

Florida Virtual University

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University Catalog

VOLUME 1

2008 - 2009

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- ▷ Degree Programs
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This Florida Virtual University Catalog is available on electronic format by contacting our Admission Department at admissions@FVUOnline.com

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Academic Calendar

2008-2009 ACADEMIC CALENDAR

Florida Virtual University is committed to provide accurate, permanent, and complete information about schedules, terms, and other academic and administrative requirements. However, changes or corrections may occasionally be necessary and may be posted without notice after the date of publication. It is the student's responsibility to ensure that all applicable requirements for registration are met.

TERM	FALL TERM 2008 October 11 – December 5	WINTER TERM 2009 January 10 – March 5
Registration Opens	August 19	October 10
Registration Closes	October 3	December 26
Classes Begin (Thursday)	October 9	January 8
Add/Drop Period	October 9 - 17	January 8-16
Last Day for Full Refund	October 17	January 16
Withdrawal Deadline	November 7	February 6
Last Day to Clear Incomplete From Previous Term	December 3	March 4
Last Day to Request Incomplete	November 26	February 25
Classes End	December 3	March 4
Grades Available	December 10	March 11
Holidays	November 11 Veterans Day November 27 - 28 Thanksgiving	January 19 Martin Luther King Jr. Day February 16 President's Day

Note: The **class week** begins on Thursday and ends on the following Wednesday.

TERM	SPRING TERM 2009 March 27- May 21	SUMMER TERM I 2009 May 29 – July 23	SUMMER TERM II 2009 August 7 – October 1
Registration Opens	January 9	March 13	May 29
Registration Closes	March 19	May 22	July 31
Classes Begin (Thursday)	March 12	May 28	August 6
Add/Drop Period	March 12 – 20	May 28 - June 5	August 6 - 14
Last Day for Full Refund	March 20	June 5	August 14
Withdrawal Deadline	April 17	June 26	September 4
Last Day to Clear Incomplete From Previous Term	May 13	July 22	September 30
Last Day to Request Incomplete	May 6	July 15	September 23
Classes End	May 13	July 22	September 30
Grades Available	May 20	July 29	October 7
Holidays		July 4 Independence day	September 7 Labor Day

Note: The **class week** begins on Thursday and ends on the following Wednesday.

Florida Virtual University

Mission Statement

Florida Virtual University helps individuals achieve many of their personal and professional goals through the educational experiences and programs that we provide.

Statement of Purpose

Florida Virtual University (FVU) delivers courses comprising bachelors and masters degree programs. Graduates will be able to develop their careers in both private and public organizations based on the skills, knowledge and abilities acquired from their educational experiences at FVU. Initially, FVU offers programs in the field of business. In addition, there are plans to include degrees in education, health systems management, and other fields of study in the near future.

Here are just some of the means by which FVU fulfills its commitment to the students:

- FVU aims at preparing students for lifelong learning, pursuing leadership roles in the business world, and serving as leaders by example.
- FVU employs updated instruction and student service technologies, including computer-based instruction, cutting-edge teaching techniques, and the World Wide Web.
- FVU will offer credit courses, non-credit courses, and degree programs at the undergraduate and graduate degree levels.
- FVU will hire renowned international experts to create courses and curricula.
- FVU will provide students with academic advising and individual counseling to assist them evaluate their potential to achieve further educational and career development goals.
- FVU will design and develop educational programs based on theory and practice to encourage students to search for scientific true.

Location

2900 Glades Circle, Suite 800
Weston, Florida 33327, USA
Telephone: 954-845-0661

Institutional Policy Regarding Modifications

Florida Virtual University reserves the right to modify academic policies, regulations, courses, fees and other matters of policy and rule when deemed necessary and with due notice. Students will be given advance notification of such changes. The Commission for Independent Education

will be notified 30 days in advance of all modifications pertaining to the university.

Non-Discrimination Policy

Florida Virtual University admits students of any race, color, sex, age, marital status, non-disqualifying disability to the extent of the law, religion or creed, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and does not discriminate in administration of its educational policies, admissions policies, or other school-administered programs.

Anti-Hazing Policy

At Florida Virtual University the practice of hazing is prohibited. Hazing is defined as any action taken or situations created, whether online or off line, to intentionally produce mental or physical discomfort, embarrassment, harassment or ridicule.

Student Conduct Policy

At Florida Virtual University appropriate student conduct in each class and when communicating with others in the University is very important. Any inappropriate conduct could result in dismissal from the University.

Grievance Policy

FVU's policy is to be responsive to students' grievances and afford due process to complainants. For those students who feel an appeal/grievance is unresolved may contact the following address:

Commission for Independent Education

325 West Gaines Street, Suite 1414

Tallahassee, FL 32399

Phone 850.245.3200, or Toll Free 888.224.6684, or online at <http://www.fldoe.org/cie>.

Family Educational Rights and Privacy Act (FERPA)

Federal and State laws restrict the release of confidential student records and information. Students have a right to inspect their educational records and are protected from release of information without their written consent, except for subpoenaed requests from courts with appropriate jurisdiction. Students must make written requests for transcripts and other academic information. Requests by unauthorized third parties and telephone requests will not be honored.

Licensure

Florida Virtual University is licensed by the Commission for Independent Education, Florida Department of Education, license number 3180. Additional information regarding this institution may be obtained by contacting:

Commission for Independent Education

325 West Gaines Street, Suite 1414

Tallahassee, FL 32399

Phone 850.245.3200, or Toll Free 888.224.6684, or online at <http://www.fldoe.org/cie>

Disclaimer Regarding Accreditation:

Florida Virtual University, as a new institution, has not yet achieved accreditation. Students wishing to reach educational or vocational objectives after graduating from Florida Virtual University should determine whether coursework taken at Florida Virtual University will help to reach these goals. The same process should be used by students taking coursework that the student may wish to transfer to another institution, a process that may be affected by the institutions lack of accreditation.

Disclaimer Regarding Credit Transferability

Students should keep in mind that the transferability of credits earned at FVU is at the discretion of the accepting institution. It is the students' responsibility to verify whether or not another college or university of the student's choice will accept credits from FVU. Credits and degrees earned from this University do not automatically qualify the holder to participate in professional licensing examinations to practice certain professions in the State of Florida. Students interested in practicing a regulated profession in Florida should contact the appropriate state regulatory agency in the field of their interest. Currently Florida Virtual University is not offering any financial assistance or student loans.

Admission Policies

General Information

Individuals may apply to FVU at anytime and from anywhere in the world. The University provides a “rolling admission” policy. This means that the University accepts qualified applicants as they apply until all available spaces are filled. Even though there is no application deadline, applicants are advised to apply early. The University accepts applications regardless of sex, religion, or race. The University does not discriminate on the basis of disability in admissions. This catalog outlines the minimum requirements for admission. Applicants are encouraged to submit their application online; however the application may be mailed or faxed if preferred.

Applying for admission to Florida Virtual University online is easy and takes only a few minutes. From the moment the application is received, the FVU Admissions Office becomes involved, answering questions and providing assistance in completing the application. FVU's admissions representatives are available to assist applicants through the steps of the admissions and registration processes to help each applicant attain their educational goals.

Applicants can telephone the Admissions Office at (954) 845-0661. Applicants can also contact the University online by clicking on [CONTACT US](#) on our website at www.FVUOnline.com.

Application for Admission

All persons interested in applying for admission to the University must complete the "Application Form." The application must be accompanied by a **non-refundable** required application fee of \$50US (check, money order, or credit card) to process the application. The check/money order should be made payable to Florida Virtual University.

There are two (2) different options to complete and send the Application:

1. The application is available online at our website, www.FVUOnline.com. The applicant can click on [Application Online](#) or [Apply Now](#), complete the application and submit it through the Internet. In the last step of this process the applicant may pay online using your credit card.
2. Or if desired, the application, check or money order can be mailed to:

Florida Virtual University

Admissions Office

2900 Glades Circle, Suite 800
Weston, Florida 33327,USA

Reactivation of Admission Application

An individual who has been accepted for admission to FVU, but who has not attended any courses, has their original application and fee active for one (1) year from the term in which the individual was first accepted. In situations longer than one (1) year the application process must be started again with a new application and fee paid.

Admission Requirements

Graduate Admission Requirements:

Applicants seeking admission into a graduate program must have:

1. An undergraduate degree from a state licensed, or government recognized U.S college or university, or an equivalent degree from college or university outside of the United States,
2. A minimum cumulative grade point average of 2.5 on a scale of 4.0.

Completion Program for the Bachelor of Science Degree:

Applicants seeking admission into the completion program **must have**:

1. An Associate of Arts Degree diploma from a state licensed, or government recognized institution; or at least 60 credits at the undergraduate level.
2. Official transcripts from previously attended colleges or universities must be original documents not copies of the documents.
3. For the applicant less than 18 years of age a parent/guardian approval is required for enrollment.

Student Records

Student records submitted to the University become the property of the University and cannot be returned to the student or released to a third party. Please be sure to make copies for your personal files prior to submitting to FVU.

Student records are maintained permanently. However for those students dismissed from the University or denied entry into FVU, records remain on file for one (1) year.

Language Track

Applicants **must** select a language track. FVU offers two (2) language tracks: English and Spanish. All courses are offered in English and Spanish. Class starts vary depending upon the language of instruction. If an applicant qualifies in both English and Spanish they may select in which language they want to take a specific course.

1. English Language Track Requirements:

1.1 Applicants who did not graduate from a high school or college in the United States, must submit **one** (1) of the following:

- a) All diplomas, degrees, or official transcripts from schools, colleges or universities outside of the United States must be evaluated and certified in English by FVU's recognized evaluating agency.

Josef Silny & Associates

7101 SW 102 Avenue
Miami, Florida 33173, USA
Tel: (305) 273-1616, Fax: (305) 273-1338
E-mail: info@jsilny.com

- b) It is the applicant's responsibility to provide all necessary documentation to the evaluating agency above.
- c) The Applicant is responsible for all costs for this evaluation and certification.
- d) All evaluation and certification must be in registrar's office no later than the beginning of the student's 3rd term.

Or

- e) Successful completion of the General Education Development (GED) program,

Or

- f) At least twenty four (24) transferable credits from a college or university in the United States.

1.2 Applicants whose **first** language is **not** English, but who want to select the English Track must submit **one** (1) of the following proofs of English proficiency:

- a) TOEFL (Test of English as a Foreign Language) Score of 500 or better on the written exam or score at least 173 on computerized test,

TOEFL

P.O. Box 6151
Princeton, NJ 08541- 6151, USA
www.toefl.org

Or

- b) At least six (6) credit hours of English composition (passing grade of C or better) from an accredited U.S college or university, or
- c) Completion of an A.A. or A.S. degree from a U.S college or university.

2. Spanish Language Track Requirements:

2.1 Applicants who did not graduate from a high school or college in a Spanish speaking country must submit **one** (1) of the following:

- a) All diplomas, degrees, or official transcripts from schools, colleges or universities outside of the Spanish speaking country must be evaluated and certified in Spanish by FVU's recognized evaluating agency:

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Miami, Florida 33173, USA

Tel: (305) 273-1616, Fax: (305) 273-1338

E-mail: info@jsilny.com

- b) It is the applicant's responsibility to provide all necessary documentation to the evaluating agency above.
- c) The Applicant is responsible for all costs for this evaluation and certification.
- d) All evaluation and certification must be in registrar's office no later than the beginning of the student's 3rd term.

Or

- e) Successful completion of a high school equivalent diploma in Spanish,

Or

- f) At least twenty four (24) transferable credits from a Spanish speaking college or university.

2.2 Applicant whose **first** language is **not** Spanish but who want to select the Spanish Track must submit **one** (1) of the following proofs of Spanish proficiency:

- a) Spanish version of TOEFL or any comparable exam or test to indicate Spanish proficiency, or
- b) At least six (6) credit hours of Spanish composition or equivalent with a passing grade of C or better from an accredited Spanish speaking college or university, or
- c) Completion of an A.A. or A.S. degree from an accredited Spanish speaking college or university.

Provisional Admission

FVU will consider admitting students on Provisional Status who do not meet the minimum admissions requirements in two (2) areas:

1. Students who have not provided all required documents and/or
2. Students who do not possess the required GPA for the Programs.

Each case is decided on an individual case-by-case basis.

1. Required Documents

Students in this provisional admissions status must meet the full admissions requirements prior to the completion of their first three (3) terms.

2. Less Than Required GPA Level

Students in this provisional category are:

- Given an opportunity to demonstrate through performance their ability to succeed in graduate studies.
- Not allowed to take more than three (3) courses, nine (9) credit hours, while in this status.
- Moved to Accepted status if they maintain a 3.0 GPA in their first three (3) graduate courses, nine (9) credit hours for the Graduated Programs. For Undergraduate Program student need to maintain a 2.75 GPA in their first three (3) courses, nine (9) credit hours to be moved to Accepted status.

It is the individual's responsibility to apply to FVU through the Admissions Department for this consideration.

Transfer Applicants

Individuals transferring from others colleges and universities are welcome at FVU. Transfer applicants must meet all the regular admission requirements of FVU. Florida Virtual University's transfer policy is designed to reward prior educational efforts. Individuals who have earned credit at other colleges or universities are encouraged to find out which courses may apply in the FVU program they are considering. Individuals may seek advice before registering, if they have any doubt about the content equivalence of the courses to be taken. FVU may grant transfer credit from all external sources* as follows:

- A maximum of 90 credit hours may be applied to a FVU Bachelor's degree program.
- A maximum of 9 credit hours may be applied to a FVU Master's degree program.
- A maximum than 60 credit hours may be applied to a FVU bachelor's degree from an accredited two-year college.

Transfer Credits from Other Colleges and Universities

Florida Virtual University will evaluate transfer credit from colleges and/or universities on a course-by-course basis. Credits will only be accepted if the grade earned was at least a "C". Transfer of credit is at the discretion of FVU, there is no guarantee of credits from one institution to FVU.

Transfer Credits from Educational Experiences/ Military Service.

FVU grants credit for study completed in service schools on the basis of recommendations made by the American Council on Education (ACE) in its *Guide to the Evaluation of Educational Experiences in the Armed Services*. Such credit is granted only if it is applicable to the individual's chosen program. Ordinarily, such credit may not be applied toward the general education

requirements. Recommendations made by ACE for vocational or technical credit are considered on the same basis as, and with the same limitations as, those placed in nonmilitary sources of credit.

Transfer Credits from International Colleges and Universities.

Transfer credits from international colleges or universities may be accepted if the courses meet the requirements of the FVU corresponding degree program. International students transferring credits to FVU should first send their records to the evaluating agency:

Josef Silny & Associates

7101 SW 102 Avenue

Miami, Florida 33173, USA

Tel: (305) 273-1616, **Fax:** (305) 273-1338

E-mail: info@jsilny.com

If records are not in English, Josef Silny & Associates will translate and evaluate them. A report of this evaluation must be sent directly to FVU from Josef Silny & Associates. An equivalent grade point average should be calculated in this evaluation.

It is the applicant's responsibility to provide all necessary documentation to the evaluating agency above. The Applicant is responsible for all costs for this evaluation and certification. All evaluation and certification must be in registrar's office no later than the beginning of the student's 3rd term.

The records to be evaluated include:

- Diploma(s) (if applicable) and Official transcript(s) for all courses taken at university level.
- Certificates earned or completed.

Transfer credits from international colleges or universities will be evaluated on a course-by-course basis.

Credit by Examination

At the present time FVU does not provide credit by Examination, credit for prior learning, or life experience.

Academic Degree Requirements

The **Bachelor's Degree** graduation requirements are as follows:

- Complete or have the equivalent of 120 credit hours with an overall grade point average GPA of at least 2.00 or ("C").
- Complete or have the equivalent of 36 credit hours in general education.
- Complete or have the equivalent of 39 credit hours in business administration courses.
- A minimum grade of 2.00 ("C") for all required courses. Any of these courses have to be repeated until this grade is accomplished.
- All financial obligations to the University paid in full.
- Have official transcripts on file for all transfer units accepted by the FVU.

The **Master's Degree** graduation requirements are the following:

- The Master's degree requires a total of 36 credit hours of credit at the graduate level beyond the bachelor's degree.
- A minimum of 27 credit hours of graduate instruction must be completed through FVU.
- Cumulative grade point average of 3.00 ("B") or higher.
- A minimum grade of 3.00 ("B") for the capstone course. The course has to be repeated until this grade is accomplished.
- A minimum grade of 2.00 ("C") for all required courses. Any of these courses have to be repeated until this grade is accomplished.
- FVU may accept a maximum of 9 credit hours in transfer toward the Master's degree for graduate course work completed at an accredited college or university with a grade average of "B" or better.
- All financial obligations to the University paid in full.
- Official transcripts on file for all transfer units accepted by FVU, and for basis of admission (degree transcript)

Academic Regulations and Procedures

Length of Term

The FVU term is eight (8) weeks long encompassing multiple hours of instruction per week via Internet and interactive discussions including assignments, assigned readings and projects.

Credit Hour

FVU is a Term Credit Hour institution. A credit hour represents 15 hours of instruction appropriate to the level of credential sought, during a semester, plus a reasonable period of time 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.

Maximum Course Load

FVU reserves the right to establish maximum course loads for students at any level. Course load restrictions are published on FVU's website and are made available before the beginning of the term.

Student Classifications

Student classifications will be made on the basis of credit hours satisfactorily earned. This classification is as follows:

Freshman:	0-29 credit hours.
Sophomore:	30-59 credit hours.
Junior:	60-89 credit hours.
Senior:	90 or more credit hours, prior to completion of bachelor requirements.
Post-Bachelor:	Any student enrolled in courses, regardless of course level (except one working toward another bachelor's degree), who has a bachelor's degree but has not been admitted to a graduate program. All post-bachelor's students are considered as non-degree undergraduates for all University policies and procedures.
Graduate:	Any student who has been admitted to a graduate program and is enrolled in graduate courses.

Other Classifications

Auditor:	A student who signs up for any credit course, but is not-seeking credit.
Non-Degree-Seeking:	A student earning credit, but not working on a degree program.
Non-Matriculated:	A student entering from an unaccredited high school, college, or university may be admitted on non-matriculated status where appropriate. By obtaining a minimum 2.0 GPA ("C" average) at the end of the first term of attendance, the non-matriculated status will be removed. Earning less than a "C" (2.0) average the first term would result in disqualification.

Grading System

Faculty members will provide an individual's evaluation of performance for each course. Grades are entered after the end of each semester into the student's records. Grades are posted in the student's private Grade Book in the course platform and in a secure email sent to the student by the instructor one week after the end of each term. Student grade information shall be protected in accordance with the privacy act.

Grade Criteria

The following grading criteria have been adopted by FVU:

Grade Scale

The Grading system is as follows:

Grade	Quality Points	Percentage
A	4.00	95 points and above
A-	3.75	90-94
B+	3.50	87-89
B	3.00	83-86
B-	2.75	80-82
C+	2.50	77-79
C	2.00	73-76
C-	1.75	70-72
D+	1.50	67-69
D	1.00	60-66
F	0	59 and below

Other symbols used to indicate the status of the grade. These symbols are not used in the calculation of grade point averages.

AU	Auditing (course not registered to receive a grade)
I	Incomplete
P	Pass (successful completion of course without specifying a grade)
NR	Grade Not Reported
S	Satisfactory
U	Unsatisfactory (no credit)
W	Withdrawn officially from the course
WM	Medical Withdrawal
WP	Late Withdrawn while passing
WF	Late Withdrawn while failing
X	Audit (no credit)

Auditor Status

Regular FVU students may audit a class provided they declare their intention to do so prior to their first session of the class and with the prior approval from their academic advisor. Students auditing courses are responsible for the full amount of tuition and fees.

Students not enrolled in FVU (non-degree seeking students) may audit courses provided that space is available, they contact an advisor, and they pay the full amount of tuition and fees.

For all students, auditing status is a privilege and once class sessions have begun can not change to regular student status. Courses taken as “auditor” will be displayed on the academic transcript with a grade of “AU” and under no circumstances will be applied towards meeting a course requirement for a degree.

Computation of Grade Point Average

A Grade Point Average (GPA) for each student is calculated at the end of each term. This average is computed for the term’s work and is also cumulative for the entire period the student is registered in the University. The GPA is the average number of grade points per credit hour attempted. At FVU the grade point average for graduation requirement is a minimum of 2.0 (“C”) for undergraduate programs and 3.0 (“B”) for graduate programs.

The number of points for a course is calculated by multiplying the number of credit hours by the grade received. The points are summed for all courses and divided by the total number of credit hours to produce the overall GPA. “AU”, “I”, “NR”, “P”, and “W” grades are excluded from the calculation.

Dual Usage of Credit Hours

Undergraduate courses cannot be used to meet requirements of a graduate program. However, at the judgment of the University, undergraduate students are allowed to take up to nine hours of related graduate course work towards an undergraduate degree. Contact your advisor for specific program requirements or additional information.

Transient Enrollment at Other Institutions

A FVU degree-seeking student who wishes to earn credit at another college or university for transfer back into a degree program must gain prior approval for particular courses from the Dean of School at FVU. Credit earned without this transient approval will not be accepted. Transient credit cannot be used to satisfy the last 30 credit hours requirement for a bachelor's degree or the last 20 credit hours requirement for an Associate degree. "Transient Forms" are available from the University Web Site or by contacting FVU.

Grade Change

A change in grade must be resolved by the end of the term following the term in which the grade was originally issued. Grade changes must be submitted from the faculty to the University registrar on the official "Grade Change Form", with the instructor signature. All grade changes are subject to administrative approval.

Students questioning a term grade posted to their academic record should e-mail the University registrar info@FVUOnline.com.

The University registrar will forward the e-mail to the instructor of the course and the appropriate academic administrator for resolution.

Incomplete Grade

The Instructor will assign an "I" grade when a student is not able to complete a course due to justifying circumstances, and when all requirements can be completed in a short time following the end of the term. The student must request the incomplete grade by filling the "Incomplete Grade Form" found online. The deadline to request an incomplete grade is one week before the term ends. It is the instructor's responsibility to establish a deadline date for completion of all course requirements. The deadline date for completion of all course requirements should not exceed the last day of class of the next term. Any student that fails to complete the requirements by the established deadline date shall be awarded an "F".

Grade Forgiveness/Repeat Course Policy

The repeat course policy gives a student who has received an “F” grade the opportunity to retake that course and receive a higher grade that will replace the previous lower grade, consequently raising the GPA. "Grade Forgiveness Forms" are available through the Academic Advisors. Requests must be submitted no later than the last day of registration for the term in which the course to be repeated is offered. The following policies apply:

- Grade Forgiveness is limited to only the grade of “F”.
- Grade Forgiveness is limited to two (2) courses.
- Grade Forgiveness may not be used twice for the same course.
- Grade Forgiveness will only be awarded if the original and repeated courses both are taken at FVU.
- Only the higher grade will be on the student's official transcript. However, the original course grade and date the course was taken will remain in the University database for the student. The lower grade will not appear on the transcript.
- If a student applies for Grade Forgiveness and later withdraws, or receives an "I" grade in the course, the attempt will count as one of the allotted Grade Forgiveness attempts, and the GPA will calculate both grades.
- Other colleges, universities, professional schools, or national testing associations may not honor FVU's Grade Forgiveness policy.

Withdrawal Policy

A student may withdraw from a class and obtain the notation of "W" no later than the end of fourth week of the term in question.

- Unsatisfactory academic performance following this Add/Drop deadline will not be accepted as a reason for withdrawal.
- Students who are seeking a withdrawal for medical reasons must provide appropriate medical information using the “Withdrawal Form” available at the FVU website.
- If a withdrawal for medical reasons is approved, a "WM" will be recorded for each course. Students who receive a withdrawal for medical reasons may be placed “on hold” until the University determines that the student is ready to return. If a withdrawal for medical reasons is not approved, but the situation justifies a withdrawal, the request may be approved as a late withdrawal, and grades of "WP" or "WF" will be recorded.
- If a student withdraws from a course while an alleged academically dishonest act is under review, and the case is not resolved in favor of the student, the academic department, in conjunction with faculty and appropriate University committee, reserves the right to assign the appropriate grade for the course.

- In the event that a student needs to withdraw for an extended period, (e.g., military call), a Leave of Absence (LOA) will be requested and a grade of “WP” will be entered until the LOA is completed. There is no specified period for the LOA. When the student is ready to return from the LOA, if it has been longer than two (2) terms the student must reapply.

A student may withdraw by contacting the Registrar's office at one of the following: telephone (954) 845-0661, fax (954) 845-8964, or online in the FVU's Web Site.

Academic Standing

All academic actions are shown on grade reports and transcripts. Every action is created upon course completion. Changing a course grade does not necessarily alter academic action. An exception can be made when an error is committed and is so stated by the instructor on the “Grade Change Form”. Below is a list of FVU academic actions that may be instituted by faculty and academic departments.

Academic Probation, Suspension, and Readmission

Probation:	This is an action that is taken when a student's FVU cumulative GPA drops below 1.0. Academic Probation will continue until the current term and FVU's cumulative GPA reaches 1.0 (D) or better. If a student's GPA falls below 1.00, the academic advisor will be in contact to help the student with corrective measure to avoid academic suspension.
Academic Suspension (First Suspension):	A student on Probation is suspended upon failure to achieve a GPA of 1.0 for two (2) consecutive terms. Readmission after two (2) terms is not automatic. An academic suspended student must submit an application for readmission supported by a letter indicating the reasons for previous academic difficulties and strategy for achieving a GPA of 1.0 or better. The total record will be reviewed and the University Registrar will take action on readmission. When the Registrar cannot make a favorable decision, cases will be referred to the Admissions and Standards Committee.
Exclusion (Second Suspension or more):	A student readmitted following academic suspension failing to achieve a minimum 1.0 GPA during the term following the term of suspension is excluded from the University. Exclusion is the most serious academic actions and readmission will not be considered prior to a minimum suspension period of one (1) year.
Active (Good Standing):	Students are active as long as their academic action does not place them on academic suspension or exclusion.
Readmission:	If a student has dropped out of the University for any reason, he or she must reapply on the appropriate form. The student must achieve and maintain a minimum 1.0 GPA.

Class Attendance and Participation

In order to be considered "in attendance" each student in the class must post at least one message to one of the course folders on four (4) separate days during the **Class Week**. The class week begins on Thursday and ends on the following Wednesday.

During the seven (7) day Class Week each student must be signed into the course(s) a minimum of 4 hours and 45 minutes including participation to be considered "in attendance."

If a student is out of attendance for two (2) weeks or more (consecutively or not) during a course that student will automatically be withdrawn and will not be eligible to receive credit or earn a letter grade.

Attendance is taken electronically. The posting of any message regardless of the length of the content will be counted toward the attendance requirement.

Absences

If a student cannot meet the attendance requirements they must notify their faculty member in advance. In emergency situations, they can contact their faculty member at the telephone number listed in the course Syllabus.

Participation in Class and in Learning Teams

A great deal of learning in our courses takes place during “class discussions.” Responses to discussion questions and assignments, and to notes sent by the course facilitator and others in the class are required. Each week each student is expected to contribute at least 1 quality note to their class discussions at least four (4) out of seven (7) days. Notes **must** relate to the course subjects for that week. Class participation counts toward the final grade for this course.

Participation in Individual Assignments and in the Learning Team counts toward their final grade.

Both the **quantity** and the **quality** of the students contributions are considered when evaluating their participation. The quality and quantity of their responses are important to how effectively they contribute to class discussions.

Lengthy or wordy responses are difficult to read and may not generate substantial feedback. This also is the case with abbreviated responses that do not contain sufficient information for the reader to understand what the student is “talking about.” Limit responses to no more than 350 words, approximately 1 1/2 screen.

The quality of responses during class discussions is an important way for each student to demonstrate their comprehension of course material. “**I agree**” and “**Yes, that’s correct**” are **NOT** quality responses and are not considered participation. Quality responses illustrate the level of understanding of the subject by expanding upon the original statement, whether it is a discussion question or a comment made “in class.”

Each student is expected to participate in the learning team discussions and activities for those courses that have them.

The quality of the student’s participation in learning team discussions is equally as important as classroom discussion participation. The quality of participation in the class discussions and learning team discussions counts toward the class participation grade. Although work is submitted electronically correct grammar, punctuation, spelling, and sentence structure are expected in assignments. Assignment submissions should also be written using a professional tone. These rules do not apply to class and learning team discussions, where the style is more informal and “conversational.” Students are encouraged to carefully edit each message as well as assignments that they post.

Academic Honors

President's Honor Certificate

This award is given in acknowledgment of outstanding scholastic achievements. Student must keep a 4.0 GPA with no "I" or "U" grades for a given term, and must be registered and complete at least 12 credit hours during any two consecutive terms. Satisfactory and unsatisfactory coursework is not included for computing this award. Credit hours utilized in the awarding of a "President's Honor Roll Certificate" may not be utilized in the determination of a subsequent certificate.

Graduation's Honors

The University shall confer graduation's honors acknowledgments on those students who have completed a minimum of 42 credit hours for the Bachelor's Degree and a minimum of 12 credit hours for the Master's Degree at FVU who:

- Obtain an overall grade point average that is in the upper 10 percent of the range established by all students graduating during the previous two years.
- Obtain at least a 3.2 overall grade point average
- Honors awarded will be:
 - **Summa Cum Laude** for those students in the upper 2.5 percent
 - **Magna Cum Laude** for those students in the upper 5 percent, but not in the upper 2.5 percent.
 - **Cum Laude** for those students in the upper 10 percent, but not in the upper 5 percent.

Right of Appeal

Upon a petition denial, each student may submit a request to the Admissions and Standards Committee's demanding a decision reassessment. To appeal any Admissions and Standards Committee's decision under this policy, the appellant must submit a written request to the Committee so that the committee considers the reviewing of its original decision in light of new and convincing proof that was not presented at the time the original petition was considered. The new and convincing evidence must be documented to the satisfaction of the Admissions and Standards Committee and such documentation must be attached to the appeal. The appeal should be limited in length to one typed page. It must be signed, dated, including the appellant's full name. The Admissions and Standards Committee will not consider appeals that do not satisfy the content and format requirements defined in this section.

The appeal will be submitted to:

Florida Virtual University
Admission and Standards Committee
2900 Glades Circle, Suite 800
Weston, Florida 33327, USA.

Upon receipt of both the appeal and all required supporting documentation, the Admissions and Standards Committee will consider whether or not to review its original decision. The Admissions and Standards Committee will advise the appellant of its decision, which is final.

Readmission

A student must submit an “Application for Readmission Form” to the Registrar’s Office if the student has been academically suspended from FVU or if the student has not enrolled at FVU for two consecutive terms. The readmission application is available on the FVU’s Web Site under Online Forms. Deadlines for submitting applications can be found in the “Academic Calendar” of this Catalog.

Any readmitted student whose FVU cumulative GPA was less than 2.0 at the time of the last enrollment at the University will be readmitted on “Academic Probation Status.” All applicants looking for readmission who have attempted course work at another regionally-accredited institution since last attending the University will be required to be in “Good Standing” (minimum 2.0 GPA) at the institution attended with no allowance for grade forgiveness and must be eligible to return to the last institution attended.

A student who has previously attended FVU as “degree-seeking” and who wishes to engage in a second bachelor’s or master’s degree must apply by completing the “Application for Readmission Form.” If the student still is actively enrolled in the University, the student will not be subject to the readmission process and the enrollment status will be updated to “second-degree seeking.”

Transfer of Credits to Other Institutions

The transferability of credit is at the discretion of the accepting institution, and it is the student’s responsibility to confirm whether or not credits will be accepted by another institution of the student’s choice.

Tuition & Fees

All tuition and fees are due at the time of registration. If you register by mail or fax, your payment (check, money order, or credit card) must accompany your registration. If you register online, a full payment will be due within 10 days. Payments by check or online registration must be received by the due date in order to keep student's registration. Checks should be made payable to **Florida Virtual University**. Credit card payments are subject to credit approval immediately following registration. Registration payments made by check, money order, or credit card, are final and may not be replaced by any type of tuition assistance. If you live outside the United States, you must use a credit card or a money order and pay in U.S. dollars. **Foreign currency checks are not accepted.**

Course Tuition	Per Credit Hour
Bachelor's Degree	US\$ 125.00
Master's Degree	US\$ 190.00

Academic Fees		
Application Fee for Admission (non-refundable)	US\$	50.00
Registration Fee (one time fee)	US\$	50.00
Graduation Fee for Degree Student	US\$	50.00
Technology Fee (every term after the 1 st Term)	US\$	25.00
Library Fee (every term after the 1 st Term)	US\$	5.00

Miscellaneous Fees*		
Issuance of Official Transcript (each copy)	US\$	10.00
Fee for Incomplete Course	US\$	100.00
Late Payment Fee	US\$	30.00
Withdrawal Processing Fee	US\$	25.00

Types of Payments

Credit Cards	Visa, MasterCard, American Express
Check or Money Orders	Make all checks/Money Orders payable to Florida Virtual University
Bank Wire	Call information 800-252-0683 or e-mail to admissions@fvuonline.com

Cancellation and Refund Policy

Our cancellation/refund policy is designed according to Fair Consumer Practices.

Should the student be terminated or decide to cancel for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation/withdrawal must be made online through the Registrar's office or by certified mail.
2. All monies will be refunded if the applicant is not accepted by the University or if the student cancels within five (5) business days after signing the enrollment agreement and making initial payment.
3. Cancellation/withdrawal after the fifth (5) business day, but before the first class, will result in a refund of all monies paid, with the exception of the application for admission fee.
4. Students who withdraw before the end of the drop/add period will be refunded all tuition and fees, with the exception of the application for admission fee, as well as any funds paid to FVU for supplies, books, or equipment that are returned to FVU.
5. The Drop/Add period is the 1st week of the term. A "Drop/Add" form must be submitted within the first week of the term and be approved by the Registrar's office prior to refunds being released.
6. Cancellation/withdrawal after the drop/add period will result in a Pro Rata refund according to the chart below.
7. Cancellation after the beginning of the 6th week will result in no refund.
8. Refunds shall be paid within 30 days after approval by the Registrar's office.
9. The termination date for the refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received by the Registrar.
10. A student can be dismissed at the discretion of the Registrar for insufficient progress, non-payment of tuition and/or fees, or failure to comply with the rules and regulations of the University.
11. Florida Virtual University will keep records on file for any student who is dismissed or denied entry for at least two (2) years.
12. No Fees are refundable except as identified in this section.

Refund Chart	
Date of Withdrawal	% Refund
Before the end of the 1 st week	100%
Any time during 2nd week	80%
Any time during 3rd week	60%
Any time during 4th week	40%
Any time during 5th week	20%
Anytime after the beginning of the 6th week	0%

Course Cancellation

Students who have registered for a course that is cancelled by the University will be given the opportunity to register for another course or receive a full refund of tuition and fees associated with that particular course.

Program Cancellation Policy

Students who have enrolled in a program that is cancelled by the University will be given the opportunity to enroll for another program or receive a full refund associated with that particular program.

Student Services

The Student Services program at Florida Virtual University designed to complement our Academic Program is offered to students to aid their personal, academic and career development. This important area includes academic advising, inquiry about additional online course offerings, and registration for courses, completion of administrative forms, the purchase of textbooks, provision of library access and more.

Academic Advising

Upon enrolment, FVU provides academic advising by assigning an academic advisor who assists the student in attaining his/her educational goals and fulfilling our University requirements. Students will be given the advisors phone, fax and e-mail address. The advisor will be able to offer a more valuable insight into the students educational planning, by contacting the student and having a greater understanding of the student's expectations and experience. The academic advisor is responsible for providing professional and personal academic supervision to a student enrolled in degree programs at the University. The academic advisor will work directly on a personal basis with each student to provide academic advisement, guidance, and prompt feedback to each student who enrolls at the University, or asks for their assistance.

The main purpose of the academic advising at the Florida Virtual University is to ensure that the student receives the individual attention needed to succeed academically. The advisor provides each enrolled student with the information needed to help evaluate his/her educational goals and then help to plan the academic program to meet those goals. Academic advising is based upon the shared responsibility between the student and advisor. Therefore, academic advising has been designed to:

- Provide students with the general curriculum information.
- Provide guidance for academic, career, and personal goals.
- Provide information on the University's majors and other academic programs.
- Help the students in the exploration and selection of the academic major.
- Help the students during the process of enrollment and registration.
- Advise the students in the selection of the course sequence.
- Serve as a contact and referral the student to the faculty.
- Connect students with the necessary resources of the University.
- Provides assistance with student career planning toward graduation.
- Assist students with information about the non-traditional online learning process.

- Assist students during their transition to the new learning environment to help in complete their goals.
- Help students with the process of credit transfer of prior learning.

The interaction between the student and advisor will be accomplished through the Internet or by toll-free (U.S.) phone services. This interaction will remain as the advisor's top priority during his/her student's FVU experience. The Admission's Office must ensure that the students receive optimal guidance that will ensure them of FVU's educational experience.

Even though the academic advisor is one of the most important services and responsibilities that FVU provides to its students, it is important to point out that it is the student responsibility to be familiar with the procedures and requirements. Therefore, students are encouraged to consult with their advisors any time they need help in accomplishing their obligations and goals.

Catalog Availability

The University Catalog is available online in the University website:

www.FVUOnline.com/cie/catalog.pdf

Students Planning their First Term

Planning is very important. Although it is easy to get started at FVU, we recommend using the following guidelines as students plan their first term:

STEP 1: Select a Major

Students should select majors from any of the five (4) areas of study described below. If the student is undecided, FVU advisors can offer suggestions based on student's previous coursework and career interests.

Bachelor of Science Degree Programs

- Business Administration Finance
- Information Technology

MBA Degree Programs

- Finance
- Information Technology Management

STEP 2: Review of the Student's Degree Requirements

Students interested in pursuing either a Bachelor of Science (B.S.); or Master of Business Administration (M.B.A.) degree.

The Bachelor of Science degree requires a total of 120 credit hours. The General Education courses require 36, the Major Core courses require 15 credit hours, the Major Specialization courses require 9 credit hours, the Major Electives courses require 15 credit hours and Degree Major Course 45 credit hours.

The MBA degree requires a total of 36 credit hours at the graduate level beyond the Bachelor's degree.

More information on each degree requirements is available online on our website and in this Catalog.

STEP 3: Review of the Student's Transfer Possibilities

The student will need copies of his/her transcripts from the colleges or universities he/she has attended. Using the student's transcripts, an evaluation of courses completed at another institution will be made at the registrar's office. Students have to remember that only the courses in which they received a grade of "C" (2.0 on a 4.0 point system) or higher from a FVU recognized institution may transfer. Following this step, the student should contact his/her assigned academic advisor to determine if these previously earned credits may fulfill some graduation requirements for his/her selected major at FVU.

STEP 4: Request Official Transcripts to be Sent to FVU

Students must remember that official transcripts from all colleges and universities previously attended are necessary to be eligible for evaluation. Students are responsible for submitting all pertinent academic documents. All documents must come directly from the former college or university to FVU. If students are on provisional admission status, they have three (3) terms to submit all admission transcripts requirements.

STEP 5: Selection of the Student's First Course(s)

Once a student has determined with his/her academic advisor the course(s) that may transfer to FVU, the student and advisor can determine which areas of the curriculum they may not have been satisfied. This will determine which courses need to be selected in the first term at FVU. The students should ensure that the chosen courses do not overlap or duplicate any subject matter they may have completed elsewhere. Meanwhile, a student has available the recommended course sequence for every degree and major offered at FVU on the University website. The students should review the suggested academic sequence in his/her chosen major in order to determine with his/her academic advisor the final course selections.

E-mail Accounts

Each student enrolled in Florida Virtual University are assigned a student account that provides access to e-mail, the online courses and various online resources. All official electronic mail communications directed to FVU students, faculty and staff will be sent exclusively to the FVU assigned computer account to ensure timely and accurate delivery.

eLibrary

Students and faculty have access to FVU's Online Library, which is a very important online resource for academic assignments, projects and research. FVU has an agreement for the use of **eLibrary (www.lirn.net)**. This library provides students and faculty with 24 hour-a-day / 7 days a week access to the instructional, academic, and research resources. Students may refer to the Student Handbook for further details.

Online Technical Assistance

There is 24 hours a day and 7 days a week technical assistance regarding our Student Online System.

Student Handbook

The Student Handbook, available one week before each term begins, contains information on details regarding the availability of courses according to degree programs, admissions, enrollment, books and materials, regulations, complaints/concerns, graduation requirements, grievance procedures, library access, refund policy, students' rights, responsibilities and sanctions, transcripts, transfers, and course changes.

The Course Environment

All FVU courses are delivered through an interactive learning environment for students and instructors.

The software provides user-friendly icons to help in the navigation of each course. Each one of the icons offers specific information on the following topics:

- **Orientation:** This is an online tutorial that helps students become familiar with online course software sections and features.
- **Home:** returns the student to the course's main page.
- **Syllabus:** The syllabus outlines the course work, reading and assignments due for each course module.

- **Announcements:** Students see special announcements from the instructors and from the school when they login to their course.
- **Forum:** The forum makes it easy for students and instructors to communicate anytime and anywhere. They can create and read messages when it is convenient for them. It is the primary course communication feature that is used to discuss topics relevant to the course.
- **Chat:** Chat rooms support live communication. This means that two or more people can have a discussion in a Chat room in real time, with immediate back-and-forth responses to the conversation. All participants can read the messages as they are typed and entered into the computer. Chat features a whiteboard that allows members of the Chat session to enter non-textual information, such as symbols, mathematical equations, drawings, and to upload files.
- **Tests:** This is used for on-line testing if it is appropriate for the subject matter. Taking on-line tests, quizzes or evaluations is a simple process; it is no more difficult than filling out a web form.
- **Grade Book:** Through students' personal and private grade book, they access their grades, review assignments, receive comments and feedback from their instructors and determine overall how well they are doing in the course.
- **Profiles:** This feature is used to create an online community where members of the class meet each other – virtually. Students submit a simple online form to create their own personal web page. Students, who are willing to share personal, occupational, and/or professional information, may provide general information about them. In addition, they may include a photograph, a short video or an audio clip.
- **Weblinks:** This feature provides a convenient list of Internet Web Sites and online resources that have been selected by the instructor and are relevant to the course and online learning.
- **Workspace:** Students have access to private and group workspaces. In their private workspace, they send and receive papers and course assignments from the instructor. Their group workspace facilitates the sharing of electronic files so that students can collaborate with other students to complete course assignments.
- **Library:** The electronic library is a tool that takes advantage of the highest technology to help the students. It is easy to use it and has useful information.
- **Feedback:** Students can send questions and comments regarding their course.
- **Help:** This feature provides a guide to the student on the software platform.

FVU policies regarding students with disabilities

1. Admission and Registration Assistance

- a. Qualified disabled persons may not be denied admission or be subjected to discrimination in admission or recruitment at FVU.
- b. It is forbidden to limit the number or proportion of disabled persons to be admitted at FVU.
- c. Admission testing should not have an adverse effect on disabled persons.
- d. Students who are seeking admission may be invited to indicate whether and to what extent they are disabled. This information is:
 - Solely connected to remedial action
 - Information will be kept confidential
 - The response is voluntary
 - The applicant has the right to refuse disclosure of his or her disability.
- e. No adverse consequences will be applied if he or she chooses not to disclose his or her disability

2. Academic Accommodations

- a. Accommodations to academic requirements are made as necessary to ensure that such requirements do not discriminate or have an adverse impact of discriminating against a disabled applicant or student on the basis of a disability.
- b. Accommodations may include changes in the length of time permitted for the completion of degree requirements and adaptation of the manner in which specific courses are designed and conducted.
- c. Academic requirements demonstrated as essential to the academic program being pursued by the student will not be regarded as discriminatory.

3. Course Testing and Examinations

- a. Course testing, examinations or other evaluation procedures of students' academic achievement will provide means to evaluate the achievement of students with a disability.
- b. The measurement of evaluation will reflect that the results represent the students' achievement in the course.
- c. The results of testing and examinations used to evaluate students' learning will not test the students' impaired sensory, manual or speaking skills except where such skills are related to the ones the test purports to measure.

4. General Policies

- a. No disabled student shall on the basis of a disability, be excluded from participation in, be denied the benefits, or be subjected to discrimination under any educational program or activity.
- b. All educational programs or activity shall provide an equal opportunity for the participation of qualified disabled students.
- c. The educational program shall be accessible to students' academic programs and activities.

Student and Graduate Assistance

FVU provides placement service for those students who desire it.

Graduates of the Spanish speaking program may encounter employment limitations in the U.S. due to the fact that most businesses require fluency in the English language.

Degree Programs

Bachelor of Science Degree Programs

Bachelor Degree Programs requires 120 Credit Hours at \$125.00 per credit hour for a total of \$15,000.00 plus any course fees, textbooks, and materials.

- Business Administration with Specialization in General Administration
- Business Administration with Specialization in Finance
- Information Technology with Specialization Engineering Technology
- Information Technology with Specialization Network Management
- Information Technology with Specialization Software Systems

MBA Degree Programs

MBA Degree Programs requires 36 Credit Hours at \$190.00 per credit hour for a total of \$6,840.00 plus any course fees, textbooks, and materials.

- Master of Business Administration with Specialization in General Administration
- Master of Business Administration with Specialization in Finance
- Master of Information Technology Management with Specialization Network Management
- Master of Information Technology Management with Specialization Security

Technical Requirements

Minimal hardware and software requirements are as follows:

Processor:

A Pentium with a minimal 133 MHz processor.

We recommend Pentium 266 MHz* or faster. 32 MB as minimal RAM.

We recommend 64 MB OF RAM.

Monitor:

Monitor of 15" VGA, 256 colors with 800 X 600 resolution as minimum.

We recommend 17" SVGA monitor with 800 X 600 resolution or better.

Internet Connection:

56K Modem or faster.

We recommend faster than 56K Modem.

Printer:

As minimal requirement a PostScript Emulation Printer.

We recommend a PostScript Printer.

Browser:

Internet Explorer 5.5 or higher. (Netscape Navigator 4.08 is **NOT supported** and AOL Browser is **NOT supported**)

Peripheral:

We recommend - not require - two speakers

Software:

Word Processor. Microsoft Word 97 or higher (recommended)

We recommend the following software: WinZip, Microsoft Excel and Microsoft PowerPoint

Plug-ins:

As minimal requirements participants should have:

- Adobe Acrobat Reader 4.0 or higher
- Flash Player 5 or higher

Undergraduate Programs

Bachelor of Science Degree Programs

General Information

Florida Virtual University offers three different Bachelor of Science degree programs entirely online in the areas of a B.S. in Business Administration, and B.S in Information Technology.

These degree programs are designed for freshman students as well as transfer students who meet the degree enrollment requirements. All degree programs provide students with the general and specialized knowledge needed to help them prepare for careers in business and related fields, or to continue toward a Master's degree. All programs help students apply their skills to the new and dynamically changing, global and technological workplace.

General Degree Requirements

In general, the FVU degree requirements are similar to those that are in effect for any student continuously enrolled at any public institution of higher education in either the State of Florida or any other state within the U.S.

If a student has not been continuously enrolled, the requirements that apply are those in effect at FVU when the student resumes his or her continuous enrollment. To be considered for continuously enrolled status, students must be either enrolled at a public institution of higher education or must have been enrolled for two consecutive years prior to their application to FVU.

When a continuously enrolled student chooses to change a degree program, the student may be subject to the degree requirements in effect at the time of the change.

General Education Requirements (36 credit hours)

Communications (6 credit hours)

Arts and Humanities (9 credit hours)

Behavioral and Social Sciences (6 credit hours)

Natural Sciences (6 credit hours)

Mathematics (6 credit hours)

Arts & Sciences (6 credit hours)

Major Requirements

Each Bachelor of Science requires the completion of courses from three course groups; **Core Courses**, **Specialization Courses** and **Elective Courses**. No course grade lower than “C” may be applied to these requirements. Specific degree requirements are summarized below.

Requirements for Graduation

Upon successful completion of all of the stated requirements the Bachelor of Science Degree shall be granted.

In addition to the general education and core-curricular requirements for the major and elective requirements listed above, the following general requirements pertain to all bachelor’s degrees:

- Completion of a minimum of 120 credit hours.
- Fulfillment of the requirements for the chosen specialization.
- A minimum grade-point average, GPA of 2.00 (C) overall, and a minimum grade of “C” for any course to be applied to the academic specialization.
- Earn at least 45 of these 120 credit hours in 300 to 400-level courses or above (upper-division).
- Earn the last 30 credit hours in regular courses at FVU.
- A minimum of 9 credit hours of elective courses.
- Fulfill the General Education Program Requirements.

Business Administration

General Information

The Bachelor of Science in Business Administration Finance combines business and financial functions to provide learners with the knowledge and skills necessary to understand and function effectively in a financial division of a large corporation, a financial institution, or as the financial officer of a smaller organization. It includes a thorough understanding of information technology and its applications in the financial areas of today's business world. In addition, a solid academic foundation is laid for those who plan to pursue a graduate degree in Finance.

Objectives

The student who graduates with a major in finance will be able to:

- Implement up-to-date methods of analyzing, interpreting, and reporting financial data.
- Analyze information to assess the present and future financial status of an organization.
- Apply current analytical tools to measure and control the risk of an investment portfolio or a business.
- Predict short and long-term financial needs.
- Analyze capital budgeting projects.
- Evaluate potential acquisitions and analyze competitors.
- Determine the role of derivatives in the financial process.
- Identify different dimensions of international finance.
- Understand corporate and global finances.
- Use effective communication skills in business and professional environments.
- Analyze financial information.
- Use current financial software.

Bachelor of Science Degree Requirement	120 Credit Hours
12 General Education Courses	36 CH
8 Elective Courses	24 CH
15 Core Courses	45 CH
5 Specialization Courses	15 CH

List of Course

Core Courses (45 credit hours)

Course Number		Course Name	Credit Hours
BUA	430	Operations Management	3 CH
BUA	488	Capstone Project	3 CH
MAN	340	Organizational Behavior	3 CH
CGS	300	Strategic Program Techniques	3 CH
FIN	303	Financial Management	3 CH
FIN	410	Accounting for Managerial Decision Making	3 CH
GEB	341	Ethics in Business	3 CH
HRM	401	Human Resource Management	3 CH
QMB	310	Strategic Planning and Leadership	3 CH
EBU	411	eCommerce	3 CH
MAR	420	Sales Management	3 CH
MAN	310	Management and Decision Strategy	3 CH
GEB	311	Business Fundamentals	3 CH
MAR	311	Principles of Marketing	3 CH
MAN	302	International Business	3 CH
Total			45 CH

Two specialization tracks (5 courses/15 credits for each specialization)

Specialization Courses

1. General Administration (15 credit hours)

Course Number		Course Name	Credit Hours
GEB	315	Venture Capital	3 CH
HRM	310	Labor Relations	3 CH
MAN	410	Operating a Small Business Management	3 CH
MAN	341	Applied Organizational Behavior Project	3 CH
MAR	405	Consumer Behavior	3 CH
Total			15 CH

2. Finance (18 credit hours)

Course Number		Course Name	Credit Hours
FIN	310	Money and Banking	3 CH
FIN	315	International Investment Management	3 CH
FIN	320	Corporate Finance	3 CH
FIN	420	International Trade and Finance	3 CH
MAR	405	Consumer Behavior	3 CH
Total			15 CH

Information Technology

General Information

This degree strikes a balance between communication skills and technology training needed to make the graduate globally competitive with world-class companies - whether they want to work for a large corporation or for themselves. Our program offers several unique features: courses that offer insights into current and emerging Technologies; projects in teams that replicate the business environment; selected industry software Certifications from your choice of technology; the required core course design groups courses in a theoretical information course then a practical application project course of that information; and a Capstone Project course where you will do projects independently, from start to finish.

Objectives

The student who graduates from this program will be prepared to: lead, supervise, manage and direct technical processes, operations and personnel in a globally competitive environment through the 21st century; incorporate changes for themselves and for their organizations as the emerging technologies continue to come into being.

Bachelor of Science Degree Requirement	120 Credit Hours
12 General Education Courses	36 CH
8 Elective Courses	24 CH
16 Core Courses	48 CH
4 Specialization Courses	12 CH

List of Courses

Core Courses (48 credit hours)

Course Number			Course Name	Credit Hours
GCS	300	-	Strategic Program Techniques	3 CH
MAN	340	-	Organizational Behavior	3 CH
MAN	341	-	Applied Organizational Behavior Project	3 CH
COM	312	-	Communication Skills	3 CH
COM	313	-	Leading Team Skills Project	3 CH
ECT	448	-	eCommerce "back office" Trends and Technologies	3 CH
ECT	449	-	eCommerce Systems & Strategies Project	3 CH
ITS	301	-	Emerging IT Trends and Technologies	3 CH
ITS	302	-	Open Source and VoIP Trends and Technologies Project	3 CH
MAR	380	-	Internal Technical Marketing	3 CH
MAR	381	-	Applied Internal Marketing Project	3 CH
ITS	311	-	Quality Assurance Methodology	3 CH
ITS	312	-	Applied Quality Assurance Project	3 CH
BUA	350	-	Supporting the Corporate Goals and Vision: An Enterprise Overview	3 CH
BUA	351	-	Strategic Organizational Planning and Budgeting Project	3 CH
ITS	488	-	Capstone Project	3 CH
			Total	48CH

Three Specialization Tracks (4 Courses/12 Credits For Each Specialization)

Specialization Courses

Engineering Technology (12 credit hours)

Course Number			Course Name	Credit Hours
ITE	341	-	Manufacturing Systems and Processes	3 CH
ITE	364	-	Production Control Methodologies	3 CH
BUA	353	-	Business Architecture and Process Modeling	3 CH
ITS	411	-	Advanced Quality Assurance Methodology	3 CH
			Total	12 CH

Network Management (12 credit hours)

Course Number			Course Name	Credit Hours
ITN	301	-	Network Technologies for Information Professionals	3 CH
ITN	432	-	Network Security Essentials	3 CH
BUA	353	-	Business Architecture and Process Modeling	3 CH
ITS	411	-	Advanced Quality Assurance Methodology	3 CH
			Total	12 CH

Software Systems Development

Course Number			Course Name	Credit Hours
ITD	312	-	Effective Software Testing Methodologies	3 CH
ITD	320	-	Logical Database Design (3 cr-hr)	3 CH
BUA	353	-	Business Architecture and Process Modeling	3 CH
ITS	411	-	Advanced Quality Assurance Methodology	3 CH
			Total	12 CH

Graduate Programs

General Information

Florida Virtual University provides two (2) M.B.A. (Master of Business Administration) degree programs entirely online. Both of these M.B.A.'s include an area of specialization one in General Administration and the other in Finance. Our graduate degree programs are designed to prepare individuals to excel in the rapidly changing, technical, and global marketplace as well as to advance and/or enhance their careers. Upon successful completion of all requirements the MBA Degree shall be granted.

Graduation Requirements

- Students must complete a total of 36 credits at the graduate level. A minimum of 27 credit hours of graduate instruction must be completed through FVU.
- Students must have a grade point average of "B", (3.0) or higher.
- Students must satisfy all financial obligations to FVU.
- Official transcripts must be on file for all transfer credits accepted by FVU, and for basis of admission (bachelor's degree).

FVU may accept a maximum of 9 credit hours transferred toward the Master's degree for graduate course work completed at an accredited college or university with a grade average of "B" or better.

Master of Business Administration (M.B.A.)

General Information

Florida Virtual University offers a Master of Business Administration (M.B.A.) designed for professionals who are interested in studying advanced business concepts and theories in general administration, and finance.

Students in FVU's online M.B.A. programs explore critical business processes, develop real-life projects, collaborate with other students, and conduct in-depth studies of high-demand business areas such as eCommerce. Courses are designed by experts from some of the world's most prestigious institutions, and structured so that students learn by directly applying course content to real-life challenges they encounter in the workplace. Each course of study connects the academic to the practical, giving FVU's M.B.A. graduates the skills they can put to work immediately.

The FVU M.B.A. is designed for working professionals from a wide range of backgrounds who wish to study part-time to advance or enhance their business careers.

FVU's advisors provide students with academic, administrative, career development, and other valuable advice deemed important in aiding the student in his or her adaptation to their new educational experience. Additional orientation information is available on the FVU web site. The Admissions Office will mail an orientation packet to students after they are admitted to the FVU M.B.A. program.

FVU is excited about offering the M.B.A. program with two (2) specializations: General Administration, and Finance.

Objectives

The objective of the program is to explore the evolving structure of business activity, blend leadership with change management, value an organization's intellectual assets, merge product development with entrepreneurship, and cultivate new approaches to measuring the overall performance of organizations. Students also receive a solid foundation in the operations and finance of running a business.

The program combines current management theories and relevant research with real-world experiences to address the major competitive challenges of the 21st century. M.B.A. candidates at Florida Virtual University graduate with:

- Effective organizational skills.
- The ability to use financial data in planning and decision-making.
- An understanding of information systems and their management.
- A strategic understanding of marketing in a global economy.
- Skills for developing and implementing a competitive economic strategy.
- A personal and professional code of ethics that incorporates cultural, economic, and political factors.
- Specialized skills immediately applicable to real life challenges.

Business Administration MBA

List of Courses

		Business Administration	
Course Number		Course Name	Credit Hours
BUA	500	MBA Fundamentals	3 CH
BUA	510	Leadership in Management	3 CH
BUA	520	Management Information Systems	3 CH
BUA	540	Marketing Management	3 CH
BUA	550	Managerial Accounting	3 CH
BUA	530	Operations Management	3 CH
CGS	500	Strategic Program Techniques	3 CH
BUA	600	Capstone	
		Total	24 CH

Two specialization tracks (4 courses/12 credits for each specialization)			
1. General Administration Specialization (12credit hours)			
Course Number		Course Name	Credit Hours
BUA	560	Financial Management	3 CH
FIN	500	Managing Investments	3 CH
FIN	510	Corporate Finance and Institutions	3 CH
ITM	500	Information Technology Management	3 CH
		Total	12 CH
2. Finance Specialization (12 credit hours)			
Course Number		Course Name	Credit Hours
BUA	560	Financial Management	3 CH
FIN	500	Managing Investments	3 CH
FIN	510	Corporate Finance and Institutions	3 CH
FIN	520	Global Financial Management	3 CH
		Total	12 CH

Information Technology Management MBA

Program Description

This MBA program focuses on managerial decision making, analytical problem solving, oral and written communication, and application of theoretical constructs all set in an information technology framework. Executives from industry, military and government who attain this degree will understand preservation of information confidentiality and protection, risk management, data and system integrity, availability, authenticity and utility all set against a strategic business background.

Each student will also be able to employ and manage information technology and information security concepts, principles, methods, practices, procedures, and techniques while drawing from U.S. statutes, current or pending and an understanding of the different procedures followed by the private and public sectors.

Objectives

Information technology is changing the core of business practices and security practices at an incredible rate. There are fundamental changes in societies the world over. The root cause behind these changes is information technology and the security issues that are included.

Executives have the enormous challenge of leading organizations through this era. As ever, they need to lead people, think strategically, manage resources, and communicate clearly. But now that information technology has permeated every aspect of business, they need new skills and a new vision. And they need to understand how to protect the integrity of their transformed operations.

This degree helps to create a manager who understands the business implications of information technology and information security. This distinct perspective is critical necessity for executives now that information technology has become the core of contemporary business practices.

As the program grows and issues change, the curriculum will change with it. We will constantly update and fine-tune course content, sequencing and mix.

Information Technology Management Course Requirements	36 Credit Hours
10 Core Courses	30 CH
2 Specialization Courses	6 CH

Information Technology Management MBA			
Course Number		Course Name	Credit Hours
BUA	500	MBA Fundamentals	3 CH
BUA	510	Leadership in Management	3 CH
BUA	520	Management Information Systems	3 CH
BUA	530	Operations Management	3 CH
BUA	540	Marketing Management	3 CH
BUA	550	Managerial Accounting	3 CH
BUA	560	Financial Management	3 CH
CGS	500	Strategic Program Techniques	3 CH
ITM	500	Information Technology Management	3 CH
ITM	600	Information Technology Management Capstone	3 CH
Total			30 CH

Two specialization tracks (2 courses/6 credits for each specialization)			
1. Network Specialization (6credit hours)			
Course Number		Course Name	Credit Hours
ITS	500	- Managing System Networks	3 CH
ITS	510	- Managerial Computer Forensics	3 CH
Total			6 CH
2. Security Specialization (6 credit hours)			
Course Number		Course Name	Credit Hours
ISS	500	Introduction to Information Security	3 CH
ISS	510	Information Security Ethics and Policy	3 CH
Total			6 CH

Course Descriptions

Course Numbering System

Courses in this catalog are identified by a three (3) letter prefix and three (3) numbers. The course prefix and each digit in the course number have a meaning.

Course Prefix

The course prefix is a three (3) letter designator for a major division of an academic discipline, subject matter area or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Course Number

The course number is a three (3) number designator. The first number is for the level (1 & 2 lower level, 3 & 4 upper level, 5 & 6 graduate level); the second and third numbers identify the sequencing of courses in the same course group (typically a 01 course would come before an 02).

Directory of Course Prefixes

BUA - Business Administration

CGS - Computer General Studies

COM - Communication

EBU - eCommerce

ECT - eCommerce Technology

FIN - Finance

GEB - General Business

ITD - Information Technology Development

ITE - Information Technology Engineering

ITN - Information Technology Networking

ITM - Information Technology Management

ITS – Information Technology Systems

ISS – Information Security Systems

MAN - Management

MAR - Marketing

QMB - Planning and Leadership

Course Descriptions

BUA 350 Supporting the Corporate Goals and Vision: An Enterprise Overview

This course helps the student understand the entire enterprise and the role of operations management in an organization. Students will understand how to identify key factors impacting decisions and will be exposed to analytical tools to aid in decision making. As examples, students will examine the basic operations models for a variable cost services business (call center); a fixed cost services business (telecommunications network); a product manufacturing business; and a distribution business (eCommerce). Three (3) Credit Hours.

BUA 351 Strategic Organizational Planning and Budgeting Project

Pre-requisite: BUA 350. The student should have a working knowledge of basic project management concepts and Project Management software tools. This course provides students with an understanding of the concepts of project management (PM) and its application in the information technology environment. Students will gain an understanding of the fundamentals of the project management framework and understand how to apply the nine project management areas — integration, scope, time, cost, quality, human resources, communications, risk and procurement management. The project management processes of initiating; planning, executing, controlling and closing used in information

technology projects will be covered. Techniques suitable for management of large and small projects in business environments will be discussed. Three (3) Credit Hours.

BUA 353 Business Architecture and Process Modeling

This course focuses on the definition and building of effective business models. It includes process design and business process reengineering as well as business practices in process modeling. Issues addressed in the course include business event identification and response, process modeling, process diagramming and validation, as well as conceptualization to implementation of effective business processes and process reengineering. Three (3) Credit Hours.

BUA 430/ 530 Operations Management

This course examines the principles and techniques of designing, analyzing, and managing operations processes in manufacturing, information/knowledge-based and service industries as impacted by the world of technology. Interrelationships between operations activities and other functional areas are stressed. Three (3) Credit Hours.

BUA 500 MBA Fundamentals

An overview of the various prospective and areas of engagement in the MBA programs offered by the institution. Three (3) Credit Hours.

BUA 510 Leadership in Management

This course examines the role of leadership in governing, managing and operating an organization. It includes useful leadership theories and practical examples as part of a broad decision-making context. It includes ethical aspects of a wide range of leadership and management functions. It explores these topics, and others, through the analysis and interpretation of leadership in management principles used for decision-making organizations. Three (3) Credit Hours.

BUA 520 Management Information Systems

This course looks at the development of managerial informational systems needed to manage, lead, and operate a organization. It includes resource development, technological management, and control functions as part of a broad informational context. It includes decision support systems cultivated through computer usage. It explores these topics, including methods for obtaining and communicating pertinent information for managers, through the analysis and interpretation of data used for decision-making in business and organizations. Three (3) Credit Hours.

BUA 530/430 Operations Management

This course examines the principles and techniques of designing, analyzing, and managing operations processes in manufacturing, information/knowledge-based and service industries as impacted by

the world of technology. Interrelationships between operations activities and other functional areas are stressed. The main thrust of the course is the development of an operational system that will be enhanced by both the Internet (IT) and a total quality philosophy. Operations management deals with the production of goods and services that people buy and use every day. Case studies and exercises will be used to emphasize the role of IT in Operations Management. Three (3) Credit Hours.

BUA 540 Marketing Management

This course examines marketing and helpful information on how to make an organization fit, survive, and thrive in an increasingly competitive environment. It explores mission based marketing by meeting consumer wants, demands, and needs. Three (3) Credit Hours.

BUA 550 Managerial Accounting

Presentation of the nature, techniques and uses of accounting from the perspective of people who manage businesses and investments in businesses. Three (3) Credit Hours.

BUA 560 Financial Management

This course looks at the financial statements needed to manage and operate an organization. It includes resource development, cash flow management, budgeting and control functions as part of a broad decision-making context. It includes ethical aspects of accounting and financial

reporting. It explores these topics, including current and long-term liabilities, inventories, equity and others, through the analysis and interpretation of financial statements used for decision-making. Three (3) Credit Hours.

BUA 600 General Administration Capstone

The Capstone Course is the final and culminating step in our General Administration M.B.A. program. It is usually taken the last term before a student graduates. In this course the student integrates their new knowledge and skills in their business specialization. This course helps the student develop a big picture view of how their courses logically fit together into a consistent framework. During the M.B.A. Capstone Course the student synthesizes and applies what they have learned at FVU by creating and implementing a Capstone Project. The student demonstrates their competence in their chosen field by applying academic knowledge and skills to their professional and personal pursuits. Three (3) Credit Hours.

CGS 300 Strategic Program Techniques

This course introduces the new learner to the technologies of electronic communications, the dynamics of interactive-reflective learning, and the benefits of professional career planning in association with distance learning. The course is organized in three components: technology preparation, academic

assessment, and professional career planning, with content adjusted to the learner's level of preparation. Three (3) Credit Hours.

CGS 500 Strategic Program Techniques

This course introduces the new learner to the technologies of electronic communications, the dynamics of interactive-reflective learning, and the benefits of professional career planning in association with distance learning. The course is organized in three components: technology preparation, academic assessment, and professional career planning, with content adjusted to the learner's level of preparation. Three (3) Credit Hours.

COM 312 IT Communication Skills

The focus of this course is on interpersonal and leadership skills necessary in successfully completing an IT project. Methods and tools for effectively leading a project team will be discussed. Concepts include communication, motivation, performance, behavior, and crisis management. Three (3) Credit Hours.

COM 313 Leading Team Skills Project

Pre-requisite: COM 312. This course covers the theories of motivation in the work environment. Topics will include the basic principles of human behavior, personality styles and traits and the sources of interpersonal conflict. Team building roles, rules, responsibilities and structure, role

modeling, as well as self-management and self-direction will be examined, discussed and applied. Additional topics include empowerment, delegation and cultural diversity in the workplace. Three (3) Credit Hours.

EBU 411 eCommerce

Prerequisite: GEB 311. This course examines the elements of e-commerce: Strategy, technology, relationships, and related issues. Examination is made of important e-commerce opportunities, determining the type of business, studying E-societies and E-governments, plus the larger e-commerce environment. Studies will be made of marketing strategies, managing financial information, and human resources in this environment. Three (3) Credit Hours.

ECT 448 eCommerce “back office” Trends and Technologies

This course provides an overview of IT Project Management eCommerce Fundamentals, exploring the four components of eCommerce: Customer Relationship Management (CRM), eCommerce, Supply Chain Management (SCM), and Infrastructure Management (IM). Other concepts include market and enterprise issues that affect eCommerce, business models and processes that have been impacted by eCommerce solutions, taking eCommerce theory to implementation, and key enabling technologies that support successful

eCommerce solutions. Three (3) Credit Hours.

ECT 449 eCommerce Systems & Strategies Project

Pre-requisite: ECT 448. This course is designed to familiarize the student with the management approach to defining and implementing eCommerce (EC) systems. The course addresses the digital economy, EC strategy and marketing, EC models (Business to Business, Business to Consumer, etc.) as well as EC architectures. The course will cover management and regulatory issues in EC such as internationalization, electronic payment methods, Internet fraud, mobile ecommerce, and current implementation technologies. Architectures and interdependence (i.e. integration) of systems will be covered. Three (3) Credit Hours.

FIN 303 Financial Management

This course will provide the professional manager with the basic knowledge of accounting theory and applications including the interpretation and use of financial statements, financial planning, budgets, cost evaluations, performance measurements, audit practices, and the management implications of those. The emphasis of this course is pointed towards the financial consideration for a working business or corporate model. Three (3) Credit Hours.

FIN 310 Money and Banking

Pre-requisite: GEB 111. This course covers the nature of monetary/ banking theory and banking history; measurement factors used in determining economic activity; interrelationships of the commercial banking system and foreign exchange transactions and the balance of international payments and financial intermediaries. Three (3) Credit Hours.

FIN 315 International Investment Management

The study of topics of research interest to international financial decisions. Topics include foreign exchange risk, international financial markets, and foreign exchange market efficiency. Three (3) Credit Hours.

FIN 320 Corporate Finance

Pre-requisite: ACG 201. Fundamental concepts of managerial finance are studied including the function of finance, the financial environment, and corporate structure. Much emphasis is given to the study of the time value of money and financial statement analyses. Other topics covered include financial planning and control, forecasting, the analysis of project cash flows, and capital budgeting techniques. Three (3) Credit Hours.

FIN 410 Accounting for Managerial Decision Making

Basic accounting concepts as they apply to decision making within the organization; supply and demand; market structure and

market behavior in specific industries. Three (3) Credit Hours.

FIN 420 International Trade and Finance

Pre-requisite: FIN 320. This course focuses on issues addressed by the multinational corporation as well as the theories of international investment for both individuals and corporations, all of which is built on an understanding of economic principles of financial exchange and trade. Three (3) Credit Hours.

FIN 500 Managing Investment

This course examines investment and portfolio theory, with emphasis on the historical development of the literature in this area and the recent analytical and empirical work. Three (3) Credit Hours.

FIN 510 Corporate Finance and Institutions

Pre-requisite: FIN 500. Analysis of the characteristics and efficiency of the money markets and capital markets. Types of money market and capital market instruments, and the role of financial institutions in these markets. Three (3) Credit Hours.

FIN 520 Global Financial Management

Deals with the theoretical and empirical aspects of the financial management of firms that operate in an international business environment. Three (3) Credit Hours.

FIN 600 Finance Capstone

The Capstone Course is the final and culminating step in our M.B.A. program. It is usually taken the last term before a student graduates. In this course the student integrates their new knowledge and skills in their business specialization. This course helps the student develop a big picture view of how their courses logically fit together into a consistent framework. During the M.B.A. Capstone Course the student synthesizes and applies what they have learned at FVU by creating and implementing a Capstone Project. The student demonstrates their competence in their chosen field by applying academic knowledge and skills to their professional and personal pursuits.

GEB 311 Business Fundamentals

This is an introductory survey course of the business world with consideration of the structure and forms of the business world, the structure and forms of management that guide business, and how those are performed. The course explores the roles of managers in the business community. Three (3) Credit Hours.

GEB 315 Venture Capital

The student in this course will learn the definition and understanding of the venture capital business. The small firm in need of capital must pursue financial resources, but each source bank, angel, venture capital team, or other potential entities vary in expectations, ownership and management

requirements. The roles of the business plan and other venture practices are covered to illustrate contact strategies. Three (3) Credit Hours.

GEB 341 Ethics in Business

This course will examine the ethical problems and conflicts encountered by managers attempting to fit their organizations into the larger social environment. The course will address ethics, codes of ethics, and the social responsibility of organizations in domestic and global environments. Three (3) Credit Hours.

HRM 310 Labor Relations

A study of the development and methods of organized groups in industry with reference to the settlement of labor disputes is covered in this course. Labor unions and employer associations involved in arbitration, mediation, and conciliation are analyzed from an economic as well as a legal standpoint. Specific attention is focused on collective bargaining, trade agreements, strikes, boycotts, lockouts, company unions, employee representation, and injunctions. Three (3) Credit Hours.

HRM 401 Human Resource Management

A basic study of human resource management will be cover in this course. Major aspects included are human resource planning and the recruitment, selection, development, compensation, and appraisal of employees. Scientific management and unionism are explored insofar as these

historical developments affect the various personnel functions. Three (3) Credit Hours.

HRM 440 Negotiation & Conflict Management

This course covers an introduction to processes observed in and the management of conflict within organizations. Topics include general models of conflict, methods of managing conflict, and issues related to disagreements in organizational contexts. Three (3) Credit Hours.

ISS 500 Introduction to Information Security

This course is an overview of Information Security exploring basic concepts and developing knowledge and skills of protecting valuable information assets and systems. Three (3) Credit Hours.

ISS 510 Information Security Ethics and Policy

This course concentrates on legal issues critical to an enterprises technology security and operating information infrastructures engaging in eCommerce. Three (3) Credit Hours.

ITD 312 Effective Software Testing Methodologies

This course focuses on the test environment, test planning, execution of the test plan, and test analysis and reporting. Other topics include test principles and concepts, the tester's role, test management, risk analysis in testing, test

design, defect tracking, and acceptance testing. Three (3) Credit Hours.

ITD 320 Logical Database Design

This course focuses on the skills and knowledge necessary to develop data models and information bases aligned with the requirements of the business. The course addresses issues including: data entity identification and description, entity relationship modeling, data model refinement, normalization, de-normalization, recursive relationships. In addition, entity life history analysis and business event identification will be addressed. The course will contrast and compare the object-oriented approach to data modeling to the more traditional approach. Three (3) Credit Hours.

ITD 431 Software Development

This course focuses on the principles of development of software systems following software engineering practices. Topics include: software management, metrics, quality, life cycle models, testing, and documentation. This course will cover topics necessary to take a software project from idea to reality. Three (3) Credit Hours.

ITD 432 Software Essentials

This course covers a broad range of software topics as they apply to software management and development. Topics include, but are not limited to programming, the systems development life cycle, database design and management, interface

design and Internet technology. Three (3) Credit Hours.

ITD 433 Advanced Security Essentials

This course includes the study of security issues: access control, authentication, authorization, and non-repudiation as well as network security, platform security, data and file security, virus detection and management, scam control and security administration. Also included are support technologies and tools such as: security gateways, firewall, certification authorities, Public Key Identifiers (PKI) services. Three (3) Credit Hours.

ITE 341 Manufacturing Systems and Processes

This course presents the advanced machining processes, equipment, and systems used in competitive manufacturing environments. Characteristics of surface technology, micro-electronic device fabrication, quality assurance, human factors engineering, product liability, automation, and techniques of modern integrated manufacturing systems are presented. Three (3) Credit Hours.

ITE 364 Production Control Methodologies

This course presents the basic concepts, principles, techniques of production control. Emphasis will be on students developing a solid enterprise-wide view of managing and controlling manufacturing and service production processes while centering them

in the real themes, demands, and opportunities of an evolving and dynamic business workplace. This course will integrate basic production control tools and techniques with the core aspects of the management practice. Three (3) Credit Hours.

ITE 367 Supply Chain Processes

This course presents the basic concepts, principles, techniques of supply chain management. Emphasis will be on the student developing a solid enterprise wide view while centering them in the real themes, demands, and opportunities of an evolving and dynamic business workplace. This course will incorporate basic supply chain management, inventory management, and logistic management as they relate to the core aspects of the management practice. Three (3) Credit Hours.

ITE 462 Techniques in Lean Manufacturing

This course presents the basic principles techniques, and benefits of lean manufacturing for a world-class manufacturing environment. Lean manufacturing involves identifying and eliminating non-value-adding activities in design, production, supply chain management, and customer relations. The coverage includes topics related to manufacturing improvement, value stream mapping, total productive maintenance (TPM), modular manufacturing, continual improvement, overall equipment

effectiveness (OEE), and process capability.
Three (3) Credit Hours.

ITE 466 Facilities Planning and Material Handling

This course covers fundamental concepts of facilities design and material handling, including: practical and theoretical analysis and planning of facilities design, and the integration of facilities planning, material handling, and computer technologies with modern engineering and management philosophies. Three (3) Credit Hours.

ITM 500 Information Technology Management

This course focuses on concepts and methods used in the analysis and design of information technology management. Feasibility study, system flow charting, data requirements analysis, data design, user friendly systems design. Systems design project. Three (3) Credit Hours.

ITM 600 Information Technology Management Capstone

The Capstone Course is the final and culminating step in our Information Technology Management - M.B.A. program. It is usually taken the last term before a student graduates. In this course the student integrates their new knowledge and skills in their technology specialization. This course helps the student develop a big picture view of how their courses logically fit together into a consistent framework. During the M.B.A. Capstone Course the

student synthesizes and applies what they have learned at FVU by creating and implementing a Capstone Project. The student demonstrates their competence in their chosen field by applying academic knowledge and skills to their professional and personal pursuits. Three (3) Credit Hours.

ITN 420 Database Management & Administration

This course covers essentials of database management and administration in a business environment and provides hands-on experience that includes transaction management, storage management, data administration, security and database tuning issues. The course also covers distributed and client/server environments. Three (3) Credit Hours.

ITN 430 Emerging Network Trends and Technologies

This course is designed to give the student a view into the network trends and network technologies that will be emerging over the next three to five years. The focus is on items and trends that are already in the "pipeline" and on the drawing boards. Exposure to this information is intended to excite the student who is focusing on networking and to assist the student in evaluating their future plans. Three (3) Credit Hours.

ITN 301 Network Technologies for Information Professionals

This course is designed to give the student an understanding of the various networking technologies and their practical application and management in a business. The course also covers the technical issues involved in designing and implementing an efficient information network for both voice and data and its security and also covers human aspects of its management. Three (3) Credit Hours.

ITN 432 Network Security Essentials

This course includes the study of security issues: access control, authentication, authorization, and non-repudiation as well as network security, platform security, data and file security, virus detection and management, scam control and security administration. Also included are support technologies and tools such as: security gateways, firewall, certification authorities, and Public Key Identifiers (PKI) services. Three (3) Credit Hours.

ITS 311 Quality Assurance Methodology

This course covers fundamentals of quality assurance, including quality principles, understanding features for developing quality, quality models, quality management, process improvement, risk assessment and measuring for results. Three (3) Credit Hours.

ITS 312 Applied Quality Assurance Project

Prerequisite: ITS 211. This course develops projects using the quality assurance

methodologies learned in the ITS 211 course. Three (3) Credit Hours.

ITS 301 IT Trends and Technologies

This course is designed to give the student a view into the information technology trends and technologies that will be emerging over the next three to five years. The focus is on items and trends that are already in the “pipeline” and on the drawing boards. Exposure to this information is intended to excite the student who is focusing on information technologies and to assist the student in evaluating their future plans. Three (3) Credit Hours.

ITS 302 Open Source and VoIP Trends and Technologies Project

Prerequisite: ITS 301. This course is designed to give the student some practical experience in the installation, support, and training services for various packages and systems. The student will become involve with new technologies such as VoIP (voice over Internet Protocol), IPTV (Internet Protocol TV) and Open Source Software. Three (3) Credit Hours.

ITS 345 Managing Information Resources and Services

This course addresses key management issues as they are applied to information resources management (IRM) for information centers and services. This course also covers the issues related to the management of human resources that make

a modern information center work efficiently.
Three (3) Credit Hours.

ITS 411 Advanced Quality Assurance Methodology

This course teaches the software professional the fundamentals of software testing. The course presents concepts including Quality Assurance (QA) principles, software life cycles, test stages, creation of test data and software testing techniques. Three (3) Credit Hours.

ITS 412 Advanced Database Management & Administration

Prerequisite: ITN 420. This course includes advanced elements of database management, transaction management, storage management, data administration, security and database tuning issues. Three (3) Credit Hours.

ITS 488 Capstone Project

This course is the capstone class for technology management and it will be the opportunity for the student to demonstrate that he/she has assimilated the material from the program and can apply it in the real world. It should be taken during the student's last semester at the college. It focuses on giving the student practical, business-world experience in actual cases and companies dealing with technology management issues today. It is expected that the student will have one major case study to address in detail. Three (3) Credit Hours.

ITS 500 Managing System Networks.

This course is a development of understanding and skills for managing effective security in enterprises that depend upon information infrastructures and engage in eCommerce. Three (3) Credit Hours.

ITS 510 Managerial Computer Forensics

This course is designed to educate current and future technology managers in the roles, responsibilities, nature, structure, content, parties, networks, tools and processes involved in computer (digital) forensics. Three (3) Credit Hours.

MAN 302 International Business

This is an introductory course of the international business world. The course includes a comparative analysis of market conditions and business practices in the global economy. There is an emphasis on international economic factors and institutions. Included are the topics of trade, finance, exchange rates, international management, business development and governmental practices. Sources of information concerning international business are covered, as are trends in international business conditions and practices. Three (3) Credit Hours.

MAN 310 Management and Decision Strategy

This course includes an investigation and discussion of management decision problems, personnel policy problems and responsibilities, and an examination of ethical situations in the areas of strategy and

planning. Also, it adds an extensive strategic corporate analysis involving reasoning, developing alternatives, tracking the effects of market conditions on change, minimizing and risk while maximizing returns. Three (3) Credit Hours.

MAN 340 Organizational Behavior

This course examines the practices and principles involved in analyzing the behavior and management of the performance of employees and staff, including individual and group relationships, individual motivation and work satisfaction, interpersonal relationships, bad skills training and development of people, motivation theory, reward systems, leaderships approaches, and the application of psychological concepts to the enhancement of employee performance. Three (3) Credit Hours.

MAN 341 Applied Organizational Behavior Project

Prerequisite: MAN 340. This course will provide a broad overview of organizational functioning. This will include basic management, individual differences, diversity, communication, motivation, team building, leadership and the dimensions of organizational structure, design, culture and change. Three (3) Credit Hours.

MAN 410 Operating a Small Business Management

Reviews forms of ownership, franchising, location analysis, financing, record keeping, purchasing, inventory control, marketing,

security, insurance, and consumer credit. Students will prepare a feasibility study and pre-sent a comprehensive small business start-up plan. Three (3) Credit Hours.

MAR 311 Principles of Marketing

Learners will study and apply the fundamentals of marketing within an organization and the contemporary market environment. Subjects include planning and developing strategies, physical distribution, pricing, and product development. Three (3) Credit Hours.

MAR 380 Internal Technical Marketing

This course helps develop the marketing knowledge and skills necessary for the successful manager of a technology organization. Students will understand marketing concepts, including the development of and execution of a marketing strategy. The course focuses on business-to-business and business-to-government marketing as well as the marketing of services. Three (3) Credit Hours.

MAR 381 Applied Internal Marketing Project

Prerequisite: MAR 280. Working knowledge of College Algebra is required. This is an introductory course in financial analysis and decision-making from a management perspective. Topics include: financial statement analysis, financial planning and forecasting, time value of money with analysis and computation tools, risk and

rates of return, asset valuation, capital budgeting, and miscellaneous financial decision-making tools and methods.

MAR 405 Consumer Behavior

Prerequisite: MAR 311. This course is an overview of the increasing importance of American consumers in the marketing system and the importance of understanding them. The foundations of consumer behavior (such as economic, social, psychological, and cultural factors) are examined. Consumers are analyzed in marketing situations as buyers and users of products and services and in relation to the various social and marketing factors that affect their behavior. The influence of well-directed communications is also considered. Three (3) Credit Hours.

MAR 410 Effective Global Marketing

Prerequisite: MAR 311. This course fulfills the international perspective requirement. An in-depth study of marketing principles as they relate to the global marketplace is covered. The emphasis on this course is on understanding the influence of internationalization on the U.S. economy, the competitive pressures on the intensifying global markets, and the development of marketing plans tailored to reach international and global markets. Topics include the political, economic, legal, regulatory, and socio-cultural trends affecting international marketing, the dynamic environments in which global

marketing strategies are formulated, and the challenge of implementing marketing programs leading to competitive advantage. Three (3) Credit Hours.

MAR 420 Sales Management

Prerequisite: MAR 311. This course is an overview of the role of the sales manager, both at headquarters and in the field, in managing people, resources, and functions of marketing. The problems of organizing, forecasting, planning, communicating, evaluating, and controlling sales are analyzed. Quantitative techniques and pertinent concepts of the behavioral sciences are applied to the management of the sales efforts and the sales force. Three (3) Credit Hours.

QMB 310 Strategic Planning and Leadership

This course provides business majors the opportunity to integrate the areas of marketing, finance, accounting, economics and personnel into a managerial strategy driving managerial decision-making with a special emphasis on leadership. A project is required outlining policy problems facing business organizations and how the various aspects of business disciplines are utilized in problem solving and policy development. Three (3) Credit Hours.

Administration & Professional Staff

University Ownership

Florida Virtual University (FVU) is owned by Educational Services Providers LLC. (ESP). Its Board of Directors provides the University with a business and education perspective. The ESP Board of Directors currently consists of Wilfredo Moreno, President; Elsy Defelice, Vice-President/Treasurer/Secretary; Hortensia Bellorin, Vice-President.

University Administration

President	Larry D. Moulds, Ph.D.
Chief Academic Officer	Larry D. Moulds, Ph.D.
Registrar and Director for Student Services	Andres Guia, M.S.
Director of Admissions and Marketing	Andres Guia, M.S.

Faculty

Our faculty members are highly qualified, each offering an ideal balance of in-depth theoretical knowledge and real-world practice to best prepare tomorrow's leaders. Our entire faculty subscribes to a scholar-practitioner approach, where learners are encouraged to apply theoretical principles and research to their professional practice.

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Advanced Communication Course in English Universidad de Carabobo, Venezuela, 1995