not adequate the effectiveness of the business will be diminished. Institutions include schools, nurseries, hospitals, health clubs, gymnasiums, laboratories, etc. The height, accessibility, and use of equipment should be of a standard necessary to satisfy the majority of users. Prerequisite: ID 1013

ID 1016 Building Client Profiles

Understanding client requirements, ideas, and aspirations requires personal contact and repeated meetings. The client is a layperson. Interpreting the ideas of a client requires a deep study of lifestyle. Prerequisite: ID 1015

ID 1020 Freehand Drawing and Sketching

Sketching is the basic element of drawing and has paramount importance for an interior designer. A practice of this exercise will compile into a sketchbook forming a unique journal and an invaluable archive of the student's ideas and mental processes.

ID 1030 Architectural Methodology

An introduction to the use of scale and proportion helps in understanding the main principle of drafting and the production of accurate technical drawings.

ID 1031 Developing Floor Plans

Designers use a visual language to communicate their ideas. Just as with any other language, architectural drawings are subject to conventions. These are then translated to practically represent ideas. Prerequisite: ID 1030

ID 1032 Entourage and Presentation

Good drawing quality provides for a readable floor plan. It should present a good pictorial view from above. Students learn presentation techniques including a broad range of graphic subtleties that represent these intricacies. Prerequisite: ID 1031

ID 1033 Building Codes and Acoustical Planning

Building codes deal with almost every area of building planning, design, and construction. To compound matters the students have to learn the technical language so that the details of these standards are thoroughly understood. Prerequisite: ID 1032

ID 1034 Furniture Placement and Spatial Quality

When planning the placement of furniture, the interior decorator keeps in mind the visual weight of the parts of the room and of the furniture pieces. Along with creating a visual balance, a focal point or center of interest is also created. Then the furniture is strategically placed to attract attention towards it. Prerequisite: ID 1033

ID 1035 Ecology and Landscaping

The landscape is a total experience that relates to all the elements and relationships on a site including those extending to the site periphery and its surroundings. Installation of all the landscaping elements must be coordinated with other construction work on the site. Prerequisite: ID 1033

ID 1036 Major Systems and Services of the Building Shell

One of the most important facets of professional practice is to know when and how to use consultants. Relevant consultants include lighting designers, code specialists, acoustic consultants, and furniture and equipment manufacturers. This kind of knowledge is difficult to achieve in a classroom. Rather, it is usually gained through experience in fieldwork. Prerequisite: ID 1033

ID 1040 Elementary Auto CAD

This course familiarizes students with the fundamental commands and tools of Auto CAD. Lectures include ways to start a drawing, usage of toll bars, specification of co-ordinates and setting up of objects.

ID 1041 Two- and Three-Dimensional Objects

This course will cover all the commands and procedures for drawing and modifying objects in 2 and 3 dimensions. In addition, control of the drawn objects with layers, extension, elevation and dimensions will be taught. Prerequisite: ID 1040

ID 1042 Rendering and Animation Techniques

Students learn to explore the presentation of 3D models using, shading, rendering, and other techniques. Lectures include application of materials, effects of light, and animations used in 3D models. Prerequisite: ID 1041

ID 1043 Photoshop Application

In this course students are taught how essential features of Adobe Photoshop can be added to 3D models. This course is particularly helpful in designing projects for the final portfolio. Prerequisite: ID 1042

ID 1050 Model Construction

Model construction is the medium through which the interior designer can show what is going on in the design scheme. Models offer a real opportunity to be creative and inventive. Working with models gives students insight into the properties of hard or soft material, curved or angular forms, etc., in order to engage the correct choice of medium. Prerequisite: ID 1031

ID 1060 Furniture Design and Construction

Interior designers are directly involved with the type and quality of furniture they recommend. Thorough knowledge of furniture design and construction are the foundation of such recommendations. If the client desires a unique piece, the designer has to keep in mind the size, form, and quality of wood used. Success in the construction of furniture depends on its balance, stability, joints, and finish. Students construct furniture pieces using various types of joints and finishes. Prerequisite: ID 1035

ID 1070 Workshop I - Renovation

Methods involved in creating renovations bring life back to interiors, which have lost their true purpose and have become less efficient for the current lifestyle. This course explores the skills needed to "update the dated."

ID 1071 Workshop II - Upholstery and Furnishing

The inner construction of an upholstered piece determines its comfort and quality. An upholstered piece should last a lifetime with only the need to replace the fabric. Students adapt fresh ideas to create upholstered projects of their choice. Prerequisite: ID 1070

ID 1072 Workshop III - Modular and Multi-Purpose Furniture

Students design and construct finished products of modular and multipurpose furniture. This practice gives practical insight into workmanship, which is the strongest demand of the subject. Prerequisite: ID 1012

ID 1080 Research and Presentation

Research work is based on design media, visits to historical sites, and construction sites, along with material and furniture workshops. Students prepare reports and presentations using Auto CAD.

ID 4990 Portfolio Presentation

A portfolio is the visual language used to communicate and represent ideas. This is the work that is technically excellent, provocative, and engaging. It involves the extremely important skills of editing and choosing the best projects for compilation.

ID 4995 Graduation Display Exhibition

This event displays and exhibits a student collection over a period of three years. Student projects reveal an expression of creativity, practicality, and suitability in the job market.

INFORMATION TECHNOLOGY**INFORMATION TECHNOLOGY COURSE DESCRIPTIONS**

ALL COURSES ARE THREE (3) SEMESTER CREDITS UNLESS OTHERWISE NOTED

IT 1000 Introduction to Information Technology

The role of computers in society with an introduction to computer applications. The student is introduced to the concepts and operations of a microcomputer, including several typical software environments such as word processing, spread sheet accounting, and database systems. The history and impact of computing in society is covered.

IT 1020 E-Commerce Business and Technology

This course covers the impacts E-Commerce has on business, marketing, and computer technology.

Prerequisite: IT 1000

IT 1030 Computer Graphics for E-Commerce

This course introduces various topics in the area of computer graphics. The student will be exposed to various web sites to see how businesses use computer graphics to market their products. Prerequisite: IT 1020

IT 1090 Computer Applications

This course provides hands-on training in the use of commercially available software application packages such as Microsoft Windows, Word, Excel, Power Point, Access, Outlook, and Internet browsers.

IT 2030 Desktop Publishing

This course introduces the student to the history of desktop publishing, practice proper publishing rules, and defines terms. Introduces the basic procedures for creating publications with text formatting (i.e. text wrap) and integrating numerous forms of graphics. Projects will include numerous flyers, brochures, and special effects, and proper print formatting for commercial production. Prerequisite: IT 1030

IT 2040 Multimedia

This course delves into multimedia and its effect on marketing. It covers the interface and characteristics of voice and video processing equipment, multimedia document architectures, media encoding/ compression schemes, real-time scheduling of time critical multimedia documents, multimedia editors, current communication standards and software. The student will be exposed to various types of multimedia systems and how to use them in E-Commerce.

Prerequisite: IT 1000

IT 3116 Computer-Aided Design

Introduction and application of Computer Aided-Design with emphasis on training and opportunity to experiment with image creation techniques. Repeat patterns and manipulation of basic templates is taught. Adobe Illustrator and Photoshop are used to create both textile and garment designs. An introduction to different textile and apparel based software to give an insight on the latest technologies being used in the fashion houses as well as the industry.

Prerequisite: IT 1090

IT 4980 Undergraduate Capstone Course Project

A capstone project for the Bachelor of Science degree student requiring the integration of all that has been learned into a project of the student's choice. (6 semester credits)

IT 5000 Software Project Management

Planning, scheduling, cost management of projects. Measuring progress, predicting success, and controlling failure. Management tools and their use. Effectiveness and efficiency of software and personnel. Distributed software development. Quality control standards and practices.

IT 5010 Network Management

Detailed communications systems will be covered in depth. Packet switching networks, local area networks, satellite systems, the open systems interconnect (OSI) reference model, and the development of communications software.

IT 5020 Web Site Management

This course discusses the duties of a web master and management of a web site. Topics include: web site development, configuration management; testing; and quality assurance.

IT 5060 Advanced Topics in Information Technology

Content will vary to reflect current subjects in computer technology. Pursuit of interdisciplinary problems/concerns in the use of computers or study topics of interest within the industry.

IT 6000 Multimedia and E-Commerce

This course introduces the design principles of multimedia authoring and communication systems. It covers the interface and characteristics of voice and video processing equipment, multimedia document architectures, media encoding/compression schemes, real-time scheduling of time critical multimedia documents, multimedia editors, current communication standards and software.

IT 6980 Graduate Capstone Course Project

A capstone course project requiring the student to integrate all that has been learned into a project of the student's choice. (6 semester credits)

MA 2080 Discrete Mathematics

This course introduces the student to selected finite mathematics topics that apply to the study of computer science. Topics include: sets; relations; functions; matrices; graphs; trees; and boolean algebra. **Prerequisite:** MA 2010

ISLAMIC STUDIES**ISLAMIC STUDIES COURSE DESCRIPTIONS***ALL COURSES ARE THREE (3) SEMESTER CREDITS UNLESS OTHERWISE NOTED***FA 3510 Islamic Banking**

The Islamic Banking course aims to enable students to understand Islamic Banking and finance through participation in class discussions on Islamic economics and banking, plus utilizing their knowledge in other areas of Islamic studies. It is the first course in the field of economics and business offered in the Islamic Studies program and provides introductory information about economics, money, and banking along with related Islamic issues.

Prerequisite: EC 1010

IS 1010 Islamic Fundamentals I

Students learn about Islam and its components and then compare it with other religions and cultures in the world today. The course begins with the basics of Islam, its fundamental teachings and rituals. Students also learn the essentials of Western and Eastern cultures and study the main constituents of the Islamic culture. As an introductory course of Islamic Studies, the main teachings of Islam are taught with a modern outlook relating it to the current world and its challenges.

IS 1011 Advanced Islamic Fundamentals

The course comprises the four major fundamental components of Islamic Studies: Aqeedah (The Creed), Tafseer (Exegesis), Hadeeth (The Traditions) and Fiqh (The Practice of the Faith) and is of an introductory level. The basic concepts and terminologies of the four areas are explained. In Aqeedah, the pure monotheistic concept of God is presented along with its opposite Shirk, or the Association of partners with God. The origin of Creation, the purpose of man's life i.e. worship of God, man's return before God for the final Judgment, are explained. This is followed by the most glaring examples of Shirk in the worship of Saints and Graves and through the belief in His Imminence.

Prerequisite: IS 1010

IS 1020 Aqeedah

Aqeedah is a course about Islamic creeds, which are central to Islamic beliefs, practices as well as the understanding of Islam as a religion. The course provides details about the creedal issues in Islamic theology and gives an insight into the reasons of differences among various sects in Islamic history. A comprehensive and critical understanding of the following areas are focused: Tawḥeed al-'Ibaadah and Shirk; Conditions for the Shahaadataan; Basic Principles of Tawḥeed al-Asmaa was-Sifaat; Ninety-nine Names of Allah; Belief in Allah: Divine Will; Seeing Allah; the Pen; Tablet; Throne; Ahlus-Sunnah wal-Jamaa'ah; Companions of the Prophet (r); the Saints; Tawḥeed: Belief in Allah: Lordship; Attributes and Worship; Issues of Islam and Eemaan; Prophecy; Ascension; the Fountain; Intercession.

IS 1101 Tafseer I

This course covers the 'Fundamental Principles of Qur'anic Interpretation' that essentially refers to the branches of Qur'anic science such as Compilation of Qur'an, Revelation, Abrogation, Dialects, Makkan and Madinan etc., which are necessary to provide an accurate interpretation of the Qur'anic texts. This course is taught in such a way as to prepare the students for carrying out these methodologies themselves for the accurate understanding of the Qur'an. The key tasks include looking at the different branches of knowledge related to the Holy Qur'an, finding out the coherence of verses from the beginning till the end. Advanced English and Arabic language skills required.

IS 1102 Tafseer II

This course covers the exegesis of specified Soorahs from *Juz' 'Amma* (30th part of Qur'an). It develops and improves the techniques of understanding Qur'an directly from the text. The interpretation of Qur'an is taught in such a way as to prepare the students for carrying it out themselves for the rest of the Qur'an. The key tasks include looking at the Soorah as a whole, finding out the coherence of verses from the beginning till the end, describing the type and group of verse, and exploring how the end returns to the beginning as a mark of a complete speech. Advanced English and Arabic language skills required. Prerequisite: IS 1101

IS 1103 Tafseer III

This course covers the exegesis of specified assorted Soorahs from Qur'an. It develops and improves the techniques of understanding Qur'an directly from the text. The interpretation of Qur'an is taught in such a way as to prepare the students for carrying it out themselves for the rest of the Qur'an. The key principles of interpretation are inculcated which are aimed at serving as bases of interpretation for the entire Qur'an. Students are encouraged to apply those techniques themselves. The key tasks include looking at the Soorah as a whole, finding out the coherence of verses from the beginning till the end, describing the type and group of verses, and exploring how the end returns to the beginning as a mark of a complete speech. Advanced English and Arabic language skills required.

Prerequisite: IS 1102

IS 1104 Tafseer IV

This course develops and improves the techniques of understanding Qur'an directly from the text. Students get to know various idioms and literary styles of Qur'an, which are essential for its correct understanding and interpretation. They also learn to apply this knowledge themselves in the Soorahs/verses not covered in classes exploring and fine-tuning their skills more and more. Also, there are practical application sessions. Key tasks include submitting assignments based on the finding some of the idioms from the Qur'anic verses and presentations etc. Advanced English and Arabic language skills required. Prerequisite: IS 1103

IS 1201 Arabic Reading and Writing

This course covers the Arabic alphabet, the second most widely used alphabetic writing system in the world, which contains 28 consonants, how to pronounce them and how to write them in the correct way. It also covers the short vowels in Arabic (الفتحة – الضمة – الكسرة) or (a , u, I) the only three short vowels in Arabic. Each one of them corresponds in pronunciation to one of the three long vowels (aa-oo-ee). It clarifies to the student the difference in pronunciation between the Arabic letters and the English letters, Arabic letters are pronounced according to the first letter of the word; for example, the letter called (ﺩ) Daal is pronounced as (d) and the letter called (ﺭ) raa' is pronounced as (r).

IS 1202 Arabic (Sarf)

The course is geared towards the achievement of the overall goals of Arabic language curriculum in the BAIS Program. In this course the students learn the conjugation patterns of the most commonly used Arabic language verb forms and their derivatives. Triliteral verbs are especially introduced to the beginners in Arabic language. Basic knowledge of Arabic and advanced English language skills required. Various categories of Arabic verbs are taught with extensive assignments for students to help them in their writing skills and in the comprehension of the language.

IS 1203 Arabic I

Arabic I is an elementary course designed to introduce learners of Arabic as a second/foreign language to the basic structures of Arabic and to its uses in common situations of everyday communication. We will spend the semester familiarizing ourselves with what we have done in Arabic reading and writing around the alphabet and spelling conventions of modern standard Arabic, the official language of 22 Arab countries and the language of the Islamic religion. After that we will focus on the four communication skills (reading, speaking, listening and writing) through 4 chapters which treat 4 titles: (1) greeting and introduction, (2) the family, (3) living, (4) the daily life and will immerse ourselves in Arabic language and culture through various activities designed around the serialized and audio-visually enhanced "Arabic between your hands."

IS 1204 Arabic II

This course links the student with Arabic, the language of the Qur'aan and Islamic civilization, and the language of mutual understanding and unity of the Muslim Ummah. Corrects the student's reading and writing skills as well as developing his ability to translate simple phrases, sentences and dialogues. Prerequisite: IS 1203

IS 1205 Arabic III

This course links the student with Arabic, the language of the Qur'aan and Islamic civilization, and the language of mutual understanding and unity of the Muslim Ummah. Corrects the student's reading and writing skills as well as developing his ability to translate simple phrases, sentences, Quranic verses and dialogues. Enables the student to write short composition in Arabic. Prerequisite: IS 1204

IS 1206 Arabic IV

This course continues to develop Arabic writing, speaking, and listening skills. Students learn to predict the meaning of unfamiliar words based on language patterns and roots that they learned previously to increase mastery of Arabic and experience the beauty of Arabic through four chapters of travel, Al-Hajj wal-'Umrah, health, and holidays. Students also gain additional practice with language patterns and are introduced to many constructions of paragraphs and essays. At the end of this course they should be able to comfortably participate in brief conversations. Prerequisite: IS 1205

IS 2101 Hadeeth I

This course is designed to familiarize the student with the various Hadeeth terminologies commonly used by Hadeeth scholars. The student will explore the development of Hadeeth Sciences and the classifications of Hadeeth in reference to acceptance and/or rejection. The student will further explore the tools through which the narrators are scrutinized and the methodology of Hadeeth judges in the past and present.

IS 2102 Hadeeth II

This course serves as a beginning of the practical study of Hadeeth and as an entrance to mother books (original sources). Introduction to Saheeh al-Bukhaaree and Saheeh Muslim and some chapters to be read from these two books in the class. Prerequisite: IS 2101

IS 2103 Hadeeth III

This course is a completion and final stages of the science of the Hadeeth. Students explore criticism, judgment, and their levels. Includes visits to the library for additional research. Prerequisite: IS 2102

IS 2401 Islamic History I

This course covers the 'History of the Dawn of Islam; history of Makkan and Madeenan Period, revelation of Qur'an, its impact on the social and political order, the History of the Glorious Period of Pious Caliphate (Abu Bakr, 'Umar, 'Uthman and 'Ali)' that essentially refers to the events, achievements, changes in social, political and economic orders and the expansion of Islamic territory from the Arabian peninsula up to the heart of Europe, which are necessary to provide accurate information about the said period. It develops and improves the techniques of evaluating the history of a certain period. It addresses the actual step-by-step methodology of understanding the history. This course is taught in such a way as to prepare the students for understanding different aspects of the history enabling them to evaluate the causes of rise and fall of a dynasty. The key tasks include looking at the different aspects of knowledge (social, political and economic conditions) related to the History, finding out the coherence of events; their impacts on the society and then the real and basic causes for the decline of any powerful government. Advanced English and Arabic language skills required.

IS 2402 Advanced Islamic History

This course covers the 'History of Abbasid Period and Ottoman Empire' that essentially refers to the events, achievements, merits and demerits which are necessary to provide accurate information about the said period. It develops and improves the techniques of evaluating the history of a certain period. It addresses the actual step-by-step methodology of understanding the history. This course is taught in such a way as to prepare the students for understanding different aspects of the history enabling them to evaluate the causes of rise and fall of a dynasty. The key tasks include looking at the different aspects of knowledge (social, political and economic conditions) related to the History, finding out the coherence of events; their impacts on the society and then the real and basic causes for the decline of any powerful government like Abbasid and Ottoman. Advanced English and Arabic language skills required.

IS 2610 Comparative Religion

This course is a study of the major beliefs, codes, rituals of worship, community, and historical context of the major faiths and philosophies of the world.

IS 2800-2802 Hifz I-III

These courses cover the 'Memorization of Specific Part of Qur'an' that essentially refers to the memorization of prescribed chapters of Holy Qur'an. It develops and improves the techniques of correct recitation and memorization. This course is taught in such a way as to prepare the students for memorizing the Holy Qur'an correctly with standard recitation rules. The key tasks include looking at the correct pronunciation, correct recitation and confident memorization.

IS 3211 Fiqh I

This course serves as an introduction to Usool al-Fiqh, which is the methodology of Islamic Law. Students will learn the objectives of the Islamic Shariah, as well as how Islamic laws are derived and the various terminologies used therein. They will understand the reason for conflicting rulings. The history of the evolution of Fiqh will also be covered briefly.

IS 3212 Fiqh II

This course is a comparative study of Islamic jurisprudence on three major acts of worship, which are purification, prayer and fasting. Students will be able to understand the reasons for differences in opinion in the four major math-habs (schools of thought) on these issues. The opinions of other sects or scholars will also be discussed.

Prerequisite: IS 3211

IS 3213 Fiqh III

This course serves the continuation of Fiqh series. The objective is to understand the second section of *fiqh al-'ibadat* (worship+ finance). This includes inheritance, pilgrimage, and Zakat. Students will understand the Islamic finance system, pilgrimage, wills, and related issues. Prerequisite: IS 3212

IS 3214 Fiqh IV

This course provides a detailed look into the various transactions that may occur in a Muslim's life. The topics covered are as followed: marriage and divorce, trade, food and drinks, and criminal law. The rulings of the four madh-habs (schools of thought) will be compared and the reasons for any conflicting opinions will be discussed.

Prerequisite: IS 3213

IS 3620 Fiqh Maxims

This course focuses on words and their implications relative to legal rulings while Fiqh maxims are related to the rulings themselves. Usool maxims were established to fix the methods of deduction and proving for the mujtahid and describe for the legist the methodologies of research for the extraction of maxims from the general evidences. Fiqh maxims are sought in order to firmly link a variety of issues under a single unified ruling.

IS 3101 Seerah I

The Makkan Period and the early life of the Prophet (PBUH) prior to revelation. Childhood, marriage to Khadeejah, revelation and prophethood, early converts, hostilities and atrocities of Makkan people, some sort of torture and persecutions, Secret Da'wah, conversion of Hamza and Umar, the General Boycott, death of Abu Taalib, death of Khadeejah, Taa'if, the night Journey and ascension, Da'wah to pilgrims and conversion of Madeenites and the pledges, plus the Mus'ab ibn Umayr sent to al-Madeenah.

IS 3102 Seerah II

The Hijrah; Immigration to Abyssinia, Quraishite's plot to assassinate the Prophet (PBUH), the command for Hijrah, the journey of the prophet (PBUH) and Abu Bakr, Suraqa, the Qubaa Mosque, the arrival in yathrib, the house of Abu Ayyub, building a new society in Madinah; social, political and economic conditions of Madeenah, a Muslim state, constitution, permission to fight, the battles, the peoples, the army, truce of Hudaibiya, conquest of Makkah, farewell pilgrimage and farewell address. Prerequisite: IS 3101

IS 3700 Heresiology

This course covers the study of the drifting Islamic *Ummah* into a number of sects and then sub-sects (*Khawaarij*, *Rawaafid*, *Murji'ite*, Mu'azalites, Ash'arites, Shi'ites, Druze, Bahais, qadyaanis and the like). The course refers to the study of causes and motives behind deviation, conceptual differences among the groups, case study of these groups and their impact on social and political orders. It develops and improves the techniques of evaluating the history of certain sects addressing the actual step-by-step methodology of understanding the heresiology. The key tasks include looking at the different aspects of knowledge (social, political and conceptual conditions) related to the history of heresiography, finding out the coherence of events caused by the conceptual differences and their impact on the Muslim societies. Prerequisite: IS 1020

IS 4201 Tajweed

Virtues of reciting Qur'aan; definition of Tajweed; Isti'aathah and Basmalah; Arabic enunciation; "al" Shamsiyyah and Qamariyyah; Tafkheem and Tarqeeq; the Rules of Ra and Laam; Rules of Noon and Meem Saakinah; Noon and Meem with Shaddah; Qalqalah; Rules of Idghaam; Rules of Madd; Application.

IS 4995 Islamic Studies Capstone Course

Students are required to integrate all they have learned in their undergraduate studies into an in-depth project.

EDUCATION**EDUCATION COURSE DESCRIPTIONS**

ALL COURSES ARE THREE (3) SEMESTER CREDITS UNLESS OTHERWISE NOTED

The purpose of the advanced degree program in education is to prepare people for positions of leadership in professional education. The program emphasizes development of the breadth of understanding and the acquisition of knowledge in the areas of adult education and educational leadership. The program is sufficiently flexible to meet a broad range of professional needs.

ED 5010 Adult Education in America

This course is an introduction to the similarities and differences between the four predominant types of post-secondary education institutions in the United States of America, with an emphasis on the administration and organization of these institutional types. It is designed to give students a broad view of administrative/ managerial functions, and to assist students in gaining a better grasp of the current patterns, issues and developments in college administration and organization. Differing types of colleges and universities will be considered as well as varied levels of academic and non-academic administration.

ED 5020 Educational Systems Planning

This course provides an overview of educational systems planning. Educational leaders are expected to set strategic direction for their colleges and universities, and still deal with the day-to-day issues in efficient and effective ways. The course is designed to encourage systems thinking in future educational leaders; develop a model for planning that can be adapted to the future educational leader's own institutions; and explore the five components of educational systems planning.

ED 5030 The Professorate

This course examines the contemporary faculty issues in post-secondary educational institutions from the perspective of both college administrators and faculty. Topics include assessment of faculty, faculty workload, evaluations, development activities, and academic freedom.

ED 5040 Educational Psychology

This course examines the psychology of education for college administrators and teachers. Topics include materials and principles from various areas of psychology (personality, human development, psychology of learning, etc.) Applied to the practical problems of teaching.

ED 5050 Educational Issues

This course examines contemporary issues in the administration of post-secondary education. Topics will be drawn from current issues in scholarly literature, and may include areas such as leadership and planning, environmental issues, minority issues, tenure, and academic freedom.

ED 5060 Educational Fiscal Planning and Finance

This course will examine the funding of post-secondary educational institutions. Topics will include federal and state funding, community and foundation influences, budgeting and its linkage to institutional planning, and the impact of technology on fiscal planning.

ED 5070 Educational Leadership

This course examines transformational leadership and its application to education. This course introduces Bass and Avails model of the Full Range of Leadership, which includes both transactional and transformational leadership scenarios. Through examination of this model, the student evaluates the fit of transformational leadership in educational settings.

ED 5080 TQM in Higher Education

This course introduces students to the concepts, philosophy and application of Total Quality Management (TQM) in today's higher education institution. Emphasis is on the practical considerations of implementing and sustaining TQM in post secondary organizations. The course will include consideration of the Malcolm Baldrige National Quality Award criteria for Education.

ED 5090 Educational Change

Educational change has been described as a white water environment. This course will examine the impact of rapid and significant change on institutions of post-secondary education. Topics will include system stability, culture, empowerment, and resistance to change.

ED 5110 Curriculum Design

This course uses a case study of three land grant universities and their associated curriculum revitalization to probe curriculum design. Topics include determining the components of general education, learner outcomes, capstone courses, ethics, and writing across the curriculum.

ED 5120 Effective College Teaching

This course reviews the strategies, research and theories for college teachers. Topics covered include tips for getting started in a classroom, basic skills on lecturing, testing and grading, and the practical application of educational theory.

ED 5130 Organizational Behavior

This course examines the behavioral sciences and their approach to management and leadership. Academic leaders are often called upon to manage institutions with little training in the processes used to motivate people and manage processes. This course fills this training void by examining topics such as motivation and behavior, situational leadership, analysis of the environment, group dynamics, and planned change.

ED 5140 The Law and Higher Education

This course is an introduction to the law of higher education. American legal precepts in the areas of academic freedom, sex discrimination, environmental law, disabilities, and religious freedom are examined.

ED 5150 The Community College System

A review of the evolution and adaptation of American two-year colleges, from their start as junior colleges through their emergence as comprehensive educational systems. Topics include governance issues, faculty, student perspectives, developmental education, and community education.

ED 5160 Information Technology and Adult Education

This course examines the information revolution and its impact on adult education. Topics include the use of information technology as a force for change, use of discussion databases, distance education, the changing face of libraries, and the wired campuses of the future.

ED 5170 The College Department Chair

A look at the fundamental leadership building block of most colleges: the department chair. The chair is where 80% of institutional decisions are made. Topics include defining the roles and responsibilities of chairs, examining the chair as leader and the uses of power, reviewing the assessment and evaluation duties of chairs, and conceptualizing the future challenges facing chairs in the next decade.

ED 5180 Quantitative Research

This is the first of two courses that introduces the student to research methodologies. In this course, the student will examine quantitative research through the process of surveys. Topics include the rationale for surveying, the design of surveys, the collection of data, and the analysis of the data.

ED 5190 Case Studies in Higher Education

Ten cases are examined, which cover topics common to academic administrators. Students will examine the cases, which will vary by institutional type, constituencies, issues or tasks, and communication skills. As a program concluding effort, this course will provide the student with the opportunity to bring into practice the concepts learned in earlier courses.

ED 6000 Research Methodologies in the Field of Education

An introduction to the various types of research that an educational manager might use, both to conduct research, and to understand research by others in the field. Topics include research methodology; a comparison of quantitative, qualitative and mixed method studies; and background for the graduate student to use for his or her own line of research.

ED 6980 MSED Capstone Course Project

As the final course of the Masters Degree, the student will develop a research paper on a topic of his or her own choice. The student will provide the rationale for the choice, the findings of fact and opinion for the given topic, and the implications of these findings on the future of adult education. (6 semester credits)

MASTER OF HEALTH CARE ADMINISTRATION COURSE DESCRIPTIONS
ALL COURSES ARE THREE (3) SEMESTER CREDITS UNLESS OTHERWISE NOTED

MHA 5000 Quality Management in Healthcare Organizations

This course addresses the measurement and improvement of quality in healthcare organizations. Given the tremendous pressure currently imposed on healthcare providers to decrease cost, while increasing quality, this course is an essential element of healthcare administrative training. Included are all commonly used principles and practices of quality management in healthcare.

MHA 5010 Leadership in Healthcare Organizations

This course defines leadership in healthcare today and addresses the essential qualities of leadership. For each quality, the course provides a succinct explanation and a list of suggestions for actually improving or applying this leadership quality.

MHA 5020 Healthcare Organizational Behavior

This course examines the dynamics of human behavior in organizations, specifically healthcare organizations. Included is discussion of teams and individual leadership skills. We provide a system for decision-making as it relates to organizational behavior and to the welfare of healthcare facilities and healthcare workers. The ultimate beneficiary is the patient, who experiences a more effective environment of care.

MHA 5030 Management of Healthcare Human Resources

This course presents key concepts, principles and practices of human resource management for healthcare professionals. We provide the student with valuable samples and guides to the day-to-day practice of HR in nursing departments. Also covered are conflict, stress management, legal issues, regulatory issues and other essential aspects of personnel management.

MHA 5040 Healthcare Budgeting

The basic premise of this course is that healthcare non-financial managers need to understand enough about financial management to be successful in their day-to-day activities, and in dealing with senior management. The course provides managers with a basic level of financial management principles, including understanding financial statements and ratios, preparing an operating budgeting, and using financial analysis to help with decision-making.

MHA 5050 Healthcare Information Systems

This course puts an emphasis on issues dealing with the most recent healthcare IS innovations, such as telemedicine, Web-based medical information and consulting systems, expert systems, and artificial intelligence. Among other topics addressed are information architecture for healthcare information processing, application of interface and communication engines, standardization of information interchange, data administration and data ownership, advances in community health information network planning, and scheduling of patients and services in a hospital environment.

MHA 5060 Medical Staff Administration

This provides tools and strategies for the performance of effective peer review in healthcare, including ambulatory and post-acute delivery settings. It provides the technical and organizational tools available to healthcare managers, who are faced with the need to continuously improve clinical performance.

MHA 5070 Marketing for Healthcare Organizations

This course serves as a resource for healthcare administrators and students who seek guidance for effective healthcare marketing. Included are a series of thirty essential marketing tools and demonstration of their application in the healthcare environment. Included is a brief introduction to marketing, as well as a glossary of marketing terminology.

MHA 5080 Healthcare Systems Around the World

This course focuses on multidisciplinary examination of healthcare systems around the world. Thirteen nations are described, and these models accurately reflect the systems in many related countries around the world. Diverse health systems from centralized and government operated to true private enterprise are presented and analyzed. The virtues and liabilities of each approach to healthcare delivery are explored, and lessons for world health and efficiency in healthcare delivery are considered.

MHA 5090 International Public Health

This course focuses on the state of health in various countries, continents, and the world as a whole. Also addressed are the organizational design for world health, healthcare management, leadership and partnerships. The authors correctly point out the need for improved public health cooperation among nations, and they call us to action. The text is edited by C. Everett Koop, former Surgeon General of the United States.

MHA 6900 Healthcare Administration Research Methods

A foundation course concerned with research methods as they are applied to the health administration community. This course explores typical problems including identification and definition, techniques of data collection and analysis, experimental design, scientific thinking, design of research sources, data collection, statistical analysis, and ethics in research.

MHA 6980 MHA Capstone Course Experience

This course enables the student to integrate what has been learned during their course of study toward the Master of Healthcare Administration degree. This capstone project is designed to incorporate the major elements of healthcare administration while highlighting areas of particular interest to the student.

MHA 6990 MHA Thesis

This thesis effort applies research outcomes to a health administration-related topic. (6 semester credits)

OCCUPATIONAL SAFETY & HEALTH**OCCUPATIONAL SAFETY & HEALTH CARE ADMINISTRATION COURSE DESCRIPTIONS**
*ALL COURSES ARE THREE (3) SEMESTER CREDITS UNLESS OTHERWISE NOTED***MOSH 6010 Theory and Practice of Industrial Hygiene**

The practice of industrial hygiene including the anticipation, recognition, evaluation, and control of workplace hazards. The evaluation of the extent of exposure to harmful chemical and physical agents in the workplace is emphasized.

MOSH 6020 Principles and Application of Safety Engineering

Examination of the most common hazards within the workplace. Determining the effects of these workplace hazards including management and engineering techniques to prevent injury in the workplace. Students are expected to be familiar with basic computational exercises in safety and health. The application of computer and computer systems in safety engineering, and hazard controls.

MOSH 6030 Fire Protection Safety Standards and Practices

The latest workplace fire protection practices, safety standards, and technology are covered. A systems approach to fire safety through: prevention, design, detection and alarm, suppression, confinement and the evacuation of occupants are studied.

MOSH 6040 Safety Regulations on Prevention of Accidents

A thorough understanding of all safety and accident issues facing occupational health and safety professionals. Accident prevention, health and safety regulations, health care and health and safety compensation costs and benefits, professional ethics concerning health and safety, and workplace hazards are required. A Values-Based Behavioral Safety Process will be used as a model.

MOSH 6050 ISO 14000 & OSHAS 18001

The International Organization for Standardization (ISO) 14000 series on Environmental Management and OSHAS 18001 will be covered. Students are expected to understand the issues relating to the development and implementation of policy statements and components of an Environmental Management System (EMS) for the organization. The development and implementation of the EMS is required.

MOSH 6060 System Safety Structure & Practice

This Module is designed to provide the fundamental principles of safety science and the skills need to identify and deal with safety issues in the workplace. It will also highlight the Malaysian Occupational Safety & Health Legislation, which provides the basis of the Occupational Safety & Health Management System in the workplace. The course will cover the following:

The fundamental principles of managing safety including the identification, evaluation and control of hazards at the workplace.

The compliance with Occupational Safety & Health legislative requirements in the workplace.

The objective is to learn the fundamentals of the interactions between humans, work and safety. It concentrates of identification of workplace hazards, their associated risks to health and how they can be controlled.

MOS 6070 Environmental Safety

This course introduces the methods used to quantify human health and ecological risks associated with the presence of hazardous chemicals and pathogens in the environment. Environmental risks can be quantified when the following elements are known: the source of the chemical/pathogen posing risk(s) to human and/or ecological receptors; the fate and transport mechanisms by which a chemical/pathogen moves from the source of the receptors; exposure scenarios; the dose to the receptors; these elements will be evaluated during the course. Theoretical concepts used in environmental risk assessment will be illustrated with simple real life examples.

To understand the regulatory requirements for occupational safety and health.

To acquire sufficient skill to conduct a chemical health risk assessment, knowledge and recognize and be able to identify other environmental risks such as physical and biological risk at the workplace.

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MOS 6080 Toxicology

This course provides an outline of the toxicological, occupational hygiene and environmental aspects of chemical hazards and exposures. Metals, solvents, toxic and irritant gases, pesticides, carcinogens, hazardous wastes and dioxins are used as case studies. The principles of toxicology is explored including absorption, distribution, and excretion of toxicants and the bio-transformation of toxicants. Assessment of risk and safety in the use of carcinogenic and non-carcinogenic chemicals will also be dealt with.

After completing this course, students should:

- Be able to understand and use principles of toxicology, sufficient to be able to communicate effectively with toxicology professionals;
- Understand the toxic effects of major categories of chemical groups;
- Be able to conduct a complete assessment of the toxic effects of a chemical.

MOS 6090 Safety Training and Development

Safety training, education and development and their impact on the organization are studied. A systems approach to the development and delivery of safety training in today's organization. Topics include needs assessments, curriculum design, and the effectiveness of training in safety.

MOS 6100 Ergonomics Theory and Practice

The tools necessary for solving ergonomic and human factors engineering problems in a wide range of specific fields and industries are studied. Techniques used in training effectiveness studies are covered.

MOS 6200 Thesis including Research Methods

Students are expected to complete a major dissertation in the area of their choice within the Safety and Health Discipline. (6 semester credits)

FREQUENTLY ASKED QUESTIONS**Q. Is Preston University accredited by any of the accreditation associations certified by the U.S. Department of Education?**

A. Preston University is not accredited by any of the private accreditation associations certified by the United States Department of Education. In the USA, accreditation is a fully voluntary, non-governmental process. All accredited institutions conform to the standards of the accrediting body, thus simplifying the evaluation and acceptance of credits among member schools. The U.S. Department of Education certifies selected accrediting associations to identify the member schools as acceptable for award of federal financial assistance. In the United States, post-secondary academic institutions have established private associations with the intention to create organizational and procedural standards to ensure consistent delivery of academic programs. These private associations of member schools administer the "accreditation" process in the U.S. Preston University, Los Angeles, California USA is a privately owned, for-profit institution, incorporated in the State of California, USA. Preston University awards associate, bachelor, master and doctoral degrees.

Q. When was Preston University established?

A. Preston University was established in 1984. The first USA campus was established in 1994, and the worldwide headquarters in Los Angeles, CA USA was opened in 2009.

Q. Are Preston University degrees recognized in other countries or by other universities?

A. Employers and governments around the world are under no obligation to declare recognition of Preston University degrees. If you are planning to seek employment with either you should inquire about their recognition policies prior to enrolling at Preston. Each university has its own policy concerning the recognition of credits earned at other universities. To determine recognition by other universities, students should contact the other schools regarding their specific policy concerning acceptance of credits earned at Preston University.

Q. Does Preston University offer credit for professional career experience?

A. Preston University grants transfer credit *only* for verified academic achievement. No credit is awarded for life experience, portfolio evaluation or for any other non-academic achievements.

Q. Does Preston offer distance-learning programs?

A. Yes, Preston University offers a broad selection of distance education programs.

Q. Does Preston University accept credits earned at other universities? If so, how many?

A. Yes, it is possible to transfer credits earned at other recognized educational institutions. Only courses in which you have earned at least a grade of "passed" or a C grade or better (2.0 on a 4.0 scale) will be accepted. The number of credits accepted varies with the student's degree program.

Q. When can one start a distance education program?

A. Academic courses begin at the start of each month. Upon acceptance of enrollment and payment of fees students may begin their programs at the start of the following month.

Q. How is the distance education program administered?

A. The student selects a specific curriculum to follow. The university sends the books and study materials to the students. The curriculum is comprised of a series of individual courses, which earn a specified number of semester credits. Most courses consist of ten modules. After completing each course, the student will submit the examination, research paper or project for that course for evaluation. When the appropriate number of credits has been earned, and all fees have been paid, the student is awarded his or her degree.

Q. How does Preston University's evaluation system work? Do I need to travel to take my final exams?

A. The performance appraisal methods for the different courses in your academic program vary. Some courses require case studies or reviews of related articles found in recent periodic literature, while other courses require you to complete an examination, a special project or a research paper. You will not be required to take any on-site exams in the USA. The course evaluation system does not require you to travel. You may complete most course work and required examinations in your own home.

Q. What type of testing must I take to be accepted for admission to Preston University?

A. Distance Education students whose spoken and written language is not English must score above 500 written or 175 computer-based on the Test of English as a Foreign Language (TOEFL) prior to earning their degree.

Q. What is the duration of the distance learning programs?

A. The distance learning programs are conducted at the student's individual pace, but may not exceed a defined time period associated with a specific program without prior permission from the Admissions Committee. It may take from one (1) to four (4) years to complete an associate degree program, two (2) to six (6) years to complete a bachelor degree program, and one (1) to three (3) years to complete a master degree program and two (2) to six (6) years for doctoral degree programs, depending on the amount of transfer credit earned and the pace of studies convenient for the student.

Q. Does Preston University offer financial assistance to international and domestic students?

A. No direct financial aid is available from the university.

Q. What is the language of instruction at Preston University?

A. The distance learning programs are generally delivered in English using English language textbooks. Under certain circumstances, courses may be completed in other languages convenient to both the student and the supervising professor.

Q. Can a student take Preston University programs in a foreign language?

A. Distance Education students wishing to study in a language other than English must gain approval from an approved Supervising Professor. The student and professor may then work together in the selected language. Students may receive instruction in their native language, but must complete at least 6 semester credits of college-level English language instruction prior to graduation from Preston degree programs.

Q. Does Preston University issue academic transcripts?

A. Yes, Preston issues official academic transcripts after the student successfully completes all his or her courses. Records of academic progress are also kept, and interim transcripts may be issued to the student following completion of course work for any semester.

Q. Is the term "distance education" used in either the student's transcripts or student's diploma?

A. No, the term "distance education" is not used in either the student's transcripts or on the diploma.

Q. Does Preston University notarize its diplomas? Can I have an apostille attached?

A. Preston University will attach an apostille or have its diplomas notarized when requested by the student. The student is responsible for payment to cover the notary, apostille or other certification cost.

Q. Who are the faculty of Preston University?

A. The university faculty consists of a wide variety of adjunct professors from reputed universities as well as Preston's own professors. All professors have established credentials as teachers and have been selected for their range of both practical and academic experience.

Q. How do distance education students pay their application and tuition fees?

A. Both the application and course fees can be paid by check, money order, credit card or wire transfer.

Q. Do international distance education students need to send official transcripts and diplomas earned at other educational institutions?

A. Yes. All applicants for admission to Preston should request that official transcripts, translated into English and notarized, be sent directly to Preston University from the educational institution from which they earned their diplomas. The student must submit copies of all diplomas they have earned. These documents enable the Academic Committee to approve enrollment in programs and to assign transfer credit for previous academic achievements. If the educational institution cannot send official transcripts or diplomas, the student may submit photocopies of transcripts and degrees certified by a school official or attested by an appropriate government official. Since each degree program requires different documentation, we have included an Application Check Sheet to help you in submitting all the correct documents with your Application for Admission. To prevent delays in processing your application, be sure to submit all required documents in one complete package.

Q. Can I earn more than one degree from Preston University?

A. Certainly, in fact, a student could begin by earning an associate degree, then progress to the bachelor, master and doctorate degrees to reach his or her educational goals. Preston exists to help you reach your full potential and achieve your academic goals. We pledge to make your educational experience as efficient and rewarding as possible.

Q. How do students communicate with faculty and staff at Preston University?

A. Faculty and staff are available to assist students with their programs, advise about courses and curriculum and to help the students succeed. Communication may be accomplished in a number of ways.

Tel: 213-384-4500 or 877-384-4511 within the US

Fax: 213-384-4502

E-Mail: Admissions@Preston.edu

Postal Mail:

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PRESTON UNIVERSITY FACULTY

Preston University's faculty has taught at prestigious universities around the world. They bring a wealth of knowledge and expertise to their Preston University students.

Each new student is assigned an advisor with whom they can communicate regularly via e-mail, mail or telephone. We pride ourselves on the individual attention each and every Preston University student receives.

Preston University's professors assess your work for each course and respond with personalized comments and grading. To challenge you and ensure a quality education, each degree program requires you to complete a capstone project, or to write a thesis or dissertation.

The Faculty**Verl A. Anderson**

Degrees Earned: Doctor of Business Administration, Master of Library Science, B.S. in Business Education

Schools: Arizona State University, Brigham Young University

Lizabeth Ausherman

Degrees Earned: MBA; B.A. in Arts & Science

Schools: University of Laverne, University of Florida

Thomas D. Ausherman

Degrees Earned: M.S. in Justice and Public Safety; B.S. in Management

Schools: Auburn University; University of Maryland.

Cheryl Brolyer

Degrees Earned: MBA with Accounting Emphasis; B.S. in Accounting

Schools: University of Wyoming

Cynthia M. Burkhart

Degrees Earned: M.A. in Behavioral Science, B.S. in Arts & Science

Schools: Wright State University, University of Wyoming

Debra J. Conner

Degrees Earned: M.A., B.A., A.A. in Education
Schools: Walden University, University of Wyoming

Romel L. Del Mundo

Master of Arts in Economics, Bachelor of Arts in Economics
Southville Foreign University

Mark Dennison

Degrees Earned: Ph.D. in Psychology, Ph.D. in Counseling, M.A. in Psychology and Counseling,
M.A. in Biblical Studies, B.S. in Sociology
Schools: Northcentral University, American Christian College and Seminary, Liberty University, Weber State
University

William Gaught

Degrees Earned: Ed.D. in Educational Leadership, M.S. in Computer Science; M.S. in Space Operations; B.S. in
Computer Science
Schools: University of Central Florida, Troy State University; AF Institute of Technology; Louisiana State
University

Dennis Prince Y. Germano, DBA

Deryl Gulliford

Degrees Earned: Ph.D. in Healthcare Administration, M.S. in Community Health, B.S. in Allied Health Professions
Schools: Greenwich University, University of Cincinnati, and Ohio State University

Jerry Haenisch

Degrees Earned: Ph.D. in Business Administration; M.S. in Engineering Management;
M.S. in Adult Education; B.S. in Business Management; B.S. in Industrial Engineering
Schools: University of Maryland; University of Illinois; Air Force Institute of Technology; Preston University,
Northcentral University

John Heller

Degrees Earned: Ph.D., MBA; BA in Business Administration
School: University of Wyoming; KS Wesleyan; Preston University

Jeanie Kearney

Degrees Earned: MBA, BS in Health Care
Schools: Cal State University, Bowling Green University

Kazimierz Kowalski

Degrees Earned: Ph.D. in Computer Science; M.S. in Computer Engineering; B.S. in Digital Electronics
Schools: Wroclaw University of Technology

Louis Kreig

Degrees Earned: Ph.D. in Business Administration; D.D.S. in Dental Surgery; MBA; BBA
Schools: Loyola University; Incarnate Word University. University of Maryland, Preston University

Gary Lane

Degrees Earned: Ed.D. in Social Science Education; M.A. and B.A. in Government
Schools: Ball State University; Southern Illinois University

Mark Langer

Degrees Earned: M.S. in Management; B.S. in Radio-TV-Film
School: Lesley College; University of Texas

Benjamin Millard

Degrees Earned: Ph.D. in Educational Technology, MA in Special Education, B.S.
Schools: University of Northern Colorado, Regis University, Colorado State University

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Douglas Mose

Degrees Earned: Ph.D. and M.S. in Geology, B.S. in Chemistry and Geology

Schools: University of Kansas, University of Illinois

Mark D. Multer

Degrees Earned: Ph.D. in Marketing; M.S. in International Management; B.A. in Spanish

Schools: American Graduate School; University of Nebraska, Preston University

Hisha S. Newhouse

Degrees Earned: Ph.D. in Theocentric Business and Ethics, Ph.D. in Spiritual Healing/Natural Pathology, M.A. in Organizational Management, B.S. in Sociology, A.A. in Administrative Justice

Schools: American College of Theological Studies, University of Sedona, University of Phoenix, Arizona State University, Golden West College

Renato Z. Victoria, Jr.

Bachelor of Science and Commerce Major in Management

Master of Business Administration, Master of Customs Administration

Southville Foreign University

Steven R. Rodriguez

Degrees Earned: Master of Administration; M. A. in Fine Arts, Bachelor in Education

Schools: University of Wyoming

Allen R. Seipp

Degrees Earned: M.S. in Labor and Industrial Relations; B.S. in Management

Schools: Michigan State University; University of Wyoming

Zara Sette

Degrees Earned: Juris Doctor, Master of Professional Studies, B.A. in Industrial Labor Relations and Primary Education

Schools: Quinnipiac University, University of New York, State University of New York

W. Britt Watwood

Degrees Earned: Ed.d in Educational Leadership, M.S. in Educational Administration, B.S. in Oceanography

Schools: University of Nebraska, Old Dominion University, United States Naval Academy

IMPORTANT CONTACT INFORMATION

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E-MAIL:

For Application status:

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for higher education information:

development@preston.edu

For Business or financial questions:

businessoffice@preston.edu

For General information:

studentadvisor@preston.edu

For On-Campus or Student information:

dean@preston.edu

To Send completed course work:

coursework@preston.edu

For Student academic program questions:

programmanager@preston.edu

For Transcripts or diplomas:

registrar@preston.edu

For Tuition or fee payment information:

registrar@preston.edu

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