



zetta
UNIVERSITY

zetta.salemu.edu

CATALOG 2020-2021



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UNIVERSITY

OVERVIEW

OUR VISION

Zetta University understands that change is constant and the world of work is evolving faster than ever in history. Today's graduates are likely to have five to seven careers –not jobs, careers—in their lifetimes. To meet the uncertainties and challenges of career changing, the fundamentals remain the same: clear and compelling written and oral communications, problem-solving, critical-thinking, working in teams with respectful collaboration, analyzing qualitative and quantitative data, and have emotional intelligence and personal integrity. A foundation in liberal arts is essential to being prepared to change careers and to be a successful lifelong learner.

MISSION STATEMENT

To meet job market demands, Zetta specializes in information technology and business. This focus prepares students to enter or advance in these lucrative, worldwide markets and to meet the needs of employers that are driven by advances in IT. Advised by leaders in the public and private sectors, Zetta has designed curricula that convey job skills as well as hands-on skills and competencies that are in high demand today and the foreseeable future.

GOALS OF THE UNIVERSITY

The goals of the University are to:

- Create a unique, advanced learning environment;
- Achieve excellence in leadership, scholarship, and resilience; and
- Engage students to become successful life-long, agile learners valued by employers.

ACCREDITED USA UNIVERSITY DEGREE

The Alliance of Zetta University and Salem University enables students to earn a USA degree while studying online, on campus, or blended.

Students may choose to complete their program in residence in the USA.

BRIEF HISTORY OF THE UNIVERSITY

Zetta University was founded with the aim of addressing the best practices in higher education, providing both in-person and online instruction. Salem University and Zetta University have formed an alliance that enables Zetta's students to complete a USA-accredited degree.

Salem University has approved Zetta's courses and professors, and works closely with Zetta to deliver courses to serve the needs of students entering and advancing in their careers.

ACADEMIC FRAMEWORK

Zetta seeks to make maximum use of the students' time to prepare them for entry to the workforce or career advancement. Zetta's unique delivery approach produces graduates who have multiple, converging lines of evidence that they are prepared well to join the workforce and contribute to their employers' success.

By taking the key academic courses in sequence, students are able to focus deeply on content mastery without competing priorities. The seminar-based course typically has weekly course exercises or essays that are aligned with the concurrent academic courses.

Finally, the self-study certification courses earn academic credit as well as industry recognition.

Hands-on learning is emphasized across the curriculum. This approach enables the student to assemble a portfolio of clear and compelling evidence that they know how to do what is needed to be done.

INTERNSHIPS

Students may seek internships for academic credit after Semester 2 and possibly continuing thereafter. Zetta will assist students in making such arrangements and determining the credits to be earned as well as approving the internship site and supervisor.

DESIGN YOUR OWN SPECIALIZATION

To be optimally student-centric, Zetta University has collaborated with Salem University to empower students to design their own specializations. The process builds on existing courses and degree programs offered by Salem University, supplemented by personalized, faculty-approved independent study.

For example, Information Technology students may choose a specialization from Business Administration. These include Engineering Management, IT Management, and Project Management. Likewise, Business Administration students may pick a specialization supported by courses from IT or other majors at Salem.

Or a student may choose courses from the Salem University catalog to create a specialization in Industrial Computing and Operations that is not offered by either Zetta or Salem. All options are made available for students to design a specialization that resonates with their personal goals and career aspirations. Of course, Faculty approval is required, which will not be withheld unreasonably.

ZETTA'S UNIQUE ACADEMIC DELIVERY

- Each semester is 4 months' duration.
- Students complete 4 courses in sequence, each course lasting 1 month.
- Students take 1 course that spans the semester; delivered in seminar format.
- Students complete self-study courses aligned with industry-recognized certificates.

STUDY IN THE USA AT SALEM UNIVERSITY

Students may choose to pursue their fifth and sixth semesters online with Salem University from anywhere in the world, or study in residence in the USA. Indianapolis, Indiana is in the heart of the USA Midwest. “Indy” is a metropolitan area of about 1.8 million people. Chicago, Illinois –the 3RD largest metropolitan area in the USA with 9.5 million people– is about 2 hours north of Indy. It can be reached by car, train, bus, or airplane.

Salem is approved by the USA Department of Homeland Security, Immigration and Customs Enforcement to participate in the Student Exchange and Visitor Program. Salem issues the Form I-20 for eligible nonimmigrant students to seek an F-1 visa, which is decided by the Department of State. Students who complete one (1) academic year in residence in the USA and graduate are eligible to pursue a year of Optional Practical Training (OPT), which is paid employment to gain job skills.

For BSIT and MSIT graduates, an additional two (2) years of Extended OPT may be granted. This feature has been added to the OPT program to help meet the needs of employers for employees who are skilled in Science, Technology, Engineering, and Math (STEM).

ZETTA’S INTERNATIONAL PROGRAM

- Students receive a Form I-20 from Salem and apply for an F-1 Student Visa.
- Students complete 1 academic year and graduate with BSIT or BSBA
- All graduates may apply for Optional Practical Training for 1 year after graduation.
- BSIT Graduates may apply for a 2-Year Extension to remain in the USA working.
- Students may return to Salem for MSIT.
- MSIT graduates may repeat the OPT process for 1 to 3 years additional residency in the USA.

INFORMATION TECHNOLOGY

To support the University’s Mission, the Information Technology program prepares Information Technology professionals to be effective in the diverse, dynamic IT field. The Information Technology program at Zetta University prepares our graduates by providing theoretical, experiential and applied knowledge to provide solutions for a rapidly growing information technology industry. Zetta University employs professors with a wide variety of experiences and education in order to provide cross-disciplinary expert instruction.

The Bachelor of Science in Information Technology (BSIT) addresses real-world opportunities and challenges. Under the guidance of the faculty, the BSIT core enables students to develop knowledge, skills, and abilities in systems analysis, programming, database systems, computer networking, information security, Web technologies, and project management. Specializations are offered in enterprise networking and cybersecurity. The BSIT establishes a basis for students’ continued career growth and life-long learning as an IT professional. Career opportunities in IT span the full range of computer-related occupations, from technical support specialists to computer operations management. Successful completion of the BSIT prepares the student for graduate studies.

PROGRAM LEARNING OBJECTIVES

BSIT graduates will demonstrate the following:

- Ability to apply information technology theory and principles to address global business opportunities and challenges.
- Knowledge, skills and abilities in the area of information technology with an applied, real-world focus.
- Knowledge, skills and abilities in IT development and operations ranging from mobile apps to cloud-based distributed systems.
- Ability to communicate information in written, oral, and graphic formats.
- Knowledge, skills, and abilities to enter into advanced studies in IT or business.

FIRST SEMESTER

MONTH	MONTHLY COURSES	SEMESTER LONG COURSE	ADDITIONAL SELF-STUDY FOR CREDIT
1	IT210 Introduction to Programming with JavaScript	ENG205 Written English Seminar	JavaScript Certification
2	IT215 Object Oriented JavaScript for Web Applications		
3	IT230 Python Programming		Python Certification
4	IT235 Algorithms and Data Structures using Python		

SECOND SEMESTER

MONTH	MONTHLY COURSES	SEMESTER LONG COURSE	ADDITIONAL SELF-STUDY FOR CREDIT
1	IT310 Database Architectures	ENG200 Research & Writing Seminar	Basic Java Certification
2	IT317 Java Programmer		
3	IT318 Java Developer		Advanced Java Certification
4	IT319 Java Mobile Applications		

THIRD SEMESTER

MONTH	MONTHLY COURSES	SEMESTER LONG COURSE	ADDITIONAL SELF-STUDY FOR CREDIT
1	IT323 Software Design and Development	MAT240 Business Statistics Using Excel Seminar	Project Management Certification
2	IT445 IT Project Management		
3	IT324 Agile Practices		Excel Certification
4	IT401 Introduction to Cybersecurity		

FOURTH SEMESTER

MONTH	MONTHLY COURSES	SEMESTER LONG COURSE	ADDITIONAL SELF-STUDY FOR CREDIT
1	IT339 Networking Fundamentals	ECO255 Survey of Economics Seminar	Cybersecurity Certificate
2	IT435 Compilers and Languages		
3	IT424 Quality and Risk Management		Business Analyst Certificate
4	IT465 Business Intelligence, Data Analytics, and Decision Support Systems		

FIFTH & SIXTH SEMESTERS

The fifth and sixth semesters complete the requirements for Salem University to award the BSIT. In addition, Salem offers a number of liberal arts courses to broaden the student's worldview and international understanding. The final course at Salem is the IT capstone. Specializations are offered by Salem for students to develop a deeper and richer understanding of specific topics related to occupations and careers.

SOFTWARE ENGINEERING

CS323	Methods of Software Development
CS325	Intermediate Programming
CS330	Data Structures & Algorithms
CS420	Information Systems Security
CS435	Compilers & Languages

Students who complete the Zetta University IT program automatically earn the Software Engineering specialization. Therefore, Zetta's students may choose an additional specialization at Salem:

CYBERSECURITY

IT405	Computer Forensics
IT410	Enterprise Networking
IT420	Information Systems Security
IT425	Advanced Cybersecurity
IT450	Special Topics

DATA SCIENCE

CS401	Advanced Database Development using SQL
CS402	Data Mining & Data Warehousing
CS403	Security Data Science
CS404	Business Intelligence
CS405	Data Analytics

ENTERPRISE NETWORK MANAGEMENT

IT340	Networking Discovery
IT410	Enterprise Networking
IT420	Information Systems Security
IT442	Server Administration
IT443	Client Administration

BUSINESS ADMINISTRATION

The core curriculum of the Bachelor of Science in Business Administration (BSBA) provides a foundation across the key functional areas of business administration such as management, accounting, finance, marketing, law, and organizational behavior. Specializations are offered by Salem that allow students to gain additional knowledge, skills, and abilities that are focused on occupations, such as management, accounting, finance, engineering management, and health care management. The BSBA capstone course at Salem enables students to demonstrate their ability to make decisions with integrity, informed by economic, legal, ethical, and global perspectives.

FIRST SEMESTER

MONTH	MONTHLY COURSES	SEMESTER LONG COURSE	ADDITIONAL SELF-STUDY FOR CREDIT
1	BUS110 Survey of Business	ENG205 Written English Seminar	Public Speaking
2	MGT210 Principles of Management		
3	MAT165 Business Statistics using Excel		Analytics and Dashboards
4	ECO253 Microeconomics		

SECOND SEMESTER

MONTH	MONTHLY COURSES	SEMESTER LONG COURSE	ADDITIONAL SELF-STUDY FOR CREDIT
1	MGT361 Management Information Systems	ENG200 Research & Writing Seminar	Descriptive Statistics with R
2	ECO252 Macroeconomics		
3	MGT222 Human Resources Management		Data Presentation with Tableau
4	BUS201 Personal Financial Planning		

THIRD SEMESTER

MONTH	MONTHLY COURSES	SEMESTER LONG COURSE	ADDITIONAL SELF-STUDY FOR CREDIT
1	ACC111 Principles of Accounting	BUS445 Project Management	Databases and Data Mining
2	ACC112 Principles of Accounting 2		
3	MKT231 Introduction to Marketing		Linear Regression
4	MGT362 Operations Management		

FOURTH SEMESTER

MONTH	MONTHLY COURSES	SEMESTER LONG COURSE	ADDITIONAL SELF-STUDY FOR CREDIT
1	BUS423 Project Management and Budgeting	BUS410 Business Planning	AI for Business
2	BUS424 Risk and Quality Management		
3	FIN344 Corporate Finance		PMI Certified Associate in PM
4	FIN345 Corporate Finance 2		

FIFTH & SIXTH SEMESTERS

The fifth and sixth semesters complete the requirements for Salem University to award the BSBA. In addition, Salem offers a number of liberal arts courses to broaden the student's worldview and international understanding. The final course at Salem is the Business Administration capstone. Specializations are offered by Salem for students to develop a deeper and richer understanding of specific topics related to occupations and careers.



ACCREDITATION & APPROVALS

Founded in 1888 in Salem, West Virginia, USA, Salem University has enabled tens of thousands of students to begin their careers, enter into advanced studies, and advance. Salem University has the highest level of accreditation in the USA. It is accredited by The Higher Learning Commission. The Commission can be contacted at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604 or via <http://www.hlcommission.org>. The Commission is one of the six traditional accreditation agencies recognized by the U.S. Department of Education

In November 2017, the Salem University School of Business was awarded full initial accreditation by the Accreditation Council for Business Schools and Programs. This was achieved after a period of candidacy and after a thorough site visit and evaluation by peers. ACBSP can be contacted via <http://www.acbsp.org>.



Salem University is a member of the Council for Higher Education Accreditation, an association of over 3000 institutions that is a national advocate and institutional voice for promoting academic quality through accreditation. It can be contacted via <http://www.chea.org>.

Salem University is a member of the National Council for State Authorization Reciprocity Agreements. This approval enables the university to provide district education throughout the USA, except for California.



As a university with its main campus in West Virginia, USA, Salem University is authorized to operate and to award degrees by the West Virginia Higher Education Policy Commission. The commission's web site is <http://www.wvhepc.edu>.

Salem University has an additional course location in Indianapolis, Indiana, USA, a major metropolitan area in the Midwest. This location is approved by the Indiana Board for Propriety Education, a division of the Commission for Higher Education. The USA Department of Homeland Security has approved this location for international students with F-1 visas.



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FACILITIES

Zetta University serves students throughout the world via the Internet. It has a campus and offices in the Vox Technology Park in Timisoara, Romania. The Vox Technology Park is a center for international high-tech companies and has many services. It has earned the high honor of being named the first project in Romania to achieve BREEAM In-Use v6 sustainable certification with an Outstanding rating.

ADMINISTRATION & ACADEMIC ADVISORS



Dr. Cecil Eric Kirkland

**Rector & University Professor, Chief Innovation & Transformation Officer,
Salem University**

Doctor of Philosophy, Research Methodology and Program Evaluation, The University of Virginia

Master of Business Administration, The Wharton School of the University of Pennsylvania

Master of Arts summa cum laude, International Relations & Diplomacy, Schiller International University

Master of Education, Counseling, Curry School of Education, The University of Virginia

Bachelor of Arts, The University of Virginia

Associate of Science, Computer Science, Grantham College of Engineering

Executive Certificate in Acquisition Management, University of Management and Technology

Project Management Professional (PMP®), Project Management Institute



Dr. Marc D. Getty

Dean of Business & Professor, Salem University

Doctor of Business Administration, Accounting, Argosy University

Master of Business Administration, University of Phoenix

Bachelor of Science, Finance, The Pennsylvania State University



Dr. Timothy Glaid

Professor, Salem University

Doctor of Management & Organizational Leadership, University of Phoenix

Master of Business Administration, International Business, Salem International University

Master of Arts, Organizational and Business Management, University of Phoenix

Bachelor of Science, Computer Science, The University of Pittsburgh

Associate of Science, Business Administration, Community College of Allegheny County.



Dr. Phillip Stephen Scherrer

Professor, Salem University

Doctor of Philosophy, Marketing, Michigan State University

Juris Doctor, University of Detroit

Master of Business Administration, Michigan State University

Bachelor of Arts, University of Detroit.

Dr. Karen Hudkins Morgan

Professor, Salem University

Doctor of Education honoris causa, Salem University

Master of Education, Salem College

Bachelor of Arts, Alderson Broaddus College

Dr. Charles W. Lively, III

Professor, Zetta University

Doctor of Philosophy, Computer Engineering, Texas A&M University

Master of Science, Computer Engineering, Texas A&M University

Bachelor of Science in Engineering, Computer Engineering, Mercer University

Through the affiliation with Salem University, Zetta University has access to numerous faculty to provide instruction and support for student success. The Salem University catalog maintains a current list, which can be downloaded from www.salemu.edu

ADMINISTRATIVE POLICIES & PROCEDURES

ADMISSIONS

Admission to Zetta is open to all qualified applicants regardless of race, color, creed, religion, gender, sexual orientation, national origin, or ability/disability. Anyone wishing to attend Zetta can confer with the Office of Admissions to complete an online application. The university evaluates application on a rolling basis and advises applicants timely. Acceptance is solely at the discretion of Zetta University.

Instruction is in English; therefore, all students are required to provide a signed declaration of their English proficiency. Zetta also administers a proficiency exam and may require students to take English language instruction if they do not achieve the benchmark score.

NON-DISCRIMINATION

Zetta University will not discriminate against any employee or applicant for employment on the basis of race, color, creed, religion, gender, sexual orientation, age, national origin, ability or disability. Zetta admits students of any race, color, creed, religion, gender, sexual orientation, national origin, ability or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, color, creed, religion, gender, sexual orientation, national origin, ability or disability in the administration of its educational policies, admission's policy, employment practices, scholarship and loan programs, athletic and other University-administered programs.

DISCLOSURE OF STUDENT RECORDS

Zetta collects, processes, and maintains student information that is germane to the institution and the students based on two criteria: enabling the university to better serve its objectives and strengthening the efforts to protect students from any damage that might result from a misuse of the information. Zetta University will not redistribute or sell student information including, but not limited to, student lists, mailing labels, or electronic emails for any solicitation, commercial, recruitment, or any other purpose that is not directly related to the university.

Zetta complies with provisions of the General Data Privacy Regulation (GDPR). The European Union (EU) enacted GDPR effective May 25, 2018. This regulation aims to protect consumers' rights to their own data. GDPR has 7 principles: 1) lawful, fair and transparent processing; 2) purpose limitation; 3) data minimization; 4) accurate and up-to-date processing; 5) limitation of storage in the form that permits identification; 6) confidential and security; and 7) accountability and liability.

In conformance with this regulation, Zetta has developed a committee and structure to facilitate the data privacy, data management, and data governance needs of Zetta's students from EU member states. The Data Governance Committee (DGC) is chaired by the Chief Data Officer (CDO). The DGC defines, collects, manages, shares, and secures all data in use at Zetta. The CDO is Zetta's point person regarding any data inquiry. All staff should seek guidance from the CDO with any data question or need. The CDO can provide information on Zetta's data collection, data storage, data systems, data management, data security, data policies, data procedures, and other data needs across all data storage systems at Zetta. The DGC and the CDO are responsible for managing all university data policies and procedures, and when necessary, to make recommendations for changes to these policies and procedures following Zetta's policies and procedures for such revisions.

Zetta also complies with the provisions of the USA Family Educational Rights and Privacy Act (FERPA; 20 U.S.C. §122g; 34 CFR Part 99) and Federal Regulations related thereto concerning disclosure and dissemination of student records.

DIRECTORY INFORMATION, as defined by Zetta, may be released as public information without prior consent: name, local address and phone number, permanent address and phone number, email addresses, date and place of birth, citizenship status, number of academic hours completed, level of education, academic major, full- or part-time status, academic and nonacademic honors, high school and other educational institutions attended, scholarship information and amount, and dates of attendance. Public information may be disclosed on an unlimited basis by university personnel in response to oral or written requests. Students who do not want to have their directory information published must submit a written request to the administration. The procedures and policies regarding student and parent access to educational records maintained by and at the university are available upon request from the Registrar. Students may examine their educational records by submitting a written request.

LIBRARY

Zetta provides library resources online in collaboration with the Benedum Library at Salem University. Its collection includes about 67000 books, over 1000 audiovisual aids, 2765 electronic journals, and 300000 microfiche. The Library is a partial depository for United States Government documents. Links to online materials from the government are included in the online catalog. The physical collection may be reviewed at www.libraryworld.com, using the login name "benedum library". In addition to Zetta's own collection, students may access to additional library collections and request resources through interlibrary loan. The Library subscribes to several online databases via the WVInfoDepot of the West Virginia Library Commission. The Library subscribes to LIRN®, which provides 88 databases to support the various academic programs. On campus in West Virginia, the library operates a computer lab and has a photocopier and other resources for public use. The library has automated its collection and provides computerized access through the campus-wide network as well as providing access to diverse learning resources 24/7 via the Internet for students taking blended or distance education courses across the nation and worldwide.

COURSE SCHEDULING

The Registrar's Office schedules courses for all students on a semester basis. Students may request to be placed in on-campus, blended, or distance education sections from time to time as they desire. Such requests are taken into consideration and approved if possible. However, Zetta University reserves the right to schedule courses to ensure its ability to deliver programs of study for all students to progress toward graduation as swiftly as feasible.

STUDENT SUCCESS

Student Success focuses on three aspects: Learning, Engagement, and Satisfaction.

Learning focuses on the support and resources provided to students. These services include placement, assistance for students with disabilities, study skills, tutoring, test-taking skills, using the learning management system, time management, task prioritization, and general guidance to address various concerns raised by students. Self-improvement courses are provided at no cost. Tutoring is provided by qualified faculty to help students improve their achievement. Mentoring is provided by academic advisors.

Engagement focuses on student involvement in campus life, both inside and outside the classroom, to develop an integrated approach to the total student experience. Student engagement includes various events, student organizations, co-curricular activities, community service, and career advising. Student engagement builds on the eight dimensions of wellness: social, educational, community, physical, spiritual, cultural, career services and emotional.

Satisfaction addresses feedback from students regarding their perceptions attending Zetta. Satisfaction surveys are conducted each semester, which give students a means to express their opinions of multiple aspects of university life. Each course includes a Course-end Evaluation that students use to give immediate feedback to the University and Faculty. The collected data are used to inform changes that are expected to have a positive impact on the overall student experience.

FACULTY OFFICE HOURS

Faculty members post office hours for each class they teach. During these times, appointments may be kept in person, by telephone, or other means. The syllabus for each course lists the applicable hours and the steps for contacting instructors to arrange a conference.

Faculty provide advising and instructional support for students during these office hours. This service applies to students taking courses on campus, blended, and distance education. While individual faculty on campus may accept drop-in office visits, an appointment is necessary to ensure the faculty is available at a mutually convenient specified time.

At their discretion, faculty members may engage in tutoring. Tutoring usually involves an extended tutor-student interaction that often extends to identifying and remediating areas of prior learning needs. As such, while Zetta understands tutoring supports student learning, the expectations for student progression and delivery of the current course content mitigate the time and attention that can be devoted to tutoring.

CAREER ADVISING

Career Advising helps prepare students for a successful job search upon graduation. Students can access valuable resources through Career Advising. Zetta offers Career Advising to help students to identify and realize employment opportunities. Students can take advantage of local and virtual job fairs. Internships can be arranged to earn academic credit, which will help students gain valuable job skills and add to their resumes. Workshops are available with topics such as writing a professional statement, personal branding, dining etiquette, and dressing for success. Zetta University does not offer placement services and cannot guarantee employment or salary upon graduation.

STUDENT LEARNING OUTCOMES ASSESSMENT

Zetta is committed to academic quality and continuous quality improvement, and has developed a plan for the assessment of student learning outcomes. The purpose of the student outcomes assessment program is to provide a process of continuous evaluation of all available information concerning the students, the educational programs, and the educational environment. The data are used to help the institution ascertain the degree of change in students' learning and to form valid judgments about the students' growth, the effectiveness of the educational programs, and the environment. The ultimate goal of student outcomes assessment is to improve teaching and learning and the quality and effectiveness of the overall Zetta educational experience.

STUDENT RESPONSIBILITY

Students are responsible for knowing their academic standing as it relates to the published policies and procedures of Zetta. This responsibility includes knowing the practices and protocols of the school or program of study in which a degree is being earned as well as any program handbooks that may be published.

STUDENT BEHAVIOR

Zetta University encourages discussion and academic debate as an essential intellectual activity. It is essential that students learn to express and defend their beliefs, but it is equally essential that they learn to listen and respond respectfully to others whose beliefs they may not share.

The University will always tolerate diverse, unorthodox, and unpopular points of view, but will not tolerate condescending or insulting remarks. When students verbally abuse or ridicule and intimidate others with whose views they do not agree, they subvert the free exchange of ideas that should characterize a university course.

If students' actions in a course, either in person or online, are deemed by the instructor to be disruptive, the students will be subject to appropriate disciplinary action. Such disciplinary action may include the students' being involuntarily withdrawn from the class.

All students are bound by the Zetta University Student Code of Conduct, which is included in its entirety herein by reference. Violations of the Code should be brought to the attention of the Rector. Serious or repeated violations may result in sanctions up to an including dismissal from the university.

GRADUATION REQUIREMENTS

In order to graduate from Salem University, students must complete all of the requirements for their degree or certificate successfully. These are incorporated in the Zetta University curriculum. Bachelor's degrees require completion of 120 semester credits, with at least 30 credits in the liberal arts and a cumulative grade-point average of at least 2.0. For more information, see the Salem University catalog and materials online at www.salemu.edu.

Certificates

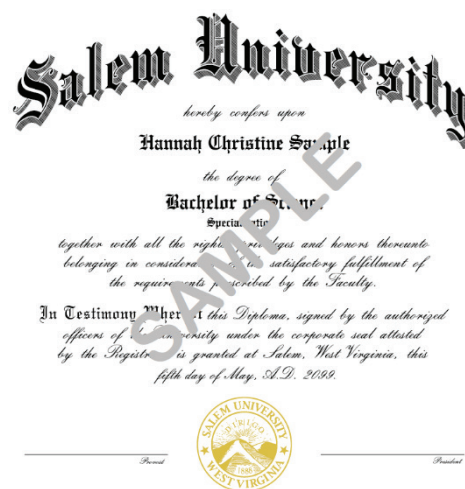
Zetta provides certificates of completion within 4 weeks after completion. Students may elect to purchase a printed certificate for a nominal charge, which will take additional time.

Diplomas

Soon after graduation, Salem University orders diplomas for students who have fulfilled their degree requirements. Printing takes about 8 weeks. Original signatures, shipping, and handling may take several more weeks.

Transcripts

Unlike a diploma, a transcript is official proof of graduation. Transcripts may be ordered from the Salem Office of the Registrar at www.salemu.edu. There is a nominal fee. Graduates must be in good financial standing with the Salem University and Zetta University to receive a transcript.



DEGREE-COMPLETION TIME LIMITS

Students enrolled in a bachelor's degree program must complete it within six (6) years after initial enrollment. Students who are enrolled in master's degree or graduate-level certificate programs must complete their work within four (4) years.

ACADEMIC INTEGRITY AND PROFESSIONAL CONDUCT

Academic integrity is highly valued and expected at Zetta University. If a student or faculty member uses the ideas or words of another without giving a proper citation, he or she is responsible for committing plagiarism. Plagiarism is a serious example of academic dishonesty. Academic dishonesty includes, but is not limited to, cheating on assignments or assessments, using unauthorized materials, sharing test questions or answers, intentionally and unintentionally falsifying a document or assignment. Assisting another student to cheat, to plagiarize, or to falsify assignments are considered academic dishonesty. Documented plagiarism by students will result in a minimum penalty of failure for the assignment, but it can result in more severe sanctions. Additional sanctions for academic dishonesty by students include probation, suspension, expulsion, and dismissal from the University.

GRADING SYSTEM

The academic performance of students is reported using letter grades and grade-point averages.

GRADE	QUALITY POINTS PER CREDIT	SCORE RANGE
A	4	90-100%
B	3	80-89%
C	2	70-79%
D	1.0	60-69%
F	0	Less than 60%
P	Pass	N/A
W	Withdraw	N/A

AU	Audit	N/A
I	Incomplete	N/A
TR	Transfer Credit	N/A

N.B. Zetta policy requires calculated scores to be rounded to two significant decimal digits before conversion to whole percentages (e.g., 0.8855 is 89%, not 88.55%).

D: A grade of “D” does not apply to graduate-level courses and will not be accepted for transfer credit toward graduate programs.

Pass: “P” indicates the student passed the class. A “Pass” does not affect the grade point average.

Withdrawal: “W” indicates a student withdrew from a class. A withdrawal is not included in the calculation of the grade point average.

Audit: “AU” indicates that the student audited a class. Neither credits nor quality points are issued.

Incomplete: An “I” is an unofficial grade that indicates the student was unable to complete course requirements prior to or by the end of a course; and, therefore, he or she submitted a Student Request for a Grade of Incomplete form. (This form is available on campus and via Blackboard in the Syllabus Addendum menu.) All requests for a grade of Incomplete will be approved or denied by the course instructor. If approved, it is the responsibility of the course instructor to identify the timeline and requirements to satisfy the awarding of an official final grade for the course. If the Incomplete is granted, it is the student’s responsibility to notify the course instructor when all requirements for the Incomplete have been submitted and are ready for assessment. Note that a grade of “I” will be converted automatically to an “F” by the University 90 days after the official last day of the class if official notification is not received from the course instructor indicating the requirements for replacement of the Incomplete with a Final Grade have been met. An additional extension in time may be granted by the appropriate program leader or the Rector in rare situations. An “I” is counted in credit hours attempted, which may affect financial aid decisions regarding satisfactory academic performance; however, it is not an official grade, it is not included in the calculation of academic grade point average, and it is not counted in total credit hours earned.

Transfer Credit: Transfer are not included in the calculation of the Zetta grade point averages and the original grade is not shown on the Zetta transcript. All transfer are shown with a grade of “TR”. Grades of “D” are eligible for undergraduate transfer credit; grades of “C” or higher are eligible for graduate transfer credit. Transfer credit is solely at the discretion of the University.

HANDLING GRADES OF INCOMPLETE

Course instructors are responsible for managing the incomplete process. It is the instructor’s decision to approve or deny a formal request for a grade of incomplete that is submitted in writing by the student. A formal request requires the submission of the Student Request for a Grade of Incomplete form. This form is available on campus and via the Blackboard learning management system in the Syllabus Addendum menu.

All communication related to this process must utilize in-person communication (classroom-based) or “Messages” within the course on Moodle. Do not use Zetta or personal email. This requirement insures proper records are kept.

If a student formally requests an incomplete using the appropriate form and modality, the instructor has two choices:

- **Approve** – If the instructor approves the request, then the instructor must document the work to be completed and the timeline for doing for the student’s reference. The instructor and the student are expected to negotiate in good faith with sincere mutual agreement on the means of completing the course.

- **Deny** – If this is the instructor’s decision, then the instructor must notify the student and explain why. The instructor is required to inform the student that he or she has the right to appeal this decision. If the student wants to appeal the decision, he or she should write a letter (email is acceptable) explaining the request for the appeal. This letter or email should be sent directly to the Office of the Rector.

ACADEMIC GOOD STANDING

The minimum cumulative GPA required for academic good standing 2.0 undergraduate; 3.0 graduate.

Academic Probation: A student whose cumulative GPA falls below the minimum is subject to academic sanctions. Cumulative GPA is calculated at the end of each semester. If the student has less than the minimum cumulative GPA, he or she will be placed on Academic Probation for the next semester. The student may continue in their program; however, if the student does not achieve the minimum cumulative GPA by the end of the next semester, he or she will be:

- Continued on Academic Probation for one additional semester;
- Placed on Academic Suspension if performance is not at or above the minimum GPA for the semester on Academic Probation.

The student will be notified of the decision in writing by letter or email. A copy will be kept with the student’s file.

Academic Suspension: A student on Academic Suspension is not allowed to enroll in courses for one academic semester.

SEMESTER BASIS

Zetta operates on a semester basis. Two full semesters of 16 weeks’ duration are offered each academic year: Fall/Winter and Spring/Summer:

Zetta’s Unique Delivery Approach: Core courses are taken in sequence over the 4 months, one course at a time with each being 4 weeks. A liberal arts course is taken in seminar format that spans the entire 16 weeks. Additional self-study courses are required to earn industry-recognized certifications. Zetta may offer short-term courses in March and October. Students who need to retake a course are encouraged to do so during these months. There are no courses offered in August.

CHANGE OF SCHEDULE

The University reserves the right to change instructor, classroom, or class time of any class. Zetta may cancel any class if enrollment, personnel or physical conditions demand such a cancellation.

CLASS ATTENDANCE

Although Zetta is not required to take attendance and does not require faculty to take attendance, students are expected to benefit most from their educational opportunities by attending all scheduled lectures, laboratories, recitation periods, and any other class sessions as well as completing all assignments on time. Students taking courses by distance education are expected to log on and participate regularly, at least several times per week, and are responsible for completing all assignments on time.

Students establish attendance for the semester using the online learning management system during the first week of each semester. To establish attendance, students must complete two course activities, usually comprising, but not limited to: (1) a certification statement that they have read and understood the syllabus and (2) a brief self-introduction to their classmates.

CREDIT-HOURS AND COURSE LOADS

Students must enroll in a minimum of 12 USA credit hours per term to be considered fulltime. Undergraduate students typically are enrolled in 15 credits per term. Certificate courses are self-study, with direction and assistance by the faculty. These courses earn a variable number of credits that are not counted in the minimum by Zetta; however, these credits transfer to Salem.

Credit conversion

Zetta has adopted the USA semester credit system consistent with Salem University. The European Credit Transfer and Accumulation (ECTS) standards may be derived from the USA semester credits by multiply by 2. A “first cycle” or “bachelor’s” degree requires completion of 240 ECTS. A “second cycle” or “master’s” degree requires a minimum of 60 ECTS. It is not unusual for master’s degrees to require 90 to 120 ECTS credits.

Institutions in the USA typically report earned in terms of instructional hours:

- 15 hours of Lecture = 1 credit
- 30 hours of Lab = 1 credit
- 45 hours of Fieldwork, Practica, or Clinical learning experience = 1 credit

Per USA federal guidelines, each hour of lecture is expected to be accompanied by 2 hours of preparation and homework. Thus, a 3-credit course delivered in 4 week’s is roughly equivalent to a full-time job.

TRANSFERABILITY OF CREDITS

The transferability of credits earned at Zetta University to Salem University is guaranteed. Grades of D or higher are required for undergraduate transfer credit.

For other institutions, it is their discretion to decide to accept Zetta or Salem credits. This is typical.

For students expecting to transfer elsewhere, it is the student's responsibility to confirm whether credits will be accepted by the receiving institution of the student's choice.

EXPECTATIONS OF DISTANCE EDUCATION LEARNERS

Zetta offers distance education (primarily online via the Internet), and blended courses that have classroom and distance education components. Distance education students are responsible for ensuring they have the technological resources to complete courses successfully.

At a minimum, students must have reliable access to:

- Internet communications;
- Computer with a recent version of Microsoft® Windows, Mac OS X, or equivalent;
- Internet browser such as Chrome, Firefox, or Internet Explorer;
- Personal productivity suite including word processing, spreadsheet, and presentation software with functionality equivalent to Microsoft Office and the ability to save files in Microsoft Office compatible or RTF formats;
- Adobe Acrobat Reader; and
- LiveText standard edition.

Zetta uses the Moodle® course management system to deliver courses via the Internet: zetta.moodlecloud.com. Login is required with password protection.

Courses at Zetta typically use eBooks. Some eBooks may require special reader software that is provided by the publisher for students to install on their computer(s).

Email communications

Zetta email accounts are the **primary** means of email communication between students, their instructors, and the university.

Course withdrawal

To withdraw from a course, the student must make arrangements with Zetta (or Salem if the course is being provided by Salem). Course abandonment (inactivity) does **not** create withdrawal from the course or the university.

RESEARCH INVOLVING HUMAN SUBJECTS

All academic courses and internships involving research will be carried forward in an ethical manner, and special attention will be given to research that involves human subjects. Human subjects may include human beings, human materials, or the use of recombinant DNA molecules.

The Institutional Review Board (IRB) must clear all research involving human subjects. The IRB will review all research proposals involving human subjects. The IRB will include the Rector, Dean of the school, and two faculty members. The purpose of the IRB is to protect the rights and welfare of individuals who serve as subjects of research and to ensure institutional compliance with those ethical considerations contained in the Code of Federal Regulations (45 CFR 46).

The researcher must submit an application and summary of the research proposal in advance to the appropriate entity for approval. No research or modification of approved research may be conducted without the review and consent of the IRB.

“Research” is operationally defined as the systematic investigation of an institutionally approved topic that may include the development, testing, piloting, implementing, and evaluating data collection instruments or protocols with the goal of developing generalizable knowledge or otherwise contributing to the academic discipline’s body of knowledge. “Systematic investigation” may range from a designed experiment in a lab with independent and dependent variables to an ethnographic study. Research methods are to be approved prior to being implemented by the researcher. “Instruments or protocols” are broadly defined to include any means employed to gather data from research participants. This includes without limitation surveys, interview questions, and focus group questioning routes. “Generalizable knowledge” is the essential goal of research. Such research typically is undertaken as part of a project to develop an academic thesis, dissertation, publication, or presentation. Only those activities that qualify as research within the scope of these operational definitions require IRB approval.

GRIEVANCE AND COMPLAINT PROCEDURES

Students have the right to file a grievance (i.e., a formal complaint). If a student’s grievance relates to a final grade, the University’s policy for Final Grade Changes applies. Otherwise, the following steps are to be followed.

Grievances and complaints related to specific courses

- 1) The student will contact his or her professor, either in person or via email, stating the concern as clearly, specifically, and briefly as possible.
 - 2) The instructor will reply by email within 5 business days with a decision to resolve the matter.
 - 3) If the student wishes to appeal the decision, he or she may submit an appeal to the dean of the school or program director by email, which must be completed within 5 business days.
 - 4) The dean/director will reply by email within 5 business days with a decision.
 - 5) If the student wishes to appeal the dean’s or director’s decision, he or she may appeal to the Rector by email, which must be completed within 5 business days.
 - 6) The Rector will reply by email within 7 business days with a final decision.
-

Other grievances and complaints

If a student were to be dissatisfied with any aspect of his or her interaction with Zetta representatives, services, policies, or procedures, then he or she may submit a formal complaint or grievance. Such complaints are not limited to academics. The general procedure is as follows:

- 1) The student will contact his or her dean or program director, either in person or via email, stating the concern as clearly, specifically, and briefly as possible.
- 2) The dean or director will reply within 3 business days with a decision to resolve the matter.
- 3) If the student wishes to appeal the decision, he or she may appeal to the Rector by email, which must be completed within 5 business days.
- 4) The Rector will reply by email within 7 business days with a final decision with respect to the appeal.

The Rector's decision is final.

Exception processing

If the grievance or complaint involves any person listed above, then the student shall begin with the next higher person listed. For example, if the matter relates to the student's interaction with a dean or program director, then the student will begin the process with a statement to the Rector in writing.

FINAL GRADE CHANGES

Faculty members assign grades based on the work students submit in fulfillment of the requirements stated in the syllabi. Students have the right to ask for reconsideration regarding their final grade if they believe their grade reflects a capricious, arbitrary, or prejudiced academic evaluation, or reflect discrimination based on race, sex, age, handicap, veteran status, religion or creed, sexual orientation, color, or national origin. The posted grade shall remain in effect until the grade change procedure is completed as follows:

Step 1. The student shall ask for a change of the final grade directly to his or her professor within five (5) days after the grade is posted. The reason for the grade change must be stated clearly. If the student is not satisfied with the professor's decision, he or she should proceed immediately to Step 2.

Step 2. The student shall contact the responsible dean, department head, or program leader to request the final grade be changed. This request must be submitted writing, preferably via email. The responsible dean, department head, or program leader will render a decision within five (5) days. If the student remains unsatisfied with this decision, he or she should proceed to Step 3.

Step 3. The student may request that a faculty committee be assembled to make a final resolution. This committee shall consist of three or more faculty members including at least one outside the original professor's discipline. The committee will advise the student of the formal resolution and render a decision within five (5) days. The decision of the committee is final.

This procedure is to be completed within 15 calendar days. If a grade change is approved, the University will ensure the change is recorded in the student's official academic record.

COPYRIGHT

Zetta strictly prohibits the unauthorized downloading, duplication, or sharing of copyrighted materials. The USA Copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to US\$150,000 per infringement; criminal penalties include a fine up to US\$250,000 per infringement and allows for imprisonment.

Anti-circumvention provisions of the digital millennium copyright act

Under the USA Digital Millennium Copyright Act (DMCA), provides criminal penalties if a person tries to circumvent a copyright control, such as digital rights management (DRM) technology or encryption. Under 17 U.S.C. § 1204(a), a person can be held criminally liable if he or she circumvents access controls willfully for the purpose of commercial advantage or private financial gain. The government may take into account various factors in deciding to pursue criminal copyright infringement or not.

FINANCIAL AID POLICIES AND PROCEDURES

TUITION AND FEES

Tuition and fees and other charges are published in the Catalog Bulletin, which may be obtained from the Office of Admissions or downloaded online.

TERMS OF PAYMENT

Students are required to pay 100 percent of their estimated amount due for the semester at least two weeks prior to the first scheduled day of class. Payment may be made in cash, by check, or by credit card: VISA, MasterCard, or Discover. Questions regarding payment should be directed to the Bursar.

Any student who is delinquent financially will not be permitted to register, audit, or attend classes, or graduate until all charges are paid. Zetta reserves the right to withhold transcripts, grades, or other records for any student who has an outstanding account balance and is delinquent or in default.

If a student with an outstanding balance on his or her account were to separate from the institution through withdrawal or suspension, that student remains responsible for the account balance in full. If the account remains unpaid, then it will be referred to a collection agency as a delinquent account. The student is responsible for any collection fees incurred and payable to the collection agency.

INSTITUTIONAL REFUND POLICY

In accordance with University policy, if a student is not accepted, all advanced money shall be refunded. If a student is accepted and then cancels registration before classes begin, all tuition paid in advance shall be refunded. Any student who begins classes on or after the start date of any semester and then completely withdraws prior to the end of any semester, the University will earn tuition and fees based on the week in which the student withdraws and the student will be obligated on the following basis. If the Last Date of Attendance as recorded in Moodle is:

- During the first or second calendar week of the semester, then 75% of the semester's tuition and fees will be refunded and the students' grades for the semester will be set to W.
- During the third or fourth calendar week of the semester, then 50% of the semester's tuition and fees will be refunded and the students' grades will be set to W.
- During the fifth or sixth week of the semester, then 25% of the semester's tuition and fees will be refunded and the students' grades for in-progress courses will be set to W.
- At any time after Saturday of the sixth week, 0% of the semester's tuition and fees will be returned and the students' grades for in-progress courses will be set to W.

Zetta University determines the official date of a student's withdrawal based on the student's last date of attendance (LDA) shown in Moodle. The LDA is used to determine the amount of the refund that is due the student as shown above. Refunds are processed within 45 days from the LDA.

REPEATED COURSES

A student is permitted to retake a previously failed or passed course. The higher grade will be used in determine cumulative GPA. Repeating courses increases the costs and time to completion.

COURSE DESCRIPTIONS

All courses are three (3) USA credits unless otherwise indicated. Undergraduate courses are numbered in the range 100 through 499. Courses numbered 500 and higher are graduate courses.

ACC111 – Principles of Accounting

This course presents the concepts which underlie the accumulation, summarization, and reporting of financial information relative to a business entity. Details the accounting processes for different types of businesses: service, manufacturing, retail, sole proprietorships, and partnerships. Explains inventory costing methods, accruals, deferrals, plant assets, depreciation methods.

ACC112 – Principles of Accounting 2

This course is a continuation of financial accounting principles applied to the corporation. Provides a thorough treatment of managerial accounting processes; cash fund flow reporting and analysis; CVP analysis; analysis of financial statements, ratio analysis; and numerous other topics. Prerequisite: ACC111.

BUS110 – Survey of Business

This course is an introduction to each of the principal functional areas of the business curriculum including accounting, finance, management, and marketing. The course stresses how these areas are combined to form one integrated operating business unit. Topics include an overview of the role of the business sector in the global economy within the private enterprise system.

BUS201 – Personal Financial Planning

This course will provide an understanding of basic money management skills, financial decision-making and fundamental financial planning. Goal setting, determining an individuals' current financial situation and identifying opportunity costs and alternatives will be part of this course. There will be an emphasis on personal tax planning, estate planning, budgeting and apply for and the costs associated with obtaining credit. Buying versus renting decisions will be detailed as well as financing the purchase of a home. Homeowners and Health Insurance will be covered along with investing in stocks, bonds and mutual funds.

BUS221 – Organization Behavior (3 credits)

This course explores and analyzes the behavior of individuals and groups as they function within business and professional organizations in dynamic and rapidly changing environments. Emphasis is placed on the causes and effects of behavior and interrelationships between people and their roles within organizational settings. It discusses behavior strategies for effective relationships and productive responses to change.

BUS410 – Business Planning & Small Business Administration

An applied course designed to simulate the experiences of conceiving, planning, financing, maintaining, and managing a new business venture. The major project involves preparing, refining, and presenting a business plan for potential investors.

BUS420 – Foundations of Engineering Management

This advanced course provides an opportunity for students to develop the skills necessary for leading and managing engineering and technical personnel. The course provides a comprehensive survey of four principal functions of management: Planning, Organizing, Leading, and Controlling. The management concerns of engineering managers are discussed in detail, including ethics, leadership, and globalization. A key focus of this survey course is for students to develop familiarity with the tools and techniques used by managers to solve business problems.

BUS421 – Logistics Management

This advanced course surveys the fundamentals of designing a distribution system and implementing it to meet business challenges. The course builds from the terminology of logistics to the planning, organizing, managing, and controlling of logistics systems. The principal metrics used in the field will be derived and explained with practical applications. Students will demonstrate a basic understanding of the systems engineering processes and frameworks used in design and development.

BUS422 – Supply Chain Management

This advanced course explores the roles of the supply chain within a business environment. Students will design processes to gather raw materials, develop a distribution network and bring products and services to market. Topics include an analysis the supply chain's strategic fit and its competitive strategies. Risk management and forecasting are introduced along with the components of a demand forecast. Students are expected to spreadsheet tools for analyses.

BUS423 - Project Management and Budgeting

This advanced course will enable to student to recognize the essential skills for successfully developing and leading complex projects in a business environment. Students will explain competitive advantages gained by using project management processes compared to ad hoc methods. Topics covered by the course in detail include those identified in the Project Management Body of Knowledge as defined by the Project Management Institute.

BUS424 – Quality and Risk Management

This advanced course provides students the opportunity to learn the terminology, techniques, and tools used in quality management as well as quantitative and qualitative risk assessment and management. Students will perform basic risk analyses and specific applications to engineering management. Students will determine uncertainties and demonstrate methods for propagating them through appropriate risk assessment model. Students will demonstrate their abilities to make decisions using risk acceptance criteria and formal methods of risk management.

BUS445 – Project Management

This course focuses on the methods, tools, and techniques of managing projects, with a special emphasis on CS projects. Similar to all projects, CS project management must address initiating, planning, executing, controlling, and closing. An overarching task of project management is communicating clearly and frequently with stakeholders. This is especially true with the rapid pace, technical complexity, and frequent change requests that are experienced by most CS project managers. The topics covered in this course align with the Project Management Institute's PMBOK® Guide.

COM140 – Public Speaking

An introduction to the fundamental concepts involved in public speaking in any situation. Public oration analysis and formal oratory will be part of the course experience as well as specific needs public presentation format and delivery. . Practical communication experience will be provided through classroom exercises, group projects and speeches. Use of technology-effective public presentations is essential to successful completion of the course.

ECO252 – Macroeconomics

This course provides an in-depth examination of macroeconomic theory, the law of supply and demand, market equilibrium, operations of the market system, basic money transactions, and circular flow of money. Study of economic institutions and the methods and tools used to balance the economy as a whole.

ECO253 – Microeconomics

This course focuses on an in-depth analysis of microeconomic theory. Topics include the investigation of individual businesses, consumers and small segments of the economy; the study of price and output decisions in competitive, monopolistic, and oligopolistic market conditions; and an examination of wage policies and unions, urban and farm problems, and antitrust regulations. The role of international trade and specialization is emphasized.

ECO253 – Microeconomics

This course focuses on an in-depth analysis of microeconomic theory. Topics include the investigation of individual businesses, consumers and small segments of the economy; the study of price and output decisions in competitive, monopolistic, and oligopolistic market conditions; and an examination of wage policies and unions, urban and farm problems, and antitrust regulations. The role of international trade and specialization is emphasized.

ECO255 – Survey of Economics

This survey course examines both microeconomic and macroeconomic theory. Topics include the laws of supply and demand, market equilibrium, basic financial markets, the money supply and banking system, price and output decisions, international trade, GDP and growth, and product and resources markets. Students will demonstrate a fundamental understanding of economic vocabulary and tools at the end of the course.

ENG205 – Written English

This course emphasizes objective, public forms of exposition including description, analysis, and argument, the conventions of formal written English and basic research skills. The development of creative, critical, and analytical thinking skills are emphasized.

ENG210 – Research and Writing for Effective Communication

This course concentrates on developing students' abilities to conduct meaningful research and to produce analytical written works within the contexts of academic and technical writing. Special attention will be paid to clarity and directness for effective communication as well as editing to improve clarity of expression, which is a fundamental skill. Students use a problem-solving model of goal and audience analysis in producing reports, organizational correspondence, and instructional media. Focus is on developing research skills and strategies for the final research document, using the provided manual of style. Building on prior English courses' content, ENG210 requires both expository writing and research-based argumentative writing in the production of a well-crafted research report. Prerequisite: ENG205.

FIN344 – Corporate Finance

This upper-level course provides a foundation and conceptual framework for understanding the principles of finance as they apply to business management, planning, and operations. Topics include net present value, time value of money, risk, and valuation.

FIN345 – Corporate Finance 2

This upper-level course is a continuation of FIN344. It delves into the details of financial management and the analytic frameworks for financial planning and decision-making. Topics include constrained resource allocation, capital budgeting, long-term financial planning, debt and equity, purchase vs. lease decisions, and financial ratio analysis. Prerequisite: FIN344.

IT210 – Introduction to Programming with JavaScript

This course covers the fundamentals of computer science with applications such as modeling, visualization, emergence, and adaptive systems. Using JavaScript, students create a variety of programs to run in Web Browsers (e.g., Firefox) that are fully functional in the user environment. Topics include an introduction to HTML 5 and CSS to gain practical skills essential to Web application design.

IT215 – Object Oriented JavaScript for Web Applications

This course extends the study of JavaScript to distinguish it from other object oriented languages and to highlight how JavaScript can be used to developed applications at the browser and server levels. JavaScript has distinctive features of objected oriented programming in contrast with Java and C++/C#. However, JavaScript has subtleties that illustrate how languages variations must be considered in choosing a development environment.

IT230 – Python Programming

This course reinforces the need for developers to master multiple languages to address diverse applications that are used in the real world. Python is one of the most popular Web programming languages, developed and sustained by users. Various implementations of Python are used as the main development environment for applications, in addition specialized tools have been created to address user needs and wants.

IT235 – Algorithms and Data Structures using Python

This course is a study of data structures and algorithms, focusing on algorithm design and analysis and the relationships between data representation, algorithm design, and program efficiency. Topics include advanced data structures, key algorithm design techniques, analysis of the time and space requirements of algorithms, and characterizing the difficulty of solving a problem. Concrete examples will be drawn from a variety of domains, such as algorithms for graphs and networks, cryptography, data compression, strings, geometric problems, indexing and search, numerical problems, and parallel computation. This course is required for the major in computer science.

IT310 – Database Architectures

This course provides coverage of concepts and skills required to implement an efficient database. Topics include relational algebra, entity-relationship and relational models, database design, query languages such as SQL, query processing, system architectures and storage and file structures.

IT311 – Database Management Systems

The database management course will provide an overview of the roles of database management systems in the modern enterprise. Topics include the analysis of database requirements, design and implementation of relational databases, and SQL. The course also data integration and data quality. Both SQL and NoSQL databases are explored.

IT317 – Java Programmer

The program requires the student to develop applications using the JDK. Topics address data types, looping, inheritance, working with methods and encapsulation, and handling exceptions. This course prepares the student to take the Oracle Java Programmer exam for certification.

IT318 – Java Web Developer

This Java programming course covers the design and creation of web services and clients. Students will use the NetBeans Integrated Development Environment. The majority of topics covered are portable across all application servers which support the Java EE 6 web service standards.

IT319 – Java Mobile Applications

This Java programming course focuses on developing front ends using the Mobile Application Framework for mobile devices. It web services as data sources and connection to the Mobile Cloud Services to support the mobile front-end and enhance the application functionality and experience

IT323 – Software Design and Development

This course advances the study of software development by focusing on the methods of software design, development, and verification via formal models. Fundamental skills are addressed that go beyond fluency in a particular language that are necessary for developing large, reliable programs. Techniques common in modern software development will be studied. Specific techniques include GUIs and event-driven programming, multi-threading, client-server networking, fault-tolerant computing, stream programming, cloud-based, and security.

IT324 – Agile Software Development

This course emphasizes the quick achievement of system value through disciplined, iterative, incremental, efficient software techniques. Agile methods include, for example, Scrum, Extreme Programming, Lean, Kanban, Dynamic Systems Development. The business value of agile development is the result of teamwork; accurate, concise communication; and frequent delivery of tested modules and systems that address the highest-priorities of stakeholders. Agile methods are contrasted with common workplace practices and traditional methods such as Waterfall, CMMI, and PMI/PMBOK.

IT339 – Networking Fundamentals

This course provides students with exposure to the fundamentals networking theory. Topics include network protocols and standards, network topologies, typical devices used in a network, communications principles like TCP/IP, DNS, and ports. Examples will be drawn from existing commercial networks as well as the Internet.

IT340 – Networking Discovery

This course provides students with a general knowledge of networking theory, while giving students practical experience, and opportunities for career exploration and soft-skills development. The course teaches networking based on application, covering networking concepts within the context of network environments that students may encounter in their daily lives, from small office and home office networking to complex enterprise and theoretical networking models.

IT401 – Introduction to Cybersecurity

This course focuses on the current trends in cybersecurity. Topics will include cybersecurity issues in government, business and infrastructure protection. Students will evaluate the current state of the field to determine weaknesses and propose avenues for improved protection.

IT405 – Computer Forensics

This course is designed to help students learn the internal components of a computer and then to expound on that knowledge to understand how digital evidence is collected and analyzed for presentation to the court system. Intrusion detection and prevention systems will be discussed along with proxies and firewall implementation and conducting vulnerability assessments. Both volatile and persistent data will be examined and the student will investigate ways to capture it. In addition, the effect of system administration duties will be discussed related to the admissibility of evidence in court. The legal aspects of data collection will be examined as the techniques used will determine whether evidence is admissible.

IT410 – Enterprise Networking

This course will provide students with a general knowledge of networking theory, while giving students practical experience, and opportunities for career exploration and soft-skills development. The course teaches networking based on application, covering networking concepts within the context of network environments that students may encounter in their daily lives – from small office corporate office (WAN-LAN) networking to more complex enterprise and theoretical networking models. This course helps prepare students for entry-level career opportunities, continuing education, and globally-recognized Cisco CCENT and CCNA certifications.

IT420 – Information Systems Security

This course provides an introduction to computer network security. Students successfully completing this course will be able to evaluate works in academic and commercial security, and will have rudimentary skills in security research. The course begins at the tutorial of the basic elements of cryptography, cryptanalysis, and system security, and continues by covering a number of seminal papers and monographs on a wide range of security areas.

IT424 – Quality and Risk Management

This advanced course provides students the opportunity to learn the terminology, techniques, and tools used in quality management as well as quantitative and qualitative risk assessment and management. Students will perform basic risk analyses and specific applications to engineering management. Students will determine uncertainties and demonstrate methods for propagating them through appropriate risk assessment model. Students will demonstrate their abilities to make decisions using risk acceptance criteria and formal methods of risk management.

IT445 – IT Project Management

This course focuses on the methods, tools, and techniques of managing projects, with a special emphasis on IT projects. Similar to all projects, IT project management must address initiating, planning, executing, controlling, and closing. An overarching task of project management is communicating clearly and frequently with stakeholders. This is especially true with the rapid pace, technical complexity, and frequent change requests that are experienced by most IT project managers. The topics covered in this course align with the Project Management Institute's PMBOK® Guide.

IT465 – Business Intelligence, Data Analytics, and Decision-Support Systems

This course introduces business intelligence and analytics, defined as the extensive use of data, statistical and quantitative analysis, exploratory and predictive models, and fact-based management to drive decisions and actions. The development and use of data warehouses and data marts, and the application of selected data (including text and graphics) mining techniques to business decision making is illustrated. Students actively participate in the delivery of the course through case and project presentations.

MAT165 – Business Statistics

This course focuses on the needs of business managers for statistical analyses using commonly available analytic tools, specifically as Microsoft® Excel. Topics include a review of numerical principles, descriptive statistics, visualizing and presenting data, probability distributions, sampling and estimating, hypothesis testing, chi-square and nonparametric methods, correlation, and regression. Prerequisite: MAT105, MAT109, MAT125, or MAT135.

MAT240 – Business Statistics using Excel

This course provides development of basic concepts in statistics including descriptive statistics, probability, central tendency measures, distributions, correlation, hypothesis testing, and regression.

MGT210 – Principles of Management

This course is an introduction to the management of organizations. It studies the processes and functions of management, the structures and designs of business organizations, and special topics, e.g., the social responsibility of business, international perspectives in management.

MGT222 – Human Resources Management

A study of the principles and techniques of manpower management in organizations; controversies and processes of interaction among labor, management, government, and the public; labor law; and the collective bargaining process as well as an in-depth study of HR policies and procedures for talent development in organizations. Case studies are used.

MGT361 – Management Information Systems

This course examines the importance and the role of information management in a business environment. Topics include the concept of organizational information systems, information technology and competitive advantage, information for quality, international management, systems theory and methodologies. Computer based information, data base management, decision support systems, expert systems, and communication are covered.

MGT362 – Operations Management

The study of operations management focuses attention on how business is conducted daily. Operations management aims to help the company achieve its strategic goals in terms of effectiveness (achieving what is expected) and efficiency (doing so with the least feasible resources). Operations management is distinct from project management in timing and scope. A successful project may devise a new product or process, but at that point the project comes to an end: Projects are time-limited. Operations is not time-limited in that, as a going concern, the company plans to continue to operate for the foreseeable future. Fundamental to effectiveness and efficiency is manufacturing or service process design. This topic extends to include facility layout, queueing theory and waiting lines, the theory of constraints, quality control, and quality assurance. Various techniques of planning and delivering quality products and services rely on statistical process controls, which are introduced in the course as well.

MKT231 – Principles of Marketing

This course presents basic marketing concepts, principles and functions. Topics include the analysis of activities through which business firms direct the flow of their goods and services to consumers.

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