



2009-2010 Catalog Supplement

The 2008-2009 Catalog remains in effect for the 2009-2010 academic year with the updates and additions published in this Catalog Supplement.

CAPITOL COLLEGE

2009-2010 Catalog Supplement

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General Information

Directory

Capitol College

11301 Springfield Road
Laurel, MD 20708-9758

Main Telephone Numbers

301-369-2800
888-522-7486

Admissions

| | |
|----------------|--------------|
| Washington, DC | 301-953-3200 |
| In-State | 800-950-1992 |
| Out-of-State | 888-522-7486 |
| Fax | 301-953-1442 |

Undergraduate Admissions Email
admissions@capitol-college.edu
Graduate Admissions Email
gradadmit@capitol-college.edu

Website

www.capitol-college.edu

Office Hours

The following offices are open Monday through Friday, 8:30 a.m.- 5 p.m. (EST).

President
Vice President for Academic Affairs
Vice President for Finance and Administration
Vice President for Planning and Assessment
Administration and Human Resources
Advancement and Alumni Services
Career Services*
Office of the Deans
Marketing and Communications

*Evening appointments are available.

The following offices are open as indicated (EST).

Admissions
M, F 9 a.m.- 5 p.m.
T-Th 9 a.m.- 7 p.m.
Saturday appointments are available.

Business Office
M, F 9 a.m.- 5 p.m.
T-Th 9 a.m.- 7 p.m.

Financial Aid
M, F 9 a.m.-5 p.m.
T-Th 9 a.m.- 7 p.m.

Registration and Records
M, F 9 a.m.- 5 p.m.
T-Th 9 a.m.- 7 p.m.

Student Life
M-W 9 a.m.-7 p.m.
Th, F 9 a.m.- 5 p.m.

Emergency Closing

In the event of severe weather or other emergencies, any possible cancellations or late openings will be announced to area radio and television broadcasts and posted on the college website.

The college maintains a recorded message at 301-369-2800, 888-522-7486, 800-950-1992 and 301-953-3200 and posts a weather advisory on the website when possible. Due to power outages and other circumstances that occur during adverse weather, it is not always possible to update this information. It is the responsibility of students to tune in to the radio or television for announcements.

The television channels and radio stations notified by the college are listed in the student handbook and on the college website.

Catalog Supplement

This Catalog Supplement is intended to provide information regarding changes to the college catalog for the 2009-2010 academic year. Information in this document is not complete; it only represents changes from the 2008-2009 Catalog. Unless superseded by this document, the information in the 2008-2009 Catalog remains in effect.

The information that follows on this page and the following page has not changed.

Changes in Catalog Information

Capitol College reserves the right to make changes in policies, procedures, degree requirements, schedules, course offerings and other college standards or announcements to meet circumstances that may arise after publication.

The provisions of this publication are not to be regarded as an irrevocable contract between the student and Capitol College. The college reserves the right to change any provision or requirement in any college publication without notice at any time during the student's term of attendance.

Capitol College reserves the right to require a student to withdraw, or to refuse to grant a degree or certificate if, in the judgment of the administration of the college, the student fails to meet the college's requirements satisfactorily. The college reserves the right to change tuition and fees at any time at the discretion of the Board of Trustees.

Accreditation

Capitol College is authorized by the state of Maryland (Maryland Higher Education Commission, 839 Bestgate Road, Suite 400, Annapolis, MD 21401, 410-260-4500) to confer bachelor of science (BS) degrees in astronautical engineering, business administration, computer engineering, computer science, electrical engineering, information assurance, management of information technology, software engineering and software and Internet applications. The college is authorized to confer BS and associate in applied science (AAS)

degrees in computer engineering technology, electronics engineering technology, and telecommunications engineering technology. The BS programs in business administration and management of information technology are fully accredited by the International Assembly for Collegiate Business Education (IACBE, PO Box 25217, Overland Park, KS 66225).

The college is authorized by the state of Maryland to confer master of science (MS) degrees in computer science, electrical engineering, information assurance, information and telecommunications systems management, and Internet engineering. The college is authorized by the state of Maryland to confer a master of business administration (MBA) degree. The MBA and information and telecommunications systems management programs are fully accredited by the International Assembly for Collegiate Business Education (IACBE, PO Box 25217, Overland Park, KS 66225).

The college is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools (Commission on Higher Education, Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, 215-662-5606). The BS degree program in electrical engineering is also accredited by the Engineering Accreditation Commission of Accreditation Board for Engineering and Technology. The baccalaureate degree programs in computer engineering technology, electronics engineering technology and telecommunications engineering technology are also accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (111 Market Place, Suite 1050, Baltimore, MD 21202, 410-347-7700). Capitol College is approved for veterans' education by the Maryland Higher Education Commission.

Equal Opportunities

Capitol College actively subscribes to a policy of equal educational and employment opportunity and, in accordance with Title IX of the education amendments of 1972, does not discriminate on the basis of race, color, sex, handicap, religion, national or ethnic origin in admission, treatment of students or employment.

Student Records

The procedures and guidelines adopted by Capitol College regarding student records comply fully with the Family Educational Rights and Privacy Act of 1974. This federal law establishes the rights of students to inspect and review their records, to have the privacy of their educational records maintained and to provide guidelines for the correction of inaccurate or misleading data.

Educational records are defined as records, files, documents, and other materials containing information related to a student that are maintained by Capitol College. Included in this category are records maintained by faculty advisors, Office of Admissions, Office of Financial Aid, Business Office, Office of Career Services, Office of the Student Life and Office of Registration and Records.

Students who wish to gain access to a particular record should contact the office responsible for maintaining that record. Under college policy, records will be produced within a maximum period of three weeks, although in most instances the student will be shown the record upon request.

Certain documents, including financial records of parents and records being withheld for unpaid financial obligations, are not available to students. Students may waive access to their academic, employment and financial aid records.

Students discovering an error in their records should bring it to the attention of the official in charge of the record. Disagreements will be resolved by the appropriate Executive Council member.

Access to individual academic and financial records is denied to parents of students over the age of 18, unless the student signs a consent form. College personnel with a need to know may have access to student records.

The college may disclose directory information (name, address, date and place of birth, telephone number, attendance dates, previous institutions attended, class, major field of study, awards, honors and degrees) without the student's consent.

Students may restrict the release of directory information, except to school officials with legitimate educational interests. To do so, a student must make the request in writing to the Office of Registration and Records. Once filed, this request becomes a permanent part of the student's record until the student instructs the college, in writing, to have the request removed.

Students have the right to receive copies of their Capitol College academic and financial records. Reproduction of academic transcripts costs \$5 per copy. There is no charge for copies of financial aid transcripts.

Alleged failure by the college to comply with the Family Educational Rights and Privacy Act may be directed, in writing, to the Family Educational Rights and Privacy Act office by the student. Questions about this act may be referred to the appropriate Executive Council member.

Tuition and Fees

The following rates are in effect for the 2009-2010 academic year beginning fall 2009 and continuing through summer 2010. Tuition rates are subject to change without notice.

Undergraduate Tuition

Engineering, Computer and Technology Degree Programs

| | |
|--|---------|
| Full-time tuition, per semester (12-18 credits) | \$9,655 |
| Full-time credits above 18 (per credit) | 805 |
| Part-time 1-11 credits (per credit) | 619 |
| Audited courses (per credit) | 619 |
| Southern Maryland Higher Education Center (per credit) | 489 |

Business and Management Degree Programs

| | |
|--|-----|
| On-campus and Online (per credit) | 332 |
| Independent Study (per credit) | 400 |
| Southern Maryland Higher Education Center (per credit) | 332 |
| 3-credit course, plus fees | 996 |

Graduate Tuition

| | |
|--|-------|
| Online (per credit) | 549 |
| Independent study (per credit) | 650 |
| Southern Maryland Higher Education Center (per credit) | 549 |
| Online 3-credit course | 1,647 |

Fees

Admissions

| | |
|---|------|
| Undergraduate application | 25 |
| Graduate application | 40 |
| Online application | free |
| Processing fee for international students | 150 |

Registration

| | |
|---|----|
| Late registration for continuing students | 40 |
| Drop/add (each form) | 10 |
| Deferred payment plan | 30 |
| Late payment | 25 |
| Returned check | 40 |
| Check stop payment request | 40 |

Undergraduate On-campus Student Services, per semester

| | |
|--|----|
| Resident students | 60 |
| Full-time commuter students (12+ credits) | 36 |
| Part-time commuter students (1-11 credits) | 10 |

Information Technology, per semester

| | |
|--|-----|
| Undergraduate Full-time (flat fee, 12+ credits) | 300 |
| Undergraduate Part-time (per credit, 1-11 credits) | 15 |
| Southern Maryland Higher Education Center (per credit) | 15 |
| Graduate (per credit) | 15 |

Academic Services

| | |
|------------------------|----|
| Transcripts (each) | 10 |
| Certificates (each) | 25 |
| Replacement of Diploma | 50 |

Graduation (non-refundable)

| | |
|-----------------------------|-----|
| AAS degree programs | 75 |
| BS, MS, MBA degree programs | 150 |

Validation exam

250

Residence Halls

| | |
|---|-------|
| Single room (per semester) | 2,709 |
| Double room (per semester) | 2,338 |
| Room reservation deposit, continuing students | 50 |
| Security deposit (refundable)* | 200 |

*See Guide to Residence Life to determine eligibility for refund.

Academic Policies

The information below represents only the changes for 2009-2010. Please consult the 2008-2009 Catalog for additional information.

Transcripts

Student academic records are maintained exclusively by the Office of Registration and Records. These records are considered privileged documents between the student and the college and will be released only upon a signed, written request from the student, except as may be required by law.

Transcripts will be issued when the student submits a signed request form and the student's financial account is current. A \$10 transcript fee is assessed for each issuance. Transcript request forms are available in the Office of Registration and Records and on the Capitol College website.

Capitol College will neither issue a transcript that reflects only part of a student's record nor make copies of transcripts on file from other colleges or universities. Federal guidelines prohibit the faxing or emailing of grades and transcripts.

Academic Performance

Satisfactory Progress

Undergraduate students receiving federal aid must meet the following satisfactory academic progress (SAP) standards to receive federal, state and institutional financial aid.

A minimum cumulative GPA of 1.7 for undergraduate students who have attempted fewer than 30 semester-credit hours; 2.0 for undergraduate students who have attempted 30 semester-credit hours or more or have completed their second academic year, whichever comes first.

Financial Aid Probation

Undergraduate students receiving financial aid who do not meet the satisfactory academic progress standards will be placed on financial aid probation for the following two (2) periods of enrollment. During this probationary period, students

must meet with their academic advisor to develop a plan to improve their academic performance.

Failure to maintain satisfactory progress, as described above, may result in cancellation of financial aid awards, and the student may have to repay any funds already received.

Graduate Student Financial Aid Satisfactory Academic Progress

Graduate students receiving federal student aid must maintain a 3.0 GPA during each term. Graduate students not meeting this standard will be placed on financial aid probation for the following two (2) periods of enrollment. During this probationary period, students must meet with their academic advisor. Failure to maintain satisfactory progress, as described above, may result in cancellation of financial aid awards, and the student may have to repay any funds already received.

Honor Society Chapter

Sigma Delta Beta

The purposes of Sigma Beta Delta are to encourage and recognize scholarship and achievement among students of business, management and administration, and to encourage and promote personal and professional improvement and a life distinguished by honorable service to humankind. Membership in Sigma Beta Delta is the highest national recognition a business student can receive at a college or university with a Sigma Beta Delta chapter. To be eligible for membership, a business student must rank in the upper 20 percent of the junior, senior or master's class and be invited to membership by the faculty officers.

Financial Aid

The information below represents only the changes for 2009-2010. Please consult the 2008-2009 Catalog for additional information.

Maximum Time Frame to Complete Course of Study

Students must complete their educational program within a period no longer than 150 percent of the published length of the educational program, as measured by credits attempted and including transfer credits. For example, a student must complete the program after attempting a maximum of 198 credits for a 132 credit hour program. Half-time students must earn 5.5 credits per semester; three-quarter-time students must earn 7.5 credits per semester; full-time students must earn 11 credits per semester.

The chart shows the minimum number of semester-credit hours and years of study students must have achieved to remain in good academic standing to receive financial aid.

Students who do not meet these standards will be given one semester of financial aid probation. Students who fail to meet one or both standards after the probation-

ary period will not be permitted to participate in any financial aid program. Students barred from participation in federal financial aid programs due to unsatisfactory academic progress may regain eligibility if these standards are met at a future time. Students remain on probationary status for two consecutive semesters after regaining financial aid eligibility.

Students may appeal financial aid eligibility termination by submitting a written letter to the Office of Financial Aid. Appeals are reviewed by the College Financial Aid Appeals Committee. Student will be notified in writing of the decision.

Additional Information

Course withdrawals (W) after the drop/add period are considered a non-completion of attempted credit hours.

An audit grade is not considered attempted coursework.

Incomplete grades are not included in the GPA calculation nor are they counted as attempted coursework. When the course is completed and a permanent grade is assigned the Office of Financial Aid will reevaluate the student's academic progress.

Students will not receive financial aid for audited courses.

Credit Hours

| Half-time Students | | | | | | | | | | | | |
|------------------------------------|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|-----|
| Year | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Credits (5.5 credits per semester) | 11 | 12 | 33 | 44 | 55 | 66 | 77 | 88 | 99 | 110 | 121 | 132 |
| Three-quarter-time Students | | | | | | | | | | | | |
| Year | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | X | X | X |
| Credits (7.5 credits per semester) | 15 | 28 | 44 | 59 | 73 | 88 | 103 | 117 | 132 | X | X | X |
| Full-time Students | | | | | | | | | | | | |
| Year | 1 | 2 | 3 | 4 | 5 | 6 | X | X | X | X | X | X |
| Credits (11 credits per semester) | 22 | 44 | 66 | 88 | 110 | 132 | X | X | X | X | X | X |

Undergraduate Admissions

The information below represents only the changes for 2009-2010. Please consult the 2008-2009 Catalog for additional information.

Degree-seeking Students

First-Time, Full-Time Freshman

Tuition Deposit

Upon acceptance, all full-time applicants are required to pay a nonrefundable \$200 tuition deposit or \$200 housing deposit to the college. The tuition deposit is credited to the applicant's first-semester tuition. The housing deposit is held until graduation, or permanent move to off-campus housing.

Full-Time Transfer Students

Application Requirements

1. File a formal application for admission as far in advance of the proposed entrance date as possible. An application for admission can be obtained from the Office of Admissions or online.
2. Enclose a \$25 nonrefundable admissions processing fee with the application. (Applications remain on file for one academic year.) The application fee is waived for those students submitting electronic applications through the college website.
3. Forward all official transcripts to the Office of Admissions. Applicants who are completing, or who have already earned, an associate or bachelor's degree from a regionally accredited college need only forward college transcripts. Applicants who have less than 24 college credits must forward an official high school transcript denoting graduation date or General Equivalency Diploma (GED) record and college transcripts, if applicable.
4. For transfer credit policies, see page 18 of the 2008-2009 Catalog.

International Students

Application Requirements

1. File a formal application for admission as far in advance of the proposed entrance date as possible. An application for admission can be obtained from the Office of Admissions or online.
2. Enclose a \$150 nonrefundable admissions processing fee with the application. (Applications remain on file for one academic year.)
3. Verify that you meet the academic and financial requirements stated below.

Academic Requirements

Submit certified transcripts (with English translations) of secondary school and/or college records, or examination results when periodic grades are not used for measurement purposes. The college may require that you have your transcripts evaluated by a recognized credential evaluation service.

Applicants should have two years of college preparatory mathematics, such as algebra, geometry and trigonometry.

English proficiency for direct admission into a degree program:

TOEFL paper-based test score of 500 or computer-based test score of 173, or proof of completing a specified level of proficiency at an English language school, or satisfactory completion of English courses at an accredited university or college within the United States.

Financial Requirements

See page 33 of the 2008-2009 Catalog.

Undergraduate Program Updates

Capitol College offers undergraduate programs of study for the following degrees.

Course requirements follow for only those programs with changes for 2009-2010. Please consult the 2008-2009 Catalog for the course requirements for the other degree programs (marked with an asterisk), and for course descriptions.

Bachelor of Science (BS)

- Astronautical Engineering
- Business Administration
- Computer Engineering*
- Computer Engineering Technology
- Computer Science
- Electrical Engineering
- Electronics Engineering Technology*
- Information Assurance
- Management of Information Technology*
- Software Engineering
- Software and Internet Applications
- Telecommunications Engineering Technology

Associate in Applied Science (AAS)

- Computer Engineering Technology
- Electronics Engineering Technology*
- Telecommunications Engineering Technology

* See the 2008-2009 Catalog for program descriptions and course requirements.

Astronautical Engineering

The astronautical engineering (AE) program is structured to prepare students for engineering careers in the space industry, primarily with NASA Goddard Space Flight Center. Students learn to work as mission specialists with an engineering understanding of the spacecraft, terrestrial systems and space-based platforms required to support a mission; create software applications that can be integrated into space operations to support missions; and design electrical and electronic systems for space mission applications. AE majors study the fundamentals of space operations and technology, flight dynamics maneuvering and propulsions systems and spacecraft design, as well as earth science and NASA missions devoted to the study of the planet. All engineering majors must take courses in humanities and social science to broaden their understanding of professional and ethical responsibilities and the impact of their engineering solutions in a global context. All students complete a capstone course in which they propose, design, test and deliver a space operations or hardware project that meets specifications.

Course Requirements

Bachelor of Science 130/131 Credits

| <i>Course</i> | <i>Credits</i> |
|--|----------------|
| Computer Sciences | 7 Credits |
| CS-130 Computer Science Fundamentals I | 4 |
| CS-230 Computer Science Fundamentals II | 3 |
| Engineering | 42 Credits |
| AE-150 Introduction to Space | 3 |
| AE-311 Spacecraft Systems | 3 |
| AE-351 Orbital Mechanics | 3 |
| AE-361 Remote Sensing | 3 |
| AE-401 Computational Dynamics | 3 |
| AE-454 Spacecraft Dynamics and Control | 3 |
| AE-455 Satellite Communications | 3 |
| AE-458 Senior Project in Space Science | 3 |
| EE-309 Circuit Design and Simulation | 3 |
| EE-453 Control I | 3 |
| EE-463 Control II | 3 |
| Astronautical Engineering electives (3)* | 9 |

| | |
|--|------------|
| English Communications | 9 Credits |
| EN-101 English Communications I | 3 |
| EN-102 English Communications II | 3 |
| EN-408 Writing Seminar in Technical Research | 3 |
| | |
| Humanities and Social Sciences | 19 Credits |
| FS-100 Freshman Seminar | 1 |
| HU-331 or HU-332 Arts and Ideas | 3 |
| SS-351 Ethics | 3 |
| Humanities electives (2)* | 6 |
| Social Sciences electives (2)* | 6 |
| | |
| Mathematics and Sciences | 36 Credits |
| CH-120 Chemistry | 3 |
| MA-261 Calculus I | 4 |
| MA-262 Calculus II | 4 |
| MA-263 Calculus III | 4 |
| MA-300 Mathematical Methods | 3 |
| MA-340 Ordinary Differential Equations | 3 |
| MA-360 Laplace and Fourier Analysis | 3 |
| PH-261 Engineering Physics I | 4 |
| PH-262 Engineering Physics II | 4 |
| PH-263 Engineering Physics III | 4 |
| | |
| Technical Courses | 18 Credits |
| EE-159 Circuit Theory | 4 |
| EL-200 Electronic Devices and Circuits | 4 |
| EL-204 Digital Electronics | 3 |
| EL-250 Advanced Analog Circuits | 4 |
| EL-261 Introduction to Communications Circuits and Systems | 3 |

*See appropriate department for approved list.

All bachelor of science degrees require a minimum of 39 credits at the 300-level or above. For descriptions of required courses, see the 2008-2009 Catalog.

Business Administration

The business administration (BA) curriculum provides students with the knowledge necessary to integrate business, analytical and decision-making skills into a culturally, politically, socially and demographically diverse environment. Graduates will bring to the job market the ability to effectively apply the acquired skills and knowledge (theory, tools and models) to everyday work situations of current or future employers. The goals of the program are to give students an understanding of how private and public sector organizations function effectively and efficiently. Students will gain a clear picture of how the functional business areas work together to achieve organizational success in a global environment. Course content builds a solid business and management foundation to include marketing, accounting, finance, information technology and human resource management. The combined required and elective courses provide students with a breadth of skills important in today's technology-driven business climate.

Course Requirements

Bachelor of Science 120/121 Credits

| <i>Course</i> | <i>Credits</i> |
|--|----------------|
| Business Administration | 33 Credits |
| BUS-270 Financial Accounting I | 3 |
| BUS-271 Financial Accounting II | 3 |
| BUS-280 Macroeconomics | 3 |
| BUS-281 Microeconomics | 3 |
| BUS-200 Business Communications | 3 |
| BUS-376 Marketing Principles | 3 |
| BUS-378 Legal Environment of Business | 3 |
| BUS-384 Production and Operations Management | 3 |
| BUS-386 Organizational Theory and Behavior | 3 |
| BUS-410 Strategic Management | 3 |
| BUS-458 Senior Project | 3 |
| | |
| Business Fundamentals | 18 Credits |
| BUS-173 Business Management | 3 |
| BUS-275 Resource Management | 3 |
| BUS-283 Managerial Accounting | 3 |
| BUS-372 Financial Management | 3 |
| BUS-379 Introduction to Leadership | 3 |
| BUS-454 International Business | 3 |

| | |
|--|------------|
| English Communications | 9 Credits |
| EN-101 English Communications I | 3 |
| EN-102 English Communications II | 3 |
| EN-408 Writing Seminar in Technical Research | 3 |
| General Electives | 15 Credits |
| General electives (5)* | 15 |
| Humanities and Social Sciences | 19 Credits |
| FS-100 Freshman Seminar | 1 |
| HU-331 or HU-332 Arts and Ideas | 3 |
| SS-351 Ethics | 3 |
| Humanities/History/Philosophy electives (2)* | 6 |
| Social Sciences electives (2)* | 6 |
| Information Technology | 15 Credits |
| CT-101 Computer Applications | 3 |
| BUS-250 Database for Managers | 3 |
| BUS-301 Project Management | 3 |
| BUS-362 Information Systems for Managers | 3 |
| SE-321 Human-Computer Interaction | 3 |
| Mathematics and Sciences | 12 Credits |
| BUS-400 Research Methods | 3 |
| MA-110 Business Math | 3 |
| MA-128 Introduction to Statistics | 3 |
| Science elective | 3 |

*Any course may be taken to satisfy the general elective requirement.

All bachelor of science degrees require a minimum of 39 credits at the 300-level or above. For descriptions of required courses, see the 2008-2009 Catalog.

Computer Engineering Technology

The Computer Engineering Technology (CET) program is structured to teach students to work at the interface between hardware and software linking digital technology to computer applications. Students are trained to work in a wide range of technical jobs in the information technology industry. The main objective of the program is to produce technologists who support industry in areas ranging from telecommunications and manufacturing to computer programming. CET majors study software design and testing, operating systems programming languages, digital systems, computer organization and architecture, micro-controller systems, and the latest programmable chip technology. All bachelor of science students complete a capstone course in which they propose, design, build, test and deliver a computer-based system.

Associate in Applied Science Degree

The AAS degree program is designed to prepare graduates to work in technical positions of the computer technology industry. The program also provides further education for people who seek to broaden their base of knowledge and update their skills.

Bachelor of Science Degree

The BS degree program is designed to educate students for computer technology fields by providing a comprehensive understanding of computers. Academic instruction is augmented by requiring students to design and write programs, and through carefully planned laboratory exercises during which students build, interconnect, test, service and operate computer devices and systems.

Course Requirements

Associate in Applied Science

64/65 Credits

| <i>Course</i> | <i>Credits</i> |
|---|----------------|
| English Communications | 6 Credits |
| EN-101 English Communications I | 3 |
| EN-102 English Communications II | 3 |
| Humanities and Social Sciences | 7 Credits |
| FS-100 Freshman Seminar | 1 |
| History/Humanities/Philosophy elective (1)* | 3 |
| Social Sciences elective (1)* | 3 |
| Mathematics and Sciences | 20 Credits |
| MA-114 Algebra and Trigonometry | 4 |
| MA-124 Discrete Mathematics | 3 |
| MA-128 Introduction to Statistics | 3 |
| MA-261 Calculus I | 4 |
| PH-201 General Physics I | 3 |
| PH-202 General Physics II | 3 |
| Technical Courses | 32 Credits |
| CS-130 Computer Science Fundamentals I | 4 |
| CS-230 Computer Science Fundamentals II | 3 |
| CT-115 Introduction to Programming | 3 |
| CT-152 Introduction to Unix | 3 |
| EL-100 Introductory DC/AC Circuits | 3 |
| EL-200 Electronic Devices and Circuits | 4 |
| EL-204 Digital Electronics | 3 |
| EL-262 Microprocessors/Microassembly | 3 |
| IAE-201 Intro to Information Assurance | 3 |
| TC-110 Introduction to Telecommunications | 3 |

Bachelor of Science 128/129 Credits

All requirements for the associate in applied science degree, plus the following:

| <i>Course</i> | <i>Credits</i> |
|---|----------------|
| English Communications | 3 Credits |
| EN-408 Writing Seminar in Technical Research | 3 |
| Humanities and Social Sciences | 12 Credits |
| HU-331 or HU-332 Arts and Ideas | 3 |
| SS-351 Ethics | 3 |
| History/Humanities/Philosophy elective (1)* | 3 |
| Social Science elective (1)* | 3 |
| Mathematics and Sciences | 10 Credits |
| CH-120 Chemistry | 3 |
| MA-262 Calculus II | 4 |
| MA-300 Mathematical Methods | 3 |
| Technical Courses | 39 Credits |
| CS-220 Database Management | 3 |
| CS-418 Operating Systems | 3 |
| CT-240 Network Routers and Switches | 3 |
| EE-304 Digital Design I | 3 |
| EE-354 Digital Design II | 3 |
| EE-362 Microcontroller System Design | 3 |
| EL-452 Automated Test Systems | 3 |
| SE-458 Senior Project | 3 |
| TC-309 Network Sim & Modeling | 3 |
| Technical elective (1) | 3 |
| Technical elective (1) (2xx or above) | 3 |
| Technical electives (2) (3xx or above) | 6 |

* See appropriate department for approved list.

All bachelor of science degrees require a minimum of 39 credits at the 300-level or above. For descriptions of required courses, see the 2008-2009 Catalog.

Computer Science

The computer science (CS) program is structured to teach students to design and program computers and computer-based systems to meet the needs of all areas of society. Students are trained to work in a wide variety of careers in the computer field, from software programming to system design to network security and administration. The main objective of the program is to encourage critical thinking and thoughtful ethical behavior and to foster professional programming practices and promote sound planning and design techniques. CS majors study programming languages, computational science, algorithms and complexity, the architecture and organization of computers, software engineering, human-computer interaction, intelligent systems, information management, and the social and professional issues associated with the practice of computer science. All students complete a capstone course in which they propose, design, build, test and deliver a computer-based system.

Course Requirements

Bachelor of Science 127/128 Credits

| Course | Credits |
|---|------------|
| English Communications | 9 Credits |
| EN-101 English Communications I | 3 |
| EN-102 English Communications II | 3 |
| EN-408 Writing Seminar in Technical Research | 3 |
| Computers and Engineering Science | 46 Credits |
| CS-130 Computer Science Fundamentals I | 4 |
| CS-220 Database Management | 3 |
| CS-225 Intermediate Java Programming | 3 |
| CS-230 Computer Science Fundamentals II | 3 |
| CS-310 Computer Algorithms | 3 |
| CS-316 Intelligent Systems | 3 |
| CS-320 Database Administration | 3 |
| CS-351 Assembly Language | 3 |
| CS-405 Introduction to Software Design with UML | 3 |
| CS-407 Database Systems Implementation | 3 |
| CS-418 Operating Systems | 3 |
| CT-115 Introduction to Programming* | 3 |
| CT-152 Introduction to Unix | 3 |
| SE-321 Human Computer Interaction | 3 |
| SE-458 Senior Project | 3 |

| | |
|---|------------|
| Computer Science Electives | 12 Credits |
| Computer Science electives (4)** | 12 |
| Humanities and Social Sciences | 22 Credits |
| FS-100 Freshman Seminar | 1 |
| HU-331 or HU-332 Arts and Ideas | 3 |
| SS-272 Group Dynamics | 3 |
| SS-351 Ethics | 3 |
| History/Humanities/Philosophy elective (2)*** | 6 |
| Social Science elective (1)*** | 3 |
| Social Science/Management elective (1)*** | 3 |
| Mathematics and Sciences | 30 Credits |
| CH-120 Chemistry | 3 |
| EL-100 Introductory DC/AC Circuits | 3 |
| MA-114 Algebra and Trigonometry | 4 |
| MA-124 Discrete Mathematics | 3 |
| MA-128 Introduction to Statistics | 3 |
| MA-261 Calculus I | 4 |
| MA-262 Calculus II | 4 |
| PH-201 General Physics I | 3 |
| PH-202 General Physics II | 3 |
| Technical Courses | 9 Credits |
| EL-204 Digital Electronics | 3 |
| EL-262 Microprocessors/Microassembly | 3 |
| TC-110 Introduction to Telecommunications | 3 |

* Students who validate CT-115 or who place into Calculus I may replace this course with any technical course not already required for the CS degree.

**Students who do not test into Calculus I may use MA-114 here. CT-240 is recommended for students interested in additional networking courses. CT-102 and CS-356 are recommended for students interested in constructing websites with dynamic webpages. CS-432 is recommended for students interested in taking CS-513 in the MSCS program.

***See appropriate department for approved list.

All bachelor of science degrees require a minimum of 39 credits at the 300-level or above. For descriptions of required courses, see the 2008-2009 Catalog.

Electrical Engineering

The electrical engineering (EE) program is structured to teach students a blend of theory and practice directed at engineering design, rather than research. The main objective of the program is to produce practical design engineers. Students start in the program with basic circuit theory with laboratory projects that provide them a practical background. The students are then taught to use increasingly sophisticated design and testing techniques to conduct experiments, and interpret data. As students progress through the program they are taught more theoretical methods of circuit modeling and computer-aided circuit simulation tools that enable them to design, build, test and analyze sophisticated circuits and systems. There are elective courses that allow for specialization in communications systems, micro-controller system design, signals and systems, digital signal processing, microwave engineering, VHDL and telecommunications. All engineering majors must take courses in humanities and social science to broaden their understanding of professional and ethical responsibilities and the impact of their engineering solutions in a global context. All students complete a capstone course in which they propose, design, build, test, analyze and deliver a working prototype circuit to meet engineering standards and realistic constraints.

Course Requirements

Bachelor of Science 135/136 Credits

| <i>Course</i> | <i>Credits</i> |
|---------------------------------------|----------------|
| Electrical Engineering | 48 Credits |
| EE-304 Digital Design I | 3 |
| EE-309 Circuit Design and Simulation | 3 |
| EE-359 High Frequency Circuit Design | 3 |
| EE-362 Microcontroller System Design | 3 |
| EE-406 Signals and Systems | 3 |
| EE-409 Network Analysis and Synthesis | 3 |
| EE-419 Electrostatics | 3 |

| | |
|-------------------------------------|---|
| EE-453 Control I | 3 |
| EE-456 Digital Signal Processing | 3 |
| EE-458 Senior Project | 3 |
| EE-459 Electromagnetic Field Theory | 3 |
| EE-461 Communications Theory | 3 |
| EE-463 Control II | 3 |
| Computer elective (1)* | 3 |
| Engineering elective (2)* | 6 |

| | |
|--|-----------|
| English Communications | 9 Credits |
| EN-101 English Communications I | 3 |
| EN-102 English Communications II | 3 |
| EN-408 Writing Seminar in Technical Research | 3 |

| | |
|---------------------------------|------------|
| Humanities and Social Sciences | 19 Credits |
| FS-100 Freshman Seminar | 1 |
| HU-331 or HU-332 Arts and Ideas | 3 |
| SS-351 Ethics | 3 |
| Humanities electives (2)* | 6 |
| Social Science electives (2)* | 6 |

| | |
|---|------------|
| Mathematics and Sciences | 39 Credits |
| CH-120 Chemistry | 3 |
| MA-261 Calculus I | 4 |
| MA-262 Calculus II | 4 |
| MA-263 Calculus III | 4 |
| MA-300 Mathematical Methods | 3 |
| MA-340 Ordinary Differential Equations | 3 |
| MA-345 Probability and Statistics for Engineers | 3 |
| MA-360 Laplace and Fourier Analysis | 3 |
| PH-261 Engineering Physics I | 4 |
| PH-262 Engineering Physics II | 4 |
| PH-263 Engineering Physics III | 4 |

| | |
|--|------------|
| Technical Courses | 21 Credits |
| EE-159 Circuit Theory | 4 |
| EL-200 Electronic Devices and Circuits | 4 |
| EL-204 Digital Electronics | 3 |
| EL-250 Advanced Analog Circuits | 4 |
| EL-261 Introduction to Communications Circuits and Systems | 3 |
| EL-262 Microprocessors and Microassembly | 3 |

*See appropriate department for approved list.

All bachelor of science degrees require a minimum of 39 credits at the 300-level or above. For descriptions of required courses, see the 2008-2009 Catalog.

Information Assurance

The Capitol College Bachelor of Science in Information Assurance (BSIA) Program is designed to meet current and anticipated needs for highly-skilled information assurance professionals, particularly as it relates to securing information and defending the information systems that store it. As society becomes increasingly reliant on information in electronic form, identifying and addressing vulnerabilities where information resides is vital to any public, private or government organization. The BSIA degree develops and builds upon students' mastery in computer networking and programming, so that they become effective technologists for managing information security risk. In addition, BSIA students complete courses by the end of their sophomore year that prepare them to pass industry certification exams to include A+, Network+, and Security+. By attaining a combination of the BSIA degree and one or more of the industry certifications, graduates of Capitol College will not only possess the professional knowledge required for a successful career in information assurance, but also have the credentials to prove it.

Course Requirements

Bachelor of Science 127/130 Credits

| <i>Course</i> | <i>Credits</i> |
|---|----------------|
| Programming and Computer | 25 Credits |
| CS-130 Computer Science Fundamentals I | 4 |
| CS-220 Database Management | 3 |
| CS-230 Computer Science Fundamentals II | 3 |
| CS-320 Database Administration | 3 |
| CT-115 Introduction to Programming | 3 |
| CT-152 Introduction to Unix | 3 |
| NT-100 Computer Architecture & Construction | 3 |
| SE-458 Senior Project | 3 |
| Information Assurance Courses | 24 Credits |
| IAE-201 Introduction to Information Assurance Concepts | 3 |
| IAE-301 Comprehensive Computer and Network Security I* | 3 |
| IAE-302 Comprehensive Computer and Network Security II* | 3 |

| | |
|---|---------------|
| IAE-315 Secure System Administration and Operation* | 3 |
| IAE-325 Secure Data Communications and Cryptography* | 3 |
| IAE-402 Introduction to Incident Handling and Malicious Code* | 3 |
| IAE-406 Digital Forensics* | 3 |
| IAE-410 Design and Testing* | 3 |
| Mathematics and Sciences | 17 Credits |
| MA-114 Algebra and Trigonometry | 4 |
| MA-124 Discrete Mathematics | 3 |
| MA-128 Introduction to Statistics | 3 |
| MA-261 Calculus I | 4 |
| Science elective (1)** | 3 |
| Telecommunications and Networking | 9 Credits |
| CT-240 Internetworking with Routers and Switches | 3 |
| TC-110 Introduction to Telecommunications | 3 |
| NT-150 Computer Networking | 3 |
| Management | 6 Credits |
| BUS-278 Principles of Management | 3 |
| BUS-301 Project Management | 3 |
| English Communications | 9 Credits |
| EN-101 English Communications I | 3 |
| EN-102 English Communications II | 3 |
| EN-408 Writing Seminar in Technical Research | 3 |
| Humanities and Social Sciences | 18-19 Credits |
| FS-100 Freshman Seminar | 1 |
| HU-331 or HU-332 Arts and Ideas | 3 |
| SS-351 Ethics | 3 |
| History/Humanities/Philosophy electives (2)** | 6 |
| Social Sciences electives (2)** | 6 |
| General Electives | 19-21 Credits |

* Offered online only.

** See appropriate department for approved list.

All bachelor of science degrees require a minimum of 39 credits at the 300-level or above. For descriptions of required courses, see the 2008-2009 Catalog.

Software Engineering

The software engineering (SE) program is structured to teach students to design and program computers and computer-based systems to meet the needs of all areas of society. Students are trained to analyze and determine the needs of a system and apply engineering principles to create software and hardware solutions. The main objective of the program is to produce practical design engineers. SE majors study modern programming languages and applications, algorithm development, and software design and testing in the software component, computer organization and architecture, micro-controller system design and the latest programmable chip technology in the hardware portion, and modern approaches to knowledge acquisition using UML in both individual and team environments. All engineering majors must take courses in humanities and social science to broaden their understanding of professional and ethical responsibilities and the impact of their engineering solutions in a global context. All students complete a capstone course in which they propose, design, build, test and deliver a working software application.

Course Requirements

Bachelor of Science 131/132 Credits

| <i>Course</i> | <i>Credits</i> |
|---|----------------|
| Computers and Software | 31 Credits |
| CS-130 Computer Science Fundamentals I | 4 |
| CS-220 Database Management | 3 |
| CS-230 Computer Science Fundamentals II | 3 |
| CS-310 Computer Algorithms | 3 |
| CS-418 Operating Systems | 3 |
| CS-432 Computer Graphics | 3 |
| CT-152 Introduction to Unix | 3 |
| CS-225 Intermediate Java Programming | 3 |
| IAE 315 Secure System Administration | 3 |
| SE-458 Senior Design Project | 3 |

| | |
|---|------------|
| Engineering | 27 Credits |
| EE-304 Digital Design I | 3 |
| EE-362 Microcontroller System Design | 3 |
| EE-364 Computer Architecture | 3 |
| SE-301 Software Engineering | 3 |
| SE-321 Human Computer Interaction | 3 |
| SE-351 Software Testing | 3 |
| Software or Engineering electives (3)* | 9 |
| English Communications | 9 Credits |
| EN-101 English Communications I | 3 |
| EN-102 English Communications II | 3 |
| EN-408 Writing Seminar in Technical Research | 3 |
| General Electives | 6 Credits |
| General electives (2)** | 6 |
| Humanities and Social Sciences | 19 Credits |
| FS-100 Freshman Seminar | 1 |
| HU-331 or HU-332 Arts and Ideas | 3 |
| SS-351 Ethics | 3 |
| Humanities electives (2)* | 6 |
| Social Sciences electives (2)* | 6 |
| Mathematics and Sciences | 34 Credits |
| CH-120 Chemistry | 3 |
| MA-124 Discrete Mathematics | 3 |
| MA-261 Calculus I | 4 |
| MA-262 Calculus II | 4 |
| MA-300 Mathematical Methods | 3 |
| MA-345 Probability and Statistics for Engineers | 3 |
| PH-261 Engineering Physics I | 4 |
| PH-262 Engineering Physics II | 4 |
| Physics Math or Science elective (2)* | 6 |
| Technical Courses | 6 Credits |
| EL-204 Digital Electronics | 3 |
| EL-262 Microprocessors and Microassembly | 3 |

* See appropriate department for approved list.

** Any course may be taken to satisfy the general elective requirement.

All bachelor of science degrees require a minimum of 39 credits at the 300-level or above. For descriptions of required courses, see the 2008-2009 Catalog.

Software and Internet Applications

The software and Internet applications (SIA) program is structured to prepare students to be Internet specialists. Students are trained in computer and web programming as well as networking and server administration so that they understand and can effectively respond to the entire spectrum of Internet issues. The main objective of the program is to produce well-rounded Internet experts with a strong foundation in computer technology and networking. SIA majors study web pages, websites, computer graphics, Unix/Linux, website security, network security, firewalls, XML, CGI programming, database management, C++, and Java with options for specialization in areas such as data communications and networking, computer programming, digital electronics, management, Cisco or Microsoft certifications, and/or liberal studies. All students complete a capstone course in which they propose, design, test and deliver a web-based project.

Course Requirements

Bachelor of Science 124/125 Credits

| Course | Credits |
|--|------------|
| Computers | 46 Credits |
| CS-130 Computer Science Fundamentals I | 4 |
| CS-220 Database Management | 3 |
| CS-230 Computer Science Fundamentals II | 3 |
| CS-225 Intermediate Java Programming | 3 |
| CS-321 Computer Human Interaction | 3 |
| CS-356 Dynamic Web Page Development | 3 |
| CT-102 Introduction to Internet Applications | 3 |
| CT-115 Introduction to Programming* | 3 |
| CT-152 Introduction to Unix | 3 |
| CT-201 Multimedia Applications | 3 |
| CT-376 Javascript | 3 |
| CT-406 Web Programming Languages | 3 |
| IAE-201 Intro to Information Assurance | 3 |
| IAE-301 Comprehensive Network Security I | 3 |
| SE-458 Senior Design Project | 3 |

| | |
|--|-----------|
| English Communications | 9 Credits |
| EN-101 English Communications I | 3 |
| EN-102 English Communications II | 3 |
| EN-408 Writing Seminar in Technical Research | 3 |

| | |
|-------------------------|------------|
| General Electives | 15 Credits |
| General electives (5)** | 15 |

| | |
|---|------------|
| Humanities and Social Sciences | 19 Credits |
| FS-100 Freshman Seminar in Computers | 1 |
| HU-331 or HU-332 Arts and Ideas | 3 |
| SS-351 Ethics | 3 |
| History/Humanities/Philosophy electives (2)** | 6 |
| Social Sciences/Management electives (2)** | 6 |

| | |
|---|------------|
| Mathematics and Sciences | 12 Credits |
| MA-110 College Math with Business Applications*** | 3 |
| MA-124 Discrete Mathematics | 3 |
| MA-128 Introduction to Statistics | 3 |
| Science elective (1)** | 3 |

| | |
|-------------------------------------|------------|
| Option | 12 Credits |
| Choose four related courses (4)**** | 12 |

| | |
|---|------------|
| Technical/Science/Business Electives | 12 Credits |
| Technical/Science/Business electives (4) (300-level or above)** | 12 |

* Students who validate CT-115 or place into Calculus I may replace this course with any technical course not already required for the SIA degree.

** See appropriate department for approved list.

*** Students planning to go on to a master's degree program should take MA-114 instead of MA-110. They should also take MA-261, MA-262 and MA-340 as electives.

**** The Option must consist of four related courses: four telecommunications, four management, four math courses, etc. Students should consult with an advisor before selecting courses for the Option. Poorly selected options may make it difficult to fill the twelve credits of Technical/Science/Business electives with 300-level or above courses.

All bachelor of science degrees require a minimum of 39 credits at the 300-level or above. For descriptions of required courses, see the 2008-2009 Catalog.

Telecommunications Engineering Technology

The telecommunications engineering technology (TET) program is structured to teach students to design, build, maintain, troubleshoot and expand networks of all types. Students are trained to work in a wide range of telecommunications and computer networking jobs on both the technical and the design sides. The main objective of the program is to produce technologists who support industry in areas ranging from data communications and networking to routers and switches to network modeling and design. TET majors study digital electronics, noise and shielding, fiber-optic communications, microprocessors and micro assembly, and may specialize in either data communications and networking or RF and satellite communications. All bachelor of science students complete a capstone course in which they propose, design, build, test and deliver a working telecommunications project.

Associate in Applied Science Degree

The AAS degree program is designed to teach students about the design and construction of networks by giving them a broad foundational background in the field of telecommunications. Students at the AAS level will be able to construct and test telecommunications circuits and networks using many different types of test equipment. Some theoretical courses are included to prepare students who are continuing with the bachelor's degree.

Bachelor of Science Degree

The BS degree program is designed to build on the AAS program with more advanced studies in simulation, analysis and modeling of communications circuits and networks. Courses in optical communications, data communications and networking and Internet networks provide students with the necessary background to do network design and administration work and to pursue continued studies in engineering, engineering technology or information technology.

Course Requirements

Associate in Applied Science Credits 64/65

| <i>Course</i> | <i>Credits</i> |
|--|----------------|
| English Communications 6 Credits | |
| EN-101 English Communications I | 3 |
| EN-102 English Communications II | 3 |
| Humanities and Social Sciences 7 Credits | |
| FS-100 Freshman Seminar | 1 |
| Humanities elective (1)* | 3 |
| Social Sciences or MIT elective (1)* | 3 |
| Mathematics and Sciences 17 Credits | |
| MA-114 Algebra and Trigonometry | 4 |
| MA-128 Introduction to Statistics | 3 |
| MA-261 Calculus I | 4 |
| PH-201 General Physics I | 3 |
| PH-202 General Physics II | 3 |
| Technical Courses 35 Credits | |
| CS-130 Computer Science Fundamentals | 4 |
| CT-115 Introduction to Programming** | 3 |
| CT-152 Introduction to Unix | 3 |
| CT-240 Internetworking with Routers and Switches | 3 |
| EL-100 Introductory DC/AC Circuits | 3 |
| EL-200 Electronic Devices and Circuits | 4 |
| EL-204 Digital Electronics | 3 |
| IAE-201 Introduction to Information Assurance Concepts | 3 |
| TC-110 Introduction to Telecommunications | 3 |
| NT-100 Computer Architecture and Construction | 3 |
| NT-150 Computer Networking | 3 |

* See appropriate department for approved list.

** Students with some computer background should take CS-130.

Bachelor of Science 128/129 Credits

All requirements for the associate in applied science degree, plus the following:

| <i>Course</i> | <i>Credits</i> |
|--|----------------|
| English Communications | 3 Credits |
| EN-408 Writing Seminar in Technical Research | 3 |
| General Electives | 6 Credits |
| General electives (2)* | 6 |
| Humanities/Social Sciences | 12 Credits |
| HU-331 or HU-332 Arts and Ideas | 3 |
| SS-351 Ethics | 3 |
| Humanities elective (1)** | 3 |
| Social Science elective (1)** | 3 |
| Mathematics and Sciences | 10 Credits |
| CH-120 Chemistry | 3 |
| MA-262 Calculus II | 4 |
| MA-340 Ordinary Differential Equations | 3 |
| Technical Courses | 21 Credits |
| EL-261 Introduction to Communications Circuits and Systems | 3 |
| EL-307 Noise and Shielding | 3 |
| OP-301 Fiber Optic Communications | 3 |
| TC-309 Network Simulation | 3 |
| TC-359 Network Modeling and Design | 3 |
| TC-458 Senior Design Project | 3 |
| Technical elective (1)** | 3 |

Option I or II

Students must select one of the following options. Consult an academic advisor for guidance.

Option I

| | |
|------------------------------------|------------|
| Data Communications and Networking | 12 Credits |
| IAE-301 Computer/Ntwk Sec I | 3 |
| IAE-302 Computer/Ntwk Sec II | 3 |
| IAE-315 Secure Systems Admin | 3 |
| 300/400 level technical elective | 3 |

Option II

| | |
|---|------------|
| RF and Satellite | 12 Credits |
| AE-455 Satellite Communications | 3 |
| EE-301 Advanced Communications Sys | 3 |
| MA-360 Laplace and Fourier Analysis | 3 |
| MA-345 Probability and Statistics for Engineers | 3 |
| Advanced Option (online) | 12 credits |
| IAE-301 Computer/Ntwk Sec I | 3 |
| IAE-302 Computer/Ntwk Sec II | 3 |
| IAE-670 Network Systems Sec Concepts | 3 |
| IAE-611 Wireless Security | 3 |

* Any course may be taken to satisfy the general elective requirement.

** See appropriate department for approved list.

All bachelor of science degrees require a minimum of 39 credits at the 300-level or above. For descriptions of required courses, see the 2008-2009 Catalog.

Undergraduate Certificate Updates

The undergraduate certificates listed below have been updated for 2009-10. Requirements for undergraduate certificates in Computer and Network Security, Financial Management, Object-Oriented Programming, and Software Engineering remain the same as published in the 2008-2009 Catalog, which also contains course descriptions.

Operations Management

(12 credits)

This lower-level certificate provides students with a foundation in business and management with a concentrated emphasis on productivity in a world economy. Students learn the fundamentals of business and management in a project-oriented environment with an emphasis on the needs and concerns of the consumer. Coursework allows students a choice to explore the financial aspects of business management with principles of accounting or the legal policies and regulations that effect business with legal environment of business. The production and operations management course stresses the decisions that managers make in increasing productivity by considering the strategies, techniques and problems in meeting customer needs, in forecasting and scheduling, and in quality management. An alternate course in marketing principles emphasizes the relationships among consumers, business and government about product, promotion, pricing and distribution strategies.

Required Courses (choose any four)

| | |
|--|---|
| BUS-173 Business Fundamentals | 3 |
| BUS-270 Financial Accounting I | 3 |
| BUS-376 Marketing Principles | 3 |
| BUS-279 Introduction to Leadership | 3 |
| BUS-378 Legal Environment of Business | 3 |
| BUS-384 Production and Operations Management | 3 |

Personnel Management

(12 credits)

This upper-level certificate provides students with a foundation in the development of employer-employee relations in both the private and public sectors in order to facilitate organization productivity. Students learn the fundamentals of business and management in a project-oriented environment with an emphasis on human business interaction. Courses in the principles of management and personnel management focus on the aspects of supervision and human resource management, with concentration on administration, recruiting and selection, evaluation and training. The organizational theory course combines behavioral sciences with management theory to reinforce concepts of organizational development, organizational structure and processes, and organizational conflict and change. An alternate course in group dynamics focuses on organizational climate and culture and their relationship to and impact on individuals and groups in high-tech organizations.

Required Courses (choose any four)

| | |
|--|---|
| BUS-173 Business Fundamentals | 3 |
| BUS-279 Introduction to Leadership | 3 |
| BUS-375 Human Resource Management | 3 |
| BUS-386 Organizational Theory and Behavior | 3 |
| SS-272 Group Dynamics | 3 |

Programming and Data Management

(13 credits)

This lower-level certificate provides a good understanding of how programmers store and manage computer data. Students learn the fundamental aspects of the storage and management of computer data. Courses in C++ and Java introduce the student to the object-oriented paradigm and the underlying principles of the structures and methods associated with data management. In addition, Oracle is used in the database management course, which introduces students to relational databases and the techniques for analyzing and designing

database solutions. Finally, a course in advanced data structures teaches students the theory and underlying techniques used to store, search, sort and access computer data.

Required Courses

| | | |
|--------|---------------------------------|---|
| CS-130 | Computer Science Fundamentals I | 4 |
| CS-220 | Database Management | 3 |
| CS-310 | Computer Algorithms | 3 |
| CS-225 | Intermediate Java Programming | 3 |

Space Missions and Operations

Specialist

(12 credits)

This upper-level certificate provides students with a general overview of satellites, including simple physics of satellite orbits and the history of NASA and scientific mission operations. Students will learn satellite design with emphasis on power management, heating and cooling considerations, telemetry and communications and control systems. Coursework includes the study of orbital mechanics and the physics of the instruments used to monitor and analyze the earth and atmosphere. Prerequisites for the certificate include an understanding of math through differential equations with basic engineering physics.

Required Courses

| | | |
|--------|-----------------------|---|
| AE-150 | Introduction to Space | 3 |
| AE-311 | Spacecraft Systems | 3 |
| AE-351 | Orbital Mechanics | 3 |
| AE-361 | Remote Sensing | 3 |

Web Programming

(12 credits)

This lower-level certificate provides students the foundation to write programs that support transactions conducted over the Internet. Students learn about the web and the basic tools used for webpage construction, including HTML, DHTML, scripting, CSS and an overview of XML. The database management course provides students with an understanding of relational databases, how they are designed, how data is stored in them, and how that data

can be accessed. The final two courses, Intermediate Java Programming and Web/CGI Programming Using Perl, provide students with the programming techniques and tools needed to create truly dynamic webpages.

Required Courses

| | | |
|--------|---------------------------------------|---|
| CT-102 | Introduction to Internet Applications | 3 |
| CS-225 | Intermediate Java Programming | 3 |
| CS-220 | Database Management | 3 |
| CS-356 | Dynamic Web Page Development | 3 |

Prerequisite: CT-115, CS-130 or equivalent.

Website Development

(12 credits)

This upper-level certificate is designed for students interested in building websites. Students learn a variety of tools and applications such as HTML, Java Script, ASP, PHP, Microsoft FrontPage and Macromedia Director used to build webpages and add multimedia content to them. The website construction course deals with website and browser requirements, platform selection issues, web server functions, client and server side applications, cookies and other topics. In the website administration course, students learn concepts in the use of software to monitor and optimize website operations, alternatives to CGI such as ASP and website security.

Required Courses

| | | |
|---------|---------------------------------------|---|
| CT-102 | Introduction to Internet Applications | 3 |
| CT-201 | Multimedia Applications | 3 |
| CT-406 | Web Programming Languages | 3 |
| IAE-315 | Secure System Administration | 3 |

Prerequisite: CT-115, CS-130 or equivalent.

Post-Baccalaureate Certificate Updates

The post-baccalaureate certificates listed below have been introduced or updated for 2009-10. Requirements for post-baccalaureate certificates in Client/Server and Wireless Devices, Component Technologies and Online Collaboration, and Information Technology remain the same as published in the 2008-2009 Catalog, which also contains course descriptions.

Information Assurance Administration

Required Courses

- IAE-671 Legal Aspects of Computer Security & Information Privacy
- IAE-674 Security Risk Management
- IAE-675 Computer Forensics and Incident Handling
- IAE-680 Perimeter Protection

Network Protection

Required Courses

- IAE-621 Applied Wireless Network Security
- IAE-677 Malicious Software
- IAE-679 Vulnerability Mitigation
- IAE-682 Internal Protection

Security Management

Required Courses

- IAE-611 Wireless Security
- IAE-670 Network Systems Security Concepts
- IAE-673 Secure Information Transfer and Storage
- IAE-684 Complementary Security

Critical Infrastructures and Cyber Protection Center

Capitol College established the Critical Infrastructures and Cyber Protection Center (CICPC) to address the technical and managerial needs of the information assurance (IA) workforce, particularly working professionals who do not desire or have the resources to participate in formal degree-bearing academic programs. CICPC programs provide the IA professional, or those seeking to enter the IA workforce, technical skills training, focused professional development, certification(s) in various specialty areas, and examination review opportunities for individuals and organizations seeking industry recognized security certifications. Participants earn continuing professional education units (CPEs) along with a certificate or document of completion reflecting their participation. The CICPC program inventory also includes a suite of offerings that satisfy requirements of Department of Defense Directive 8570.1.

Programs are usually delivered on-line with real-time lectures recorded for later playback, enabling program participants unable to attend in real-time the ability to review the course material as their schedule permits. Customized programs can be arranged and delivered on-site or online, including delivery in alternative time zones. CICPC program offerings include: Certification and Accreditation (CAP) programs tailored for government, DoD, or the commercial sector; FISMA compliance; federal CNSS standards (CNSSI 4012 & NSTISSI 4015); and industry certification preparation (CISSP, SSCP, Security+, IdM).

All CICPC programs are taught by subject matter experts from government and industry, most of whom also serve as lead faculty in our master of science in information assurance degree program.

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UTI Inc.

Calendar

Fall Semester 2009

Undergraduate Classes

Semester-long Classes

| | | | |
|-------------|---|---------------|--|
| Aug. 17-21 | Registration for part-time students | Oct. 28 | Last day to drop a course with a W |
| Aug. 19-21 | Orientation/registration and residence hall check-in for new students | | Registration for spring semester begins for continuing students |
| Aug. 21 | Final day of registration December graduates notify Office of Registration and Records | Nov. 25 | Classes canceled – college closes at 5 p.m. |
| Aug. 22 | Residence hall check-in for returning students | Nov. 26-29 | Thanksgiving recess – college closed |
| Aug. 24 | Classes begin Last day for 100% refund First tuition installment due Library opens Cooperative education work period begins | Nov. 30 | Classes resume |
| Aug. 31 | Electronics, physics/chemistry and computer labs open Tutoring Resource Center opens | Dec. 11 | Classes end Electronics and physics/chemistry labs close Tutoring Resource Center closes All library materials are due Last day for cooperative education work Last day to Withdraw |
| Sept. 7 | Labor Day – college closed | Dec. 14-18 | Final examinations |
| Sept. 8 | Last day for 75% refund Last day to add or audit a course Last day to drop a course without a W | Dec. 18 | Library, computer labs close |
| Sept. 14 | Last day for 50% refund | Dec. 18 | Residence halls close at 5 p.m. |
| Sept. 21 | Last day for 25% refund Second tuition installment due | Dec. 23 | College closes at 5 p.m. for recess |
| Sept. 21-25 | Financial Aid Disbursement Week/ Pell Census | Dec. 24-Jan 3 | Winter recess – college closed |
| Sept. 22 | Career Day – no classes Colloquium | | |
| Oct. 19 | Final Tuition installment due | | |

Calendars for undergraduate terms, not running on a 16 week schedule, are available online.

Refer to Capitol College's online calendar at www.capitol-college.edu for an updated calendar.

Graduate Classes

Semester-long Classes

| | | | |
|------------------|---|------------|---|
| Aug. 28 | Final day of registration | | Last day to drop a course without a W |
| Aug. 31 | Classes begin | | |
| | Last day for 100% refund | Sept. 14 | Last day for 50% refund |
| | First 50% tuition installment due | Sept. 21 | Last day for 25% refund |
| Sept. 7 | Labor Day – college closed (Online classes will meet asynchronously.) | | Last day to drop a course with a W |
| Sept. 14 | Last day for 75% refund | Sept. 28 | Final 50% tuition installment due |
| | Last day to add or audit a course | Oct. 16 | Last day to Withdraw |
| | Last day to drop a course without a W | Oct. 23 | Classes end |
| Sept. 21 | Last day for 50% refund | | |
| Sept. 28 | Last day for 25% refund | | |
| | Final 50% tuition installment due | | |
| Nov. 4 | Registration for spring semester begins | | |
| Nov. 9 | Last day to drop a course with a W | Nov. 2 | Last day for 75% refund |
| Nov. 25 | College closes at 5 p.m. (Online classes will meet asynchronously.) | | Last day to add or audit a course |
| Nov. 26-29 | Thanksgiving – college closed (Online classes will meet asynchronously.) | | Last day to drop a course without a W |
| Dec. 11 | Last day to Withdraw | Nov. 4 | Registration for spring semester begins |
| Dec. 18 | Classes end | Nov. 9 | Last day for 50% refund |
| Dec. 23 | College closes at 5 p.m. for recess | Nov. 16 | Last day for 25% refund |
| Dec. 24 – Jan. 3 | Winter recess – college closed | | Last day to drop a course with a W |
| | | Nov. 23 | Final 50% tuition installment due |
| | | Nov. 25 | College closes at 5 p.m. (Online classes will meet asynchronously.) |
| | | Nov. 26-29 | Thanksgiving – college closed (Online classes will meet asynchronously.) |

Fall – Term II

Fall – Term I

| | | | |
|---------|--|----------------|-------------------------------------|
| Aug. 28 | Final day of registration | Dec. 11 | Last day to Withdraw |
| Aug. 31 | Classes begin | Dec. 18 | Classes end |
| | Last day for 100% refund | Dec. 23 | College closes at 5 p.m. for recess |
| | First 50% tuition installment due | Dec. 24-Jan. 3 | Winter recess – college closed |
| Sept. 7 | Labor Day – college closed (Online classes will meet asynchronously.) | | |
| Sept. 8 | Last day for 75% refund | | |
| | Last day to add or audit a course | | |

Refer to Capitol College's online calendar at www.capitol-college.edu for an updated calendar.

Spring Semester 2010

Undergraduate Classes

Semester-long Classes

| | | | |
|-----------|---|------------|--|
| Jan. 7 | Residence hall check-in for new students | Mar. 15-19 | Spring recess (service offices open) |
| Jan. 8 | Final day of registration Graduation applications due for Class of 2009 Orientation/registration for new students | Mar. 22 | Classes resume |
| Jan. 9 | Residence hall check-in for returning students | Mar. 23 | Last day to drop a course with a W Registration for summer session begins |
| Jan. 11 | Classes begin Last day for 100% refund First tuition installment due Library opens Co-op work period begins | Mar. 25 | Honors Convocation |
| Jan. 18 | Martin Luther King Jr. Day – college closed | Mar. 29 | Registration for summer semester begins for continuing students |
| Jan. 19 | Electronics, physics/chemistry and computer labs open Tutoring Resource Center opens | Apr. 6 | Pre-registration for fall semester begins for continuing students |
| Jan. 25 | Last day for 75% refund | May 3 | Classes end Last day to Withdraw |
| Jan. 26 | Last day to add or audit a course Last day to drop a course without a W | May 6 -12 | Final examinations |
| Feb. 1 | Last day for 50% refund | May 12 | Library, computer labs close |
| Feb. 8 | Last day for 25% refund Second tuition installment due | May 12 | Residence halls close at 5 p.m. |
| Feb. 8-12 | Financial Aid Disbursement Week/ Pell Census | May 15 | Commencement |
| Mar. 8 | Final Tuition installment due | | |

Calendars for undergraduate terms, not running on a 16 week schedule, are available online.

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Graduate Classes

Semester-long Classes

| | |
|---------|---|
| Jan. 4 | Final day of registration |
| Jan. 5 | Classes begin Last day for 100% refund First 50% tuition installment due Graduation applications due for Class of 2007 |
| Jan. 18 | Martin Luther King Jr. Day – college closed (Online classes will meet asynchronously.) |
| Jan. 19 | Last day for 75% refund Last day to add or audit a course Last day to drop a course without a W |
| Jan. 25 | Last day for 50% refund |
| Feb. 1 | Last day for 25% refund Final 50% tuition installment due |
| Mar. 8 | Registration for summer session begins |
| Mar. 16 | Last day to drop a course with a W |
| Mar. 22 | Registration for summer semester begins |
| Apr. 9 | Pre-registration for fall semester begins |
| Apr. 19 | Last day to Withdraw |
| Apr. 26 | Classes end |
| May 15 | Commencement |

Spring – Term I

| | |
|---------|---|
| Jan. 4 | Final day of registration |
| Jan. 5 | Classes begin Last day for 100% refund First 50% tuition installment due |
| Jan. 12 | Last day for 75% refund Last day to add or audit a course Last day to drop a course without a W |
| Jan. 18 | Martin Luther King Jr. Day – college closed (Online classes will meet asynchronously.) |
| Jan. 19 | Last day for 50% refund |
| Jan. 25 | Last day for 25% refund |
| Jan. 26 | Last day to drop a course with a W |
| Feb. 1 | Final 50% tuition installment due |
| Feb. 22 | Last day to Withdraw |
| Mar. 1 | Classes end |

Spring – Term II

| | |
|---------|---|
| Feb. 26 | Final day of registration |
| Mar. 2 | Classes begin Last day for 100% refund First 50% tuition installment due |
| Mar. 9 | Last day for 75% refund Last day to add or audit a course Last day to drop a course without a W |
| Mar. 15 | Last day for 50% refund |
| Mar. 22 | Last day for 25% refund |
| Mar. 23 | Last day to drop a course with a W Registration for summer semester begins |
| Mar. 29 | Final 50% tuition installment due |
| Apr. 9 | Pre-registration for fall semester begins |
| Apr. 19 | Last day to Withdraw |
| Apr. 26 | Classes end |
| May 15 | Commencement |

Refer to Capitol College's online calendar at www.capitol-college.edu for an updated calendar.

Summer Session 2010

Undergraduate Classes

Session-long Classes

| | | | |
|---------|--|------------|--|
| May 21 | Final day of registration August graduates notify Office of Registration and Records Cooperative education work period begins | June 21 | Last day for 25% refund for 11-week courses Second tuition installment due for 11-week courses |
| May 24 | Classes begin Last day for 100% refund First tuition installment due Library opens | June 21-25 | Financial Aid Disbursement Week/ Pell Census |
| May 31 | Memorial Day – college closed | July 5 | Independence Day observance – college closed |
| June 1 | Last day for 75% refund for 8-week courses Electronics, physics/chemistry and computer labs open | July 6 | Final tuition installment due for 8-week courses |
| June 2 | Last day to add or audit a course Last day to drop a course without a W | July 12 | Last day to Withdraw from 8-week courses |
| June 7 | Second tuition installment due for 8-week courses Last day for 50% refund for 8-week courses Last day for 75% refund for 11-week courses | July 13 | Last day to drop an 11-week course with a W |
| June 14 | Last day for 25% refund for 8-week courses Last day for 50% refund for 11-week courses | July 13-19 | Final exams for 8-week classes |
| June 15 | Last day to drop an 8-week course with a W | July 19 | Final tuition installment due for 11-week courses |
| | | Aug. 2 | Electronics and physics/chemistry labs close All library materials are due Last day to Withdraw from 11-week courses |
| | | Aug 3 -9 | Final exams for 11-week classes |

Refer to Capitol College's online calendar at www.capitol-college.edu for an updated calendar.

Graduate Classes

Semester-long Classes

| | |
|---------|--|
| Apr. 30 | Final day of registration |
| May 3 | Classes begin Last day for 100% refund First 50% tuition installment |
| May 15 | Commencement |
| May 17 | Last day for 75% refund |
| May 18 | Last day to add or audit a course Last day to drop a course without a W |
| May 24 | Last day for 50% refund |
| May 31 | Memorial Day – college closed (Online classes will meet asynchronously.) |
| June 1 | Last day for 25% refund Final 50% tuition installment |
| July 5 | Independence Day observance – college closed (Online classes will meet synchronously.) |
| July 12 | Last day to drop a course with a W |
| Aug. 13 | Last day to withdraw |
| Aug. 20 | Classes end |

Summer – Term I

| | |
|---------|---|
| Apr. 30 | Final day of registration |
| May 3 | Classes begin Last day for 100% refund First 50% tuition installment |
| May 10 | Last day for 75% refund Last day to add or audit a course Last day to drop a course without a W |
| May 15 | Commencement |
| May 17 | Last day for 50% refund (Online classes will meet asynchronously.) |
| May 24 | Last day for 25% refund Last day to drop a course with a W |
| May 31 | Memorial Day – college closed |
| June 1 | Final 50% tuition installment |
| June 18 | Last day to Withdraw |
| June 25 | Classes end |

Summer – Term II

| | |
|---------|---|
| June 25 | Final day of registration |
| June 28 | Classes begin Last day for 100% refund First 50% tuition installment |
| July 5 | Independence Day observance – college closed (Online classes will meet synchronously.) |
| July 6 | Last day for 75% refund Last day to add or audit a course Last day to drop a course without a W |
| July 12 | Last day for 50% refund |
| July 19 | Last day for 25% refund Last day to drop a course with a W |
| July 26 | Final 50% tuition installment |
| Aug. 13 | Last day to Withdraw |
| Aug. 20 | Classes end |

Refer to Capitol College's online calendar at www.capitol-college.edu for an updated calendar.

Fall Semester 2010

Undergraduate Classes

Semester-long Classes

| | | | |
|-------------|---|----------------|---|
| Aug. 16-20 | Registration for part-time students | Oct. 27 | Last day to drop a course with a W or change a course to an audit |
| Aug. 18-20 | Orientation/registration and residence hall check-in for new students | | Registration for spring semester begins for continuing students |
| Aug. 20 | Final day of registration | Nov. 24 | Classes canceled – college closes at 5 p.m. |
| | December graduates notify Office of Registration and Records | Nov. 25-28 | Thanksgiving recess – college closed |
| Aug. 21 | Residence hall check-in for returning students | Nov. 29 | Classes resume |
| Aug. 23 | Classes begin | Dec. 10 | Classes end |
| | Last day for 100% refund | | Electronics and physics/chemistry labs close |
| | First tuition installment due | | Tutoring Resource Center closes |
| | Library opens | | All library materials are due |
| | Cooperative education work period begins | | Last day for cooperative education work |
| Aug. 30 | Electronics, physics/chemistry and computer labs open | | Last day to Withdraw |
| | Tutoring Resource Center opens | Dec. 13-17 | Final examinations |
| Sept. 6 | Labor Day – college closed | Dec. 17 | Library, computer labs close |
| Sept. 7 | Last day for 75% refund | Dec. 17 | Residence halls close at 5 p.m. |
| | Last day to add a course | Dec. 22 | College closes at 5 p.m. for recess |
| | Last day to drop a course without a W | Dec. 23-Jan. 3 | Winter recess – college closed |
| Sept. 13 | Last day for 50% refund | | |
| Sept. 20 | Last day for 25% refund | | |
| | Second tuition installment due | | |
| Sept. 20-24 | Financial Aid Disbursement Week/ Pell Census | | |
| Sept. 28 | Career Day - no classes | | |
| | Colloquium | | |
| Oct. 18 | Final tuition installment due | | |

Calendars for undergraduate terms, not running on a 16 week schedule, are available online.

Refer to Capitol College's online calendar at www.capitol-college.edu for an updated calendar.

Graduate Classes

Semester-long Classes

| | | | |
|----------------|---|----------|---|
| Aug. 27 | Final day of registration | | Last day to add a course |
| Aug. 30 | Classes begin | | Last day to drop a course without a W |
| | Last day for 100% refund | | |
| | First 50% tuition installment due | Sept. 13 | Last day for 50% refund |
| Sept. 6 | Labor Day – college closed (Online classes will meet asynchronously.) | Sept. 20 | Last day for 25% refund |
| | | | Last day to drop a course with a W or change a course to an audit |
| Sept. 13 | Last day for 75% refund | | |
| | Last day to add a course | Sept. 27 | Final 50% tuition installment due |
| | Last day to drop a course without a W | Oct. 15 | Last day to Withdraw |
| Sept. 20 | Last day for 50% refund | Oct. 22 | Classes end |
| Sept. 27 | Last day for 25% refund | | |
| | Final 50% tuition installment due | | |
| Nov. 3 | Registration for spring semester begins | | |
| Nov. 12 | Last day to drop a course with a W or change a course to an audit | | |
| Nov. 24 | College closes at 5 p.m. (Online classes will meet asynchronously.) | | |
| Nov. 25-28 | Thanksgiving – college closed (Online classes will meet asynchronously.) | | |
| Dec. 10 | Last day to Withdraw | | |
| Dec. 17 | Classes end | | |
| Dec. 22 | College closes at 5 p.m. for recess | | |
| Dec. 23-Jan. 3 | Winter recess – college closed | | |

Fall – Term II

| | |
|----------------|---|
| Oct. 22 | Final day of registration |
| Oct. 25 | Classes begin |
| | Last day for 100% refund |
| | First 50% tuition installment due |
| Nov. 1 | Last day for 75% refund |
| | Last day to add a course |
| | Last day to drop a course without a W |
| Nov. 3 | Registration for spring semester begins |
| Nov. 8 | Last day for 50% refund |
| Nov. 15 | Last day for 25% refund |
| | Last day to drop a course with a W or change a course to an audit |
| Nov. 22 | Final 50% tuition installment due |
| Nov. 24 | College closes at 5 p.m. (Online classes will meet asynchronously.) |
| Nov. 25-28 | Thanksgiving – college closed (Online classes will meet asynchronously.) |
| Dec. 10 | Last day to Withdraw |
| Dec. 17 | Classes end |
| Dec. 22 | College closes at 5 p.m. for recess |
| Dec. 23-Jan. 3 | Winter recess – college closed |

Fall – Term I

| | |
|---------|--|
| Aug. 27 | Final day of registration |
| Aug. 30 | Classes begin |
| | Last day for 100% refund |
| | First 50% tuition installment due |
| Sept. 6 | Labor Day – college closed (Online classes will meet asynchronously.) |
| Sept. 7 | Last day for 75% refund |

Refer to Capitol College's online calendar at www.capitol-college.edu for an updated calendar.

Spring Semester 2011

Undergraduate Classes

Semester-long Classes

| | | | |
|-----------|---|------------|--|
| Jan. 6 | Residence hall check-in for new students | Mar. 14-18 | Spring recess (service offices open) |
| Jan. 7 | Final day of registration Graduation applications due for Class of 2009 Orientation/registration for new students | Mar. 21 | Classes resume Last day to drop a course with a W or change a course to an audit |
| Jan. 8 | Residence hall check-in for returning students | Mar. 24 | Honors Convocation |
| Jan. 10 | Classes begin Last day for 100% refund First tuition installment due Library opens Co-op work period begins | Mar. 30 | Registration for summer semester begins for continuing students |
| Jan. 17 | Martin Luther King Jr. Day – college closed | Apr. 6 | Pre-registration for fall semester begins for continuing students |
| Jan. 18 | Electronics, physics/chemistry and computer labs open Tutoring Resource Center opens | May 2 | Classes end Last day to Withdraw Electronics and physics/chemistry labs close |
| Jan. 24 | Last day for 75% refund | May 3-10 | Final examinations |
| Jan. 25 | Last day to add a course Last day to drop a course without a W | May 10 | Library, computer labs close |
| Jan. 31 | Last day for 50% refund | May 10 | Residence halls close at 5 p.m. |
| Feb. 7 | Last day for 25% refund Second tuition installment due | May 15 | Commencement |
| Feb. 7-11 | Financial Aid Disbursement Week/ Pell Census | | <i>Calendars for undergraduate terms, not running on a 16 week schedule, are available online.</i> |
| Mar. 7 | Final tuition installment due | | |

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Graduate Classes

Semester-long Classes

| | | | |
|---------|--|-------------------------|--|
| Jan. 3 | Final day of registration | Jan. 17 | Martin Luther King Jr. Day – college closed (Online classes will meet asynchronously.) |
| Jan. 4 | Classes begin Last day for 100% refund First 50% tuition installment due Graduation applications due for Class of 2007. | Jan. 18 | Last day for 50% refund |
| Jan. 17 | Martin Luther King Jr. Day – college closed (Online classes will meet asynchronously.) | Jan. 24 | Last day for 25% refund |
| Jan. 18 | Last day for 75% refund Last day to add a course Last day to drop a course without a W | Jan. 25 | Last day to drop a course with a W or change a course to an audit |
| Jan. 24 | Last day for 50% refund | Jan. 31 | Final 50% tuition installment due |
| Jan. 31 | Last day for 25% refund Final 50% tuition installment due | Feb. 21 | Last day to Withdraw |
| Mar. 9 | Registration for summer session begins | Feb. 28 | Classes end |
| Mar. 15 | Last day to drop a course with a W or change a course to an audit | <i>Spring – Term II</i> | |
| Mar. 21 | Registration for summer semester begins | Feb. 28 | Final day of registration |
| Apr. 8 | Pre-registration for fall semester begins | Mar. 1 | Classes begin Last day for 100% refund First 50% tuition installment due |
| Apr. 18 | Last day to Withdraw | Mar. 7 | Last day for 75% refund Last day to add a course Last day to drop a course without a W |
| Apr. 25 | Classes end | Mar. 14 | Last day for 50% refund |
| May 14 | Commencement | Mar. 21 | Last day for 25% refund |
| | | Mar. 22 | Last day to drop a course with a W or change a course to an audit Registration for summer semester begins |
| | | Mar. 28 | Final 50% tuition installment due |

Spring – Term I

| | | | |
|---------|--|---------|----------------------|
| Jan. 3 | Final day of registration | Apr. 18 | Last day to Withdraw |
| Jan. 4 | Classes begin Last day for 100% refund First 50% tuition installment due | Apr. 25 | Classes end |
| Jan. 10 | Last day for 75% refund Last day to add a course Last day to drop a course without a W | May 14 | Commencement |

Refer to Capitol College's online calendar at www.capitol-college.edu for an updated calendar.

Summer Session 2011

Undergraduate Classes

Session-long Classes

| | | | |
|---------|--|------------|---|
| May 20 | Final day of registration August graduates notify Office of Registration and Records Cooperative education work period begins | June 14 | Last day to drop a course with a W or change a course to an audit |
| May 23 | Classes begin Last day for 100% refund First tuition installment due Library opens | June 20 | Last day for 25% refund for 11-week courses Second tuition installment due for 11-week courses |
| May 30 | Memorial Day – college closed | June 20-24 | Financial Aid Disbursement Week/ Pell Census |
| May 31 | Last day for 75% refund for 8-week courses Electronics, physics/chemistry and computer labs open Last day to add a course Last day to drop a course without a W | July 4 | Independence Day – college closed |
| June 6 | Second tuition installment due for 8-week courses Last day for 50% refund for 8-week courses Last day for 75% refund for 11-week courses | July 5 | Final tuition installment due for 8-week courses |
| June 13 | Last day for 25% refund for 8-week courses Last day for 50% refund for 11-week courses | July 11 | Last day to Withdraw from 8-week courses |
| | | July 12 | Last day to drop an 11-week course with a W or change a course to an audit |
| | | July 12-18 | Final exams for 8-week classes |
| | | July 18 | Final tuition installment due for 11-week courses |
| | | Aug. 1 | Last Day of Class Electronics and physics/chemistry labs close All library materials are due Last day to Withdraw from 11-week courses |
| | | Aug 2 -8 | Final exams for 11-week classes |

Refer to Capitol College's online calendar at www.capitol-college.edu for an updated calendar.

Graduate Classes

Semester-long Classes

| | |
|---------|--|
| Apr. 29 | Final day of registration |
| May 2 | Classes begin Last day for 100% refund First 50% tuition installment |
| May 14 | Commencement |
| May 16 | Last day for 75% refund Last day to add a course Last day to drop a course without a W |
| May 23 | Last day for 50% refund |
| May 30 | Memorial Day – college closed (Online classes will meet asynchronously.) |
| May 31 | Last day for 25% refund Final 50% tuition installment |
| July 4 | Independence Day – college closed (Online classes will meet asynchronously.) |
| July 11 | Last day to drop a course with a W or change a course to an audit |
| Aug. 12 | Last day to withdraw |
| Aug. 19 | Classes end |

Summer – Term I

| | |
|---------|--|
| Apr. 29 | Final day of registration |
| May 2 | Classes begin Last day for 100% refund First 50% tuition installment |
| May 9 | Last day for 75% refund Last day to add a course Last day to drop a course without a W |
| May 14 | Commencement |
| May 16 | Last day for 50% refund (Online classes will meet asynchronously.) |
| May 23 | Last day for 25% refund Last day to drop a course with a W or change a course to an audit |

| | |
|---------|---|
| May 30 | Memorial Day – college closed (Online classes will meet asynchronously.) |
| May 31 | Final 50% tuition installment |
| June 17 | Last day to Withdraw |
| June 24 | Classes end |

Summer – Term II

| | |
|---------|--|
| June 24 | Final day of registration |
| June 27 | Classes begin Last day for 100% refund First 50% tuition installment |
| July 4 | Independence Day – college closed (Online classes will meet asynchronously.) |
| July 5 | Last day for 75% refund Last day to add a course Last day to drop a course without a W |
| July 11 | Last day for 50% refund |
| July 18 | Last day for 25% refund Last day to drop a course with a W or change a course to an audit |
| July 25 | Final 50% tuition installment |
| Aug. 12 | Last day to Withdraw |
| Aug. 19 | Classes end |

Refer to Capitol College's online calendar at www.capitol-college.edu for an updated calendar.

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