



INFORMATION CATALOG

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Licensure

Northeast Coastal University Inc. is a Florida corporation, doing business as “Northeast Coastal University”, in accordance with its fictitious name registration. Northeast Coastal University is in the process of applying for licensure by the Commission for Independent Education, Florida Department of Education. Additional information regarding the application process may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (850)245-3200, or toll-free at (888)224-6684.

Disclosure

Northeast Coastal University reserves the right to change programs, start dates, or to cancel programs. Any changes will be made in accordance with the Florida Commission for Independent Education rules and regulations and will be added to this catalog. Students will be notified of changes. Students will abide by the rules and regulations of the catalog published at the time of their enrollment.

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ABOUT NORTHEAST COASTAL UNIVERSITY

History

Northeast Coastal University (NCU) founders have over 40 years of combined experience working in international business and education. Their unique professional backgrounds have enabled them to build effective ties with the global business community. Their experience has allowed them to develop a strong understanding of the relevant skills and competencies students need to build successful careers in business and legal professions.

The founders' decision to open a university in Florida stems from the U.S.'s global reputation as a leader in the field of higher education. The state also has a highly skilled workforce, excellent transportation links, and a favorable business environment. Additionally, the founders have personal ties to the state, having worked in Jacksonville, Florida.

Mission

The mission of Northeast Coastal University (NCU) is to establish an international community of academic faculty and industry professionals who think innovatively and who collaborate to equip students with the skills and competencies that employers value in today's fast-paced global business environment.

Vision and Purpose

Quality: NCU is committed to providing a relevant and global educational experience.

Affordability: NCU educational offerings are competitively priced to meet the financial needs of a broad range of students.

Integrity: Students and faculty will strive to uphold high ethical standards throughout their NCU experience, which will be carried forth into the world of work.

Career-Oriented Education: Our curriculums aim to equip students with practical skills valued by employers in today's fast-paced global business environment.

Individualized Support: Every student will have a Personal Learning Advisor who

motivates them to complete their educational journey.

INSTITUTION MANAGEMENT AND FACULTY

The Jacksonville location is staffed by full-time and part-time on-site and virtual personnel.

Approximately seventy (70%) of the teaching staff are U.S.-based. Many are Florida residents. The remainder includes international instructors. The diverse range of skills, academic, and professional experience of NCU faculty supports the mission of the school. Faculty and staff work closely together to equip students with the competencies and knowledge required by employers to be successful in the global workforce.

CURRICULUM CONTENT

NCU curriculum content is closely aligned with the skill requirements of U.S. and multinational employers. Course curriculums have been developed by academic experts, with input from business practitioners. Each course has an associated number of credits. A unit of credit is defined as planned online learning experiences appropriate to the level of credential sought (as determined by duly qualified instructors responsible for evaluating learning outcomes), equivalent to approximately fifteen hours during the trimester, plus a reasonable period of time of study (2-3 hours per week) where students study course materials, research information, prepare assignments and projects.

EQUAL OPPORTUNITY STATEMENT

Northeast Coastal University's policy of equal opportunity employment is consistent with all applicable federal and state laws. No person shall, on the grounds of race, creed, color, handicap, national origin, sex, sexual orientation, marital status, age, political affiliation, or belief, be excluded from any training, be denied the benefit of training, or be subjected to discrimination in any hiring practice or activity at the Campus.

AMERICANS WITH DISABILITIES ACT

Northeast Coastal University complies with the Rehabilitation Act of 1973 (Section 504). No qualified handicapped person will be excluded by reason of the handicap from enrolling in a course of instruction. Students wishing to avail themselves of special adjustments/accommodations under the Americans with Disabilities Act must disclose special needs at the time of enrollment. Accordingly, every effort is made to make reasonable adjustments/accommodations. Please consult the Campus' Admissions Office for further information. Students with disabilities may qualify for additional services/assistance. Students may call our main office and contact Northeast Coastal University's Admissions Representative.

DEGREE PROGRAMS

Business Management (B.S.)

120 credit hours

Four years

Program Objectives

The Business Management program provides students with practical skills and knowledge required to successfully build careers in a variety of business environments. Given the international nature of the curriculum, graduates of the program possess a strong understanding of cross-cultural business communication practices, general managerial practices, functional skills and competencies. Examples of jobs that students may seek upon graduation include general management trainee, retail manager, sales manager, human resources specialist, marketing specialist, purchasing officer, customer relations manager, loan officer, and financial analyst.

Program Description

Throughout the Business Management (B.S.) program, students explore managerial concepts and practices necessary to effectively perform the four key functions of management. These include planning, organizing, leading and controlling. Students will apply their knowledge to resolve actual domestic and multinational business issues through the analysis of business cases, completing project-based work, and other assignments.

Graduates of this program will be well-equipped to manage projects and teams and seek employment in entry to mid-level managerial roles in a variety of domestic and international companies.

Course #	Course Title	Credit hours
	General Education Course Requirements	30
Eng101	Academic Research and Writing Skills	3
Math101	Survey of Mathematics	3
Soc101	Principles of Sociology	3
Phil101	Foundations of Modern Philosophy	3
IT101	Introduction to Information Systems	3
Psy101	Introduction to Psychology	3
Sci101	Environmental Studies	3
Pol101	Introduction to Comparative Politics	3
His201	World History	3
Geo101	World Geography	3
	Humanities Course Electives (choose 5)	15
Int201	International Relations	3
Com101	Presentation Skills	3
Bus101	Career Planning	3
Eng102	World Literature and Composition	3
Eng201	Creative Writing	3
LS-101	Law and Society	3
Rel201	World Religions	3
	Major Course Requirements	60

Course #	Course Title	Credit hours
Bus102	Management Essentials	3
Bus103	Business Communication Skills	3
Bus104	Fundamentals of Marketing	3
Bus105	Human Resources Management	3
Math201	Statistics	3
Bus202	Project Management	3
Bus203	Time Management	3
Econ201	Macroeconomics	3
Econ202	Microeconomics	3
Bus301	Operations Management	3
Bus302	Managerial Accounting and Reporting	3
Bus303	Entrepreneurship	3
Bus304	Financial Management	3
Bus305	Organizational Behavior	3
Bus306	Business Ethics	3
Bus307	Managerial Decision-making	3
Bus308	Strategic Management	3
Bus309	International Business Management	3
Bus310	Effective Leadership	3
Bus311	Risk Management	3

Course #	Course Title	Credit hours
	Major Course Electives (choose 3)	9
Bus312	Corporate & Social Responsibility	3
Bus313	Quality Management	3
Bus314	Management of Information Systems	3
Bus315	Logistics Management	3
Bus316	Digital Marketing	3
Bus317	Capstone Project	6
	TOTAL:	120

ADMISSIONS PROCEDURES AND REQUIREMENTS

All staff who recruit prospective students or who participate in the admission of prospective students have completed an approved Admissions Training Program.

Determine if Online Learning is for You

Northeast Coastal University is a provider of online education. If you have never studied in an online environment before, please consider the following to determine your success in this learning format:

- **Time Management:** Unlike classroom-based learning, online learners are not required to attend classes at a specific time and location. Instead, students are expected to spend on average 10-15 hours per week studying course materials and completing related assignments. Students have the flexibility to choose what days and times are most convenient for them to study. However, they need to organize and manage their time effectively to meet course deliverable deadlines. Students will receive an Orientation Packet prior to starting. Students will be required, at a minimum, to submit at least one assignment or participate in an online discussion at least once a week. Prior to beginning a course, students should create a weekly study schedule to keep up to date with course requirements.
- **Motivation:** NCU instructors provide regular and timely feedback to all students regarding their assignments and questions. Students can also communicate with others enrolled in the same courses via the chat and forum functionalities available in the NCU online learning platform. Additionally, it is the role of NCU Personal Learning Advisors to frequently monitor student progress and support them in achieving their learning goals.
- **Communication:** Another important aspect of online education is a Students and professors get to know each other and work together through emails and real-time interactive chat forums. Some courses also include

opportunities to participate in web conferences and live video transmissions. These are recorded and available for students to play back at their convenience. Students should feel comfortable initiating communication with professors and Personal Learning Advisors when they need assistance with assignments, have trouble with the learning platform, or for any other issue. The NCU staff is focused on assisting students to successfully complete each course.

Prepare for Northeast Coastal University as a High School Graduate

- Consider the subjects you excelled in, and the results of any career aptitude test you may have taken.
- Think about a career you are interested in based on your academic strengths and experience you may have acquired through part-time work, extra-curricular activities, or volunteering.
- Contact the NCU admissions department to determine if any of our undergraduate programs can help you gain the skills and knowledge employers require working in such professions.
- Determine if online learning is right for you.

Prepare for Northeast Coastal University if you are Currently in the Workforce

- Review the job experience you already have.
- Think about what skills and subjects you want to know more about.
- Consider your career goals and assess how programs offered by Northeast Coastal University can help you achieve those goals.
- Determine if online learning is right for you.

Bachelor of Science Admissions Requirements

Students seeking admission must provide one of the following:

- Evidence of high school graduation (transcript, diploma, special diploma, diploma of completion, etc.) showing/verifying date of graduation.
- Evidence of GED completion (GED scores/GED diploma).

- Proof of graduation from a foreign institution comparable to a United States secondary school. Foreign applicants are required to submit translated and notarized copies of their high school diplomas and transcripts if the documents were issued in a language other than English.
- Florida Home Education graduation credentials.

In addition, the following is required:

- Proof of identification (copy of valid driver's license, state issued identification card, U.S. military ID, valid U.S. passport, valid passport issued by a foreign country). Foreign documents must be accompanied by an official translation in English if the passport was issued in another language.
- All students are required to submit a personal statement (500-750 words), describing their career goals, and explaining how they believe studying in a specific NCU bachelor's degree program will support them in achieving these objectives.
- Non-native English-speaking applicants must show documentation of a score of 60 TOEFL Internet Based Test (IBT) or documentation of ESL diploma program completion. IELTS (International English Language Testing System) are also accepted, with a required minimum score of 60. SELT (Standardized English Language Test) scores of 6 or higher also fulfil the English language requirement for program entry.
- If the student is not able to provide proof of one of the above, the university will administer its own exam to test that the applicant's proficiency in English is of sufficient level to complete this program of study. This will include a written exam in addition to an oral interview conducted in English, either at NCU premises or via a web meeting.
- All students must submit a signed enrollment agreement.

Acceptance by Institution

Admissions decisions will be made within two weeks following the completion of: 1) application, 2) submission of all required documents, and 3) review by Admissions Committee.

The criteria for acceptance into the program are based on a multi-dimensional metric. This includes:

- academic achievement
- evaluation of essay

The catalog and the enrollment agreement constitute a binding contract between the student and Northeast Coastal University. Students receive a catalog with the Enrollment Agreement.

Language

All courses are offered in English only.

Transfer of Credit Hours

Credit hours earned elsewhere may be evaluated and considered towards program completion. The applicant must present a transcript and catalog from the institution where the courses were completed, during the application process. The institution must be accredited by a national or regional accrediting agency or international equivalent, and the grade must be a “C” or higher.

- A maximum of 90 transfer credits can be counted towards earning a bachelor’s degree from NCU.

The following general conditions apply for U.S. applicants:

- NCU generally awards credit for prior coursework completed at licensed and accredited institutions in the United States, provided that the coursework is substantially comparable to the coursework required of the NCU program in which the student intends to enroll.
- Students are required to provide an official copy of their transcript(s) when applying for transfer credit.
- NCU recognizes the validity of military training as potential college credit. All military training that has been reviewed by the American Council on Education (ACE) and meets the requirements of a student’s undergraduate degree plan may be eligible for transfer credit. Only transcripts received

directly from Army/ACE or Sailor/Marine will be accepted for official review.

The following general conditions apply for international applicants:

- Students who are interested in applying for transfer credit from coursework completed outside of the United States are responsible for submitting the following documents, along with their transcripts and credit transfer request form.
- Proof of the transferring institution's licensing and accreditation status. An official English translation of such documents must be provided if the documents are in a foreign language. The business name of the translation service must be included with all translated documents submitted.
- Students may be required by NCU to submit course descriptions (translated into English if the descriptions are in a foreign language).

Note: All prior learning is reviewed on a case-by-case basis and credit is awarded at the discretion of NCU University.

Transfer credit to other Institutions

Students may wish to continue their training after graduation. While Northeast Coastal University is in the process of applying for licensure by the Florida Commission for Independent Education, it is not accredited. Some or none of the coursework completed at Northeast Coastal University may be transferable to other institutions. Therefore, the student must contact the institution they are transferring to as each institution has its own requirements regarding acceptance of transfer of credit hours. There is no guarantee of transfer of credit hours from one institution to another and specifically from Northeast Coastal University to any other postsecondary school or college.

DESCRIPTION OF FACILITY AND EQUIPMENT

About the Campus

Northeast Coastal University is located at 10151 Deerwood Park Blvd Building 200, Suite 250, Jacksonville, FL 32256. The University currently leases office space on the second floor of a modern business center, which is utilized for administrative purposes. Students attend class via the online platform and communicate with faculty, staff, and other students using phone, email, and the online discussion board.

The building is compliant with fire safety requirements and is fully accessible to people with disabilities. Additionally, the facility provides ample free parking for employees and guests. It is also accessible by public transportation. Signage located at the reception area of the business center clearly indicates to visitors that Northeast Coastal University is located at the facility.

The Business Center provides the University with fully staffed reception services Monday through Friday from 9:00 a.m. – 5:00 p.m. Additionally, Key West University has full use of the Business Center's common facilities, which include two conference rooms, a break room, and restrooms. Conference facilities can be booked in advance and used for board meetings, internal faculty and staff meetings, and meetings with members of the local business community.

The office has individual workstations, a phone system, high-speed internet, Wi-Fi connections for staff and visitors, file cabinets, a network server, and other general office equipment and furniture. Program courses are housed on a cloud solution, Moodle, and student records and related electronic files are stored in Sycamore Campus school management system, another cloud solution.

Offices and Classrooms

Northeast Coastal University is an online institution. The campus is comprised of administrative offices with conference rooms available. Students attend class via the online platform and communicate with faculty, staff, and other students using

phone, email, and the online discussion board. The school is staffed from Monday through Thursday, 9:00 a.m. – 5:00 p.m., allowing students to visit during office hours or by appointment. Virtual support is available to students on Fridays during normal business hours (via email and through the online learning platform).

Approvals and Licenses

Northeast Coastal University has met all requirements, certification, licenses, and insurances to operate and conduct all business in the City of Jacksonville, Duval County, and the State of Florida.

Equipment

All equipment needed to support the teaching of each subject is available.

- NCU uses Populi and Moodle as its LMS (Learning Management System). All data uploaded to Populi and Moodle is stored using cloud technology.
- All course learning materials are available in the LMS (Learning Management System) or via the university's E-library resource.

NCU faculty and students are expected to have access to:

- A computer or laptop
- Microsoft Office programs (Word, Excel, PowerPoint- version 2007 or higher)
- Web browser
- A stable internet connection, with a minimum connection speed of 256 Kbps connection is required.
- Some courses may require.
 - Adobe Flash Player
 - Adobe Reader

Resource Center and Online Library

NCU uses Populi and Moodle as its online learning platform for students.

Students can access course content, interact with instructors and other students in their cohort group, and submit course assignments through the system.

Moodle is fully web- based and is available to students 24 hours per day, 7 days a week, excluding time scheduled for planned technical updates and maintenance.

In addition to the Moodle platform, students have continuous access to electronic learning resources that are required for their courses through the E-library resources. NCU provides a robust, comprehensive, fully web-based E-library solution. In addition to scholarly articles, provides access to open-source resources, private library collections, eBooks, audio books, and historical digital archives. The service is used in universities throughout the US.

Students can access the E-library 24 hours per day, 7 days a week, excluding planned technical updates and maintenance.

STUDENT SERVICES

Northeast Coastal University strives to support students in achieving their personal and career goals. Northeast Coastal University provides specialized services that are an integral part of the learning experience. Students can confidentially discuss their problems at any time with their instructors or any staff member. All staff members maintain an open-door policy regarding student concerns and issues.

Personal Learning Advisors

To ensure that students adjust smoothly to learning in an online environment, all NCU students benefit from the support and assistance from a Personal Learning Advisor. This Advisor motivates students to stay on task and within deadlines, address challenges, and complete their educational journey in a timely way. Students first meet with their Personal Learning Advisor (PLAs) upon acceptance into a NCU program of study. Together, they will create an Individualized Learning Plan. The plan aligns their career goals and academic interests. It takes into consideration other life priorities including work, family, friends, hobbies, etc. This document is used to record student's learning

progress and achievement throughout their program of study at NCU.

- Personal Learning Advisors formally meet with students online once each trimester. During formal meetings, students review their progress in completing Individual Learning Plan goals. Additionally, Personal Learning Advisors frequently reach out to motivate students throughout their course of study. PLAs advise students on how to effectively manage or overcome organizational issues or personal time constraints that could prevent them from successfully completing their academic program on time. Students may be referred to professional counseling within the community as appropriate.

Technology Services

- Students will have 24 hours per day, 7 days a week access to NCU systems, except for planned systems maintenance. This includes the online learning platform Moodle and the LIRN online library. If teaching faculty or the university's administration organize web meetings or online lectures for students, these events will be recorded. All students (including those who have attended and those who were not able to) receive a link, which they can use to playback the meeting. Students can ask questions to the online meeting organizers, through their online learning platform or email. Faculty and staff are required to respond within 24 hours if it is a working day in the US.
- NCU will respond to student questions via email, within 1 business day of receipt. If a service provided by NCU is one-on-one in nature, (i.e. individual meeting with a Personal Learning Advisor or a Career Services Counselor), NCU staff will adjust their schedules to conduct a meaningful web meeting with students in different time zones.

Housing

Housing is not provided as courses are only offered online.

Family Educational Rights and Privacy Act (FERPA)

Northeast Coastal University fully complies with the Family Educational Rights and Privacy Act of the 1974 Buckley Amendment, Public Law 93-380, Section 438. All

students' records are confidential and are stored in locked cabinets in a locked office.

Financial Assistance

NCU understands that many students are working towards improving their future, and that's why we work hard to make education affordable to everyone. NCU degree programs are priced to meet the financial needs of a broad range of students.

All NCU students who are U.S. citizens or lawful permanent residents are eligible to enroll in affordable tuition payment plans, which are administered by TFC Tuition Financing. Currently, international students are not eligible to enroll in such plans.

For nearly 50 years, TFC Tuition has been a respected leader in student financing, helping students to achieve the professional career of their dreams. TFC makes education affordable for all NCU students who are U.S. citizens or lawful permanent residents, by offering a wide range of payment options, and an online portal to manage your own account. Payment plans are available even if students do not have great credit or a strong financial history.

Prospective students are encouraged to contact a NCU Admissions Representative to discuss their financing needs.

Note: Currently, Northeast Coastal University does not participate in national, state or local financial aid programs for students, including Title IV loans.

Career Services/Job Placement Assistance

Job search and employment skills assistance are provided to all enrolled students and graduates without additional charge. There is no guarantee of job placement directly or indirectly implied.

Alumni Community

Graduates are automatically accepted into Northeast Coastal University's Alumni Community. Alumni receive a variety of benefits including career services, auditing of selected courses, and invitations to social events.

Class Size

The average class size is 15 students.

Schedule Changes

Northeast Coastal University is committed to keeping each student informed of changes that may impact educational pursuits. Students will be informed electronically regarding any schedule changes that may occur during their course of study.

Syllabi

On the first day of class of each course, students receive a copy of the course syllabus and outlines.

ATTENDANCE

In an online classroom setting, attendance is defined as weekly participation in the online platform. Students are expected to complete assignments and tests by the specific dates published in the course outline. Assignment due dates are listed in course outlines and are duplicated in the online learning platform's event calendar.

Students who submit work late may have 10% subtracted from their grade for an assignment. Students who do not complete the requirements for a course by the course end date will be required to re-enroll in the course the next time it is offered. Students are charged the full cost of the course if they are required to repeat the course for any reason.

Make-up Work

Make-up work is required for any absence. Assignments and tests that are not completed because of an absence must be made up within a time frame determined by the course instructor.

If the situation occurs due to an excused absence (defined as an absence attributed to personal illness, illness of a dependent, serious illness or death of a family member), and the student has notified NCU administration of the situation in a timely manner, there will be no reduction in grade for the student.

If the need to make up work occurs as the result of an unexcused absence, a 10% reduction in the grade will be automatically applied. There is no charge for make-up work that occurs, providing that it is completed by the official course end date.

Note: NCU reserves the right to ask the student to provide documentation of proof for excused absences.

Leave of Absence

To be eligible to apply for a leave of absence, a student must have completed the first trimester of their program at Northeast Coastal University. The student must submit a written request for the leave (with required documentation) to the Campus Director. The student must have approval prior to the start of a leave of absence. An exception to this policy may be made for a student with a medical or family emergency. This exception to the policy is considered only when a student expects to return to the school within the maximum time frame for a leave of absence. A student may make a single request for a non-continuous leave of absence when the request is for the same reason, such as a serious medical problem requiring multiple treatments.

A leave of absence may be granted for a period not to exceed 120 days. Students are also limited to one leave of absence in any twelve-month period. However, a second leave of absence may be granted if the total number of days does not

exceed 90 days in any twelve-month period. Acceptable reasons for a leave of absence or a second leave of absence within a twelve-month period are jury duty, military duty, or circumstances such as those covered under the Family Medical and Leave Act of 1993 (FMLA).

A leave of absence is granted only when there is a reasonable expectation a student will return to school at the expiration of the leave of absence. Students taking an approved leave of absence do not incur any additional charges for the period of the approved leave. However, any student who fails to return to school at the end of an approved leave of absence is withdrawn from Northeast Coastal University.

If a student does not return to school at the expiration of an approved leave of absence, the student's withdrawal date is the date the student began the leave of absence. All refund and cancellation policies are applied based on a student's date of withdrawal.

Disciplinary Probation

If a student fails to meet their responsibilities as outlined in this catalog or where Northeast Coastal University policies and procedures are posted or distributed, he or she may be placed on probationary status. Probationary status is for 30 days.

If a student fails to improve as required during the time specified for their probation, he or she may remain on probation or be dismissed from the program and the School.

Disciplinary Re-Admittance Policy

A student must apply for re-admittance to Northeast Coastal University after being withdrawn for disciplinary reasons. The re-admittance policy is as follows:

1. Students may apply for re-admittance no less than one trimester and no

- more than one calendar year from being withdrawn.
2. Students re-entering are placed on disciplinary probation.
 3. If there are no violations of student rules and regulations during this period, at the end of the probationary trimester, students are removed from probation.

Academic Re-Admittance Policy

A student must apply for re-admittance to Northeast Coastal University after voluntary withdrawal or after being withdrawn. The policy also applies to students who have been on an approved leave of absence that extended beyond the date granted which results in automatic withdrawal. The re-admittance policy is as follows:

1. Students may apply for re-admittance no less than one trimester and no more than one calendar year from being withdrawn.
2. Students must obtain permission from the Registrar and Director of Student Services to re-enroll.
3. Students must have met all financial obligations to the school.
4. Students are re-enrolled under current tuition charges and curriculum and catalog policies.

ACADEMIC POLICIES

Course Assessment

It is a Northeast Coastal University policy that each student completes the required assignments and tests for each course to receive a passing grade. During each trimester, students receive on-going feedback on their assignments and projects. Any assignments not completed by the end of the course may result in an automatic failure unless specific arrangements are made with the instructors and approved by NCU administration.

Grading

Students are awarded letter grades for all courses taken at Northeast Coastal University. Academic work is evaluated, and grades are assigned at the end of

each course to indicate a student's level of performance. Criteria upon which a student's performance is evaluated is distributed to each student at the beginning of each course in the form of a course syllabus.

Grade notations are based on a 4.0 scale:

Letter Grade	Interpretation	Numerical Value	Numeric Grade
A	Excellent	4.0	90.00 -100.00%
B	Good	3.0	80.00 -89.99%
C	Average	2.0	70.00 -79.99%
D	Poor	1.0	65.00 -69.99%
F	Fail	0.0	0 -64.99%
AU	Audit	Not computed	
I	Incomplete*	Not computed	
W	Withdrawal	Not computed (prior to 50% completion)	
WF	Withdrawal Failing	0.0(after 50% completion)	
WNA	Withdrawal/No attendance	Not computed	
P	Pass	Not computed	
T	Transfer of Credit Hours	Not computed	

*Converts to a grade of F if incomplete work is not made up within the specified timeframe.

Repeating Courses

A course in which a letter grade of "D" or "F" has been earned may be repeated

for grade average purposes. Only the higher grade is used in the computation of a cumulative grade point average at Northeast Coastal University. Students who repeat courses are responsible for paying the full tuition of the course. No course may be taken more than two (2) times. A course in which a satisfactory letter grade (i.e., "A," "B," "C") has been earned may not be repeated for grade average purposes. Courses may not be repeated for grade average purposes after graduation. All grades attempted are considered when calculating quantitative Satisfactory Academic Progress status.

Plagiarism

It is a policy of Northeast Coastal University that students assume responsibility for maintaining honesty in all work submitted and in any other work designated by an instructor of a course. Plagiarism, because it is a form of theft and dishonesty that interferes with the goals of education, must carry severe penalties. The penalties are as follows:

- First occurrence of plagiarized material results in an automatic "F" for that assignment.
- First occurrence of a student copying an entire paper or project and turning it in as their own work results in an automatic "F" for the course.
- The second occurrence of an assignment containing plagiarized material results in an automatic "F" for the course.
- The second occurrence of a student turning in an entire paper or project as their own work results in an automatic suspension from NCU for 30 days.

NCU has several strategies to ensure the integrity of the writing and research conducted by our students and prevent academic dishonesty and plagiarism from occurring. These measures include the following:

1. **Online tests:** In the event that an instructor includes a multiple-choice test online learning platform so that they appear in a random order each time they are displayed. Likewise, test question banks contain more questions than the number used to grade the test,

meaning that students will have different content variations of the test.

2. **Written assignments and dissertations:** NCU instructors have access to antiplagiarism software. Students' written assignments can be scored for authenticity prior to grading. If a student receives a low authenticity score on his or her work, they may be asked by their instructor to revise their submission and resubmit it prior to the course end date. Multiple instances of plagiarism may constitute grounds for disciplinary action.

Satisfactory Academic Progress

Students at Northeast Coastal University are expected to maintain satisfactory academic progress toward graduation. There are two standards that must be met: a qualitative standard and quantitative standard.

The qualitative standard requires that undergraduate students achieve a minimum GPA of 2.5 after completing each trimester at Northeast Coastal University. If a student's cumulative grade average falls below 2.5, they will be placed on academic probation for one trimester. If grades do not meet the 2.5 GPA requirement at the end of the probationary trimester, they will be expelled.

Graduate students are required to achieve a minimum GPA of 3.0 each trimester. If a student's cumulative grade average falls below 3.0, they will be placed on academic probation for one trimester. If grades do not meet the 3.0 GPA requirement at the end of the probationary trimester, they will be expelled.

The quantitative standard requires students to complete their program of study within 150% of the normal timeframe allotted for completion of the program. The normal timeframe is measured in course hours attempted to accommodate schedules of full-time and part-time students.

Graduation Requirements

To graduate from Northeast Coastal University students must:

- Successfully complete a designated program of study by completing all required courses in the program
- Achieve a minimum cumulative grade average of 2.5 for undergraduate

programs or 3.0 for graduate programs

- Complete 25% of a Bachelor's, 50% of an MBA, 75% of a DBA program at Northeast Coastal University
- Resolve all financial obligations to NCU.
- Complete all required exit paperwork.

Privacy of Student Records

Northeast Coastal University respects the student's personal information and guards all information carefully. The student's Social Security number is not used as a student's primary identifier. The school will assign each student an institutional Student ID number to use to access records and receive services. A student may choose to withhold directory information but must submit a written notice to the main office stating which of the above directory information items are not to be released to the public.

Transcripts

A request for a Northeast Coastal University transcript must be in writing, signed by the student and requested a minimum of two (2) weeks before a transcript is required. The complete address of the person and place to which the transcript is being sent must be included. An official transcript bearing the school seal will be forwarded to other institutions, to prospective employers, or to other agencies at the request of a student. Institutions typically consider a transcript "official" only if it is forwarded directly from the sending institution. Students may obtain unofficial copies of their transcripts by contacting the campus. There is no charge for the student's first transcript request. All other transcripts will require a fee of \$20.00 to be paid with an application. Records will remain on file in perpetuity for students who are dismissed or denied entry.

Note: All financial obligations to NCU must be paid before transcripts are released.

Changes Made by the Institution

If the institution cancels or changes a program of study in such a way that the

student who has started is unable to complete their studies, arrangements will be made in a timely manner to accommodate the needs of each student enrolled. If the institution is unable to make alternative arrangements that are satisfactory to both parties, the institution will refund all money paid by the student according to the published Refund Policy.

STANDARDS OF CONDUCT

All students are expected and required to conduct themselves in a dignified and professional manner. Students must realize the responsibility for their success rests largely upon themselves. Any behavior that distracts other students or disrupts the online learning process will not be tolerated. Such conduct is considered just cause for dismissal of a student from Northeast Coastal University.

Specific behaviors that may cause dismissal from Northeast Coastal University include, but are not limited to:

- Willful destruction or defacement of the institution or student property
- Improper or illegal conduct
- Cheating, plagiarism, academic dishonesty and/or infractions of administrative policies
- Theft of student or School property
- Disruptive or inappropriate behavior in the online learning environment

A student may also be suspended or dismissed from Northeast Coastal University

for violating administrative policies. Causes for suspension and/or dismissal include:

- Failure to meet student responsibilities as contained within this catalog
- Non-criminal, verbally offensive, disruptive or otherwise inappropriate conduct (whether directed toward another student or a School representative)
- Continued unsatisfactory attendance
- Non-payment for services rendered by the School
- Failure to comply with policies listed in the current School catalog
- Conduct prejudicial to a class, program or the School

Sexual Harassment and Anti-Hazing Policy

It is Northeast Coastal University's policy to prohibit sexual harassment, which includes a commitment to creating and maintaining a community in which students, faculty and administrative-academic staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Sexual harassment includes unwelcome sexual advances or offensive comments, gestures, or physical contact of a sexual nature between and/or among students and staff. This includes any kind of intimidation or discrimination. Northeast Coastal University is strongly opposed to sexual harassment and such behavior is prohibited by law and by Northeast Coastal University policy. Any report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. Behavior that denigrates the integrity of another student (hazing) will not be tolerated. If a student or employee feels that he or she has suffered a form of discrimination or harassment, the individual should immediately contact a supervisor, the Director of Educational Programs, or the Campus Director. Violation of the policy can result in disciplinary action, up to and including discharge.

Drug Policy

Northeast Coastal University is compliant with the Federal Government Regulations for a Drug Free Workplace for students and employees. Any student or employee caught in possession, use or distribution of any illegal substances will be dismissed and/or referred to the appropriate agency for arrest.

No Smoking Institution and Workplace

Smoking is not tolerated within 100 yards of the institution or offices.

Honor Code

Enrollment in Northeast Coastal University and the completion of the enrollment agreement represents a student's pledge to respect the rights and property of the School and fellow students and to adhere to general principles of academic honesty.

Standards of Appearance

Appropriate dress and appearance are expected when visiting Northeast Coastal University offices. Appropriate dress is defined as attire that would be worn in a business setting.

Student Disciplinary Procedures

If a student violates Northeast Coastal University's Standards of Conduct, the first level of discipline lies with the faculty member. If a situation demands further action, the Director of Student Services will determine the disciplinary action.

Northeast Coastal University's primary objective is to help their students achieve their career goals. If students have concerns or problems that need to be addressed, they can confidentially discuss their problems at any time with instructors, the Director of Student Services, or any staff member. The school maintains an open- door policy regarding any student issues.

Grounds for Termination

Students may be terminated by Northeast Coastal University for the following reasons:

- Insufficient progress
- Attendance
- Failure to pay tuition fees
- Failure to adhere to the Student Conduct Policy
- Students who are terminated for failure to pay tuition fees as defined in the catalog will not receive a refund of tuition paid
- Students terminated for violation of the Student Conduct Policy as defined in the catalog will not receive a refund of tuition paid.

Grievance Policy

A student has the right to appeal any academic or disciplinary actions set forth by Northeast Coastal University. Whenever possible, students are encouraged to resolve problems through normal administrative channels.

If a student has spoken to an instructor regarding his/her problem but it is not resolved, the next step is for the student to meet with the Campus Director. The student needs to submit a written request to meet with the Campus Director. The written request will contain the name of the student, date, brief explanation of the problem/reason for the grievance and the student's signature. Within 3 days, the Campus Director will contact the student to set up an appointment.

The Campus Director, the student, and the Northeast Coastal University employee involved will meet for the scheduled appointment to resolve the grievance. At this time, the student will have the opportunity to address any further concerns and/or questions. They will review the student's grievance and ensure that the Institute's policy has been properly applied to make a final decision or recommendation, within 5 days. This decision will be noted and filed in the student's permanent file.

If the student feels that his/her complaint cannot be resolved after exhausting the institution's grievance policies and procedures, or feels an appeal or grievance is still unresolved, the student may contact:

Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
850-245-3200; 888-224-6684 toll free

ADMINISTRATIVE POLICIES AND PROCEDURES

Northeast Coastal University policies have been formulated in the best interests of students and the School. Changes in policy are rarely made during a school year since plans for each session are made in advance. However, Northeast Coastal University reserves the right to change provisions or requirements, including fees, contained

in its catalog at any time and without notice. These will be printed in separate documents and attached to the catalog and sent to the student body. A student currently enrolled will not be affected by a tuition increase. The School also reserves the right to require a student to withdraw should the individual fail to meet printed requirements.

Northeast Coastal University reserves the right to impose probation on any student whose conduct, attendance, or academic standing is unsatisfactory. Any admission based upon false statements or documents is void, and a student may be dismissed on such grounds. In such cases, a student may not be entitled to earning course hours which he/she may have completed at the School.

Admission of a student to a Northeast Coastal University program does not guarantee that the student will be automatically re-enrolled into any succeeding

program. Northeast Coastal University also reserves the right to cancel any classes that do not have a minimum number of students enrolled. See refund and cancellation policy.

ACADEMIC CALENDAR 2024 - 2025

Northeast Coastal University operates on a trimester system. Each trimester consists of 10 weeks of instruction. Program dates and student breaks for the 2024 – 2025 academic year are included in the following chart.

Trimester	Registration Deadline	Start Date	End Date
1	October 3	October 10	December 16
Winter Break: December 17, 2024 - January 2, 2025			
2	January 30	February 6	April 21
Spring Break: April 22, 2025 – May 7, 2025			

3	May 8	May 15	July 28
Summer Break: July 29, 2025 – September 24, 2025			

Official NCU Office Holidays 2024 - 2025

Date	Holiday
September 5, 2024	Labor Day
October 10, 2024	Columbus Day
November 11, 2024	Veterans Day
November 24-25, 2024	Thanksgiving
December 18, 2024 - January 3, 2025	Winter Break
January 16, 2025	Martin Luther King Day
February 13, 2025	Presidents Day
May 29, 2025	Memorial Day
June 19, 2025	Juneteenth
July 4, 2025	Independence Day

Hours of Operation

The main office is open Monday through Thursday, 9:00 a.m. to 5:00 p.m., except for official holidays listed above. Virtual support is available to students on Fridays during normal business hours (via email and through the online learning platform).

TUITION FEES AND OTHER COSTS

Tuition for the 2024/2025 academic year is established as follows:

1. Undergraduate programs: \$167.00 per credit hour

Tuition must be paid in full prior to the start date of each trimester.

Application Fees

A \$50.00 nonrefundable application fee is charged at the time of application to all NCU programs either by credit card or in the form of a personal check or money order made payable to Northeast Coastal University. This is the responsibility of the applicant.

Registration Fee

A \$50.00 one-time nonrefundable registration fee is charged at the time of enrollment in the first trimester to all NCU programs either by credit card or in the form of a personal check or money order made payable to Northeast Coastal University. This is the responsibility of the applicant.

Cost of Books, Equipment, and Supplies

There are no fees for required learning materials. All books are included in the cost of tuition and are available online. Students may opt to purchase hard copies of textbooks at their own expense.

REFUND AND CANCELLATION POLICY

1. Cancellation must be made in writing.
2. All within three (3) business days after signing the enrollment agreement and making an initial deposit.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, apart from the non-refundable Application

fee (\$50.00) and Registration fee (\$50.00).

4. Cancellation or withdrawal after attendance has begun, through 20% completion of the course, will result in a Pro Rata refund of tuition computed on the number of Credit Hours completed to the total course Credit Hours required.
5. Cancellation after completing more than 20% of the course will result in no refund.
6. The termination date for refund computation purposes is the date on which NCU administration received a cancellation request in writing from the student.
7. Refunds will be made within 30 days of termination or receipt of cancellation notice.

Course Cancellation and Refund Policy

Should a course be canceled by the administration for any reason, tuition for that course will be refunded in full to students.

COURSE DESCRIPTIONS

Courses are taken sequentially by level. The course numbers are based on course codes established by the school and do not relate to state common course numbering systems. The course numbers were created by using the first few letters of the name of the program and then three numbers to indicate level or sequence. Credit hours refers to a unit consisting of a minimum of fifteen hours of instruction appropriate to the level of credential sought, during a trimester, plus a reasonable period outside of instruction which the institution requires a student to devote to preparation for learning experiences, such as preparation for instruction, study of course material, or completion of educational projects.

Business Management (B.S.)

Course Number and Description	Credit hours
Eng101: Academic Research and Writing Skills: This course aims to build students' writing, reading, and critical thinking skills, and combines a comprehensive grammar review with an introduction to paragraph writing and composition. Throughout the course, students will become familiar with several types of college-level writing assignments, identify common grammar and usage issues, and understand academic research strategies and citation requirements. By the end of the course, students should be able to apply these skills to successfully complete college-level writing assignments.	3
Math101: Survey of Mathematics: This course provides students with a survey of contemporary mathematical topics and is appropriate for college-level students who are not planning to pursue STEM majors. By the end of the course, students will have learned a variety of algorithmic, graphical, algebraic, statistical, and analytic approaches to solving mathematical problems, and be able to apply these concepts to solve problems that they encounter in their everyday life.	3

Soc101: Principles of Sociology: Throughout this course, students will examine the basic concepts and principles of sociology, with emphasis on a scientific analysis of culture, personality, social groups and social institutions, social organizations, population trends, and social processes. By the end of the course, students should be able to demonstrate the ability to recognize important differences in people’s social, cultural, and economic backgrounds. Additionally, they should be able	3
Course Number and Description	Credit hours
to apply critical reasoning skills to discuss complex social issues and problems that confront modern society.	
Phil101: Foundations of Modern Philosophy: This course introduces students to some of the basic philosophical problems confronting mankind. Throughout the course, students will be exposed to the philosophical viewpoints of ancient philosophers, key constructs related to metaphysics, epistemology, the philosophy of religion, and the philosophy of art and aesthetics. Additionally, students will learn about the social and political context from which a philosophical viewpoint arose. By the end of the course, students should be able to apply critique to various philosophical viewpoints and analyze how these viewpoints may be applied to resolve philosophical questions and ethical dilemmas present in contemporary society.	3
IT101: Introduction to Information Systems: The aim of this course is to assist students to acquire core skills related to information systems. Key topics to be covered in this course include peoples’ interaction with information systems, communication technologies, databases and data warehouses, the Internet, social media, E-Commerce and M-Commerce, and enterprise management systems. By the end of the course, students should be able to demonstrate a core understanding of why information systems are so fundamental to business and society, and critically analyze contemporary issues related to data privacy and information security.	3
Psy101: Introduction to Psychology: This course introduces the concepts and theories of psychology and their application to real-life situations. Throughout the course, students will explore topics related to the evolution of psychology as a science, an introduction to the scientific method, sensation, perception, consciousness, stress and coping, learning, memory, motivation, and emotions. By the end of the course, students should be able to distinguish between scientific and non-scientific information about human behavior, describe major developments and research methods used in psychology, analyze the variety of factors affecting sensation, perception, consciousness, learning, memory, motivation, emotion, and health, and apply psychological principles to situations in everyday life.	3

Sci101: Environmental Studies: This course aims to provide students with a global view of essential themes in environmental science. An introduction to the interactions between human society and our environment. Topics include the structure and functioning of natural ecosystems; local, regional, and global pollution problems; the growth of human populations through time; and factors relating to energy consumption by society. By the end of the course, students should be able to identify and analyze the critical environmental challenges facing society and contribute potential ideas for solving these problems.	3
Pol101: Introduction to Comparative Politics: This course aims to introduce students to the key concepts, approaches and arguments that will enable them to successfully compare the	3
Course Number and Description	Credit hours
fundamentals, structures and processes of political systems across the globe. Throughout the course, students will explore the formal, public sphere of politics and power relations through a systematic study and comparison of institutional types of governance and political systems, including authoritarian, totalitarian, and democratic state forms. Upon successful completion of the course, students will have the background to understand and explain variations in political behavior and political institutions and be able to analyze the issues facing political systems in each of the regions covered.	
His201: World History: The aim of this course is to acquaint students with the political, social, economic and cultural history of the World from earliest times to 1500. Throughout the course, students will explore cultures, states, and societies such as Ancient Eurasia, Greece, Rome, China, India, the Byzantium and Ottoman Empires, Western Christendom, the Mongols, Islam, and developments in Africa and the Americas, and investigate the impact of these societies on the modern world. By the end of the course, students should be able to make connections among historical developments occurring in different times and places, including those related to culture, state building, conflict and war, technological advancement, and economic systems, and analyze how such developments have impacted current relations between nation states.	3
Geo101: World Geography: This course focuses on the primary issues that have created our cultural and societal structures and presents them within a framework for global understanding. Throughout the course, students will examine how the location, environment, topography, climate, populations, cultures and natural resources of various regions impact global economic dynamics. Regions to be explored include Europe, North America, Russia, Central America, South America, Africa, Asia, Australia & New Zealand, in addition to Antarctica. By the end of the course, students should be able to explain how geographic factors covered in the course impact economic relationships between countries and regions, and impact globalization and trade.	3

<p>Int201: International Relations: The aim of this course is to introduce students to the basic components of International Relations and the key contemporary issues that concern the discipline. Throughout the course, students will develop a more thorough understanding of international relations theory and examine how international laws and institutions such as the United Nations, the International Monetary Fund (IMF), NATO, and others function in a global context. Additionally, students will explore contemporary challenges related to the discipline, including global poverty, migration, security, and the environment. By the end of the course, students should be able to demonstrate knowledge and understanding of the role that international relations theories, laws, and related institutions play in resolving contemporary issues faced by various countries and regions in a global context.</p>	<p>3</p>
<p>Com101: Presentation Skills: The goal of this course is to prepare students to present a case creatively, clearly, and confidently. Throughout the course, students will be introduced to</p>	<p>3</p>
<p>Course Number and Description</p>	<p>Credit hours</p>
<p>presentation formats and structures, in addition to research and preparation tips. An essential element of the course is also exploring how creative techniques such as story-telling, the use of catchphrases, metaphors, analogies, body language and the use of modern technology can be combined to enhance the audience's interest level. By the end of the course, students should be able to prepare and deliver effective and engaging presentations on topics related to their academic studies and future careers by using related technologies, and critique/evaluate the effectiveness of presentations.</p>	
<p>Bus101: Career Planning: This course enables students to develop a sense of career directionality and maturity. Throughout the course, students will have the opportunity to complete a self-assessment that enables them to identify and align their personal values and interests with their career choices. Additionally, students will compare their current strengths to the competencies and skills required for the career fields that they intend to enter upon completion of their degree, and in turn determine areas for additional professional and academic development. Students will also learn effective job search, resume writing and interviewing techniques. Special emphasis will be paid to the growing role that the Internet, and social networks, play in the career planning process. By the end of the course, students should be able to complete an individual career plan and demonstrate their ability to utilize tools and techniques introduced in the course to take action towards achieving their career goals.</p>	<p>3</p>

<p>Eng102: World Literature and Composition: The aim of this course is to provide students with an introduction to major works of literature produced in the Western world, in addition to China, Japan, India, the Middle East, and Africa from the ancient world through the twentieth century. These works are drawn from various national traditions, genres, and historical periods ranging from the pre-romantic to the post-modern. By the end of the course, students should be able to discuss the characteristics of the major periods of world literature as well as the major literary genres that have emerged, identify major themes of representative works, and compare writing styles from different periods, genres and cultures.</p>	<p>3</p>
<p>Eng201: Creative Writing: This course provides students with a practical introduction to creative writing. Throughout the course, students are introduced to a variety of reflective writing practices, including revision and editing. Through a selection of related readings in a range of genres, students also become familiar with a series of approaches, styles and techniques designed to develop essential skills in the discipline. By the end of the course, students should be able to begin to demonstrate an awareness of how to frame a research or creative problem and devise ways of addressing it in the context of creative writing, prepare and deliver polished and carefully edited samples of creative writing (through a series of exercises and drafts), and critically evaluate their own and others' written material.</p>	<p>3</p>
<p>Course Number and Description</p>	<p>Credit hours</p>
<p>LS101: Law and Society: This course examines law as a social institution and its role in society. An interdisciplinary approach to the study of law is taken, focusing on the social function of law, and the relationship between law and morality. Students will refine their understanding of the purpose of law and be able to reflect on competing theoretical approaches. Upon successful completion of the course, students will be able to explain and compare contemporary perspectives on law and society.</p>	<p>3</p>
<p>Rel201: World Religions: The aim of this course is to introduce students to the major world religions. Throughout the course, students will explore the historical evolution, philosophical underpinnings, major doctrines and rituals of Christianity, Hinduism, Buddhism, Taoism and Confucianism, Judaism and Islam, in addition to new religious movements. Upon successful completion of the course, students should be able to demonstrate an understanding of the role of religion in a historical context and in contemporary society. Additionally, students should be able to apply critical reasoning and analytical skills to compare the similarities and differences among the major world religions.</p>	<p>3</p>

<p>Bus102: Management Essentials: This course is designed to provide students with an introduction and overview of the major functions of management. These key functions include planning, organizing, controlling, directing, and communicating. Throughout the course, students will explore the growth of the firm and the rise of management, management theories, and the contemporary context of workplace management, including globalization and cross-cultural management. By the end of the course, students should be able to understand the main principles of managerial theories and determine how to apply the main functions of management in an organizational context.</p>	3
<p>Bus103: Business Communication Skills: The aim of this course is to provide students with an integrated approach to the study and application of written and oral business communication and introduce students to practical tools that can enhance effective business communication in the global business environment. Throughout the course, students will learn techniques to improve their written and oral communication skills, focus on developing listening skills, and acquire an understanding of factors such as language and culture barriers, preferred communication methods, and time zone differences, that must be considered when communicating in a multicultural business environment. Practical advice and exercises related to the appropriate structure, length and tone of work-related texts, emails, business letters, memorandums and reports will also be reviewed. By the end of the course, students should be able to demonstrate their ability to communicate effectively in written and oral forms in a global business environment.</p>	3
<p>Bus104: Fundamentals of Marketing: This course introduces students to basic marketing concepts, in addition to the role of marketing in the contemporary business environment. Key topics that are covered in the course include an overview of the marketing mix, creating a marketing plan, customer value and satisfaction, segmentation, competitor analysis, pricing strategy, branding and positioning, and implementation and control of marketing activities. By the end of the course, students should be able to explain the main factors involved in understanding the marketplace and demonstrate an</p>	3
<p>Course Number and Description</p>	<p>Credit hours</p>
<p>understanding of the main steps in marketing planning. Additionally, students should be able to analyze and evaluate information appropriate for marketing activities in a global business environment.</p>	
<p>Bus105: Human Resources Management: The aim of this course is to provide students with a structured introduction to the field of human resources and explain the importance of this function in improving individual employee performance and organizational productivity. Topics explored in this course span the main functions of human resources management in the organization, including recruitment and selection, managing diversity and workforce relations, performance management, employee reward and recognition, learning and development, health and safety, HR systems and reporting. Additionally, students are introduced to contemporary issues related to international human resources management. Upon successful completion of the course, students should be able to analyze and evaluate HRM's contribution to organizational performance, identify the key steps in HR functional processes, and discuss contemporary issues that exist in international HRM.</p>	3

Math201: Statistics: The aim of this course is to introduce students to the basic concepts and principles of statistics and probability and bridge the gap between statistical theories and practical applications. Course topics include descriptive statistics, probability testing, discrete and random variables, issues related to hypothesis testing, causality, and statistics for multiple groups. By the end of the course, students should be able to demonstrate knowledge of the application of statistics and probability to solve problems in the real world. Likewise, students should be able to collect, organize and represent data using statistical graphs, charts and diagrams, and accurately describe the outcome and relationships of statistical calculations.	3
Bus202: Project Management: The aim of this course is to introduce students to the discipline of project management, and its role in achieving organizational strategic objectives. Throughout the course, students will become familiar with the main methodologies and standards utilized by practitioners, in addition to the key activities in the project management lifecycle- including project initiation, planning and scheduling, implementation and closeout. Furthermore, students will explore challenges related to managing projects in the global business environment and assess how risk management methodologies can be employed to improve project outcomes. By the end of the course, students should be able to describe and contrast the main benefits and drawbacks associated with different project management methodologies and demonstrate an understanding of how project management outcomes are linked to the attainment of an organization’s strategic goals. Students should also be able to identify potential internal and external risks associated with projects in a global context, and present concrete ideas for risk mitigation.	3
Bus203: Time Management: The aim of this course is to introduce students to principles of effective time management. Throughout the course, students will become familiar with methods and technology available to assist them in organizing their personal schedules, eliminate time wasters,	3
Course Number and Description	Credit hours
and avoid procrastination. By the end of the course, students should be able to identify personal habits that can be altered to make more efficient use of their time and demonstrate the ability to apply course concepts and tools to complete trimester-long and month-long timetables, in addition to weekly and daily “to do” lists.	
Econ201: Macroeconomics: The course examines the main principles of determination of real income, employment and unemployment, the price level and inflation, and the conduct of macroeconomic policy. Students in this course will explore and interpret the behavior of economies and countries at both national and international levels. Through this exploration, students will learn how to evaluate decisions on monetary and fiscal policy. Students will also learn how to apply conceptual principles of macroeconomics in practical ways to everyday life. Upon completion of the course, the students should be able to describe macroeconomics and the principles of market efficiency, analyze monetary systems, and interpret aggregate demand and supply, prices and growth in the context of international trade.	3

<p>Econ202: Microeconomics: The aim of this course is to provide students with an introduction to economic principles, and analytical tools needed to think intelligently about social and economic problems. The course looks at the behavior of individual economic units – consumers, producers, and workers, and examines topics such as opportunity cost, gains from trade, market equilibrium, price controls, consumer decision-making, production, cost, market structure, input markets, and externalities. The course emphasizes concepts and principles and their use in analyzing economic issues. By the end of the course, students should be able to demonstrate a thorough understanding of the principles of economics that are applied to the functions of individual decision-makers, both consumers and producers, within the larger economic system.</p>	<p>3</p>
<p>Bus301: Operations Management: The aim of this course is to introduce students to the principles of operations management and illustrate how all business students will interact with this discipline in their future careers. Throughout the course, students will explore topics related to the link between operational strategy and competitiveness, the principles of Total Quality Management, Just-in-Time and Lean Systems, capacity planning, work system design, aggregate planning, resource planning and scheduling. By the end of the course, students should be able to articulate how the underlying concepts of effective operations management and control contribute to the achievement of the strategic goals of both manufacturing and service businesses. Additionally, students should be able to identify and evaluate operating issues that have short, intermediate or long lead times, propose potential solutions to resolve such problems and apply forecasting methods as the basis of operational planning and control activity.</p>	<p>3</p>
<p>Bus302: Managerial Accounting and Reporting: This course focuses on the essential managerial accounting concepts used within organizations for decision-making purposes. Core topics include the nature of business decisions, short-term and long-term/strategic decision-making models, cost</p>	<p>3</p>
<p>Course Number and Description</p>	<p>Credit hours</p>
<p>management principles, variance analysis, budgeting and associated performance measurement practices. By the end of the course, students should be able to explain the role that management accounting and reporting plays in organizational decision-making scenarios and apply management, accounting, budgeting techniques and practices in making strategic/long-term business decisions.</p>	
<p>Bus303: Entrepreneurship: The aim of this course is to provide students with the basic understanding of activities required for the planning and creation of new business ventures. Throughout the course, students will learn how to recognize and assess business opportunities, conduct economic and resource feasibility analyses, and develop a business plan. Various forms and models of financing new business ventures will also be covered. By the end of the course, students should be able to apply entrepreneurial theories to identify opportunities for new businesses/and or products that solve customer problems. Additionally, students should be able to describe the alternatives available to finance entrepreneurial ventures, recognize sources of uncertainty associated with new venture creation, and apply principles taught in this course to resolve such issues.</p>	<p>3</p>

<p>Bus304: Financial Management: The aim of this course is to introduce students to the fundamental concepts and techniques used in financial management. Key topics to be covered in this course include the role of financial management in the organization, interpreting financial statements and ratios, the concept of the time value of money, valuation, management of working capital, capital budgeting, and long-term financing tools and policies. By the end of the course, students should be able to calculate the value of various financial assets, identify primary sources of capital and incorporate their cost when making investment decisions, and explain the trade-off between financial risk and return.</p>	<p>3</p>
<p>Bus305: Organizational Behavior: The aim of this course is to introduce students to the contemporary principles, techniques and practices related to organizational behavior that are driving high performance and continuous improvement in global business. Key concepts explored in this course include individual trait theory, motivational theories, team building and group dynamics, organizational culture, change and conflict management, leadership theories and organizational structure, process and design. At the end of the course, students should be able to describe how individual and group behaviors influence management processes and assess how various organizational structures impact working relationships amongst employees. Additionally, students should demonstrate their ability to evaluate the effectiveness of motivational strategies used in a variety of organizational settings, as well as various methods of conflict resolution in the organization.</p>	<p>3</p>
<p>Bus306: Business Ethics: This course introduces students to the fundamentals of ethical theory and decision making, and to their applications in a global business environment. Throughout the course, students will explore the nature of ethics in the business world (including the concept of corporate and social responsibility), ethical dilemmas that arise from the relationship between the employee</p>	<p>3</p>
<p>Course Number and Description</p>	<p>Credit hours</p>
<p>and the employer, morality in advertising, corporate duty above basic legal requirements, and morally questionable business practices- such as cases of corruption, deception and bribery. By the end of the course, students should be able to explain ethical concepts and theories covered in the course and apply critical reasoning and judgment skills to resolve ethical controversies that arise in the business environment.</p>	
<p>Bus307: Managerial Decision-making: The aim of this course is to introduce students to managerial decision-making processes and tools. Throughout the course, students will have an opportunity to understand their own decision-making tendencies, learn strategies for overcoming cognitive biases, and become better decision-makers in a business context. By the end of the course, students should be able to demonstrate an understanding of various approaches used to make decisions in the business environment and analyze how these processed could be improved. Additionally, students should be able to evaluate the implications of business decisions made, from the perspectives of key stakeholders in the business, including customers, employees, governments and regulatory authorities, and the community.</p>	<p>3</p>

<p>Bus308: Strategic Management: The aim of this course is to introduce students to strategic challenges that businesses face in the contemporary global business environment. Topics include managing uncertainty and change, creating new markets through disruption and innovation, and energizing and motivating employees to deliver superior performance results. Throughout the course, students will also explore strategic management theories, in addition to related tools and techniques used to develop and cascade strategic objectives across the firm. By the end of the course, students should understand how to evaluate a firm’s present business position, its long-term direction, its resource and competitive capabilities, the effectiveness of its strategy, and its opportunities for gaining a sustainable competitive advantage in the global business environment.</p>	<p>3</p>
<p>Bus309: International Business Management: This course provides students with a fundamental understanding of the theories, main actors, micro and macro challenges associated with international business. Throughout the course, students will explore topics related to economic, cultural, HR, political and legal aspects of managing business internationally. Upon successful completion of the course, students should be able to synthesize information and apply theories and concepts introduced in the course, to formulate effective business decisions and resolve challenges related to achieving strategic growth, managing business operations and mitigating risks in an international business context.</p>	<p>3</p>
<p>Bus310: Effective Leadership: The aim of this course is to introduce students to traditional and new leadership theories, and in turn, identify leadership styles and behaviors that are most applicable in different business scenarios. Throughout the course, students will explore how personality traits, cognitive and emotional intelligence influence leadership effectiveness, in addition to learning about adaptive leadership approaches and methods that leaders use to motivate themselves and others in</p>	<p>3</p>
<p>Course Number and Description</p>	<p>Credit hours</p>
<p>business. By the end of the course, students should be able to differentiate between the concepts of good management and effective leadership. Additionally, students should be able to articulate their personal leadership style preferences and identify behaviors and traits that are counter-productive to motivating themselves and others in the organization.</p>	
<p>Bus311: Risk Management: The aim of this course is to introduce students to the concept of Enterprise Risk management, and its role of increasing importance in the business environment. Throughout the course, students will explore enterprise risk identification and classification methods, the evolution of the risk management function in the organization, and roles, responsibilities and processes and products used to manage and mitigate enterprise risks. By the end of the course, students should be able to demonstrate an understanding of enterprise risk management frameworks, classify risk types, and evaluate the likelihood of a business risk escalating into a major business problem. Additionally, students should be able to propose viable solutions for risk mitigation.</p>	<p>3</p>

<p>Bus312: Corporate and Social Responsibility: This course seeks to deepen students' understanding of corporate social responsibility (CSR) by taking a critical look at its origins, theoretical approaches to CSR, and related contemporary business challenges, including supply chain issues, labor relations, ethical consumerism, market relations, the business case for CSR, and other emerging issues. By the end of the course, students should be able to critically evaluate the theory and practice of CSR and sustainability and analyze and appraise current business CSR practices through the application of relevant theory.</p>	<p>3</p>
<p>Bus313: Quality Management: The aim of this course is to provide students with a holistic approach to improving the quality of people, processes, products, and the work environment on a continual basis. Throughout the course, students will explore how to build a culture of continuous improvement in the workplace, by exploring total quality management theories and principles, developing and empowering employees, optimizing and controlling processes through technology and automation, and engaging in benchmarking activities. By the end of the course, students should be able to identify quality issues in the organization and select use appropriate tools and techniques for controlling, improving and measuring such issues. Additionally, students should be able to critically evaluate the organizational, communication and teamwork requirements for effective quality management.</p>	<p>3</p>
<p>Bus314: Management of Information Systems: The aim of this course is to introduce students to the role of information systems in business, and the current technologies used for obtaining, storing, and communicating information in support of operations and decision-making within an organization. Key topics to be covered in the course include enterprise resource planning and business applications, e-business, wireless and mobile technology, knowledge management, security and information systems auditing, information ethics and privacy. By the end of the course, students</p>	<p>3</p>
<p>Course Number and Description</p>	<p>Credit hours</p>
<p>should be able to explain how the use of management information systems (MIS) adds strategic value to the organization, and identify privacy, security, and freedom of information issues in a global business environment.</p>	
<p>Bus315: Logistics Management: This course aims to introduce students to the modern field of supply chain and logistics management and explain the discipline's growing importance in the context of global business. Throughout the course, students will explore topics related to planning aggregate demand, supply chain operations, sustainability, inventory management, global supply chain integration, facilities location and layout designs, performance measurement and control, and lean/agile supply chain techniques. As a learning outcome, students should be able to demonstrate an understanding of how supply chain management and logistics processes contribute to the firm's ability to achieve and sustain a competitive advantage. Additionally, they should be able to describe the broad base of tools and technologies needed to analyze and improve supply chain processes in the global business environment.</p>	<p>3</p>

<p>Bus316: Digital Marketing: The aim of this course is to examine the role of digital media in marketing. Throughout the course, students will explore how companies utilize e-mail, search engine optimization, social media networks, blogs, podcasts, video content and other internet tools in their overall marketing and advertising campaigns. Additionally, students will consider how the internet is impacting the way organizations communicate, price and distribute their products to customers. By the end of the course, students should be able to explain the tools and techniques that contemporary companies use to interact with their customers in a digital environment, assess online pricing options and implications, and demonstrate an understanding of the importance of managing one's brand in an online context.</p>	<p>3</p>
<p>Bus317: Capstone Project: This course is a culminating experience for management majors, involving a substantive project. Students are expected to synthesize learning accumulated in the major, and demonstrate their in-depth understanding, application, and integration of the full spectrum of key management disciplines.</p>	<p>6</p>