

POTOMAC COLLEGE

2011 CATALOG SUPPLEMENT

Tuition and Fees

Calendar

Class Schedules

Bachelor of Science in Digital Forensics

Revised Associate of Science Course Requirements

Statement of Legal Control

Staff and Faculty

Effective December 1, 2011

Tuition and Financial Account Information

Tuition Charges*

Tuition is charged on a semester credit hour basis. Books and supplies are not included in tuition charges. Students are charged 100% for any semester in which they continue past the ADD/DROP period before withdrawing. All non-tuition charges are non-refundable.

Potomac College currently charges \$445 per semester credit hour. The current average tuition cost to attend Potomac College for an academic year (8 months) at full-time status is \$10,680. The average cost to matriculate for an associate degree is \$26,700; a bachelor degree is \$53,400. The actual cost varies depending on factors including transfer credit, course repeats, test outs, transitional studies and other academic factors.

Tuition*

All students (<i>per credit hour</i>)	\$445
Active Duty Military (<i>per credit hour</i>)	\$250

Fees*

Registration Fee (<i>one-time fee</i>)	\$100
Technology Fee (<i>per credit hour</i>)	\$37.50

Transactional:

Application Fee (<i>International Students</i>)	\$150
Proficiency Examination	\$100
Portfolio Evaluation Fee	\$100
Graduation Fee	\$100
Transcript Fee (<i>Individual Request</i>)	\$ 10
Transcript Fee (<i>Individual Expedited</i>)	\$ 15
Additional Transcript Copies	\$ 10
Returned Check Fee	\$ 25

**Potomac College reserves the right to make changes to the above costs, including tuition, at any time.*

Academic Calendar 2011-2012

A semester consists of two consecutive sessions. All students must register for at least one semester.

Session A - Associate & Bachelor Programs (All Programs and Campuses)		
SESSION	START DATE	END DATE
Session 5A	Monday, August 22, 2011	Sunday, October 16, 2011
Holiday	Monday, September 05, 2011	
Session 6A	Monday, October 17, 2011	Sunday, December 11, 2011
Holiday	November 24 - 27, 2011	
Session 1A	Monday, December 12, 2011	Sunday, February 12, 2012
Holiday Break	Sunday, December 25, 2011	Monday, January 02, 2012
Session 2A	Monday, February 13, 2012	Sunday, April 08, 2012
Session 3A	Monday, April 09, 2012	Sunday, June 03, 2012
Holiday	Monday, May 28, 2012	
Session 4A	Monday, June 04, 2012	Sunday, July 29, 2012
Holiday	Wednesday, July 04, 2012	
Session 5A	Monday, July 30, 2012	Sunday, September 23, 2012
Holiday	Monday, September 03, 2012	
Session 6A	Monday, September 24, 2012	Sunday, November 18, 2012
Session 1A	Monday, November 19, 2012	Sunday, January 20, 2013
Holiday	November 22 & 23, 2012	
Holiday Break	Monday, December 24, 2012	Tuesday, January 01, 2013

Please note that campuses are closed on indicated holidays.

The academic calendar is subject to review and change.

Academic Calendar 2011-2012

A semester consists of two consecutive sessions. All students must register for at least one semester.

Session B - Associate & Bachelor Programs (DC and Online Campuses only)		
SESSION	START DATE	END DATE
Session 4B	Monday, July 25, 2011	Sunday, September 18, 2011
Holiday	Monday, September 05, 2011	
Session 5B	Monday, September 19, 2011	Sunday, November 13, 2011
Session 6B	Monday, November 14, 2011	Sunday, January 15, 2012
Holiday	November 24 - 27, 2011	
Holiday Break	Sunday, December 25, 2011	Monday, January 02, 2012
Session 1B	Tuesday, January 17, 2012	Sunday, March 11, 2012
Session 2B	Monday, March 12, 2012	Sunday, May 06, 2012
Session 3B	Monday, May 07, 2012	Sunday, July 01, 2012
Session 4B	Monday, July 02, 2012	Sunday, August 26, 2012
Holiday	Wednesday, July 04, 2012	
Session 5B	Monday, August 27, 2012	Sunday, October 21, 2012
Holiday	Monday, September 03, 2012	
Session 6B	Monday, October 22, 2012	Sunday, December 16, 2012
Holiday	November 22 & 23, 2012	

Please note that campuses are closed on indicated holidays.

The academic calendar is subject to review and change.

Student Class Schedules

Potomac College offers students flexibility in attendance schedules. In addition to on-line courses, students can choose from the following schedule options:

Washington, DC Campus:

Monday and Wednesday: 6:00 p.m. to 8:00 p.m.
8:00 p.m. to 10:00 p.m.

Tuesday and Thursday: 6:00 p.m. to 8:00 p.m.
8:00 p.m. to 10:00 p.m.

Saturday: 9:00 a.m. to 1:00 p.m.
1:30 p.m. to 5:30 p.m.

Herndon, VA Campus:

Monday and Wednesday: 6:00 p.m. to 8:25 p.m.
8:00 p.m. to 10:25 p.m.

Tuesday and Thursday: 6:00 p.m. to 8:25 p.m.
8:00 p.m. to 10:25 p.m.

Saturday: 8:30 a.m. to 1:20 p.m.
1:30 p.m. to 6:20 p.m.

In addition, each course requires completion of extensive outside course work beyond required class meeting preparation (i.e., assigned text and supplemental readings, study for quizzes and examinations, etc.). At a minimum, outside preparation includes at least one written assignment each week, a midterm project (normally collaborative) and a final project.

Bachelor of Science in Digital Forensics

Program Mission

Potomac's mission is to offer programs leading to career enhancement in the fields of business and technology. The Bachelor of Science in Digital Forensics program offers students a career path in a growing field. Digital forensics – a broad term sometimes used synonymously with computer forensics, network forensics, or cyber forensics – is the acquisition, discovery, collection, analysis, and reporting of evidence found on computers and networks. Students are prepared to enter employment in the area such as information security analysis or cyber-crime investigation service.

Program Learning Goals

Graduates of the Bachelor of Science in Digital forensics are able to:

- Demonstrate communication skills through the organization of a project or presentation including documentation understandable to users (e.g. requirements specification, risk management plan, assumptions, constraints).
- Articulate the key technical issues in conducting an investigation in a digital crime scene environment
- Discuss and utilize e-evidence collection and preservation methods
- Analyze common network attacks and evaluate various countermeasures to defend against them.
- Integrate business and technology skills in a sector context.
- Apply project management methodology in order to design and develop information technology projects.

Prerequisites for Upper Division Courses

- Successful completion of general education course requirements
- Successful completion of COMP125

Program Outline

To receive a Bachelor of Science degree in Digital Forensics, students must earn 120 semester credit hours. Program requirements are as follows:

BACHELOR OF SCIENCE IN DIGITAL FORENSICS	
General Education Requirements (36.0 semester credit hours required)	
	Credits
	Arts and Humanities (6.0 semester credit hours required)
3	COMM101 Principles of Public Speaking
3	HIST112 World Civilizations
	Behavioral/Social Sciences (6.0 semester credit hours required)
3	PSYC201 Principles of Psychology
3	ECON 201 Principles of Economics
	Computers (3.0 semester credit hours required)
3	COMP125 Computer Fundamentals
	English (9.0 semester credit hours required)
3	ENGL101 English Composition I
3	ENGL102 English Composition II
3	ENGL295 Research and Report Writing
	General Education (3.0 semester credit hours) required
3	GNED112 Student Success Strategies
	Mathematics (6.0 semester credit hours required)
3	MATH106 College Mathematics
3	MATH110 College Algebra
	Natural/Biological/Physical Science (3.0 semester credit hours required)
3	SCIE112 Environmental Science
Lower Division Courses (24.0 semester credit hours required)	
3	BUS 202 Critical Thinking and Decision Making
3	BUS 240 Business Ethics
3	COMP140 Introduction Data Communications and Networking
3	COMP 215 Security Administration I
3	COMP216 Security Administration II
3	COMP 225 Security and Loss Prevention
3	MGMT 221 Contemporary Management Practices
	MRKT 110 Principles of Marketing

Upper Division Core Courses (60.0 semester credit hours required)	
3	MCAP 303 Organization & Technology Information Management
3	MCAP351 Management Support Systems
3	MGMT305 Organizational Communications
3	MGMT 411 Performance Measurement & Evaluation
3	MGMT417 Human Resources Management
3	MGMT427 Operations and Project Management
3	MGMT445 Strategic Planning for Information Systems Management
3	MICS341 Systems Analysis and Design
3	MICS455 Computer Networking and Telecommunications
3	CBSC 301 Introduction to Digital Forensics
3	CBSC 305 Cyber Crime & Homeland Security
3	CBSC 310 Computer Security
3	CBSC 320 Information Security
3	CBSC 325 Computer Forensic Tools
3	CBSC 345 Network Security Management I
3	CBSC 365 Network Security Management II
3	CBSC 405 Security Policies and Procedures
3	CBSC 415 Network Defense and Countermeasures
3	CBSC 435 Firewalls for Security
3	CBSC 495 Network Security Design
120	Total Credits Required

The following course requirements for each of Potomac College's Associate of Science Degrees replace those appearing in the Catalog on pages 66 to 75, effective December 12, 2012.

ASSOCIATE OF SCIENCE IN ACCOUNTING		
General Education Requirements		18 Credits
3	COMP 125 Computer Fundamentals	
3	ENGL 101 English Composition I	
3	ENGL 102 English Composition II	
3	GNED 112 Student Success Strategies	
3	MATH 106 College Mathematics	
3	MATH 110 College Algebra	
Core Courses		39 Credits
Required Management Courses (18 credits)		
3	BUS 110 Foundations of Business	
3	BUS 202 Critical Thinking and Decision Making	
3	BUS 240 Business Ethics - Legal and Societal	
3	ECON 201 Principles of Economics	
3	MGMT 230 Organizational Behavior	
3	MRKT 110 Principles of Marketing	
Required Accounting Courses (21 credits)		
3	ACCT 101 Financial Accounting	
3	ACCT 102 Managerial Accounting	
3	ACCT 1XX Payroll Accounting	
3	ACCT 201 Personal Financial Planning	
3	ACCT 203 Federal Taxes	
3	ACCT 214 Accounting Information Systems	
3	ACCT 290 Intermediate Accounting I (Number change)	
Elective course		3 Credits
3	Elective	
TOTAL CREDITS		60 CREDITS

ASSOCIATE OF SCIENCE IN INTERNATIONAL BUSINESS		
General Education Requirements		18 Credits
3	COMP 125 Computer Fundamentals	
3	ENGL 101 English Composition I	
3	ENGL 102 English Composition II	
3	GNED 112 Student Success Strategies	
3	MATH 106 College Mathematics	
3	MATH 110 College Algebra	
Core Courses		42 Credits
Core Management Courses (21 credits)		
3	ACCT101 Financial Accounting	
3	BUS 110 Foundations of Business	
3	BUS 202 Critical Thinking and Decision Making	
3	BUS 240 Business Ethics - Legal and Societal	
3	ECON 201 Principles of Economics	
3	MGMT 210 Introduction to Project Management	
3	MGMT 250 Introduction to Business Analysis	
Core International Business Courses (21 credits)		
3	BUS 270 International Business Law	
3	BUS 290 Strategies for International Business Ventures	
3	MGMT 260 Cross Cultural Management	
3	MGMT 275 International Trade and Practices	
3	MGMT218 Comparative Economic Systems	
3	MGMT235 International Business	
3	MRKT 230 International Marketing	
TOTAL CREDITS		60 CREDITS

ASSOCIATE OF SCIENCE IN INFORMATION SYSTEMS		
General Education Requirements		18 Credits
3	COMP 125 Computer Fundamentals	
3	ENGL 101 English Composition I	
3	ENGL 102 English Composition II	
3	GNED 112 Student Success Strategies	
3	MATH 106 College Mathematics	
3	MATH 110 College Algebra	
Core Courses		42 Credits
Required Management Courses (12 credits)		
3	BUS 110 Foundations of Business	
3	BUS 202 Critical Thinking and Decision Making	
3	BUS 240 Business Ethics - Legal and Societal	
3	MGMT 210 Project Management Context	
Required Computing and Management Courses (30 credits)		
3	CBSC 225 Security and Loss Prevention	
3	CBSC 230 Computer Forensics	
3	COMP 140 Introduction to Data Communication and Networking	
3	COMP 150 Information System Essentials	
3	COMP 215 Security Administration I	
3	COMP 216 Security Administration II	
3	COMP 226 Introduction to Database	
3	COMP 235 Introduction to Programming and Logic	
3	COMP 236 Survey of Operating Systems	
3	COMP 251 Computer Systems Technology	
TOTAL CREDITS		60 CREDITS

ASSOCIATE OF SCIENCE IN MANAGEMENT			
General Education Requirements			18 Credits
	3	COMP 125 Computer Fundamentals	
	3	ENGL 101 English Composition I	
	3	ENGL 102 English Composition II	
	3	GNED 112 Student Success Strategies	
	3	MATH 106 College Mathematics	
	3	MATH 110 College Algebra	
Core Management Courses			42 Credits
	3	ACCT 101 Financial Accounting	
	3	BUS 110 Foundations of Business	
	3	BUS 120 Business Law	
*	3	BUS 202 Critical Thinking and Decision Making	
	3	BUS 225 Introduction to Entrepreneurship	
	3	BUS 240 Business Ethics - Legal and Societal	
	3	ECON 201 Principles of Economics	
	3	FIN 120 Fundamentals of Finance	
*	3	MGMT 210 Project Management Context	
	3	MGMT 230 Organizational Behavior	
	3	MGMT 235 International Business Management	
*	3	MGMT 250 Introduction to Business Analysis	
*	3	MGMT 280 Introduction to Business Consulting	
	3	MRKT 110 Principles of Marketing	
TOTAL CREDITS			60 CREDITS
*	<i>These four courses prepare a student for certification as a Certified Business Analyst (CBA).</i>		

ASSOCIATE OF SCIENCE IN NETWORK SECURITY MANAGEMENT		
General Education Requirements		18 Credits
3	COMP 125 Computer Fundamentals	
3	ENGL 101 English Composition I	
3	ENGL 102 English Composition II	
3	GNED 112 Student Success Strategies	
3	MATH 106 College Mathematics	
3	MATH 110 College Algebra	
Core Courses		42 Credits
Required Management Courses (9 credits)		
3	BUS 110 Foundations of Business	
3	BUS 202 Critical Thinking and Decision Making	
3	BUS 240 Business Ethics - Legal and Societal	
Required Computing and security Courses (33 credits)		
3	CBSC 225 Security and Loss Prevention	
3	CBSC 230 Computer Forensics	
3	CBSC 245 Cyber Law	
3	CBSC 265 Network Security Management	
3	COMP 140 Introduction to Data Communication and Networking	
3	COMP 150 Information System Essentials	
3	COMP 215 Security Administration I	
3	COMP 216 Security Administration II	
3	COMP 235 Introduction to Programming and Logic	
3	COMP 236 Survey of Operating Systems	
3	COMP 251 Computer Systems Technology	
TOTAL CREDITS		60 CREDITS

Statement of Legal Control

The Potomac College LLC, which was incorporated in 1995 in the State of Maryland, owns Potomac College. The Board of Trustees consists of the following members:

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MS, Teachers College of Columbia University
BS, International Institute of the Americas

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MBA, University of Iowa
BBA, University of Dubuque

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MBA, New York University
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Institutional Research
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MA – George Washington University
BGS – American University
AA – American University

Ms. Angeliqua Wesley
Admissions
BA – Calvin College

Ms. Toni Newman
Registrar

Additional Information

Potomac College offers instruction in three modes:

1. Classroom-based instruction. This is the traditional delivery mode which is carried out mainly in the classroom, with required out-of class assignments.
2. Online delivery. These classes are delivered using Internet-based software in a largely asynchronous manner. This means that students can log on to their courses and work in them at any time during the day or night. The computer requirements for the program are found on page 18 of the catalog.
3. Hybrid delivery. These are courses which are partially classroom-based and partially online.

Arizona Grievance Procedure addition:

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must contact the State Board for further details. The State Board address is:

1400 W. Washington, Room 260
Phoenix, AZ 85007
Phone: 602-542-5709
Website: www.ppse.az.gov

Director of the Potomac College Phoenix, Arizona office:
Dr. Laura Palmer Noone

Potomac College reserves the right to cancel programs of study, modes of delivery, or individual courses as it deems necessary.

Academic Staff

James Moses
Academic Dean
Chair, Management and Related Business Programs
MS – Chaminade University
MPA – Madras Christian College
BA – Loyola College

Dennis Hermann
Chair, Information Systems
MS-CIS – University of Phoenix
MBA – University of Phoenix

Edward Robinson
Director of Learning Resource Center
ML/IS – Catholic University of America
JD – District of Columbia School of Law

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Lead Faculty, Herndon
MA – Johns Hopkins University
MS – International Islamic University of Islamabad
BS – University of Peshawar

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BA – University of South Florida

Faculty

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MA – Indiana University

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MC – George Washington University
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MBA – Keller Graduate School
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