Jurisdiction
The administration of Stevens-The Institute of Business & Arts (Siba) reserves the right to add, withdraw, or revise provisions or requirements pertaining to course offerings, programs of study, tuition, hours of classes, the college calendar, and other material listed in this publication without notice. However, the administration will attempt to notify students, staff, and faculty of all major changes.

Campus Facilities
Siba’s 21,000+ square foot campus is located at 1521 Washington Avenue, in a 4-story historical building that was completely renovated in 2010. The campus is situated in the heart of the St. Louis Loft district, within walking distance of attractions such as the City Museum, the main branch of the St. Louis Public Library, Busch Stadium, Scottrade Center, St. Louis Union Station, the Gateway Arch, America’s Center, and numerous parks, coffee shops, boutiques, and restaurants. The campus is accessible by public transportation, and there are a number of public parking lots close by.

The interior of the building was designed specifically for Siba’s needs, and provides ample space for instruction, study, and social interaction. The equipment for the students’ training is up-to-date and complies with standards of the business and design worlds.

Statement of Ownership
Stevens-The Institute of Business & Arts is an independent, proprietary institution owned and operated by BGB Associates, LLC, a registered Missouri corporation. The sole shareholder is Cynthia Musterman. The College is organized and authorized to conduct its operation in accordance with the laws of the State of Missouri.

Administration
Cynthia Musterman, J.D.,
President
Jeffrey Pounds, M.A.
Academic Dean

Chrissa Siampos, M.B.A.
Financial Aid Director
Emily Huey, M.S.
Director of Career Services
Emilee Schnefke, M.S.
Registrar/Dept. Head, General Studies
John Willmon, B.S.,
Director of Admissions

Additional Information
For additional information pertaining to admissions procedures, curriculum, or career services, please direct your inquiry to:

Office of Admissions
Stevens-The Institute of Business & Arts
1521 Washington Avenue
St. Louis, MO 63103
Telephone: (314) 421-0949 or (800) 871-0949
Facsimile: (314) 421-0304
E-mail: admissions@Siba.edu

Mission Statement
The mission of Stevens-The Institute of Business & Arts is twofold:

1. To enable students from a cross-section of socio-economic, ethnic, and academic backgrounds to obtain the education and develop the skills and attributes needed to be successful in their chosen fields of study.

2. To assist our graduates in obtaining meaningful employment related to their respective programs of study and career goals.

Siba endeavors to accomplish its mission by:

1. Providing state-of-the-art facilities and equipment, as well as current and relevant teaching resources;

2. Staffing the college with well-qualified, empathetic, professional staff and faculty members who are dedicated to establishing the challenging academic standards, appropriate learning environments, necessary motivational atmosphere, and personal encouragement needed to promote student success;
3. Providing updated, relevant, and practical curricula in all programs offered, helping to assure that our graduates will be well prepared for the highly competitive workplace of the 21st century; and

4. Requiring students to participate in career orientation classes and discussion, thereby helping them to identify and implement their short-and long-term career goals, and by providing ongoing support by our Career Services Department.

**Accreditation/Approvals**

**Accredited By:**
Accrediting Council for Independent Colleges and Schools (ACICS) to award Associate of Applied Science and Bachelor of Arts and Bachelor of Science Degrees.

750 First Street, NE, Suite 980
Washington, DC 20002-4241
(202) 336-6780 (telephone)

The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education under the provisions of Public Law 82-550 and subsequent legislation that requires the evaluation of such agencies and issuance of an official list by the Department. Its accreditation of degree-granting institutions also is recognized by the Council for Higher Education Accreditation.

**Certified to Operate By:**
Coordinating Board for Higher Education, State of Missouri

**Courses Approved By:**
Department of Vocational Rehabilitation, State of Missouri

**Courses Approved For:**
- Veteran’s Education by the Missouri Department of Education

**Eligible Institution for Title IV Funds:**
- Federal Supplemental Educational Opportunity Grant Program
- Federal Work-Study Program
- Iraq & Afghanistan Service Grant

**History**

Stevens-The Institute of Business & Arts is a private, proprietary college that was founded as Patricia Stevens College in 1947. Patricia Stevens College was a well-known modeling and finishing school for ladies from 1947 until the 1960’s when it was first accredited as a school of business. Since accreditation in 1967, the school has continued to evolve to meet the changing demands of the business community, and now offers both Associate’s and Bachelor’s degrees in a co-educational environment.

The name was changed from Patricia Stevens College to Stevens-The Institute of Business & Arts in 2010, to better reflect the changes in curriculum and degree offerings that have been made in the past 20 years. Siba is owned by Cynthia A. Musterman, who has been with the institution since 1995. Prior to assuming the role of President, Ms. Musterman served as faculty in the Paralegal Studies program, Dean of the Evening School, and Director of Career Services.

Siba offers the following Bachelor’s Degrees:
- Business Administration (B.S)
- Interior Design (B.A.)
- Paralegal Studies (B.A.)
- Retail Management/Fashion Merchandising (B.A.)

Siba offers the following Associate of Applied Science (A.A.S.) degrees:
- Business Administration
- Interior Design
- Paralegal Studies
- Retail Management/Fashion Merchandising
- Tourism & Hospitality Management
Philosophy

Stevens-The Institute of Business & Arts believes that education and training beyond high school are absolutely vital to the future security and ultimate success of an individual. To that end, all programs relate directly to the skills, knowledge, and attitudes demanded by today’s work environments. Development of skills is supplemented by general education studies and supported by in-depth career planning and personal development training, thus enabling graduates to compete favorably in the employment-seeking process of the 21st century. Individual planning sessions are a scheduled part of each student’s program.

Admissions Policies

Associate’s Degree Programs

Following initial inquiry by the prospective student, a personal interview is arranged by the admissions staff. After that interview, a formal application may be submitted. Prospective students may apply for admission to a Baccalaureate or A.A.S program (See below for admissions criteria for each program). After appropriate credentials are received and reviewed by the admissions committee, a letter advising the applicant of admissions status is forwarded. A rolling-admissions policy enables the admissions committee to accept candidates as they apply and their paperwork is completed.

Siba reserves the right to screen applicants for admission and to make appropriate assessment of each student’s potential ability to benefit from training. Siba also reserves the right to deny admission when an applicant’s ability to benefit is questionable.

Applicants must be a high school graduate, about to graduate, or possess a GED. Siba is an equal opportunity institution and does not discriminate on the basis of age, sex, color, religion, national origin, citizenship, disability, or any other legally protected characteristic.

Bachelor’s Degree Programs

Bachelor of Science, Business Administration:

In addition to the requirements stated previously for the A.A.S. programs, all students wishing to enroll directly into the B.S. in Business Administration program must meet the following criteria:

1. A minimum high school G.P.A. of 2.5 on a 4.0 scale or a passing score on the General Educational Development (GED) test; and

2. A minimum score of 20 on the ACT or total combined score of 950 on the SAT.

Applicants who do not meet the above criteria, but meet existing A.A.S. admissions criteria may enroll in the Business Administration A.A.S. program. If, after completing 70 quarter credit hours in the A.A.S. program, the student’s G.P.A. is at or above 2.75, the student, upon reapplication, may be admitted into the B.S. program.

If, after earning 70 credit hours, the student’s GPA is below 2.75 but above 2.00, a committee comprised of the Department Head, Academic Dean and at least one additional faculty member will meet to determine whether the student is likely to succeed in the B.S. program. After that meeting, the student will either be invited to reapply for the B.S. program or counseled to complete the A.A.S. degree. No student with a G.P.A. of less than 2.0 will be admitted into the B.S. program.

Bachelor of Arts, Interior Design:

All candidates seeking the B.A. degree in Interior Design must meet the admissions criteria for the A.A.S. program in Interior Design and will be required to undergo a portfolio review at the end of the quarter in which they will have earned 70 credit hours. The purpose of the portfolio review is to assess the student’s potential and ability to successfully complete the upper level (300 and 400) Interior Design courses.

The portfolio review panel will consist of the Interior Design Department Head, Academic
Dean, and at least one other faculty member. Possible outcomes of the portfolio review will be:

1. General acceptance of the student into the upper division B.A. classes;

2. Probational acceptance of the student into the upper division B.A. classes—students accepted on probation will be re-evaluated after attempting an additional 20-25 quarter credit hours and will either be granted general acceptance at that time or be counseled to complete their A.A.S. degree.

3. Denial of acceptance into the B.A. upper division courses (student will be counseled to complete the A.A.S. degree).

Bachelor of Arts, Paralegal Studies:

In addition to the A.A.S. admissions requirements, all students wishing to enroll directly into the B.A. in Paralegal Studies program must meet the following criteria:

1. A minimum high school G.P.A. of 2.5 on a 4.0 scale or a passing score on the General Educational Development (GED) test; and

2. A minimum score of 20 on the ACT or total combined score of 950 on the SAT.

Applicants who do not meet the above criteria, but meet existing A.A.S. admissions criteria may enroll in the Paralegal Studies A.A.S. program. If, after completing 70 credit hours in the A.A.S. program, the student’s G.P.A. is at or above 2.75, the student, upon reapplication, may be admitted into the B.A. program.

If, after earning 70 credit hours, the student’s GPA is below 2.75 but above 2.00, a committee comprised of the Department Head, Academic Dean and at least one additional faculty member will meet to determine whether the student is likely to succeed in the B.A. program. After that meeting, the student will either be invited to reapply for the B.A. program or counseled to complete the A.A.S. degree. No student with a G.P.A. of less than 2.0 will be admitted into the B.A. program.

Bachelor of Arts, Retail Management/Fashion Merchandising:

In addition to the above requirements, all students wishing to enroll directly into the B.A. in Retail Management/Fashion Merchandising program must meet the following criteria:

1. A minimum high school G.P.A. of 2.5 on a 4.0 scale or a passing score on the General Educational Development (GED) test; and

2. A minimum score of 20 on the ACT or total combined score of 950 on the SAT.

Applicants who do not meet the above criteria, but meet existing A.A.S. admissions criteria may enroll in the Retail Management/Fashion Merchandising A.A.S. program. If, after completing 70 credit hours in the A.A.S. program, the student’s G.P.A. is at or above 2.75, the student, upon reapplication, may be admitted into the B.A. program.

If, after earning 70 credit hours, the student’s GPA is below 2.75 but above 2.00, a committee comprised of the Department Head, Academic Dean and at least one additional faculty member will meet to determine whether the student is likely to succeed in the B.A. program. After that meeting, the student will either be invited to reapply for the B.A. program or counseled to complete the A.A.S. degree. No student with a G.P.A. of less than 2.0 will be admitted into the B.A. program.

Credit Transfer to Stevens-The Institute of Business & Arts

Transfer credit is credit recognized from another educational institution. During the admissions process, applicants may request that credits earned at another post-secondary educational institution be transferred to Siba. All requests for transfer of academic credit must be accompanied by official transcripts from institution(s) previously attended and will be evaluated on an individual basis. Only courses taken at accredited post-secondary institutions where the
student has earned a grade “C” or better will be considered for transfer. The maximum number of transferred hours cannot exceed 98 quarter hours (or their equivalent) for the Bachelor’s Degree programs, or 48 quarter hours (or their equivalent) for Associate’s Degree students. Appropriate tuition adjustments will be made. Transfer credit will be added to the accumulated credit hours, but will not be calculated in the student’s grade point average (GPA).

**Experiential Credit**

Stevens-The Institute of Business & Arts allows applicants to receive experiential credit for the following courses:

- G101 College Mathematics
- B103 Intro to Windows/Word Processing
- B104 Spreadsheets
- B106 Database
- B112 Business Communication
- B113 Accounting I
- B212 Human Resource Management
- B214 Accounting II
- D101 Foundations of Interior Design
- D113 CAD I
- D115 Construction Docs/Bldg Tech & Codes
- D201 Design Practice
- D213 CAD II
- F101 Introduction to Retailing I
- F102 Introduction to Retailing II
- F113 Visual Merchandising
- F201 Fashion Selling & Management
- T110 Meeting & Event Planning

To receive experiential credit for G101, B103, B104, B106, D113 & D213, students must pass a diagnostic test. To receive experiential credit for B112, the student will be given a list of documents to compose and format, which will then be graded by a member of the business faculty to determine if the student’s competency is sufficient. To receive experiential credit in B113, B212, B214, D101, D115, D201, F101, F102, F113, F201, and/or T110, the student must provide verifiable documentation that they have sufficient workplace training and/or experience in those subject areas. All documentation submitted by the student will be analyzed by a member of the department in which the course is offered and a determination will be made as to whether experiential credit for the course should be granted. There will be a $250 fee for each course a student successfully achieves experiential credit for.

Any experiential credit granted will be added to the student’s accumulated credit hours. Experiential credit will not be calculated in the student’s grade point average (GPA).

**Credit Transfer to Another Institution**

Some graduates decide at the time of graduation, or at a later date, to further their education at another college or university. Course transferability, regardless of the institutions involved, is always determined by the accepting educational institution. Graduates or students who are considering transferring from Siba to another institution should inquire at the Admissions Office of the college or university to which they wish to transfer, and ask for an evaluation of their Siba transcripts (along with any other transcripts they may have) for the purpose of transferring those credits to that institution.

If a Siba student or graduate is interested in transferring credits to another institution, the Office of the President will supply the necessary information and documentation that may aid the student in receiving academic credit at another institution. Interested students should talk with the President, who is the designated staff person responsible for working with students in the transfer of credit earned at Siba to another institution.

**Student Classification**

**Regular Students**

A student who is enrolled in a Bachelor’s or Associate’s Degree program and has graduated from a secondary school or has earned a state high school equivalence certificate (GED) is classified as a regular student. A student transferring from another institution may be admitted with advanced standing if credits to be transferred are applicable to the program being taken at Siba; such a student is also classified as a regular student.
Non-Regular Students
A person enrolled in individual courses within particular programs, but not registered for an entire program curriculum, is classified as a *non-regular student*. Non-regular students do not qualify for Title IV Funds.

Audit Student
A student may select to audit a course, which means that the student attends class but is not required to hand in assignments or take examinations and does not receive a grade or credit for the course. A student may register to audit a course providing space is available and he/she gets approval from the course instructor and the President’s Office. There will be no tuition charge for the *regular student* who audits a course; tuition for a *non-regular* student who audits a class will be based on a credit-hour calculation. The *audit student* does not qualify to receive financial aid.

Financial Aid
Stevens-The Institute of Business & Arts welcomes applications from students who would be unable to attend college without some type of financial assistance. Complete details are available through the Financial Aid Office. Immediately following is a brief description of available financial aid for those who qualify.

*Federal Pell Grants*
Amounts vary depending upon need. These are grants and are not repaid.

*Federal Direct Student Loan Program*
Amounts of loans vary and are determined by required needs tests. Repayment of loans and assessment of any interest may or may not be deferred until six months after graduation or leaving school, depending on the type of loan.

*Federal Family Education Loan Program*
Parents may borrow up to the total cost of attending college, minus any financial aid the respective students receive. Repayment of principal and interest begins shortly after funds are disbursed.

Quarterly Tuition
Siba charges tuition by the quarter and expects to be paid by the quarter, with no interest charges.

Scholarships
Siba accepts all cash scholarships from schools, churches, civic groups, and other organizations. The Siba Scholarship Fund has been established by an independent board of trustees, and often awards scholarships to Siba students who qualify. Applications are available in the Financial Aid office.

Borrowing Extra Money
Students who wish to borrow money beyond the cost of tuition may do so for education-related expenses only. Approved uses include living expenses, transportation costs, learning materials, and school supplies. For first-time, first-quarter students, these extra funds will be available for disbursement after the 30th day of the quarter. For returning students, the extra funds will generally be available after the second week of each quarter, or, if the student applies for the funds during a quarter, approximately 30 days after the application is completed. Checks are distributed to the students on Mondays and Wednesdays only.

The first step in applying for financial aid through any of these programs is to file a *Free Application for Federal Student Aid*. This form, called FAFSA and designed by the U.S. Department of Education, is available online and must be completed by the student online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Class Hours/Credit
Classes are scheduled Monday through Thursday from 8:00 a.m. to 9:30 p.m. Credit hours are determined using a ratio of:

- 10 lecture class hours = 1 quarter credit hour
- 20 laboratory hours = 1 quarter credit hour
- 30 internship/externship hours = 1 quarter credit hour
Student Records
Records maintained for each student include personal progress, academic attainment, attendance, previous education, personal interests, occupational skills, career planning, financial aid, and financial ledger. The college’s records policy is in compliance with the Family Educational Rights and Privacy Act of 1973 and its subsequent revisions.

Start Dates
A new term begins four times each year: in January (Winter Quarter), April (Spring Quarter), June (Summer Quarter) and October (Fall Quarter). Students should refer to the Siba Academic Calendars on pages 60-61 of this Catalog.

Orientation
Orientation for new students is held prior to the beginning of each session. All new students are required to attend orientation. Orientation allows students to begin to bond with each other as they learn about the opportunities, expectations, and responsibilities of being a student at Siba. They will meet administrators and faculty members, review the Catalog, become familiar with the campus, be introduced to college policies, consider parking options, receive their final class schedules, etc.

Grading System
Grades are issued at the end of each quarter and become a part of each student’s permanent record. Grades are based on individual student performance as determined by the respective instructors. Grades are used to evaluate a student’s academic progress. Letter grades are used and represent the following class performance or credit awarded:

A = Distinguished Achievement
B = Superior Achievement
C = Average Achievement
D = Marginal Passing Grade
F = Failure
E = Experiential Credit
P = Pass
W = Withdrawal
TR = Transfer Credit
R = Repeat

Numeral values, called “grade points,” are assigned to each grade. Siba uses the 4.0 grade point system. Each student’s Grade Point Average (GPA) is calculated by using the following conversion of grade points to letter grades:

A = 4.00 points  C = 2.00 points
A- = 3.67 points  C- = 1.67 points
B+ = 3.33 points  D+ = 1.33 points
B = 3.00 points  D = 1.00 points
B- = 2.67 points  D- = 0.67 points
C+ = 2.33 points  F = 0.00 points.

No grade points are awarded for E, P, W, or TR grades or credits.

Course Failure
Any student who fails a required course must repeat that course; a passing grade is required before a degree will be awarded. Any non-required course that is failed may not have to be repeated; however, the student should be certain to take and pass the courses necessary to maintain satisfactory academic progress and to meet graduation requirements. Students will be charged tuition on a per-credit-hour basis for classes that they must or choose to repeat.

Erroneously Reported Grades
If proof exists that a grade reported on a permanent record is in error, the faculty member responsible shall submit a Change of Grade Form containing justification for the change to the Academic Dean. If sufficient cause for the change is found, the change will be reported in writing and the appropriate grade change made in the permanent record. Any student who wishes to dispute a grade must do so, in writing, no later than 45 days after the disputed grade was entered on the student’s transcript.

Independent Study
Taking courses by independent study is seldom permitted at Siba. If, for some very unusual reason, administration and/or faculty members believe that a student’s interests can best be served by taking a particular class by independent study, the instructor must prepare a proposed course of study, including attendance
expectations and grading criteria, for approval by the President or Academic Dean.

**Academic Dishonesty**

Plagiarism consists of passing off the ideas and words of another as one’s own and is a serious form of academic dishonesty. Members of the faculty expect that essays, research papers, graded assignments, and examinations of students be the product of the student whose name appears on the work. Every written assignment must credit the sources from which information is obtained and all direct quotations must clearly credit their author or source. Students should consult faculty members when particular questions arise as to when and how properly to acknowledge the work of others within a student’s own oral or written expression.

Cheating is defined as the use of notes, slips, copying, or any other illegal means to give or receive answers during examinations. Any student who gives or receives help in a quiz or exam or is involved in unethical practices or academic dishonesty in fulfilling the required assignments of a course will receive an “F” for that exam or assignment.

*Any form of academic dishonesty is considered to be a serious form of student misconduct that may be punishable by expulsion from the college.*

**Dropping/Adding Classes**

Permission to drop or add a class must be secured from the Academic Dean not later than the last day of the second week of the term. Such a change will not appear on the student’s transcript. Students who drop classes prior to the deadline will not be charged tuition for the dropped class(es).

**Withdrawal from Classes**

If a student withdraws from a class after the last day of the second week, but before the last day that the class is scheduled to meet, the student’s transcript will reflect a “W” (withdrawal) for that particular class. If a student fails to attend a class for three weeks in a row, he/she will be administratively withdrawn from the class, and his/her transcript will reflect a “W” (withdrawal) for that particular class. Students who do not withdraw from a class prior to the last class meeting (and do not qualify for administrative withdrawal) will receive a grade of “A,” “B,” “C,” “D,” or “F.” Students will be charged tuition for all classes from which they are voluntarily or administratively withdrawn.

Students changing their schedules need to be very careful about maintaining satisfactory academic progress, meeting required graduation criteria, and carrying the required number of courses to qualify for federal financial aid. Any student wishing to drop, add, or withdraw from a class should contact his/her Academic Dean.

**General Education**

Siba’s curriculum is specifically designed to provide students with the skills and the knowledge needed for meaningful employment in the respective fields of their choice. General education courses are an integral part of the well-rounded individual and provide the foundation for productive careers and continuing education after graduation. The courses are offered to give students a selection of classes that will enhance their communication and critical thinking skills, their ability to work effectively with others, their consciousness for ethical behavior, and a greater sensitivity for the concerns of a diverse society. A description of each of these classes is found on pages 47-51 of the Catalog.

**Course Numbering System**

a. All Freshman & Sophomore courses are identified as 100 and 200 level courses, respectively.
b. All Junior and Senior courses are identified as 300 and 400 level courses, respectively.
c. Courses preceded with a B are Business courses
d. Courses preceded with an F are Retail Management/Fashion Merchandising courses
e. Courses preceded with a D are Interior Design courses
f. Courses preceded with a T are Tourism, & Hospitality courses
g. Courses preceded with a G are General Education courses
h. Courses preceded with a C are Career Planning courses
i. Courses preceded with LEG are Paralegal Studies courses.
Federal Aid Eligibility Requirements/Satisfactory Academic Progress

Federal regulations require Siba to establish a satisfactory academic progress (SAP) policy to ensure all students are making reasonable progress toward completing their degree. In determining whether a student is making satisfactory academic progress, there are two categories of minimum requirements that must be met: (1) the percentage of classes successfully completed in relation to the number of classes attempted (Rate of Progress), and (2) cumulative grade point average (CGPA).

**SAP Review**

The academic records of each student will be reviewed at the end of each academic year (one academic year equals three quarters) of enrollment to determine if the student is in compliance with Siba’s SAP policy.

**SAP Requirements**

The chart immediately following identifies in three columns the specific checkpoints during the student’s program that minimum GPA requirements and minimum percentage of courses successfully completed compared to those attempted, must be met, in order for a student to be in compliance with Siba’s SAP policy.

**Associate Degrees:**

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Required Rate of Progress</th>
<th>Required CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-50</td>
<td>55%</td>
<td>1.7</td>
</tr>
<tr>
<td>51+</td>
<td>66.67%</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Bachelor Degrees:**

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Required Rate of Progress</th>
<th>Required CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-50</td>
<td>55%</td>
<td>1.7</td>
</tr>
<tr>
<td>51-100</td>
<td>60%</td>
<td>1.8</td>
</tr>
<tr>
<td>101-150</td>
<td>65%</td>
<td>1.9</td>
</tr>
<tr>
<td>151+</td>
<td>66.67%</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Failure to Maintain SAP**

Students failing to meet the established guidelines must file an appeal to his/her Academic Dean. The appeal must be based on one of the following: student injury or illness, the death of a relative, or similar special circumstance. The appeal must explain why SAP standards were failed and what has changed that will allow the student to make SAP at the next evaluation. The Academic Dean will make the determination whether to grant or deny the appeal.

If the appeal is granted, the Academic Dean will develop an academic plan that, when followed, will insure that the student will meet the standards by a specific time. Students who fail the SAP check after
the end of the probationary payment period may not continue to receive aid, and will be dismissed from
the college.

**Maximum Time Frame**

The length of a Bachelor’s degree at Siba ranges from 193-197 quarter credit hours (See pages 15-22 of
the *Catalog*). The length of Associate of Applied Science degrees at Siba ranges from 105-114 quarter
credit hours (See pages 23-27 of the *Catalog*). The maximum time frame permitted for completing a
program is determined by multiplying the number of credit hours in the degree by 1.5 or 150%. Students
who exceed their maximum timeframe of 150% of the credit hours in their degree before completing that
degree will no longer be eligible for federal financial aid.

If a student changes his/her program while enrolled at Siba, the maximum time frame of the new program
will be calculated by using the number of credits required to complete the new program. The credit hours
required to complete the new program will be adjusted (and accordingly, so will the maximum time frame
to complete) by any credit hours that are being transferred into the new program, whether they be from
Siba or another institution (See Transfer of Credits policy on pages 4-5). All attempted credit hours from
the previous Siba program that are required by the new program will be used to calculate whether the
student is making SAP.

**Transfer Hours**

Credit hours accepted from another institution will be used in the student’s rate of progress and maximum
timeframe calculations, but not their cumulative grade point average.

**Failed Courses**

Failed courses must be repeated until required competencies are met. When a failed course is repeated
and passed, the passing grade will be used in calculating CGPA, replacing the previous 0.0 or “F”
calculation. However, all credits attempted will be used in the student’s rate of progress and maximum
timeframe calculations. Students will be charged additional tuition when they fail a course and are
required to repeat it. Students who have passed a course but wish to repeat it may do so free of charge,
provided there is an open seat in the class. The highest grade earned in repeated courses will be the grade
used in the CGPA calculation.

**Course Withdrawal**

When a student withdraws from a course after the 2-week drop/add period, the credits from that course
will be included in the student’s rate of progress and maximum timeframe calculations. The “W” grade
will not affect the student’s CGPA calculation.

Graduation requirements include a minimum GPA of 2.00 and earning the required credits for the
respective program of study.

Revised 12/14
Student Services

Career Services
Stevens-The Institute of Business & Arts offers all graduates a full range of career services, including:

A. Career planning and training to assure objective and intelligent decision-making during the job-seeking process, including interviewing techniques;

B. Development of written materials associated with seeking employment;

C. Prospective employer lists and assistance in scheduling interviews; and

D. Continuing career services for alumni.

To be eligible for assistance, students must meet established academic guidelines (minimum 2.0 GPA). Student records will be released in association with the employment process only with the written permission of the student. It must be understood that, while career services are offered, the college does not guarantee employment or salary levels.

Temporary and part-time career services assistance is offered to students of the college who are in good standing and desire to work while attending school. The college will also assist students who need help in obtaining an approved internship/externship program.

Counseling
The low student/faculty ratio provides the opportunity for extensive communication between faculty/staff and students. As an ongoing part of their educational experience, students will receive guidance in career planning; assistance with addressing personal and family concerns; and direction in developing study skills and appropriate workplace attitudes.

Activities
Life beyond the classroom is important. The college plans a variety of programs available to students. They include social, charitable, and cultural activities.

Wardrobe/Dress Code
Appearance influences the way people feel about each other. Siba believes that it is essential for the fulfillment of our mission that our students be noticed in a positive and professional manner. Siba believes that it is important for our students to appear well-groomed and professionally dressed at all times while on campus.

Because the options of acceptable apparel are more varied than ever before, Siba has general dress-code guidelines for all students. They will be discussed during orientation. Faculty members of your respective program areas will help you develop specific dress habits that enable you to express your individuality while staying within the general guidelines.

Students who fail to comply with the dress code may be dismissed from that day’s classes and/or sent home to change into proper attire. Repeat offenders will be considered “insubordinate” under the Student Code of Conduct (See page 54 of the Catalog) and thus be subject to disciplinary action which may include suspension or even expulsion.

Optional Programs

Study Work Options
Students are encouraged to elect from various options available during the year for temporary employment. Extra income and academic credit are benefits derived from such involvement, as well as the value of such experience when seeking employment at the time of graduation. Scheduling of work options is approved and coordinated by the Career Services Director.

Study Tours
These optional programs are contingent on an adequate number of students participating. Costs are in addition to tuition and other fees. All such tours will be directed and accompanied by one or more members of the college’s faculty/staff.
Graduate Credentials

*Bachelor of Science Degree*
Awarded for completion of the baccalaureate program in Business Administration. Qualifies student for career services assistance

*Bachelor of Arts Degree*
Awarded for completion of the baccalaureate programs in Interior Design, Paralegal Studies, and Retail Management/Fashion Merchandising. Qualifies student for career services assistance

*Associate in Applied Science Degree*
Awarded for completion of an A.A.S program. Qualifies student for career services assistance.

**Special Academic Recognition** (Students achieving these criteria are recognized quarterly).

*President’s List*
Recognizes students achieving quarterly GPA of 3.65 or better with no more than two days absent.

*Dean’s List*
Recognizes students achieving a quarterly GPA of 3.00 or better with no more than three days absent.

*4.0 Award*
Recognizes students achieving a perfect GPA for all classes in a given quarter.

*Perfect Attendance*
Recognizes students achieving a perfect attendance record for all classes in a given quarter.

**Graduate Honors/Distinctions**

*Cum Laude*
Awarded to graduates of a baccalaureate program with a cumulative G.P.A. of 3.5-3.79.

*Magna Cum Laude*
Awarded to graduates of a baccalaureate program with a cumulative G.P.A. of 3.8-3.9.

*Summa Cum Laude*
Awarded to graduates of a baccalaureate program with a cumulative G.P.A. of 4.0
Siba’s Refund Policy

(1) When a first-time, first-quarter student of Siba gives written notice of withdrawal within 30 calendar days of the first day of their initial quarter of attendance, all tuition and fees except the application fee will be refunded. Such notice of withdrawal must be in written form, postmarked, hand-delivered, or emailed on or before the 30th day of the quarter in question, and directed to:

Ms. Cynthia Musterman, President
Stevens-The Institute of Business & Arts
1521 Washington Avenue
St. Louis, MO 63103
CMusterman@siba.edu

(2) When a first-time, first-quarter student withdraws from classes in his/her initial quarter after the 30th calendar day, but before completing 50% of the term, Siba will retain the application fee and make a pro-rata refund of unearned tuition, minus an administrative fee of $150. For students terminating training after completing more than 50% of the initial term, Siba will retain the entire contract price for the initial term of enrollment including stated tuition, fees, and other charges. Notice of withdrawal must be in written form, postmarked, hand-delivered, or emailed, and directed to the student’s Academic Dean.

After the initial term of attendance, the following refund policy applies:

(1) When withdrawal occurs within the first 10% of the term, the College will retain 20% of the stated tuition, the application fee, and an administrative fee of $150.
(2) When withdrawal occurs after 10% of the term has passed but before 25% of the term has passed, the College will retain 45% of the stated tuition, the application fee, and an administrative fee of $150.
(3) When withdrawal occurs after 25% of the term has passed, but before 50% of the term has passed, the College will retain 70% of the stated tuition, the application fee, and an administrative fee of $150.
(4) When withdrawal occurs after 50% of the term has passed, the College will retain 100% of the stated tuition, and the application fee.

Note: Tuition is charged by the term. Refunds are calculated by the number of weeks in the term, minus the number of calendar weeks a student attended classes. Any class hours attended during a calendar week constitutes an entire calendar week for refund calculation purposes.

After the first day of class, students of legal majority, parents, or legal guardians are asked to submit written notice of cancellation or withdrawal via email or hand-delivery to their Academic Dean or the Financial Aid Director. The last date of recorded attendance will be used in determining the refund, if any. The cost of books loaned to the student will be considered excludable charges in refund calculations if books have not been returned in good condition within 20 calendar days of the student’s last day of attendance.

Unofficial Withdrawals: In lieu of written notice, an unexplained absence for more than fifteen (15) business days constitutes constructive notice of cancellation to the College. Refunds, if due, will be made to the student within 45 calendar days of official withdrawal or 45 calendar days of the date of determination of withdrawal if the student does not officially withdraw. If the student cannot be contacted, the refund will be returned to the appropriate financial aid program.

When a student drops a class under the drop/add guidelines of the Catalog during the first two weeks of the term, the student will not be charged for the dropped class. If any student withdraws from a class after the first two weeks of the term, he/she will be charged the full amount of tuition for that class, and financial aid will not be adjusted.

Revised 12/14
**Return to Title IV Funds Policy**

Siba is required by the U.S. Department of Education to perform a return to Title IV funds calculation when a student who is participating in the Title IV Program withdraws, officially or unofficially, from the college.

The procedure for a student to officially withdraw from classes prior to the start of the term, or during the term, is to notify the Academic Dean or Financial Aid Director in writing, via standard mail, email or hand-delivery. If a student withdraws prior to the start of the quarter, either via written notification or failure to attend any classes, all Title IV funds will be returned on their behalf to the Direct Loan and/or PELL program. There will be no tuition owed to Siba for that quarter or any unattended quarter thereafter.

If a student withdraws after attending classes in a particular quarter, his/her unearned Title IV funds will be returned on a pro-rata basis, using the U.S. Department of Education’s required calculation system, which is based on the number of days the student attended classes during the term in question.

In lieu of written notice, an unexplained absence for more than fifteen (15) business days after at least one day of attendance in a particular term constitutes constructive notice of cancellation to the College. The last date of recorded attendance will be used in determining the refund, if any. Refunds, if due, will be made within 45 calendar days of official withdrawal or 45 calendar days of the date of determination of withdrawal if the student does not officially withdraw.

If a student officially withdraws from the College or the Financial Aid Department is notified by the Registrar’s Office that a student has been administratively withdrawn after an unexplained absence of more than fifteen (15) business days, the Financial Aid Director will determine the student’s last date of attendance and/or date of notification of withdrawal. The Financial Aid Director will then use the U.S. Department of Education’s required calculation database to determine how much of the student’s Title IV funds will be returned. That calculation system is based on the number of days in the quarter and the number of days the student attended classes. For example, the typical term at Siba has 73 days. If a student withdraws on the 21st day, thus earning 27% of his/her Federal aid, Siba must return the unearned 73% of the funds.

The order in which Title IV program funds are returned is as follows: (1) Unsubsidized loans; (2) Subsidized loans; (3) PLUS loans; (4) PELL Grants.

Federal funds may not cover all unpaid institutional charges due to the institution upon withdrawal. In other words, the student will still owe the college the difference between the tuition charges incurred under Siba’s institutional refund policy (see page 13 of the Catalog) and the tuition that Siba was entitled to retain after implementing the Return to Title IV Funds policy.

The condition under which a student would be eligible for a disbursement of Title IV funds upon withdrawal from Siba is known as a post-withdrawal disbursement. If the student is eligible for a disbursement, but withdraws before the disbursement is posted to his/her account, the student will be notified by the College that he/she is eligible for a post-withdrawal disbursement. The student then has the opportunity to accept or decline the post-withdrawal disbursement. If no response is received by the student within a reasonable amount of time, the post-withdrawal disbursement would not be made.

Students who have any questions about this policy should contact the Siba Financial Aid Director, Chrissa Siampos, at 314.421.0949 or CSiampos@siba.edu.

Revised 12/14
**Baccalaureate Programs**

**Business Administration Bachelor of Science. (Day and Evening Classes)**

Siba’s Bachelor of Science in Business Administration program is designed to provide graduates with a comprehensive business education that includes management, marketing, finance, international transactions, accounting, economics and computer skills, as well as the social science, communication, liberal arts, and humanities courses that broaden perspective. A well-rounded education is vital for success in today’s global economy, and that’s what graduates of the B.S. in Business Administration will receive. (Internship/externship options providing actual business experience are highly recommended.)

**Academic Requirements:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Subject</th>
<th>Credit Hrs.</th>
<th>Clock Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B103</td>
<td>Introduction to Windows/Word Processing</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>B104</td>
<td>Spreadsheets</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>B105</td>
<td>Presentation Graphics</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>B106</td>
<td>Database</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>B108</td>
<td>Advertising I</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B110</td>
<td>Business Law I</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B112</td>
<td>Business Communications</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B113</td>
<td>Accounting I</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B120</td>
<td>Introduction to Marketing</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>T110</td>
<td>Meeting &amp; Event Planning</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B201</td>
<td>Introduction to Business</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B203</td>
<td>Advanced Windows Applications</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>B205</td>
<td>Advanced Graphics</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>B208</td>
<td>Social Media Marketing</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B210</td>
<td>Organizational Behavior</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B212</td>
<td>Human Resource Management</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B214</td>
<td>Accounting II</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B215</td>
<td>Principles of Economics</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B301</td>
<td>Principles of Management</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B306</td>
<td>Statistics I</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B307</td>
<td>International Business</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B310</td>
<td>Marketing Management</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B317</td>
<td>Finance I</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B405</td>
<td>Strategic Management</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B408</td>
<td>Operations Management</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B410</td>
<td>Advanced Human Resource Management</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B417</td>
<td>Finance II</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B420</td>
<td>Project Management</td>
<td>4.0</td>
<td>44</td>
</tr>
</tbody>
</table>

Continued on next page...
**Business Administration B.S., continued**

**Business Electives:** In addition to the above, all students must choose at least 15 credit hours from the following business electives, 7 credit hours of which must be upper level (300-400) courses:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Subject</th>
<th>Credit Hrs.</th>
<th>Clock Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B107</td>
<td>Real Estate</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B209</td>
<td>Payroll Accounting</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>B309</td>
<td>Business Law II</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B312</td>
<td>Accounting III</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B315</td>
<td>Financial Accounting</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B403</td>
<td>Statistics II</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B406</td>
<td>Entrepreneurship</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B425</td>
<td>Integrated Software Applications</td>
<td>3.0</td>
<td>44</td>
</tr>
</tbody>
</table>

**Required General Education Courses:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Subject</th>
<th>Credit Hrs.</th>
<th>Clock Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>G101</td>
<td>College Mathematics</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>G102</td>
<td>Personal Development</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>G105</td>
<td>English Composition I</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>G111</td>
<td>Research Methods</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>G202</td>
<td>Public Speaking</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>G204</td>
<td>Contemporary Moral Problems (Ethics)</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>G205</td>
<td>Diversity Studies</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>G208</td>
<td>English Composition II</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>G216</td>
<td>Psychology of Consumer Behavior</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>G320</td>
<td>Modern Social Problems</td>
<td>4.0</td>
<td>44</td>
</tr>
</tbody>
</table>

**Required Career Education Courses:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Subject</th>
<th>Credit Hrs.</th>
<th>Clock Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>C100</td>
<td>Professional Protocol</td>
<td>2.0</td>
<td>22</td>
</tr>
<tr>
<td>C101</td>
<td>Career Orientation</td>
<td>2.0</td>
<td>22</td>
</tr>
</tbody>
</table>

**Additional General Education and Elective Requirements:**

In addition to the above, the student must complete 16 credit hours of general education courses described on pages 47-51 of the Catalog.

To meet the additional 16 credit hour elective requirements beyond the general education criteria, students are encouraged to participate in an internship or externship, and may select, in consultation with the Academic Dean, from any other courses being offered to complete graduation requirements.

**Graduation Requirements:**

*Full-time—12 quarters (132 weeks); part-time programs will vary in length*  

<table>
<thead>
<tr>
<th>Credit Hrs.</th>
<th>Clock Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>32.0</td>
<td>772</td>
</tr>
<tr>
<td>197.0</td>
<td>2576</td>
</tr>
</tbody>
</table>
**Interior Design B.A. (Day and Evening Classes)**

Siba’s Interior Design B.A. program is structured to prepare qualified students for future careers in all sectors of the interior design industry. Opportunities include designer positions in interior design firms, architectural firms, corporate design departments, educational institutions and self-employment in the areas of residential, commercial, hospitality, health care, institutional and environmental design.

**Academic Requirements:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Subject</th>
<th>Credit Hrs.</th>
<th>Clock Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>D101</td>
<td>Foundations of Interior Design</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>D103</td>
<td>Architectural Graphics</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D105</td>
<td>History of Architecture &amp; Design I</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>D106</td>
<td>History of Architecture &amp; Design II</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>D107</td>
<td>Residential Design</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D111</td>
<td>Color Theory &amp; Lighting Design</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D112</td>
<td>Presentation Techniques I</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D113</td>
<td>CAD I</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D114</td>
<td>Universal Design &amp; Aging in Place</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>D115</td>
<td>Construction Documents, Building Tech. &amp; Codes</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>D116</td>
<td>Materials &amp; Resources of Interior Design</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D119</td>
<td>Space Planning</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D120</td>
<td>Window Treatment Design</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>F104</td>
<td>Textiles I</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>B103</td>
<td>Introduction to Windows/Word Processing</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>B205</td>
<td>Advanced Graphics</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D200</td>
<td>Commercial Design</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D201</td>
<td>Design Practice</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>D204</td>
<td>Workplace Design</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D205</td>
<td>History of Architecture &amp; Design III</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>D206</td>
<td>Modern &amp; Contemporary Architecture &amp; Design</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>D207</td>
<td>Advanced Residential Design</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D210</td>
<td>3-Dimensional Design</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D211</td>
<td>Presentation Techniques II</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D213</td>
<td>CAD II</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D214</td>
<td>CAD III</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D215</td>
<td>Interior Renovation</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D300</td>
<td>Environmental Design</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D315</td>
<td>Advanced Revit/Construction Documents</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D321</td>
<td>Advanced Workplace Design</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D318</td>
<td>CAD IV</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D319</td>
<td>Advanced Commercial Design</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D322</td>
<td>Healthcare Facilities I-Issues</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>D405</td>
<td>Portfolio Design</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D410</td>
<td>Design Thesis I</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D412</td>
<td>Healthcare Facilities II-Design</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D415</td>
<td>Design Thesis II</td>
<td>3.0</td>
<td>44</td>
</tr>
</tbody>
</table>

Continued on next page…
Interior Design B.A., continued

Design Electives: In addition to the above, all students must choose 6 credit hours from the following design electives:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Subject</th>
<th>Credit Hrs.</th>
<th>Clock Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>D104</td>
<td>Furniture Marketing</td>
<td>4.0</td>
<td>44</td>
</tr>
<tr>
<td>D217</td>
<td>Kitchen &amp; Bath Design</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D311</td>
<td>Lighting Fundamentals</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D316</td>
<td>3D Studio Max</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D317</td>
<td>Advanced Kitchen &amp; Bath Design</td>
<td>3.0</td>
<td>44</td>
</tr>
<tr>
<td>D320</td>
<td>Advanced Window Treatment Design</td>
<td>3.0</td>
<td>44</td>
</tr>
</tbody>
</table>

Required General Education Courses:

<table>
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<th>Course #</th>
<th>Subject</th>
<th>Credit Hrs.</th>
<th>Clock Hrs.</th>
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<tbody>
<tr>
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<td>Art Appreciation</td>
<td>4.0</td>
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<tr>
<td>G110</td>
<td>Studio Art I</td>
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<tr>
<td>G111</td>
<td>Research Methods</td>
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<td>G202</td>
<td>Public Speaking</td>
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<td>G205</td>
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<td>G208</td>
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<td>Studio Art II</td>
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<td>Psychology of Consumer Behavior</td>
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Required Career Education Courses:

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<th>Clock Hrs.</th>
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<td>C101</td>
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Additional General Education and Elective Requirements:
In addition to the above, the student must complete 12 credit hours of general education courses described on pages 47-51 of the Catalog.

To meet the additional 12.0 credit hour elective requirements beyond the general education criteria, students are encouraged to participate in an internship or externship, and may select, in consultation with the Academic Dean, from any other courses being offered to complete graduation requirements.

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<thead>
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<tr>
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Graduation Requirements:
Full-time—12 quarters (132 weeks); part-time programs will vary in length.

<p>| | |</p>
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<th></th>
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Paralegal Studies B.A. (Evening Classes)

The Paralegal Studies Bachelor of Arts program is designed to prepare graduates for positions in all areas of the paralegal community. Students will be exposed to extensive coursework in legal topics as well as general education courses designed to hone communication, analytical, logic, critical thinking and writing skills, all of which are essential to a successful legal professional. Graduates of this program will be equipped to compete for the most sought-after positions in the most well-respected law firms as well as paralegal positions in the fields of corporate business, banking, human resources, insurance, real estate and healthcare, just to name a few. (Internships/externships are highly recommended in this program).

**Academic Requirements:**

<table>
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<tr>
<th>Course #</th>
<th>Subject</th>
<th>Credit Hrs.</th>
<th>Clock Hrs.</th>
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<td>B104</td>
<td>Spreadsheets</td>
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<td>Presentation Graphics</td>
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<td>B106</td>
<td>Database</td>
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<td>B112</td>
<td>Business Communications</td>
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<td>B113</td>
<td>Accounting I</td>
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<td>B120</td>
<td>Introduction to Marketing</td>
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<td>Advanced Graphics</td>
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<td>B212</td>
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<td>Principles of Economics</td>
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<td>Meeting &amp; Event Planning</td>
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<td>LEG201</td>
<td>Legal Research &amp; Writing I</td>
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<td>LEG202</td>
<td>Legal Research &amp; Writing II</td>
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<td>LEG204</td>
<td>Wills/Trusts/Estates</td>
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<td>Legal Ethics</td>
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<td>LEG209</td>
<td>Personal Injury Law/Torts</td>
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<td>LEG212</td>
<td>Contract Law</td>
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<td>LEG308</td>
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<td>Property Law</td>
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<td>Evidence</td>
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<td>B307</td>
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<td>LEG401</td>
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<td>Advanced Human Resource Management</td>
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Continued on next page…
**Paralegal Studies B.A., continued**

**Legal Electives:** In addition to the above, all students must choose 12 credit hours from the following electives:

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<th>Subject</th>
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<th>Clock Hrs.</th>
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<tbody>
<tr>
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<td>LEG302</td>
<td>Intellectual Property Law</td>
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<td>History of the United States Constitution</td>
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<td>Bankruptcy Law</td>
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**Required General Education Courses:**

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<th>Subject</th>
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<td>Personal Development</td>
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<td>English Composition I</td>
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<td>Research Methods</td>
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<td>Introduction to Philosophy</td>
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<td>G202</td>
<td>Public Speaking</td>
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<td>Diversity Studies</td>
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<td>English Composition II</td>
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<td>G216</td>
<td>Psychology of Consumer Behavior</td>
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<td>G320</td>
<td>Modern Social Problems</td>
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**Required Career Education Courses:**

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<th>Course #</th>
<th>Subject</th>
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<th>Clock Hrs.</th>
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<tbody>
<tr>
<td>C100</td>
<td>Professional Protocol</td>
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<tr>
<td>C101</td>
<td>Career Orientation</td>
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<td>22</td>
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</table>

**Additional General Education and Elective Requirements:**
In addition to the above, the student must complete 16 credit hours of general education courses described on pages 47-51 of the *Catalog*.

To meet the additional 21 credit hour elective requirements beyond the general education criteria, students are encouraged to participate in an internship or externship**, and may select, in consultation with the Academic Dean, from any other courses being offered to complete graduation requirements.

**The maximum credit hours a student may earn with an internship/externship is 14.

**Graduation Requirements:**
*Full-time—12 quarters (132 weeks); part-time programs will vary in length*
**Retail Management/Fashion Merchandising B.A. (Day and Evening Classes)**

Siba's Bachelor of Arts in Retail Management/Fashion Merchandising program is designed to provide graduates with a comprehensive education that includes fashion, management, computer skills, general business, and art, as well as the liberal arts and humanities courses that broaden perspective...an education vital to succeed in today's global economy. Completion of the B.A. degree program gives graduates the training they need for advancement into executive management and buying positions in virtually every aspect of the retail merchandising industry. (Internship/externship options providing actual retail experience are highly recommended.)

**Academic Requirements:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Subject</th>
<th>Credit Hrs.</th>
<th>Clock Hrs.</th>
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<td>Introduction to Retailing II</td>
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<td>F103</td>
<td>Merchandising Math</td>
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<td>F104</td>
<td>Textiles I</td>
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<td>F105</td>
<td>Designer Studies</td>
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<td>F106</td>
<td>Non-Textiles</td>
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<td>F107</td>
<td>Clothing &amp; Design</td>
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<td>F110</td>
<td>History of Costume I</td>
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<td>F113</td>
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<tr>
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<tr>
<td>B104</td>
<td>Spreadsheets</td>
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<td>D113</td>
<td>CAD I</td>
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<td>F201</td>
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<td>F203</td>
<td>Retail Buying</td>
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<tr>
<td>F205</td>
<td>Textiles II</td>
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<td>F207</td>
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<td>Fashion Forecasting</td>
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<tr>
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<tr>
<td>F300</td>
<td>Understanding Dress in Contemporary Society</td>
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<td>F315</td>
<td>Store Planning &amp; Design</td>
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<td>20th Century Dress</td>
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<td>International Business</td>
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<td>F405</td>
<td>Social Constructs of Dress</td>
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<td>Careers in RM/FM and Portfolio Development</td>
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Retail Management/Fashion Merchandising B.A., continued

*Required General Education Courses:*

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<th>Course #</th>
<th>Subject</th>
<th>Credit Hrs.</th>
<th>Clock Hrs.</th>
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<td>College Mathematics</td>
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<td>G102</td>
<td>Personal Development</td>
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<td>Art Appreciation</td>
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*Required Career Education Courses:*

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<th>Clock Hrs.</th>
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<tr>
<td>C101</td>
<td>Career Orientation</td>
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</table>

*Additional General Education and Elective Requirements:*

In addition to the above, the student must complete 16 credit hours of general education courses described on pages 47-51 of the *Catalog.*

To meet the additional 12 credit hour elective requirements beyond the general education criteria, students are encouraged to participate in an internship or externship**, and may select, in consultation with the Academic Dean, from any other courses being offered to complete graduation requirements.

**The maximum credit hours a student may earn with an internship/externship is 14.

*Graduation Requirements:*

*Full-time—12 quarters (132 weeks); part-time programs will vary in length*  
197.0  2587
Associate Degree Programs

Business Administration A.A.S. (Day and Evening Classes)

Siba’s Business Administration program is designed to prepare qualified students for future support positions in virtually every aspect of business. Entry-level positions include event planner, customer service professional, sales/support assistant and executive assistant. Typical growth opportunities include corporate manager, office manager, and sales manager. (Internship/externship options providing actual business experience are highly recommended).

Academic Requirements:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Subject</th>
<th>Credit Hrs.</th>
<th>Clock Hrs.</th>
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<tbody>
<tr>
<td>B103</td>
<td>Introduction to Windows/Word Processing</td>
<td>3.0</td>
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<td>Spreadsheets</td>
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<td>Presentation Graphics</td>
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<td>Database</td>
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Elective Requirements: To meet the additional 15.0 credit hours of elective requirements, students are encouraged to participate in an internship or externship**, and may select, in consultation with the Academic Dean, from any other 100 or 200 level courses being offered to complete graduation requirements. 15.0 331

**The maximum credit hours a student may earn with an internship/externship is 7.0.

Graduation Requirements:

Full-time—6 Quarters (66 weeks); part-time programs will vary in length 105.0 1431
Interior Design A.A.S. (Day and Evening Classes)

Siba’s Interior Design program is structured to prepare qualified students for future positions in the design industry. Opportunities include design positions in residential, commercial, retail, and architectural environments. (Internship/externship options providing actual design-related experience are highly recommended.)

Academic Requirements:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Subject</th>
<th>Credit Hrs.</th>
<th>Clock Hrs.</th>
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<td>D111</td>
<td>Color Theory &amp; Lighting Design</td>
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<td>Presentation Techniques I</td>
<td>3.0</td>
<td>44</td>
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<tr>
<td>D113</td>
<td>CAD I</td>
<td>3.0</td>
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<tr>
<td>D114</td>
<td>Universal Design &amp; Aging in Place</td>
<td>4.0</td>
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<tr>
<td>D115</td>
<td>Construction Documents, Building Tech. &amp; Codes</td>
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<td>D119</td>
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<td>B103</td>
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</table>

Elective Requirements: To meet the additional 5.0 credit hours of elective requirements, students are encouraged to participate in an intern/externship, and may select, in consultation with the Academic Dean, from any other 100 or 200 level courses being offered to complete graduation requirements.

Graduation Requirements:

Full-time—6 Quarters (66 weeks); part-time programs will vary in length

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<thead>
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Paralegal Studies A.A.S. (Evening Classes)

The Paralegal Studies program is designed to enable the student to learn to integrate the separate functions required to manage a legal office and to conduct related legal research in support of the legal environment. Employment opportunities include Paralegal, Legal Assistant, Law Office Manager, Corporate Research Assistant, and Investigator. (Internships/externships are highly recommended in this program).

Academic Requirements:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Subject</th>
<th>Credit Hrs.</th>
<th>Clock Hrs.</th>
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<td>Introduction to Windows/Word Processing</td>
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<td>B104</td>
<td>Spreadsheets</td>
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<td>B105</td>
<td>Presentation Graphics</td>
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<td>Advanced Graphics</td>
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<td>Legal Ethics</td>
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<td>LEG209</td>
<td>Personal Injury/Torts</td>
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<td>Criminal Law</td>
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<td>English Composition I</td>
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<td>Research Methods</td>
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<td>C101</td>
<td>Career Orientation</td>
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Elective Requirements: To meet the additional 11.0 credit hours of elective requirements, students are encouraged to participate in an internship or externship**, and may select, in consultation with the Academic Dean, from any other 100 or 200 level courses being offered to complete graduation requirements.

**The maximum credit hours a student may earn with an internship/externship is 7.0.

Graduation Requirements:

Full-time—6 Quarters (66 weeks); part-time programs will vary in length

108.0  1442
Retail Management/Fashion Merchandising A.A.S. (Day and Evening Classes)

Siba’s Retail Management/Fashion Merchandising program is designed to prepare qualified students for future positions in the fashion/retail industry, including assistant store manager, store manager, assistant buyer, visual merchandiser, media buyer and sales promotion. Completion of the degree program provides students with more opportunities for advancement into middle and upper management positions in virtually every aspect of the retail merchandising industry. Internship/externship options providing actual retail experience are highly recommended.

Academic Requirements:

<table>
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<tr>
<th>Course #</th>
<th>Subject</th>
<th>Credit Hrs.</th>
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<td>Merchandising Math</td>
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<td>Designer Studies</td>
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<td>F110</td>
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<td>Spreadsheets</td>
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Elective Requirements: To meet the additional 8.0 credit hours of elective requirements, students are encouraged to participate in an internship or externship**, and may select, in consultation with the Academic Dean, from any other 100 or 200 level courses being offered to complete graduation requirements.

**The maximum credit hours a student may earn with an internship/externship is 7.0.

Graduation Requirements:

Full-time—66 weeks; part-time programs will vary in length

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Tourism and Hospitality Management A.A.S. (Day Classes)

Siba's Tourism and Hospitality Management degree is designed to prepare qualified students for positions in virtually every area of the hospitality and tourism industries. Entry-level opportunities include hotel/resort reservations and management, flight attendant, entry-level management positions in the airline, cruise ship and rental car industries, meeting/convention planning, and sales associate in leisure or business travel departments. Growth opportunities include hospitality manager, concierge, meeting/convention planner, tour operations, and marketing supervisor. (Internship/externship options providing related experience are highly recommended.)

Academic Requirements:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Subject</th>
<th>Credit Hrs.</th>
<th>Clock Hrs.</th>
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<td>World Geography II</td>
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<td>Conducting Tours</td>
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<td>Meeting &amp; Event Planning</td>
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**Elective Requirements:** To meet the additional 6.0 credit hours of elective requirements, students are encouraged to participate in an internship or externship, and may select, in consultation with the Academic Dean, from any other 100 or 200 level courses being offered to complete graduation requirements. 6.0 243

**Graduation Requirements:**

Full-time—6 Quarters (66 weeks); part-time programs will vary in length 106.0 1387
Course Descriptions

Business Courses

B103 Introduction to Windows/Word Processing
(3.0 credit hrs., 44 clock hrs.) This course introduces students to the basic components of the windows interface, how to manage files and folders, and how to use the common tools and programs available in Windows. Using Microsoft Word, students will learn to process text, edit text, use writing tools, format characters, place and align text, format paragraphs and set tabs, use draw, print documents and envelopes and manage files. Students learn to create footnotes and endnotes, charts, forms, graphics and special characters, macros, mail merge, and reference documents. Classroom projects will include comprehensive use of word processing skills in creation and development of various forms of documents. Prerequisite: None.

B104 Spreadsheets
(3.0 credit hrs., 44 clock hrs.) Students will learn to create spreadsheets for many business applications such as budgets, marketing and sales reports, expense reports, invoices and purchase orders, basic financial statements, and spreadsheet information for use in intranet/internet. Students will receive hands-on instruction on how to use spreadsheets for accounting/financial statements, data analysis, statistical tables, amortization schedules, forecasts, personnel records, and lists. Prerequisite: None.

B105 Presentation Graphics
(3.0 credit hrs., 44 clock hrs.) Students learn to create professional looking presentations and administrative documents with specific text content and design criteria. Through the use of Microsoft Publisher and Microsoft PowerPoint, students will develop the skills to produce camera-ready copy for simple publications and students will receive instruction in processing of words (keying in of data), outlining, graphing, drawing tools, clip art, and delivery of presentation. Prerequisite: None.

B106 Database
(3.0 credit hrs., 44 clock hrs.) Students learn to plan and design databases for storing information on the computer, how to query a table and find and display information, and how to generate simple forms and reports to view or print out the information needed. Prerequisite: None.

B107 Real Estate
(4.0 credit hrs., 44 clock hrs.) Students develop an understanding of the real estate business. Includes study of regulations, legal aspects, ownership of real property, transfer, evidence of assurance of title, landlord/tenant relationships, mortgages, and responsibilities. Prerequisite: None.

B110 Business Law I
(4.0 credit hrs., 44 clock hrs.) Familiarizes students with the various legal concepts applicable to businesses in general. Presents an overview of the U.S. legal system and
legislative systems, criminal law, torts, contracts, UCC sales, commercial paper, and negotiable instruments. Prerequisite: None.

B108 Advertising I
(4.0 credit hrs., 44 clock hrs.) This class is oriented toward practical experience in analyzing, understanding, and creating advertising based on real world examples. Students will be expected to observe and report on advertising they encounter day-to-day in order to relate it to the textbook and handout materials. Upon completion of the course, students will be familiar with the basic terminology relating to advertising strategies, development, and production. Prerequisite: None.

B109 Advertising II
(4.0 credit hrs., 44 clock hrs.) Emphasis on uses of major advertising media including television, radio, newspapers, and magazines. Prerequisite: B108.

B112 Business Communications
(4.0 credit hrs., 44 clock hrs.) This course examines the principles of communication in the workplace. It introduces students to common formats such as the memo, letters, and reports, and helps students improve writing skills to gain greater mastery of grammar, mechanics and style. Prerequisite: B103.

B113 Accounting I
(4.0 credit hrs., 44 clock hrs.) Students learn accounting principles for a professional organization through an accounting cycle, including financial reporting. Prerequisite: None.

B120 Introduction to Marketing
(4.0 credit hrs., 44 clock hrs.) Overview of marketing strategy, the marketing environment, consumer buying behavior, research, public relations, and the differences in marketing services and products. Prerequisite: None.

B201 Introduction to Business
(4.0 credit hrs., 44 clock hrs.) This course introduces concepts, methods, activities and philosophy of business in the world today. It covers contemporary trends in business, while introducing the student to the language, principles, and environment of business. Prerequisite: None.

B203 Advanced Windows Applications
(3.0 credit hrs., 44 clock hrs.) Simulation of a working environment where all the application software packages will be used and integrated. Emphasis will also be placed on communication in both written and oral presentations. Prerequisites: B104, B105, B106.

B205 Advanced Graphics
(3.0 credit hrs., 44 clock hrs.) In this course, the student will learn presentation techniques in Adobe Photoshop. They will gain experience in using the various tools in producing graphic presentations. Emphasis is on creating compelling and innovative
graphic design solutions, compositional organization, mechanics and effective presentations. Prerequisite: None.

**B208 Social Media Marketing**
(4.0 credit hrs., 44 clock hours) Examines how social media has changed the way businesses promote products, services, ideas and people. Students will gain the necessary knowledge and skill set required to create and execute effective social media marketing strategies across multiple social media based platforms. Prerequisite: B120.

**B209 Payroll Accounting**
(4.0 credit hrs., 44 clock hrs.) Emphasis is on all aspects of payroll procedures, including wage and salaries, Social Security taxes and benefits, Medicare, federal and state employment insurance and taxes, payroll accounting systems and records, and reporting requirements. Prerequisite: B120.

**B210 Organizational Behavior**
(4.0 credit hrs., 44 clock hrs.) The course focuses on the importance of human dynamics in modern organizations. Instructor and students will explore individual behavior, group processes and organizational dynamics from management and employee perspectives. Prerequisites: B201.

**B212 Human Resource Management**
(4.0 credit hrs., 44 clock hrs.) The course is designed to introduce students to human resource management theory and principles, beginning with traditional/classical thinking and leading up to the latest trends and future approaches. Prerequisite: None.

**B214 Accounting II**
(4.0 credit hrs., 44 clock hrs.) Preview of the accounting cycle, accounting for merchandising company, and use of special journals for accounts receivable and payable. Students will complete a simulated merchandising practice set. Prerequisite: B113.

**B215 Principles of Economics**
(4.0 credit hrs., 44 clock hrs.) Students will explore the practical value of economic analysis as it relates to supply and demand, the theory of the firm, taxation, inflation, unemployment, national income determination, fiscal and monetary policy, economic growth, and international trade and finance. Prerequisite: B201.

**B301 Principles of Management**
(4.0 credit hrs., 44 clock hrs.) This course introduces students to contemporary principles of management. Course focus and emphasis is on the practical considerations of planning, organizing, decision making, leading and controlling in modern organizations. The course covers each managerial function in detail, while illustrating historic perspectives and today's systematic approach to management. Prerequisite: B201.
B306 Statistics I  
(4.0 credit hrs., 44 clock hrs.) This course demonstrates the applicability of statistics in the real world through guided exercises, practical real-world problems, and group projects. Prerequisites: G101 or F103.

B307 International Business  
(4.0 credit hrs., 44 clock hrs.) Involves the study of any business transaction between parties from more than one country. Students will examine such activities as buying and selling raw materials, inputs or finished products across borders, operating plants in other countries to take advantage of local resources, and borrowing money in one country to finance operations in a second. International Business is influenced by cultural considerations. Prerequisites: B201 or F101.

B309 Business Law II  
(4.0 credit hrs., 44 clock hrs.) Continues the study of the U.S. legal system and legislative systems, employment and agency law, real estate law, bailments, insurance, and consumer and creditor protection. Prerequisite: B110.

B310 Marketing Management  
(4.0 credit hrs., 44 clock hrs.) This course examines the marketing system, relationship with the socioeconomic system and reciprocal influences affecting the management of marketing. It studies the trends in the structure of marketing institutions, processes, and practices. Consideration will be given to customer attributes, behavioral characteristics, and how a marketing manager responds to these factors in the design of marketing strategies using research, product development, pricing, distribution structure, and promotion. Prerequisites: B113, B120, and B201 or F102.

B312 Accounting III  
(4.0 credit hrs., 44 clock hrs.) The students will learn manufacturing accounting, corporations and partnerships, with emphasis on financial analysis and decision-making. Prerequisite: B214.

B315 Financial Accounting  
(4.0 credit hrs., 44 clock hrs.) Students will discover the uses and limitations of financial statements and related information and apply analytical tools in making both business and financial decisions. Topics examined include those related to corporate financial position, operating results, cash flows, and financial strength. Prerequisite: B214.

B317 Finance I  
(4.0 credit hrs., 44 clock hrs.) This course is an introduction to the role of financial management in today’s business world. Course topics emphasize an understanding of financial statement analysis and ratio analysis to evaluate financial performance, and allocation of resources over time. Prerequisite: B214.

B403 Statistics II  
(4.0 credit hrs., 44 clock hrs.) This course covers the concepts and techniques concerning exploratory data analysis, frequency distributions, central tendency and
variation, probability, sampling, inference, regression, and correlation. Students will be exposed to these topics and how each applies to and can be used in the business environment. Students will master problem solving using both manual computations and statistical software. Prerequisites: B104, B306.

**B405 Strategic Management**  
(4.0 credit hrs., 44 clock hrs.) This course will enable the student to understand high-level business decisions based on competitive pressures, global marketplace concepts, and availability of resources such as personnel, finances, plant and equipment capabilities and raw materials. The course will also focus on corporate structures and management decision-making. Students will bring together all of their learned functional skills (e.g. accounting, finance, marketing, etc.) and use them to study organizational problems within the context of real-world business case studies. Prerequisites: B301, B310, B317.

**B406 Entrepreneurship**  
(4.0 credit hrs., 44 clock hrs.) This course provides a background in business entrepreneurship. It examines the characteristics necessary to become a successful entrepreneur and covers the information needed to develop a comprehensive effective business plan. Prerequisites: B104, B120.

**B408 Operations Management**  
(4.0 credit hrs., 44 clock hrs.) This course provides students with concepts, techniques and tools to design, analyze, and improve core operational capabilities, and apply them to a broad range of industries. It emphasizes the effect of uncertainty in decision-making, as well as the relationship between high-level financial objectives and operational capabilities. Topics covered include production control, risk pooling, quality management, process design, and revenue management. Also included are case studies, and a simulation exercise which demonstrates fundamental concepts. Prerequisites: B212, B301, B317.

**B410 Advanced Human Resources Management: Application Theory and Practice**  
(4.0 credit hrs., 44 clock hrs.) This course addresses the behavioral and legal approaches to the management of human resources in organizations. Students study and examine various aspects of Human Resource Management via application of technical and legal aspects of human resource management from a strategic business perspective. The course examines how to manage human resources effectively in the dynamic legal, social, and economic environment currently constraining organizations. Among the topics included are: formulation and implementation of human resource strategy, job analysis, methods of recruitment and selection, techniques for training and development, performance appraisal, compensation and benefits, and the evaluation of the effectiveness of HRM systems. Emphasis is placed on integrating human resource management with the overall business strategy. Prerequisite: B212.
B417 Finance II
(4.0 credit hrs., 44 clock hrs.) This course is a continuation of Finance I. Students will utilize Financial Analysis to Value Assets and Investments, assess risk and make sound financial business decisions. Prerequisite: B317.

B420 Project Management
(4.0 credit hrs., 44 clock hrs.) This course examines various aspects of managing projects in a business environment. The course will include in-depth study of the following project components: project scope definition, time management, cost estimating, quality assurance, resource management, communication modeling, risk assessment, and materials procurement. Students will learn state-of-the-art project management tools and techniques while completing classroom projects. Prerequisite: B104, B106, B201.

B425 Integrated Software Applications
(3.0 credit hrs., 44 clock hrs.) Students develop information technology tools while focusing on realistic workplace problem solving. Projects are presented much like they would be in a real job situation. Prerequisites: B103, B104, B106.

Retail Management/Fashion Merchandising Courses

F101 Introduction to Retailing I
(4.0 credit hrs., 44 clock hrs.) Includes the nature and change in retail, planning and managing a retail institution, understanding marketing and retail customers, and competition. Prerequisite: None.

F102 Introduction to Retailing II
(4.0 credit hrs., 44 clock hrs.) Includes location analysis, merchandise buying, pricing, and the importance of customer service in retail. Prerequisite: F101.

F103 Merchandising Math
(4.0 credit hrs., 44 clock hrs.) Develops fundamentals of merchandising math, beginning with the basic skills of fractions, decimals, base, rate, and portion. The principles of markups and markdowns and the application of those to purchase orders, invoices and order forms. Prerequisite: None.

F104 Textiles I
(4.0 credit hrs., 44 clock hrs.) A study of the textile industry, including standards and legislation. Students will be introduced to terminology, fiber properties, yarns, and fabric characteristics. Emphasis is on the selection, quality, performance, and care of specific textiles, the latest fibers, yarns, and fabric technology. Fabric identification will be stressed. Prerequisite: None.

F105 Designer Studies
(2.0 credit hrs., 22 clock hrs.) The study of important historic and contemporary fashion designers and the contributions these individuals have made to the fashion industry. Prerequisite: None.
F106 Non-Textiles  
(2.0 credit hrs., 22 clock hrs.) A survey course of leather, fur, gems, footwear, millinery, handbags, fine and costume jewelry, etc., with an emphasis on construction methods, quality, design and care. Prerequisite: None.

F107 Clothing and Design  
(4.0 credit hrs., 44 clock hrs.) Aspects of clothing design as related to shape and form and the effect on wearer. Additional emphasis on construction details and related terminology. Prerequisite: None.

F110 History of Costume I  
(4.0 credit hrs., 44 clock hrs.) Study of all periods of fashion from Egyptian and Classic eras through the Renaissance time period. Students study the effects of economic, social, political, and religious changes on apparel. Prerequisite: None.

F111 History of Costume II  
(4.0 credit hrs., 44 clock hrs.) Study of periods of fashion from the Renaissance through the present. Prerequisite: F110.

F113 Visual Merchandising I  
(3.0 credit hrs., 44 clock hrs.) Studies basic principles and techniques used in visual merchandising and display. Includes practical experience through the execution of various types of display. Utilizes problem solving techniques, principles and elements of design, fixtures, props, signage, lighting, and mannequins. Prerequisite: None.

F114 Menswear  
(2.0 credit hrs., 22 clock hrs.) Examines the unique aspects of the production, merchandising, and selling of menswear. Students study the various menswear markets, production, sizing, promotion, and retailing. Prerequisite: None.

F201 Fashion Selling & Management  
(4.0 credit hrs., 44 clock hrs.) Addresses sales and management techniques & skills for managers, wholesalers, merchandisers, sales reps and associates with regard to the challenging and ever changing fashion retail environment. Prerequisite: F102.

F203 Retail Buying  
(4.0 credit hrs., 44 clock hrs.) A practical analysis of the role of the buyer in department, specialty, chain, and discount stores. Course includes planning stocks; merchandise control systems, resource planning, import buying, advertising, and promotion. Course stresses analysis and application activities to sharpen retail decision-making and problem-solving skills. Prerequisites: F102, F103.

F205 Textiles II  
(4.0 credit hrs., 44 clock hrs.) A continuation of Textiles I. Emphasis will be placed on analysis of fabrics, care and renovation of fabric, performance testing, textile laws and regulations, and fabric selection for interiors and apparel. Prerequisite: F104.
F207 Fashion Promotion
(3.0 credit hrs., 44 clock hrs.) Examination of integrated promotional activities utilized by a fashion promotion or special event coordinator. Fashion shows, advertising and promotions, in-store events. Includes the impact of social media communities and blogs on promotional activities. Prerequisite: F102.

F208 Fashion Forecasting
(4.0 credit hrs., 44 clock hrs.) Examines the social, psychological, economic, and communicative factors influencing consumers’ fashion preferences and buying decisions. Analyzes principles and methods used to forecast fashion preferences and trends. Prerequisite: F102.

F300 Understanding Dress in Contemporary Society
(4.0 credit hrs., 44 clock hrs.) Students examine the evolution of the fashion concept. Including how a new style is born, accepted by fashion leaders and a broader audience of consumers, and then discarded. Examines economic and psychological factors causing an individual to adopt or reject a style. Prerequisite: F102.

F315 Store Planning & Design
(3.0 credit hrs., 44 clock hrs.) An advanced course for the Retail Management/Fashion Merchandising students which provides an overview of store planning and design. The course will familiarize the student with basic skills in AUTOCAD. Critical to this process is an understanding of basic space planning issues, such as; allocation for fixtures, service areas, stock and non-selling activities. Prerequisite: F113, D113.

F320 20th Century Dress
(4.0 credit hrs., 44 clock hrs.) A comprehensive view of history of twentieth century dress in the United States, as it has developed in the context of tumultuous change. Prerequisite: F111.

F405 Social Constructs of Dress
(4.0 credit hrs., 44 clock hrs.) Explores the sociological, psychological and anthropological aspects of dress and adornment. Emphasis on the impact of fashion in the human process of defining individuals and cultures. Provides a framework for interpreting the meaning and use of dress. Prerequisite: F300.

F410 Advanced Retail Profitability and Analysis
(4.0 credit hrs., 44 clock hrs.) This course will teach students how to negotiate agreements and how to analyze each element presented in profitability reports. In the competitive retail environment these skills are essential. Prerequisite: F203.

F415 Apparel Product Development
(4.0 credit hrs., 44 clock hrs.) Examines the pre-production processes of apparel product development. Includes planning through forecasting, fabricating, developing silhouettes, specifications, and pricing to sourcing. Prerequisites: F102, F205.
F425 Apparel Product Development II  
(4.0 credit hrs., 44 clock hrs.) A continuation of Apparel Product Development I, with emphasis is on the manufacturing and sourcing component of product development how to locate and source all components of a garment. Students will simulate the production of a fashion product from inception to finished product utilizing industry resources. Prerequisite: F415.

F430 Careers in Retail Management/Fashion Merchandising & Portfolio Development  
(4.0 credit hrs., 44 clock hrs.) Examines the wide range of possible career choices and how each job relates to the industry as a whole. Students will learn the education and training required for various positions in the fashion retailing industry. A comprehensive approach to creating and updating portfolios specific to the fashion retail industry will be emphasized. Prerequisite: Senior status and retail experience or permission from instructor.

**Interior Design Courses**

D101 Foundations of Interior Design  
(4.0 credit hrs., 44 clock hrs.) In this introductory course students will discover concepts of design and the role of the designer, and will examine the basic design principles and elements, concepts of design process, spatial relationships, and design as a profession. Students will apply their understanding of these concepts to investigate fully the tools of their trade: floors, walls, ceilings, windows, doors and their materials; wall composition; furniture placement; and the use of accessories. Prerequisite: None.

D103 Architectural Graphics  
(3.0 credit hrs., 44 clock hrs.) An introductory course in hand drafting. Emphasis will be placed on drafting tools, line quality, lettering, and visualizing three dimensions in 2-d drawings. Students will complete orthographic drawings and simple house plans and elevations. Prerequisites: None

D104 Furniture Marketing  
(4.0 credit hrs., 44 clock hrs.) Students will learn how furniture is designed, constructed, distributed, and retailed to the public. This course will focus on the Interior Designer and the role he/she plays in the marketing and specifying of furnishings for residential and contract markets. Prerequisite: None.

D105 History of Architecture and Design I  
(4.0 credit hrs., 44 clock hrs.) Comprehensive study of the progress of architecture and the accompanying evolution of interior spaces from ancient times through the Italian Renaissance. Particular emphasis will be placed on technological, cultural, social, and aesthetic developments, giving context to the specific stylistic differences that distinguish each period. Prerequisite: None.
D106 History of Architecture and Design II
(4.0 credit hrs., 44 clock hrs.) A continuation of D105, topics studied in this course include French Stylistic development, Renaissance through Empire, and the concurrent English periods of Renaissance Tudor through Victorian and the birth of the Industrial Revolution. Emphasis will be placed on technological, cultural, social, and aesthetic developments, giving context to the specific stylistic differences that distinguish each period. Prerequisite: D105.

D107 Residential Design
(3.0 credit hrs., 44 clock hrs.) A project-oriented course, designed to develop the students' knowledge and ability to create residential design projects including floor plans, color schemes, and presentation boards. Prerequisites: D101, D103.

D111 Color Theory and Lighting Design
(3.0 credit hrs., 44 clock hrs.) Explores the major considerations in color choice for interior spaces. Students will gain fundamental understanding and awareness of color that can be applied to virtually any design situation. Lighting is an important part of seeing color, so students will experience how lighting affects color and use the principles of lighting design to further enhance design projects and to go beyond aesthetics in understanding how to use color theory and the selection of color schemes, in concert with lighting and way-finding to contribute to the safety and well-being of the built environment. Prerequisite: None.

D112 Presentation Techniques I
(3.0 credit hrs., 44 clock hrs.) This course will concentrate on developing the student's capabilities in presenting their work. Emphasis will be placed on both visual aspects of presentation, such as presentation boards vs. other modes of introducing clients to material aspects of the student's design; and verbal techniques of gaining and holding a potential client's attention, the thoughtful walk-through of project spaces, and closing the deal. Prerequisite: None.

D113 CAD I
(3.0 credit hrs., 44 clock hrs.) This is a foundation for the use of computer technology as a tool in drafting and design. This is a hands on course that will offer the student a basic introduction to AutoCAD (Computer Aided Design). Focus will be placed on learning the basic commands and editing/modification tools. Prerequisite: D112.

D114 Universal Design and Aging in Place
(4.0 credit hrs., 44 clock hrs.) This course teaches the relevant codes and standards, common barriers in the health care and home, and demonstrates how to redesign living areas for safety and comfort for older adults with physical limitations that would normally force them from their homes into a health care facility. Prerequisites: None.

D115 Construction Documents, Building Technology, & Codes
(4.0 credit hrs., 44 clock hrs.) Students will learn how to format and read a set of construction documents. They will learn about floor plans, reflected ceiling plans,
elevations, sections, and details, and they will become familiar with basic residential and commercial construction: electrical, plumbing, and HVAC systems, and interior finish and materials installation. Students will learn concepts and strategies for addressing public welfare and safety, including the Americans with Disabilities Act and its impact on interior design. Prerequisite: None.

**D116 Materials & Resources of Interior Design**
(3.0 credit hrs., 44 clock hrs.) An introduction and examination of a variety of finishes and materials for design, including fabrics, wall covering, hard and resilient floor covering, carpet and rugs, wood and plastics, marble and granite, solid surface, tile and more. Students will also learn how to identify the appropriate trade sources for these materials with the possibility of field trips to the sources. Measuring, specifying, and estimating will be emphasized. Prerequisite: None.

**D119 Space Planning**
(3 credit hrs., 44 clock hrs.) This course will focus on space planning concepts, one of the most critical aspects of design. Programming and analysis, and schematic design will be emphasized as students complete several space planning studies. In addition to space planning, students will learn how to interview clients to gather information, organize and analyze information, prepare charts for square footage requirements and depict work flow, people flow, and adjacency needs. Prerequisites: D101, D103.

**D120 Window Treatment Design**
(3.0 credit hrs., 44 clock hrs.) The business of custom window treatments encompasses measuring, calculating, designing, construction and installation. Students will learn all of these processes, as well as about products, trends and designs. Students will also learn how to communicate with custom workrooms. Prerequisite: G101.

**D200 Commercial Design**
(3.0 credit hrs., 44 clock hours) Introduces students to the fundamentals of designing non-residential spaces. Students will be taught the process of planning a restaurant space beginning with client interviews and data collection through research with the goal of developing a working program. Students will be asked to begin the space planning process making use of current information on codes, circulation patterns, appropriate materials selections, and the ADA. Prerequisites: D101, D113, D119.

**D201 Design Practice**
(4.0 credit hrs., 44 clock hrs.) A study of the practice of interior design as a business, using business procedures, contract documents, projects, pricing, billing, handling complaints, compensation and fees, and public relations. Prerequisite: D101.

**D204 Workplace Design**
(3.0 credit hrs., 44 clock hours) An introduction to the concepts on which Facilities Planning and Workplace Design relies. Students will be taught the process of data gathering through analysis of client interview material with the goal of creating a set of beginning working documents: program, adjacency matrix and bubble diagrams to fully comprehend the design problem. Students will also be introduced to systems furniture,
working with a professional from the field. From this a preliminary set of office typicals
will be developed. Prerequisites: D101, D113, D119.

D205 History of Architecture and Design III
(4.0 credit hrs., 44 clock hrs.) A continuation of D105 and D106, this course examines
the birth of the Modern Era after the Industrial Revolution through current design trends.
Emphasis will be placed on technological, cultural, social, and aesthetic developments,
giving context to the specific stylistic differences that distinguish each period.
Prerequisite: D106.

D206 Modern & Contemporary Architecture and Design
(4.0 credit hrs., 44 clock hrs.) This course is an in-depth look at the major figures in
architecture of the Modern movement and after. Special attention will be paid to the
Bauhaus and Cranbrook communities, as well as individuals of merit that have formed
the horizon of architecture in the world today. Prerequisite: D205 or permission of
instructor.

D207 Advanced Residential Design
(3.0 credit hrs., 44 clock hrs.) Content will focus on residential establishments, both
new and renovated. Students will thoroughly plan the utilization of the interior of each of
these types of construction. Prerequisites: D107, D112, D115, D116, D119.

D210 3-Dimensional Design
(3.0 credit hrs., 44 clock hrs.) This course will introduce students to the elements and
principles of 3-dimensional design. Exercises will focus on module, metaphor,
metamorphosis, creativity and general material craftsmanship. Prerequisites: None.

D211 Presentation Techniques II
(3.0 credit hrs., 44 clock hrs.) Students are introduced to the development of
presentation graphic skills. Various media, such as marker, pen & ink, and colored
pencil will be explored. Emphasis will be placed on guiding the student to use the best
methods in presenting design concepts. Prerequisites: D112.

D213 CAD II
(3.0 credit hrs., 44 clock hrs.) This class will focus on allowing the student to improve
their CAD skills. Basic and intermediate commands will be reviewed and more complex
projects will be assigned for intermediate level applications. Working drawings
associated with professional practice will be assigned. Prerequisite: D113.

D214 CAD III
(3.0 credit hrs., 44 clock hrs.) This course will introduce the student to BIM technology
(Building Information Modeling) with Revit Architecture software. The student will
explore early design concepts, forms, and modification techniques completed
automatically across the project. Students will learn to produce 2-D and 3-D drawings,
apply materials and accurately produce construction documents. Prerequisite: D213.
D215 Interior Renovation
(3.0 credit hrs., 44 clock hrs.) A study of the elements to be considered in updating a structure with historical significance. Space planning sensitive to existing infrastructure, code requirements and materials selection is addressed. Particular emphasis will be placed on synthesizing design solutions with knowledge of historical periods. Prerequisites: D107, D115, D116, D119, D205.

D217 Kitchen and Bath Design
(3.0 credit hrs., 44 clock hrs.) Students will learn the basics of residential kitchen and bath design, including how to work with standard cabinet nomenclature, plumbing basics and fixture layout, appliance selection and the latest trends with accessories. Students will develop drawings by hand and using 20/20 according to NKBA guidelines. This course may include field trips to showrooms and job sites. Prerequisites: D107, D119.

D300 Environmental Design
(3.0 credit hrs., 44 clock hrs.) An advanced class where students will explore the principles of “green” design. Topics covered will include defining green design, evaluating source materials and products, and preparing a plan for identifying and researching potential green clients. Prerequisites: D107, D200, D116, D119.

D311 Lighting Fundamentals
(3.0 credit hrs., 44 clock hrs.) A continuation of D111, in this course students develop awareness of the aesthetic and functional applications of lighting for residential and non-residential spaces and how to produce lighting schedules, calculate lighting loads, and draw reflected ceiling plans. Prerequisites: D107, D111, D200.

D315 Advanced Revit/Construction Documents
(3.0 credit hrs., 44 clock hrs.) Students will explore the methodologies for turning an architectural building model into construction documents that can be used in the building industry, apply workflow strategies for efficient use of a BMI model, and label building components using annotative elements to create a sheet view that can be used for construction documents. Students will produce a set of working construction documents with annotations, detail callouts, and general notes. Prerequisites: D105, D113, D115, D213.

D316 3D Studio Max
(3.0 credit hrs., 44 clock hrs.) This course will teach the student the fundamentals of AutoCAD 3D modeling and animation rendering with Autodesk 3D Studio Max. Students will learn basic program operations, modifiers, lighting, camera, and animation application. Prerequisite: D214.

D317 Advanced Kitchen & Bath Design
(3.0 credit hrs., 44 clock hrs.) A continuation of D217, this course emphasizes more intricate designs with custom cabinetry and high-end fixtures. Students will develop drawings by hand and computer according to NKBA guidelines. This course will include
application and installation of cabinetry, integration of fixtures and appliances, 
countertop and material options, and graphically detailed drawings including elevations, 
orthographics/isometrics and/or perspectives. Prerequisites: D213, D217.

D318 CAD IV
(3.0 credit hrs., 44 clock hrs.) Concepts in design presentations will be refined and 
expanded to include the use of electronic media, i.e.: The integration of Photoshop, 
Illustrator and InDesign with AutoCad drawings. Skills taught will include the rendering 
of floor plans, perspectives, elevations. Prerequisite: D315.

D319 Advanced Commercial Design
(3.0 credit hrs., 44 clock hrs.) This class is a continuation of D108 Commercial Design. 
In this class students will complete their restaurant plan, incorporating information 
gleaned from the project critique at the end of D108. Students will finalize materials 
selections, develop support documents: elevations, perspectives, axonometrics. 
Students will then complete the course with a presentation that utilizes all the 
information collected and developed throughout the two sections. Prerequisites: D112, 
D115, D116, D200, D213, D214, D318.

D320 Advanced Window Treatment Design
(3.0 credit hrs., 44 clock hrs.) The course will advance students in the field of custom 
window treatments with design, calculations and construction techniques. Students will 
develop their knowledge of specialty window treatments, business skills and 
professional installation techniques. Prerequisite: D120

D321 Advanced Workplace
(3.0 credit hrs., 44 clock hrs.) This class is a continuation of D204 Workplace Design. In 
this class students will complete the design development of the project begun in D204 
incorporating information gleaned from the project critique at the end of D204. Students 
will finalize the layout, materials selections, and develop support documents: 
elevations, perspectives, axonometrics. Students will then complete the course with a 
presentation that utilizes all the information collected and developed throughout the two 
sections. Prerequisites: D112, D115, D116, D204, D213, D214, D318.

D322 Healthcare Facilities I—Issues
(4.0 credit hrs., 44 clock hrs.) As an introduction to the fundamental details and issues 
in designing for the healthcare environment, this class addresses the impact design has 
on the quality and efficacy of care. Students will interact on issues related to long-term 
care, assisted living, ambulatory care, and the hospital environment and compare other 
countries’ approaches to healthcare facilities and those of the United States. 
Prerequisite: D319.

D405 Portfolio Design
(3.0 credit hrs., 44 clock hrs.) This course will address the finer details of developing 
and presenting an advanced professional portfolio. Analog (paper) and digital 
(electronic) media, such as Adobe Suite will be considered. A focused and cohesive
message is essential for a student's professional image development. Prerequisite: Senior status or permission of the instructor.

**D410 Design Thesis I**
(3.0 credit hrs., 44 clock hrs.) The student will develop a completed working program and completed floor plan of his/her selected thesis project. Extensive effort will be placed on developing a relevant and comprehensive program that the student will ultimately use during the course and into Design Thesis II. Conceptual considerations will also be considered during this course and will ultimately develop into how the student’s work will look and be perceived. Prerequisite: Senior status or permission of the instructor.

**D412 Healthcare Facilities II—Design**
(3.0 credit hrs., 44 clock hrs.) A continuation of Healthcare Facilities I, in which students will create designs based on the principles learned in *Issues* and insuring that the needs of the industry: better mobility, privacy, safety, and comfort for patients, staff, and visitors, are met. Prerequisites: D111, D322

**D415 Design Thesis II**
(3.0 credit hrs., 44 clock hrs.) This course will continue with the development of Design Thesis I. The student will come into this course with a completed working program and completed floor plan. The student will use all of his or her design skills to develop the design program and plans into an extensive visual and verbal presentation. The final presentation will be observed and critiqued by several knowledgeable industry professionals. Prerequisite: D410

**Paralegal Studies Courses**

**LEG201 Legal Research and Writing I**
(3.0 credit hrs., 44 clock hrs.) Introduction to the legal process and the function of research and writing. Techniques and methodology of research will be stressed. Students will learn to use the traditional law library to research both primary and secondary sources of law, and then will be introduced to electronic legal research. Prerequisites: G105 or B112.

**LEG202 Legal Research and Writing II**
(3.0 credit hrs., 44 clock hrs.) Students are required to research and draft advanced projects such as legal office memoranda, memoranda of law, and appellate documents. Prerequisite: LEG201.

**LEG203 Civil Litigation**
(4.0 credit hrs., 44 clock hrs.) Provides the student with comprehensive coverage of the procedures in civil litigation from the beginning of legal action to its final resolution. Students are required to draft various pleadings such as Complaints, Answers, and Interrogatories. Prerequisite: None.
LEG204 Wills/Trusts/Estates  
(4.0 credit hrs., 44 clock hrs.) An introduction to the law of wills/trusts/estates with an overview of the tasks performed by lawyers and legal assistants in such representation. Students are required to draft various documents associated with this area of legal practice. Prerequisite: None.

LEG206 Family Law  
(4.0 credit hrs., 44 clock hrs.) Covers basic law of matrimony, divorce, child custody, and related issues. Emphasis includes preparation of pleadings, petitions, affidavits, and settlement agreements. Prerequisite: None.

LEG207 Legal Ethics  
(4.0 credit hrs., 44 clock hrs.) A study of the ethical issues and considerations related to legal professionals. Prerequisite: None.

LEG209 Personal Injury/Torts  
(4.0 credit hrs., 44 clock hrs.) Includes the survey of the law of torts and the role of the paralegal in preparation and trial of a personal injury action, both as defendant and plaintiff. Prerequisite: None.

LEG210 Criminal Law  
(4.0 credit hrs., 44 clock hrs.) An overview of the American Criminal Law system with coverage of current criminal statutes regarding specific crimes as well as the common defenses to those crimes. Emphasis is put on the elements necessary to prove the crimes. Prerequisite: None.

LEG212 Contract Law  
(4.0 credit hrs., 44 clock hrs.) This course examines contract law by focusing on procedural as well as substantive aspects of the common law and the Uniform Commercial Code. Prerequisite: None.

LEG300 Employment Law  
(4.0 credit hrs., 44 clock hrs.) An overview of the employment laws that impact and influence the workplace including laws regarding employment discrimination, disability discrimination and accommodation, employment leaves of absence, workplace harassment, etc. Prerequisite: LEG 212.

LEG301 Criminal Procedure  
(4.0 credit hrs., 44 clock hrs.) An overview of current criminal procedural rules and case law governing the arrest, trial, and sentencing process with emphasis on 4th, 5th, and 6th amendment rights. Prerequisite: LEG 210.
LEG302 Intellectual Property Law
(4.0 credit hrs., 44 clock hrs.) This course introduces students to the valuation of intellectual property assets including patents, trademarks, and copyrights including how to search for, legalize, and authenticate documents. Prerequisite: LEG 209 or LEG 212.

LEG305/G305 History of the United States Constitution
(4.0 credit hrs., 44 clock hrs.) This course concentrates on the history of the Constitution and the amendments to the constitution with emphasis on the application of the Bill of Rights to early American and modern society. The course may be taken by Paralegal Studies students as a legal (LEG) elective, but it does NOT qualify as a General Studies (G) elective. Students in all majors other than Paralegal Studies may take it as a General Studies elective. Prerequisite: None.

LEG307/G307 Philosophy of Law I
(4.0 credit hrs., 44 clock hrs.) A survey of classical and contemporary philosophical and legal essays and cases focused on legal philosophy as its own subject. This first of two courses on the subject examines the Adversarial system including the rules of law and the interplay of morality with the law. It examines the legal reasoning process and then goes on to examine the nature and theory of law including classical theories, realism, formalism, and morality as well as an international law perspective. The course may be taken by Paralegal Studies students as a legal elective (LEG307), but it does NOT qualify as a General Studies (G307) elective. Students in all majors other than Paralegal Studies may take it as a General Studies elective (G307). Prerequisite: G201.

LEG308 Corporate Law
(4.0 credit hrs., 44 clock hrs.) Introduces the student to the law of various business forms, agency, corporate structure, bankruptcy, taxation, and related corporate legal issues. Prerequisite: LEG 212.

LEG309 Property Law
(4.0 credit hrs., 44 clock hrs.) This course acquaints students with the forms of real and personal property and the rights and duties associated with the ownership of each. It includes a study of estates and future interests as well as an overview of the process for conveyance of real estate. Prerequisite: LEG 204.

LEG310 Evidence
(4.0 credit hrs., 44 clock hrs.) This course is a study of the rules of civil and criminal evidence and the admissibility of such evidence in court. The student will learn how to distinguish between relevant and non-relevant evidence, hearsay, and exceptions to hearsay, and will learn to pose objections both at the time of trial, at depositions, and in answering discovery. Prerequisite: LEG 203.

LEG401 Legal Research & Writing III
(3.0 credit hrs., 44 clock hrs.) This course expands the student’s knowledge of legal research by providing an intensive look at computerized legal research through various sources including online research software and other Internet sources. The student will
use the computerized research to complete various research assignments and written legal documents. Prerequisite: B103, LEG202.

**LEG405 Bankruptcy Law**
(4.0 credit hrs., 44 clock hrs.) Course reviews the history of bankruptcy as well as examines issues of debtor relief, bankruptcy litigation, liquidation and claims and reorganization proceedings. Prerequisite: LEG308.

**LEG407/G407 Philosophy of Law II**
(4.0 credit hrs., 44 clock hrs.) The second of two courses, this course focuses on legal philosophy as its own subject by surveying classical and contemporary philosophical and legal essays and cases. This course examines philosophical issues in criminal law by focusing on punishment justification and defendant rights as well as sentencing and criminal responsibility issues. It examines philosophical issues of civil law by scrutinizing the areas of Tort Law, Property Law, and Contract law from a philosophical perspective. Finally it examines philosophical issues of constitutional law by addressing the issues of Constitutionalism and Democracy, Freedom of the Speech, Privacy and Religion, and Equality. The course may be taken by Paralegal Studies students as a legal elective (LEG407), but it does NOT qualify as a General Studies (G407) elective. Students in all majors other than Paralegal Studies may take it as a General Studies elective (G407). Prerequisite: LEG307/G307.

**LEG410 Civil Litigation Clinic**
(3.0 credit hrs., 55 clock hrs.) This senior level course is designed to allow the student to research, investigate and perform/observe various functions in civil litigation. Students will be required to view court cases and report on them, to create a "Civil Reference Guide" for themselves with such information as addresses, divisions information, contact names/numbers, etc. Students will have to prepare mock civil litigation materials as well as exhibits and other materials that could be used in a litigation setting. Students will meet with their peers and the instructor each week to discuss their findings and any questions that may arise. Prerequisite: Senior status or permission of the instructor.

Tourism and Hospitality Management Courses

**T101 Dimensions of Tourism**
(4.0 credit hrs., 44 clock hrs.) An overview of the tourism industry. Coverage includes sociology, forecasting demand, tourism components, and marketing. Prerequisite: None.

**T103 Hotel Management**
(4.0 credit hrs., 44 clock hrs.) Students will learn concepts relating to front office and back of the house operations, as well as food and beverage operations. Prerequisite: None.
T106 Conducting Tours  
(4.0 credit hrs., 44 clock hrs.) Introduction to principles of marketing, selling, and conducting tours. Prerequisite: None.

T107/G107 World Geography I  
(4.0 credit hrs., 44 clock hrs.) A survey of North and Central America and the Caribbean. Students will study the physical geography, culture and demographics of these regions. Major cities and topographical highlights will be emphasized. The course must be taken by Tourism & Hospitality Management students as core requirement (T107). Students in all majors other than Tourism & Hospitality Management may take it as a General Studies elective (G107). Prerequisite: None.

T108/G108 World Geography II  
(4.0 credit hrs., 44 clock hrs.) A survey of Europe and South America. Students will study the physical geography, culture and demographics of these regions. Major cities and topographical highlights will be emphasized. The course must be taken by Tourism & Hospitality Management students as core requirement (T108). Students in all majors other than Tourism & Hospitality Management may take it as a General Studies elective (G108). Prerequisite: None.

T110 Meeting & Event Planning  
(4.0 credit hrs., 44 clock hrs.) Students learn a practical approach to the science of planning effective meetings and events. Includes a review of personnel, financial planning, site location, marketing, and program design. Prerequisite: None.

T112 Marketing and Selling the Travel Product  
(4.0 credit hrs., 44 clock hrs.) Students study the techniques of a successful travel industry salesperson, the function of hotel/travel sales, and buying strategies of various market segments. Also includes the study of marketing hospitality services, promotional methods, and advertising. Prerequisite: None.

T115 Food and Beverage Management  
(4.0 credit hrs., 44 clock hrs.) An overview of the food service industry including banquet facilities management, marketing, menu planning, logistical support, production, training, customer service, and quality control. Also examines catering on and off premises for various functions. Includes observation of restaurant operations through field trips. Prerequisite: None.

T116 Managing the Guest Experience  
(4.0 credit hrs., 44 clock hrs.) A thorough study of service principles, meeting guest expectations, managing hospitality service staff, communication systems, and developing hospitality culture. Prerequisite: None.

T117 Catering & Convention Services  
(4.0 credit hrs., 44 clock hrs.) An introduction to the concepts of convention planning. Examines the activities and functions involved in organizing a convention, such as
space considerations, audiovisual equipment, catering needs, and marketing. Prerequisite: None.

**T207/G207 World Geography III**
(4.0 credit hrs., 44 clock hrs.) A survey of Africa, the Middle East, Asia and the South Pacific. Students will study the physical geography, culture and demographics of these regions. Major cities and topographical highlights will be emphasized. The course must be taken by Tourism & Hospitality Management students as core requirement (T207). Students in all majors other than Tourism & Hospitality Management may take it as a General Studies elective (G207). Prerequisite: None

**General Studies Courses**

**G101 College Mathematics**
(4.0 credit hrs., 44 clock hrs.) Students will learn mathematical skills such as solving simple equations, working with whole numbers, fractions, decimals, basic algebra, ratios, proportions and percentages. Prerequisite: None.

**G102 Personal Development**
(4.0 credit hrs., 44 clock hrs.) Emphasizes the principles of effective human behavior as they relate to the demands of everyday life. Includes the study of interpersonal relationships, stress and time management, personality traits, critical thinking, and problem solving. Students will take the *Myers-Briggs Type Indicator* personality test, fully analyze their results, and learn how different personality types interact most effectively. Prerequisite: None.

**G105 English Composition**
(4.0 credit hrs., 44 clock hrs.) Students will review grammar rules, sentence structure, syntax, and vocabulary through the production of college-level essays, compositions, and research papers. Proper citation of research sources will also be emphasized. Prerequisite: None.

**G106 Contemporary Studies**
(4.0 credit hrs., 44 clock hrs.) An investigation of global issues affecting our lives today. Financial, political, health, ethical, scientific, and cultural influences are explored and evaluated. Prerequisite: None.

**G107/T107 World Geography I**
(4.0 credit hrs., 44 clock hrs.) A survey of North and Central America and the Caribbean. Students will study the physical geography, culture and demographics of these regions. Major cities and topographical highlights will be emphasized. Students in all majors other than Tourism & Hospitality Management may take it as a General Studies elective (G107). Prerequisite: None.

**G108/T108 World Geography II**
(4.0 credit hrs., 44 clock hrs.) A survey of Europe and South America. Students will study the physical geography, culture and demographics of these regions. Major cities
and topographical highlights will be emphasized. Students in all majors other than Tourism & Hospitality Management may take it as a General Studies elective (G108). Prerequisite: None.

G109 Art Appreciation
(4.0 credit hrs., 44 clock hrs.) An overview of popular works of art from Stone Age through the present. The meaning, purpose, and style of art are identified through lecture, discussion, and field trips. Prerequisite: None.

G110 Studio Art I
(3.0 credit hrs., 44 clock hrs.) This course is an introduction to the elements of drawing, concentrating on the human figure. Students will acquire basic competence in creating drawings and sketches with various media and materials, using the human form as a focus and as a model for acquiring observational prowess. Prerequisite: None.

G111 Research Methods
(4.0 credit hrs., 44 clock hrs.) The student will engage in the research process by utilizing appropriate scholarly, peer reviewed literary sources. An emphasis will be placed on synthesizing materials, documenting sources, and appropriate citation styles. The course will also introduce several research methodologies including library work internet sources, and educational data bases. Prerequisite: G105.

G120 History of Western Civilization I
(4.0 credit hrs., 44 clock hrs.) This course is a survey that will concentrate on the major historical, political, cultural and sociological movements that have formed the basis of Western Civilization from its origins in Mesopotamia, its further development in the civilizations of Egypt and Greece and the founding and flowering of the Roman Empire. Prerequisite: None.

G121 History of Western Civilization II
(4.0 credit hrs., 44 clock hrs.) This course is a survey that will concentrate on the major historical, political, cultural and sociological movements that have formed the basis of Western Civilization from the founding of the Eastern Roman/Byzantine Empire, the decline and ultimate collapse of the Western Roman Empire, to the development of Western Europe in the Medieval/Feudal paradigm and the Renaissance. Prerequisite: None.

G130 Physical Science
(4.0 credit hrs., 44 clock hrs.) A survey course of the physical sciences--physics, chemistry, astronomy, meteorology, and geology. Prerequisite: None.

G201 Introduction to Philosophy
(4.0 credit hrs., 44 clock hrs.) This course is a comprehensive introduction to philosophy with emphasis on development of philosophical thinking skills. This course explores the major, traditional areas and topics of philosophy including logic, free will/determinism, ethics, political obligation, the nature of reality, knowledge, the existence of God, the meaning of life. Prerequisite: None.
G202 Public Speaking
(4.0 credit hrs., 44 clock hrs.) Students will research, prepare, and orally present topics for various audiences, including business meetings, humorous occasions, instructional settings, inspirational addresses, and persuasive techniques. Prerequisite: None.

G204 Contemporary Moral Problems (Ethics)
(4.0 credit hrs., 44 clock hrs.) Surveys the major types of ethical theories, such as consequentialist, non-consequentialist, and virtue-based theories, and applies these to a number of contemporary moral controversies such as abortion, euthanasia, capital punishment, healthcare, marriage and family, professional and business ethics, and the environment. Development of critical thinking skills is stressed. Prerequisite: None.

G205 Diversity Studies
(4.0 credit hrs., 44 clock hrs.) This course will explore the impact of “different” people in American society and how they can interact productively. Case studies will illustrate typical problems and search for solutions among a wide range of diversity: race, gender, age, disability, social cultures, religious beliefs, and lifestyles. Prerequisite: None.

G206 Human Sexuality
(4.0 credit hrs., 44 clock hrs.) An overview of topics such as sexual and reproductive anatomy, hormones and sexuality, sexually transmitted diseases, birth control, pregnancy and childbirth, gender identity and gender roles, sexual problems and therapy, and sexuality as a social concept. Prerequisite: None.

G207/T207 World Geography III
(4.0 credit hrs., 44 clock hrs.) A survey of Africa, the Middle East, Asia and the South Pacific. Students will study the physical geography, culture and demographics of these regions. Major cities and topographical highlights will be emphasized. Students in all majors other than Tourism & Hospitality Management may take it as a General Studies elective (G207). Prerequisite: None.

G208 English Composition II
(4.0 credit hrs., 44 clock hrs.) This course further instructs students how to write by having them analyze writing samples, both professional and student models. Topics will include the elements of narration, description, example, definition, comparison/contrast, process, classification/division, causal analysis, and argumentation. Researching and documenting research papers will be emphasized. Prerequisite: G105.

G210 Logic
(4.0 credit hrs., 44 clock hrs.) An introduction to methods for critically evaluating, reasoning and constructing valid arguments with an emphasis on understanding, recognizing and applying syllogistic logic and modern symbolic logic. Course will also emphasize critical analysis through reading and interpreting argumentative essays. Prerequisite: None.
G211 Studio Art II  
(3.0 credit hrs., 44 clock hrs.) This course focuses on proportion, space and perception as a means of visual expression. Students will learn how to see and draw multiple perspectives and acquire techniques on how to convey distance and scale to complete deliberate and successful drawings. A variety of media, such as paint, charcoal, and pencils will be used. Prerequisite: G110.

G215 Introduction to Literature  
(4.0 credit hrs., 44 clock hrs.) A survey course in literature encompassing fiction, poetry, and drama. Stories range from classics to contemporary works from around the globe. Poems blend the old masters with newer voices. A rich array of plays will also be studied. Prerequisite: None.

G216 Psychology of Consumer Behavior  
(4.0 credit hrs., 44 clock hrs.) This course investigates everyday economic and consumer behavior from mainly a psychological and social psychological perspective. The topics it covers encompass three core aspects: the ‘rationality’ or ‘irrationality’ of consumers and economic actors, the specific aspects of economic and consumer life, including managing personal finances, material possessions and shopping (ordinary and ‘compulsive’), and the social and cultural influences, including materialistic values, money and happiness, and advertising. Prerequisite: None.

G305/LEG305 History of the United States Constitution  
(4.0 credit hrs., 44 clock hrs.) This course concentrates on the history of the Constitution and the amendments to the constitution with emphasis on the application of the Bill of Rights to early American and modern society. The course may be taken by Paralegal Studies students as a legal elective (LEG305), but it does NOT qualify as a General Studies (G305) elective. Students in all majors other than Paralegal Studies may take it as a General Studies elective (G305). Prerequisite: None.

G307/LEG307 Philosophy of Law I  
(4.0 credit hrs., 44 clock hrs.) A survey of classical and contemporary philosophical and legal essays and cases focused on legal philosophy as its own subject. This first of two courses on the subject examines the Adversarial system including the rules of law and the interplay of morality with the law. It examines the legal reasoning process and then goes on to examine the nature and theory of law including classical theories, realism, formalism, and morality as well as an international law perspective. The course may be taken by Paralegal Studies students as a legal elective (LEG307), but it does NOT qualify as a General Studies (G307) elective. Students in all majors other than Paralegal Studies may take it as a General Studies elective (G307). Prerequisite: None.

G311 Environmental Issues  
(4.0 credit hrs., 44 clock hrs.) This course will cover topics that affect everyday living in the general population as well as the planet we inhabit. The resources that we use to survive will be discussed and the impending dangers facing these resources, such as pollution, toxins, diseases and so on will be analyzed. Methods for resolution to these
dangers, control of them and management will be topics of discussion. Finally, how the government, world economic situation, and technology can and will effect these issues will be defined. Prerequisite: None.

G315 Psychology of Women
(4.0 credit hrs., 44 clock hrs.) This course examines the balance of cultural and biological similarities (and differences) between the genders, noting how these characteristics may affect issues of equality, and also how men and women behave towards one another. Prerequisite: None.

G320 Modern Social Problems
(4.0 credit hrs., 44 clock hrs.) This course examines how social structure and culture contribute to societal problems and their consequences. Students will analyze the forces that contribute to social problems and study strategies for action through programs, policies and other interventions. Topics will include global health and well-being concerns, issues in human diversity, problems of inequality and power, and problems of the modernization of society. Prerequisite: None.

G407/LEG407 Philosophy of Law II
(4.0 credit hrs., 44 clock hrs.) The second of two courses, this course focuses on legal philosophy as its own subject by surveying classical and contemporary philosophical and legal essays and cases. This course examines philosophical issues in criminal law by focusing on punishment justification and defendant rights as well as sentencing and criminal responsibility issues. It examines philosophical issues of civil law by scrutinizing the areas of Tort Law, Property Law, and Contract law from a philosophical perspective. Finally it examines philosophical issues of constitutional law by addressing the issues of Constitutionalism and Democracy, Freedom of the Speech, Privacy and Religion, and Equality. The course may be taken by Paralegal Studies students as a legal elective (LEG407), but it does NOT qualify as a General Studies (G407) elective. Students in all majors other than Paralegal Studies may take it as a General Studies elective (G407). Prerequisite: G307.

Career Planning Courses

C100 Professional Protocol
(2.0 credit hrs., 22 clock hrs.) Designed to help students understand and demonstrate social and business etiquette in the following areas: introductions, handshakes, body language, technical etiquette and the use of e-mail, cellular telephones, and social media. Also covered is dining etiquette, the importance of “thank you” notes, and dress code.

C101 Career Orientation
(2.0 credit hrs., 22 clock hrs.) A preparation for professional employment. The course will focus on resume-building techniques, interviewing skills, and employer expectations.
C103 Portfolio Presentation Techniques
(2 credit hrs., 22 clock hrs.) An advanced elective in which students develop a complete portfolio from previously generated class work.

C104 Surviving in the Workplace
(2.0 credit hrs., 22 clock hrs.) Introduction to important workplace issues and skills such as conflict management, team building communication, leadership, and decision-making. The course will strengthen professional effectiveness and personal satisfaction on the job.

C105 Internship/Externship (AAS students)
All students are encouraged to have either an internship or externship work experience. An internship is a program of on-the-job work experience without remuneration; an externship is a program of on-the-job work experience with remuneration. Each 30 working hours earns 1 credit hour. Students participating in an internship or externship must record a minimum of 30 working hours/1 credit hour and a maximum of 210 working hours/7 credit hours for any given quarter. Total intern/extern hours for any A.A.S. program may not exceed 7 credit hours.

C400 Internship/Externship (Bachelor’s Degree students)
All students are encouraged to have either an internship or externship work experience. An internship is a program of on-the-job work experience without remuneration; an externship is a program of on-the-job work experience with remuneration. Each 30 working hours earns 1 credit hour. Students participating in an internship or externship must record a minimum of 30 working hours/1 credit hours and a maximum of 420 working hours/14 credit hours for any given quarter. Total intern/extern hours for any bachelor’s degree program may not exceed 14 credit hours.
Student Rights & Responsibilities

Preface

Siba students have certain rights and responsibilities to themselves and the campus community.

A student’s first responsibility is to learn. The college will do its best to provide relevant educational and career opportunities in the formal classroom setting and in less structured environments. It is the student’s responsibility to make good use of these opportunities.

The student’s second responsibility is that of citizenship in the Siba community. In many ways this responsibility is similar to the concept of citizenship in society at large, with the additional expectation that societal rights and responsibilities are reinforced through educational development. Of course, students are not exempt from federal, state, and local laws.

A student automatically accepts these rights and responsibilities as an agreement when he/she enrolls, and it is very important that everyone fully understands their meaning. If higher education is to be successful, it is necessary for both parties directly involved in the educational and developmental process—students and institution—to be familiar with the rights and responsibilities of and to one another. That is what this section of the Catalog is all about.

Attendance

The primary goal of the College is for a Siba graduate to be accepted into a professional environment where career advancement is likely. Many prospective employers will inquire about the student’s attendance and on-time record prior to offering a position. Therefore, the following policies are established in order to promote responsible attendance and on-time habits.

- Daily attendance and on-time statistics are recorded for each student on a class-by-class basis and are monitored and evaluated on a weekly basis.
- Excessive absences may lead to dismissal or failure to graduate from the College. Details of probationary procedures will be discussed with any student placed on academic probation.
- At their discretion faculty members may exclude latemcomers from their classes. Any exclusions will be treated as an absence.

If a period of absences is prolonged, regardless of cause, to the extent that makeup work is impractical, the student will be requested to withdraw officially or will be administratively withdrawn from the college by the President. In that event, the college’s Refund Policy will apply.

Student Rights

No student shall be denied any educational or social opportunities at Siba because of age, sex, color, religion, national origin, citizenship, disability, or any other legally protected characteristic.

All students have the right to receive adequate and competent instruction, advisement and career services, and access to classroom and laboratory facilities. To this end, the college shall provide appropriate learning opportunities on campus and, when applicable, through internships/externships, field trips, and special projects off campus, as outlined in the curriculum offered by the college.

Governance and Discipline

The governance and discipline of students is ultimately administered by the President. Stevens-The Institute of Business & Arts maintains the right to dismiss or suspend students for reasons that the President deems to be in the best interests of the college. Students or student organizations whose conduct on or off campus is damaging to the special interests of the college and its students may expect disciplinary action.
In the development of responsible student conduct, disciplinary proceedings play a role secondary to example and guidance. At the same time, however, the college has the duty and corollary disciplinary powers to protect its educational environment. When disciplinary action must be taken, adequate procedures and safeguards are followed both to protect the individual student and to serve the best interests of the college community as a whole.

No disciplinary action shall be taken against a student without due process and notification. Procedural fairness is basic to the proper enforcement of the college’s disciplinary codes. No disciplinary action shall be imposed unless accused students or student groups have the opportunity to know fully the nature of the evidence against them and to present evidence in their own defense. Students may not, however, be represented by legal counsel in a disciplinary action since the system itself is not a court of law.

Any student who believes that his/her rights as outlined have been violated should submit this assertion in writing, with any supporting documentation, to the President. Due process shall be observed and will result in a conference with the President or her designee (see below, Appeals/Grievance Procedures).

**Student Code of Conduct**

It is not expected that these policies will cover every situation that may arise on campus or between students. Therefore, should situations arise that are not covered in this Catalog, investigative and disciplinary action will be handled on an individual basis at the direction of the President or her designee.

The following sixteen areas of behavior are considered to be breaches of responsibility (violations of the Student Code of Conduct) for which a student may be held accountable and disciplinary action may be taken, up to and including expulsion.

**Alcoholic Beverages and Drugs**

The possession or use of alcoholic beverages and/or illegal drugs on campus or at college-sponsored activities is prohibited. This also includes any occasion when students are representing the college. Students on any school-related trip are considered to be representing the college from the time they leave the campus until they return to the campus.

**Arson, False Fire Alarm, or Endangering the Safety of Others**

Setting a fire or attempting to do so, setting off a false alarm, discharging or misusing fire-fighting equipment, participation in the unauthorized use of fire exits, or other actions on campus that endanger the safety of others are all breaches of responsibility.

**Blocking Access**

Sitting in stairwells inside buildings and on outside sidewalks or entrance areas in an attempt to block pedestrian traffic are violations of acceptable student behavior.

**Breaking and Entering**

Entering the room, office, or cubicle of another person without proper authorization is a violation.

**Dishonesty**

Any dishonesty, cheating, forgery, lying, or willfully taking advantage of another person are breaches of acceptable student conduct. This includes all violations relating to the wrongful use of credit cards and the writing of insufficient fund checks. Plagiarism and other forms of academic dishonesty are included. It is a violation to falsify records, documents, or ID cards.

**Drugs**

The illegal possession, use, dispensing, selling, or manufacture of narcotics, dangerous drugs, hallucinogens, or
marijuana by students are violations of the Student Code of Conduct.

Felony Statement
Students who are formally charged with a felony by an off-campus law enforcement agency are subject to action by the college pending a review of the case by the President or such disciplinary committee as she may appoint.

Fireworks, Firearms, Weapons, and Explosives
No person is allowed to possess or ignite fireworks of any kind on campus at any time. Nor is anyone allowed to possess or discharge firearms or explosives of any kind on campus at any time. No person is allowed to possess weapons of any kind on campus. This includes but is not limited to firearms (both functional and antique), other lethal weapons, knives with blades over 3” long, bows and arrows, pellet or BB guns, or any hazardous projectile.

Gambling
Illegal gambling of any form is unacceptable behavior.

Harassment, Physical or Psychological Coercion, Disrespect, or Personal Theft
All of the following constitute breaches of responsibility: harassment, coercion, personal threat, or disrespectful behavior directed toward students, faculty, or any other college personnel; deliberate injury to a person or the property of another person; any willful damage to the reputation or psychological well-being of another person; and encouragement of or participation in confrontations that result in fighting or physical violence.

Hazing
Hazing is strictly prohibited. Hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of students for the purpose of initiation or admission into, affiliation with, or acceptance by any formal organization or informal group of people operating with or without the sanction of the college. This definition includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drugs, or other substance, or any other forced physical activity that could adversely affect the physical health or safety of the individual, and includes any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual. For the purpose of this definition, any activity described above upon which initiation or admission into or affiliation with or acceptance by an organization or group of people is directly or indirectly dependent is presumed to be a “forced” activity, the willingness of an individual to participate in such activity notwithstanding. Enforcement of this code is not limited to on-campus incidents.

Human Sexuality
Siba stresses positive moral development and respect for human sexuality. Students are expected to use discretion in their human relations. Discretion is defined here as restraint in the presence of others and precludes public displays of affection and requires limited bodily contact in public areas.

Insubordination
This means failure to submit to specific directives or notices of authorized Siba personnel acting within the scope of their employment responsibilities.

Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other college activities are also referred to. Abusive behavior or language directed at college personnel or others responsible for a specific activity or
concern are also considered to be acts of insubordination.

**Stealing**
Taking or attempting to take the property of another person, or of the college, is stealing.

**Vandalism**
Deliberate destruction of, damage to, misuse of, or abuse or behavior that results in the damage or the destruction of the property of others or the college is considered to be an act of vandalism.

**Violations Off-Campus**
Behavior off-campus that places the good name of the college in jeopardy or behavior off-campus that causes situations of discord to occur on campus are considered violations of responsible student behavior.

**Appeals/Grievance Procedures**
If a student feels that he or she received an inappropriate grade, was wrongly placed on attendance or academic probation, was administratively withdrawn for no valid reason, was dropped from a class for excessive absences where extenuating circumstances exist, or was unfairly treated in any other way, an appeal or grievance may be filed as follows:

1. The student must submit a written appeal to the President within ten working days of the student’s notification of the determination being appealed. The appeal should include the reasons the student believes the action being appealed was wrong or inappropriate.
2. The Appeals Committee will assess the written appeal, may interview the student, and will then determine whether the student’s appeal should be granted.
3. The Committee or the student may ask for input from other members of the faculty or staff or from other students.
4. The Appeals Committee has the authority and responsibility for confirming, rejecting, or modifying the original action taken. The decision of the Appeals Committee is final and cannot be appealed.
5. The student will be notified in writing of the outcome of the appeal by the President or her designee.
6. Students not satisfied with results of the Siba Appeal Process may pursue further resolution of complaints through the following agencies:

   **Accrediting Council for Independent Colleges and Schools**
   750 First Street, NE Suite 980
   Washington, D.C. 20002
   (202) 336-6780

   **Coordinating Board of Higher Education**
   Attention: Mr. Leroy Wade
   205 Jefferson Street
   P.O. Box 1469
   Jefferson City, MO 65102-1469
   Phone: (573) 751-2361
   Toll-free: (800) 473-6757
   Fax: (573) 751-6635
   Email: info@dhe.mo.gov
LOCATION/FACILITIES/CAMPUS

COMMONS

The Commons area on the first floor is a place where students are encouraged to socialize, eat, and study. It is for the exclusive use of Siba students, faculty and staff. Loud noise and unprofessional conversation are not appropriate. Students are expected to dispose of their own trash and leave the tables and chairs they have used clean and free of spills or food.

FOOD

Various local restaurants provide convenient, reasonable dining options for students. Vending machines, located in the Basement near the elevator, are accessible during all hours that the campus is open. A wide range of snacks and drinks are available.

FOODS and drinks are not allowed in classrooms, hallways, studios, the library or computer labs.

CAMPUS

Siba takes pride in the new facility and equipment provided for students and seeks the cooperation of students in keeping classrooms, common areas, and equipment in excellent condition. Please report any noticed waste, spills, damage, destruction, or theft to college personnel. The campus is defined as 1521 Washington Avenue.

LIBRARY

The main library on campus is located on level B and offers reference volumes, periodicals, and computer terminals for online research. There are also resource libraries in certain departments, which are specialized for that program of study. All periodicals and reference materials are to be used on campus, unless special arrangements are made between the student and the librarian or a department head to check-out a particular resource. All students are given a password to conduct online research with ProQuest, an extensive database of newspapers, periodicals and scholarly journals that they may use on or off campus, 24 hours per day.

Located three blocks from the Siba campus is the main branch of the St. Louis Public Library. This library, with over 3.9 million books and reference materials, provides substance and environment for enhancing academic research as well as personal enrichment. Open Monday - Saturday, the library provides a remarkable resource for Siba curricula and programs. Siba will assist all students in obtaining a library card for their personal check-out use. Students will be solely responsible for any materials checked out and for observing all library rules.

PARKING

Daily and monthly parking rates are available in several lots close to the College. Students are expected to abide by the parking regulations of the various lots.
SECURITY
Security should be a concern of everyone’s no matter where they are. The Siba administration assigns a very high priority to the safety of students, staff and faculty. The college’s downtown location is exciting, heavily trafficked, and offers easy access to endless cultural, sports and recreational activities. Students are encouraged to exercise caution and good judgment at all times, and to report anything out of the ordinary to a staff or faculty member.

VISITORS
Many company representatives, members of the professional community, and prospective students and their families frequently visit the Siba campus. We enjoy and encourage visitors to see our facilities and meet faculty and staff. However, all visitors need to be registered and issued a Visitor’s Pass. A Visitor’s Pass should be arranged through the Office of the President or the Front Desk, preferably before the arrival of the visitor.

EMERGENCIES
In an emergency, the President, Academic Dean, Financial Aid Director, or Operations Administrator should be notified immediately. In the event the police or fire departments must be notified, the President or her designee will make the decision.

The following guidelines are to be used for the emergency at hand.

Bomb Threats
The person receiving a bomb threat should report it immediately to the President or Academic Dean. If it is decided to evacuate the building and notify the police, the fire alarm for the building will be activated. Normal fire evacuation procedures and routes will be followed as posted at appropriate exits.

Armed Intruder
You should only exit the building if you feel you are safely able to do so and feel that is your best option. If you are in a classroom or office, turn out the lights, lock and/or barricade the door, and silence all mobile devices. If in an open area, take cover where you can (e.g. behind furniture or file cabinets). If you are able, quickly dial 911. Stay away from all windows, try to remain quiet and calm, and wait for police to instruct you to evacuate. When evacuating the building, make sure your hands are visible at all times.

Earthquakes
Earthquakes and their aftershocks most often occur without warning. If earth tremors are felt, do not wait to be escorted to a protected area. If possible go to an inside hallway or get under a desk, table, or doorway. Kneel to the ground protecting the back of your head with your arms. If outside, lie down or crouch to the ground protecting your head with your arms, and stay clear of all buildings and power lines. Do not smoke. Most importantly, do not move around until the "all clear" is announced.
Fires
If flames or smoke are observed, pull the fire alarm. Extinguish the fire only if you can do so safely and quickly. The President or Academic Dean should be notified immediately. The building should be evacuated using the stairs any time the alarm is activated. All occupants are to proceed to the designated meeting area: the northeast corner of Lucas and 16th Street. The President or Academic Dean is responsible for clearing the building and checking each floor to assure that no one is still in the building. Evacuation will proceed as posted at the nearest appropriate exit. After the fire alarm is turned off, the occupants will be escorted back into the building by the President or Academic Dean. Any student who leaves the area is to notify the President or Academic Dean prior to leaving.

Injuries/Medical Emergencies
If any person in the campus community is injured or has a medical emergency, notify the Reception Desk. If medical attention is warranted and the person can be safely moved, the President or her designee is responsible for seeing that the injured person is transported to the Emergency Room of a hospital. If the injured person cannot be safely moved, an ambulance will be called. In any case, as soon as practical, the President will be notified. Parents or guardians will be notified in case of serious medical emergencies.

Tornadoes
When a tornado warning is issued, and after consultation with the President, the following procedures are to be used. Campus personnel will be notified by the President or her designee that a tornado warning is in effect and that a tornado has been seen in the area. Using the stairs, all occupants should report to the designated areas in the basement and wait until the crisis has passed.

If a tornado hits without warning and it is not possible to get to the basement, all occupants should go to rooms and corridors in the innermost part of the building. Close all doors, crouch near the floor, head down, protecting the back of your head with your arms. Occupants should stay away from any windows. The President or her designee will be responsible for notifying Siba occupants when the crisis has passed and they are permitted to return to their regular area of the building.
# 2015 Academic Calendar

## Winter Quarter
- Monday, January 12: Day and evening classes begin
- Monday, January 19: Martin Luther King’s Birthday (no classes)
- Monday, February 16: President’s Day (no classes)
- Wednesday, March 25: Last day of Winter Quarter

## Spring Quarter
- Monday, April 6: Day and evening classes begin
- Monday, May 25: Memorial Day (no classes)
- Wednesday, June 17: Last day of Spring Quarter
- Thursday, June 18: Graduation

## Summer Quarter
- Monday, June 22: Day and evening classes begin
- Tues., June 23-Mon, July 6: Summer Break
- Tuesday, July 7: Summer classes resume
- Monday, September 7: Labor Day (no classes)
- Wednesday, September 16: Last day of Summer Quarter

## Fall Quarter
- Monday, October 5: Day and evening classes begin
- Wednesday, November 11: Veteran’s Day (no classes)
- Wed., Nov. 25-Thur., Nov. 26: Thanksgiving Break (no classes)
- Wednesday, December 16: Last day of Fall Quarter
- Thursday, December 17: Graduation
2016 Academic Calendar

**Winter Quarter**

Monday, January 11  
Day and evening classes begin

Monday, January 18  
Martin Luther King’s Birthday (no classes)

Monday, February 15  
President’s Day (no classes)

Wednesday, March 23  
Last day of the quarter

**Spring Quarter**

Monday, April 4  
Day and evening classes begin

Monday, May 30  
Memorial Day (no classes)

Wednesday, June 15  
Last day of the quarter

Thursday, June 16  
Graduation

**Summer Quarter**

Monday, June 20  
Day and evening classes begin

Tues., June 21-Mon., July 4  
Summer Break

Tuesday, July 5  
Summer classes resume

Monday, September 5  
Labor Day (no classes)

Wednesday, September 14  
Last day of the quarter

Thursday, September 15  
Graduation

**Fall Quarter**

Monday, October 3  
Day and evening classes begin

Wed., Nov. 23-Thurs., Nov. 24  
Thanksgiving Break (no classes)

Wednesday, December 14  
Last day of the quarter

Thursday, December 15  
Graduation