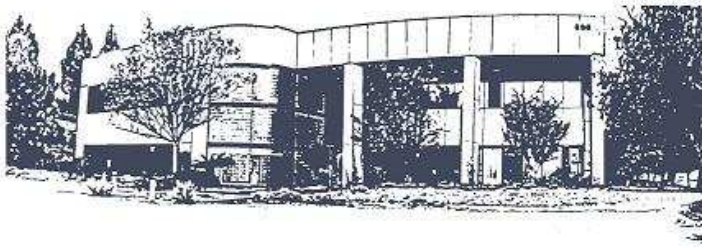
HERGUAN UNIVERSITY

HGU



Spring, Summer 2010

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Academic Calendar

Fall Term 2010

(September 7 – December 18)

Aug. 13	Priority Admissions Deadline (New Students)
	Registration Deadline (Current Students)
Sept. 3	New student orientation and Registration (3:00 PM)
Sept. 7	Classes begin
	Registration continues for new students
	Late registration for current students
Sept. 17	Last day for Late Registration
	Last day to add/drop without records
Sept. 17	New students welcome party
Oct. 25 – Oct. 30	Mid-term exams
Oct. 25	Begin registration for the spring term
Nov.25	Thanksgiving (campus closed)
Dec. 13-18	Final Exams
Dec. 18	Last day of term
	Last day to file for graduation this spring term
Dec. 18	Christmas party
Dec. 19 – Jan. 9	Winter break
Dec. 23-24	Christmas Holidays (campus closed)
Jan. 1	New Year's Day (campus closed)

Spring Term 2011

(January 10 – April 23, 2011)

December 19, 2009	Priority Admissions Deadline (New Students)
	Registration Deadline (Current Students)
January 7	New student orientation and Registration (3:00 PM)
January 10	Classes begin
	Registration continues for new students
	Late registration for current students
January 21	Last day for Late Registration
	Last day to add/drop without records
January 21	New students welcome party
February 21	President's Day (campus closed)
February 28	Begin registration for the summer term
February 28-March 5	Mid-term exams
April 18 – 23	Final Exams
April 23	Last day of term
	Last day to file for graduation this summer term
April 24 - May 8	Spring break

Summer Term 2011

(May 9 – August 20)

April 17	Priority Admissions Deadline (New Students)

	Registration Deadline (Current Students)
May 6	New student orientation and Registration (3:00 PM)
May 9	Classes begin
	Registration continues for new students
	Late registration for current students
May 20	Last day for Late Registration
	Last day to add/drop without records
May 20	New students welcome party May
30	Memorial Day (campus closed)
June 27	Begin registration for the fall term
June 27-July 2	Mid-term exams
July 4	Independence Day (campus closed)
Aug. 15-20	Final Exams
Aug. 20	Last day of term
	Last day to file for graduation this fall term
Aug. 21 – Sept. 5	Summer break
Aug. 28	Graduation ceremony

Fall Term 2011

(September 6 – December 17)

Aug. 12	Priority Admissions Deadline (New Students)
	Registration Deadline (Current Students)
Sept. 2	New student orientation and Registration (3:00 PM)
Sept. 6	Classes begin
	Registration continues for new students
	Late registration for current students
Sept. 16	Last day for Late Registration
	Last day to add/drop without records
Sept. 16	New students welcome party
Oct. 24 – Oct. 29	Mid-term exams
Oct. 24	Begin registration for the spring term
Nov.24	Thanksgiving (campus closed)
Dec. 12-17	Final Exams
Dec. 17	Last day of term
	Last day to file for graduation this spring term
Dec. 17	Christmas party
Dec. 18 – Jan. 8	Winter break
Dec. 25-26	Christmas Holidays (campus closed)
Jan. 1	New Year's Day (campus closed)

Spring Term 2012

(January 9 – April 21, 2012)

December 18, 2009	Priority Admissions Deadline (New Students)
	Registration Deadline (Current Students)
January 6	New student orientation and Registration (3:00 PM)
January 9	Classes begin
	Registration continues for new students
	Late registration for current students
January 20	Last day for Late Registration

	Last day to add/drop without records
January 20	New students welcome party
February 20	President's Day (campus closed)
February 27	Begin registration for the summer term
February 27-March 3	Mid-term exams
April 16 – 21	Final Exams
April 21	Last day of term
	Last day to file for graduation this summer term
April 22 - May 6	Spring break

Summer Term 2012

(May 7 – August 18)

April 15	Priority Admissions Deadline (New Students)
	Registration Deadline (Current Students)
May 4	New student orientation and Registration (3:00 PM)
May 7	Classes begin
	Registration continues for new students
	Late registration for current students
May 18	Last day for Late Registration
	Last day to add/drop without records
May 18	New students welcome party May
28	Memorial Day (campus closed)
June 25	Begin registration for the fall term
June 25-30	Mid-term exams
July 4	Independence Day (campus closed)
Aug. 13-18	Final Exams
Aug. 18	Last day of term
	Last day to file for graduation this fall term
Aug. 19 – Sept. 3	Summer break
Aug. 26	Graduation ceremony

Fall Term 2012

(September 6 – December 15)

Aug. 12	Priority Admissions Deadline (New Students)
	Registration Deadline (Current Students)
Aug. 31	New student orientation and Registration (3:00 PM)
Sept. 4	Classes begin
	Registration continues for new students
	Late registration for current students
Sept. 14	Last day for Late Registration
	Last day to add/drop without records
Sept. 14	New students welcome party
Oct. 22 – Oct. 27	Mid-term exams

Oct. 22	Begin registration for the spring term
Nov.22	Thanksgiving (campus closed)
Dec. 10-15	Final Exams
Dec. 15	Last day of term
	Last day to file for graduation this spring term
Dec. 15	Christmas party
Dec. 16 – Jan. 6	Winter break
Dec. 25-26	Christmas Holidays (campus closed)
Jan. 1	New Year's Day (campus closed)

Chapter One – Welcome to Herguan

A message from the President

To all prospective students:

Welcome to the Herguan University! As we begin the twenty-first century, education has merged with the information superhighway which is undergoing great changes. Innovations in technology and communications have enabled the educational sector to expand its realm and provide education to a wider range of students in extensive geographic areas.

Herguan University is dedicated to utilizing the latest technologies in its efforts to bring the best possible education to students all over the world. We seek to challenge our students and, in doing so, provide them with the services and opportunities necessary to enable them to successfully complete their respective degree programs.

The name of the University means core and gate. We believe that you are the core and the knowledge you gain will open the gates to wonderful opportunities.

Herguan University provides students with a forum to help them demonstrate and apply their research skills and cognitive abilities at every level of the curriculum. As a result, students will gain the theoretical knowledge and real-world application of the skills demanded by today's dynamic global society.

The objective of the Herguan University is to strengthen the educational foundation and stimulate the professional careers of individuals who are eager to grasp the opportunities of tomorrow's job market through hands on experience in the real world.

I would like to personally invite you to invest in your academic future and professional success by exploring the opportunities available at Herguan University.

I wish you success in your educational and professional pursuits. Thank you for your interest in Herguan University.

Herguan University
Dr. Ying Qiu Wang
President

Vision, Mission, Values & Goals

INSTITUTIONAL PHILOSOPHY

It is the goal of Herguan University to provide meaningful, quality education, and professional training compatible with the needs of mature adults.

The University believes that students and educators are to be held equally accountable for the quality of their interaction, and the responsibility for learning must be shared by all individuals involved in the educational circle. The University fulfills the needs for innovative programs while maintaining high standards for the quality of education provided.

Our challenge is to assist our students in developing a program around their personal interests and goals, thereby creating a synthesis of thinking and learning. Our faculty is here to provide guidance for the developing program for students. With the proper organizational guidelines and administrative support, students will acquire and demonstrate a greater breadth and depth of knowledge, critical thinking, and clear self-expression, as well as gain the research skills necessary to maintain a high level of competence in the students' areas of expertise. It is our responsibility to aid in the development of responsible citizens by maintaining an up-to-date and relevant curriculum in order to achieve the knowledge base and skills required in an ever-changing society. This includes the ability to develop concern for moral perception, self-actualization, and academic discipline.

MISSION

The MISSION of Herguan University is to expand the understanding and application of the latest research in business, engineering, science, electronics and medical management practices; the development of intellectual, analytical, and critical abilities, and the fostering of values and commitment to pursue lifelong learning; to prepare graduate level students to research, learn and apply the business, engineering, science, electronics and medical management skills in their current businesses or working in leadership roles in business, life or medicine in order to improve the way we work, learn and play.

EDUCATIONAL OBJECTIVES

Our Educational Objectives are as follows: Provide state of the art learning programs and systems that expand the understanding and application of known and new business, engineering, electronics, science and medical management practices; Prepare a professional workforce capable of using their newly acquired business skills in all their organizational operations and decision-making; Produce graduates who will pursue life-long learning and professional development.

Approvals

U.S Citizenship and Immigration Services (USCIS)

Herguan University is approved under the Department of Homeland Security to enroll non-immigrant alien students for attendance by non-immigrant international students (I-20).

The Bureau for Private Postsecondary Education

Although this institution was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, our pending application for re-approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education. §70040

Note: all requested documents and fees have been submitted to the Bureau of Private Postsecondary Education.

Corporate Status

The institution is a for-profit corporation registered with the California Secretary of State and the Department of Corporations duly authorized to operate a school of higher education in the State of California.

Facilities

A serene atmosphere, easily accessible, modern facilities, is some of the things essential for a good educational environment. Herguan University is proud to offer these and much more to our students. The classrooms are equipped with e-Class facility with desktop sharing, video - audio sharing, and recording that can be accessed from anywhere using

Internet browser from any location. This feature really helps students to go back to review teaching material available on our streaming server provided upon request. HGU provides the campus community with both wired and wireless access to the university's network, as well as the external Internet.

Every classroom and computer lab is facilitated with a LAN and Wireless network. The classrooms are fully equipped with a transparency projector, speakers, pull-down projection screens and access to the high-speed Internet. Our experienced IT support staff sets up the classroom before it starts. The university also has high methodology applications such as On-line Moodle, On-line Class, and Student Portal.

The computer lab at Herguan University is a state of industry computer lab facility equipped with the latest platform Windows / Linux / UNIX provided to the students. With internet capabilities and personalized instruction on the latest equipment and software programs such as Oracle 11g, JAVA, .NET, Eclipse, Gaming Engine Alice, Winamp, and PHP etc. The University's lab is rich in technology and always works to understand the needs of its faculty and students. To support the faculty and students, the HGU lab makes sure the advanced methodology is available.

HGU Library

The HGU library is one of the main sources of information for the students, faculty and staff. It is a focus of one of the missions of Herguan University.

KOHA, an open source library catalog, a tool that is accessed by all students and faculty to find information, which includes books and journals in print and electronic formats. The library has a collection of electronic and print books. It has both electronic and print journals including IEEE and ACM and AMA journals. Students and faculty can access full-text electronic journal collections for business, computer science and electrical engineering remotely 24/7 with the use of a username and password at no cost. Currently the electronic books are accessed on campus only.

The students have the opportunity to become members (by showing their required ID for membership) of Sunnyvale Public Library and San Jose Public Library (Dr. Martin Luther King, Jr. Library), which includes the San Jose State University Library to make use of the library services. As members of the local public libraries, students and faculty can also use the public inter-library loan services, Link+. The students can also get a 7 days pass for Stanford University Libraries by showing their Student ID at the Privilege Desk. All the local libraries help the students and faculty to find additional information if needed.

University Location

The Herguan University is surrounded by many world famous high-tech companies in Silicon Valley, such as Microsoft, Apple, IBM, Sun Microsystems, Hewlett-Packard, Juniper, AMD, etc. It can be reached conveniently from highways 101, 85, 237 and 280.

595 Lawrence Expressway
Sunnyvale, CA 94089
Tel: (408) 481-9988 Fax: (408) 636-7095
E-mail: info@herguanuniversity.org

Chapter Two – Admissions & Requirements

List of University Programs

Master of Science in Computer Science

Master of Science in Electrical Engineering

Master of Business Administration

General Admissions

Herguan University is an equal opportunity university. Applicants must show strong motivation and possess the maturity, desire, compassion and commitment necessary to successfully complete the desired program. The graduate program applicants must hold a valid bachelor's degree before attending HGU and meet the minimum grade point average requirement for consideration of acceptance. An official transcript with a copy of the student's baccalaureate degree must be submitted to the university. Students must also demonstrate adequate proficiency in required areas of study. Students lacking these proficiencies may still be admitted as conditional students and take the appropriate courses required to achieve proficiency.

Admission Requirements

All applicants are required to submit the following for admission before the deadline:
1) Complete an Application Form, either online or hard copy;
2) Submit a one-time, non-refundable $50 application fee;
3) Official transcripts for all completed university course work and certification of degree for all completed degree programs must be sent to the HGU Admissions Office from the institutions.

Once the above has received, the HGU Admissions Office will start an individualized admission evaluation service. Applicants may expect to receive notification of admission status in two weeks after filing complete application materials with the HGU Admissions Office.

For any questions regarding admissions, please contact:

Admissions Office
Herguan University
595 Lawrence Expressway
Sunnyvale, CA 94089

Tel: (408) 481-9988 Fax: (408) 636-7095
E-mail: info@herguanuniversity.org

International Students (I-20)

HGU is authorized under Federal law to enroll non-immigrant alien students.

Herguan University welcomes foreign student applications and is very fortunate to have many students from around the world joining our graduate degree programs. We are committed to expanding our international student body population and to providing full support to all students, in order, to ensure a smooth and rewarding academic journey for all.

In addition to the admissions requirements, all international students are also required to submit the following additional documents:

1. To verify international students have adequate resources to pay for their living expenses (tuition, food, lodging, books, travel, and incidentals) for the length of the program, a

financial support document in the form of either the applicant's bank statement or a certified affidavit of support (form I-134 or equivalent) from a financial sponsor indicating a minimum amount of $15,000 is available for the applicant to pursue his/her study in the first academic year at Herguan University,

2. International students must hold a valid bachelor's degree. All foreign transcripts in other language must be accompanied by a notarized English translation. Please contact HGU admissions office for further information.

3. A transfer international student (from a U.S. institution) is required to submit a photocopy of his/her previous I-20 form, a F1 Transfer Form completed by the school's International Student Advisor and conduct the required SEVIS transfer process. Upon the receipt of their legal documents a student's I-20 visa can be issued.

4. Upon arrival at HGU, international students must provide the Designated School Official (DSO) in the Registrar's Office with a copy of the I-20 form, I-94, visa, and passport. The United States Immigration and Naturalization Service require that all international students maintain a full-time program of study at HGU (at least 9 units), attend classes regularly, and maintain satisfactory progress towards completion of the degree or diploma objective.

5. International students whose native language is not English must demonstrate their English proficiency by providing an official score report from the Test of English as a Foreign Language (TOEFL). International students who have earned a degree from an institute where the language of instruction is English, (e.g. U.S., United Kingdom, India) are exempt from submitting a TOEFL score. These international students may be required to have their English proficiency evaluated when they arrive on campus.

The Certificate of Eligibility for Nonimmigrant Student (I-20) will be prepared for and issued to the student after the application and all necessary documents have been received and thoroughly reviewed and the Office of Admissions has made a decision to accept the applicant as an HGU student.

Questions regarding visa status, accommodations, etc., should be directed to the Admissions Office.

English Proficiency Requirement

Applicants who have completed an undergraduate degree program in an English speaking country or school, are considered meeting the entrance English requirement for enrolling in the degree courses at HGU. Those who have taken college English courses without earning a degree in an English speaking country or school will be assessed for their English proficiencies, in writing and conversation, based on the official transcripts they submit to HGU's Admissions office. International students who have earned a graduate degree (not an undergraduate degree) in an English speaking country or school will also be assessed for their English proficiencies in both writing and conversation when they report to HGU.

English Placement Examination

Applicants must be assessed for their English proficiencies by either taking a standardized test, such as TOEFL or IELTS, or HGU's on-campus English Placement Examination before or upon reporting to HGU. The exam results indicate the student's English proficiency level. Students will be on conditional admission until English proficiency is demonstrated.

English proficiencies can be demonstrated by:

A) A TOEFL score of 500 or higher on the paper based, 173 or higher on the computer based and 61 or higher on the internet-based test is required.
B) An IELTS score of 6.0 or higher is required.
C) Pass the HGU's on-campus English Placement Examination.

English as a Second Language Classes (ESL)

English as A Second Language classes (ESL) are offered to those students whose English assessment results require them to take the classes to improve their English proficiencies. The classes are offered at the following levels: ESL100, ESL200, and ESL300. The students are placed into these classes based on their placement examination results. Student may be conditionally admitted and are required to enroll in a minimum of 18 hours per week of ESL classes.

Conditional Admission

Students may be admitted to the University prior to meeting all the requirements for admission. The University may grant conditional admissions status. In such cases, a time limit is given, or the assigned date on the conditional admission agreement, during which students must fulfill all the requirements in order to be granted full admission status. Grade, reports and transcripts will be withheld, and registration for subsequent terms will be denied until this requirement is met.

When students meet the proficiency requirements they will have their conditional status removed and be granted full admission. Students who do not meet the English proficiency requirement need to take ESL courses at Herguan University to fulfill the English proficiency requirements until they receive at least a B in the ESL300 class.

Being enrolled in ESL classes will slow down the progress in degree classes. For example, the MSCS program can normally be completed in 4 semesters; however, attending ESL classes will most likely extend the time to obtain the MSCS degree. The number of degree classes that students who simultaneously attend ESL classes are allowed to take is decided by the student advisor subject to review by the university administration.

Transfer Credit Policy and Procedures

HGU may grant transfer credits on a course-by-course basis for courses taken previously at other schools, provided:

The course name, credits, and available course descriptions should indicate that the coursework is similar in content and class/contact hours and course level are similar to classes offered at HGU.

Courses need to be completed within the previous ten (10) years. If courses were completed more than ten (10) years ago, students have the option of repeating the courses or taking challenge examinations (please see the Challenge Examination policy in the catalog). Students may also petition to transfer credit for coursework over (10) years old if they can prove that they have been continually active in the related field for that period of time.

The specific number of credit hours accepted for transfer is evaluated on an individual basis. A maximum of 9 units of graduate-level courses may be transferred.

Each transfer course must be completed with a grade of B (3.0) or better. All transfer credits must be completed by the end of the first term of study at Herguan University.

Background Preparation

The student will be notified of any background deficiencies by HGU. Students entered with background deficiencies must clear the deficiencies in the first few semesters after joining HGU. The graduate student may clear eachbackground deficiency by taking and passing the subject course (an undergraduate course). With advance approval by the Academic Committee, the student may be allowed to clear a deficiency by taking a challenge exam on the subject.

Readmisson

Applicants who wish to postpone admission to the upcoming term need to fill out a readmission form at the Registrar office during his/her accepted degree program semester with no additional fee. An applicant is only allowed to postpone admission no more than three times. The prospective student's application records are kept on file for a period of six months from the semester start date. If an applicant is accepted into a degree program for a given semester, without filling out a readmission form and does not begin classes in that semester, admission will automatically be canceled. If the applicant wishes to be considered for readmission in a later semester without prior approval, he/she will be required to resubmit a new Application Form and pay a readmission fee. A reevaluation of admission will be made for the applicant. When a former HGU student returns to continue his/her study in an unfinished program after making a longer-than-one-semester absence, the returning student is required to follow the current catalog.

Chapter Three – Tuition and Fees

Tuition & Fees

Estimated Semester Cost of Tuition for a Full-Time Student is $2,655.
(Based on a graduate student taking 9 units per semester)

Tuition*:

Courses	$295/unit
Repeat / Audit	$295/unit
Laboratory (if a Lab involved)	$125/course
ESL (15 weeks course)	$2,000 Flat fee

Other Fees and Expenses **:

Application	$50
Registration Fee	$50/semester
Student Association Fee	$50
Installment Payment Fee	$50
Graduation (Includes ceremony and diploma)	$250
Change Major	$30
Add/Drop Course	$25
Transfer in Credit	$30/course
Returned Check	$20/check
Challenge Exam	$295/unit
Late/retake Exam	$50/course
Replacement/Duplicate Diploma	$75
Replacement for Student ID	$20
English Placement Examination	$50
Late Registration I (After registration deadline, continuing student only, student are required to pay both registration fee and late registration I fee)	$50/semester
Late Registration II (After classes begin, continuing student only, student are required to pay both registration fee and late registration II fee)	$100/semester
Late Registration III (After add/drop without records, continuing student only, student are required to pay both registration fee and late registration III fee)	$150/semester
OPT Extension Service	$35
Int'l Student Transfer-out Fee (Exclude HGU alumni)	$150
Rush Service (Same day document processing)	$50
Transcript Additional Copies (First 2 copies are free of charge)	$10/copy
Late Fee	$50

Copy of Official Transcript (Sent by USPS)

Priority Domestic Mail	$30 per copy
Priority International Mail	$40 per copy

Copy of Diploma and Cover (Sent by USPS)

Priority Domestic Mail	$60 per copy
Priority International Mail	$85 per copy

* Tuition fees are refundable, subject to restrictions
** Non-refundable fees
All fees are subject to change.

All International students are required to purchase and maintain a health insurance plan. The cost is estimated at $337 per 4 months.

Textbook are estimated at $60-$120 per book.

Please observe deadlines to avoid late fee charges. All late fees are $50 except if otherwise specified.

International student special service fees are specified on request forms.

Classes frequently fill up very fast. If a student has not paid his/her fees and there are other students on the waiting list for a course, the student will be dropped from the course and priority will be given to students who pay their fees.

Notice: All students must pay the university the applicable costs associated with school attendance (i.e., semester tuition, other required fees) at the time of registration, unless the student and university agree in writing to a tuition payment plan. Students whose accounts are more than seven days past due are automatically dropped from classes. Students who fail to fulfill the financial arrangements agreed upon are suspended from the university and may reenter only upon full payment of the delinquent portion of their account plus fees/fine unless the University has agreed in writing to a different payment arrangement. No grades or documents will be released if there is an outstanding balance. The University may refuse any type of service to students who have an outstanding balance. (see Title 5, *California Administrative Code,* Sections 42380 and 42381). A monthly $50 late fee will be charged to the student until his/her financial obligation is fulfilled. The University may also refuse

re-admission to a student who has left the University with an outstanding balance.

Payment Plans

Full payment of tuition and fees is due by the registration deadline, which will be posted each semester. The following payment options are available to students for payment of registration, tuition and other fees:

a) Students can pay all fees in full for the semester at the time of registration.

b) Students may pay 1/3 of all fees for the semester at the time of registration and make arrangements to pay the balance in full before the end of the 2nd week of class without incurring interest charges.

c) After an installment plan is signed with finance office, students may pay 1/3 of all fees for the semester at the time of registration and pay 1/3 of all fees plus a $50 installment fee before the end of the 1st month of class and pay 1/3 of all fees plus $50 installment fee before the end of the 2nd month of class.

All fees incurred in the previous semester must be paid in full before registering for the next semester.

A monthly $50 late fee will be charged to students who do not pay their tuition on time.

Refund Policy

Students have the right to cancel their enrollment and obtain a refund by providing written notice to the Finance Department. The effective date of termination is either the postmarked date or the date established by the signature of the Finance Department. Verbal or phone requests will not be honored.

Students have the right to a full refund of all charges (except for the application fee, registration fee and other non-refundable charges), if they cancel the agreement prior to, or on, the first day of instruction. Students dropping a course after classes have begun but before the ninth meeting (or 60% of instruction) will receive a pro-rated refund for the unused portion of the tuition and other refundable charges. Students who drop a class after the ninth meeting (or 60% of instruction) of the class will not be eligible for any tuition refund. An additional 3% deduction will be applied to refunds for tuition/fees paid by credit cards. Books, textbooks and other materials purchased by the student at the University's Bookstore are the property of that student. The University will neither accept return of purchased materials, nor make refunds for services.

Students will receive a full refund of any course that has been cancelled by HGU. Refunds will be paid within 30 days of cancellation or withdrawal.

Refund Chart

Date of Withdrawal	% of tuition refundable
1st Day of Class	100%
Day two of Class through Week One	90%
Beginning of Week Two	80%
Beginning of Week Three	70%
Beginning of Week Four	60%
Beginning of Week Five	50%
Beginning of Week Six	40%
Beginning of Week Seven	30%
Beginning of Week Eight	20%
Beginning of Week Nine	10%
Beginning of Week Ten	0%

There is NO refund AFTER the ninth week beginning with week ten!

Financial Aid

Federal Student Aid programs are not available to the students at HGU. But Financial Aid program that are available include the following:

Alternative Student Loans

HGU students may receive financial aid for their studies and living expenses through a variety of commercial bank student loan programs, such as Sallie Mae, Key Bank and Teri Loan. These student loan programs operate similarly to federally-sponsored financial aid loans. However, they are "credit-based" as opposed to government guaranteed. This means that the applicant must be "credit-worthy" in the U.S., or have a credit-worthy cosigner. If qualified, the loans (depending on the program) can offer:

No payments for up to six months after graduation
No loan fees

Low student loan rates
Fast approvals
Flexible repayment plans

Student On-Campus Work-Study Opportunities
Limited openings are available to HGU students who qualify for the positions. HGU work-study application forms are available at the Academic Office. Students mayapply for Teaching Assistantships (TAs) and Administrative Assistantships (AAs). These assistantships are offered primarily on the basis of outstanding academic and professional achievements. Each semester the administration works with the faculty to assign TAs. The purposes of TAs are to assist faculty-grading students' homework and to tutor students who have questions about the class. The University also assigns administrative assistants (AA) to support the University's Internet and computer systems and administrative services for students.

California Student Tuition Recovery Fund

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect California residents who attend a private post-secondary institution from losing money if they prepaid tuition and suffered a financial loss as a result of the school closing, failure to live up to its enrollment agreement, or refusing to pay a court judgment. To be eligible for STRF, you must be a "California resident" and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence courses. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered "California residents." To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Council that the school is closed. If you do not receive notice from the Council, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment. It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding STRF can be directed to: Council for Private Post-secondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, (916) 574-7720

Industrial Cooperative Projects and Internship Opportunities

Exciting internship opportunities with a number of local companies are available for qualified students. A job posting board provides the current internship project information to the students. For further information, please contact the Student Services Office.

Chapter Four – Academic Policies

Registration

The registration calendar is listed in this catalog and most up to date calendar is on the HGU website. Registration for the following semester is conducted prior to the end of the current semester. The dates and times of registration will be announced through the Academic Office and posted on the website. A late fee is charged to those students who do not register by the posted registration deadline. Registration for new and continuing students will be by appointment. Tuition and fees are due and payable in full at the time of registration, unless the student has signed up for a tuition payment plan in advance.

Academic advisors are ready to offer assistance to the students for course selections or counseling. Registration is complete when all fees are paid. The University is not responsible for billing students. All students who wish to register must complete the Registration Form available from the Academic Office.

Full-time and Part-time Students

To be considered a full-time student, a student must enroll for a minimum of 9 units per semester. A student may not take more than 15 units in any semester without the prior permission of the Academic Advisor. Students who enroll in less than 9 units per semester are considered part-time students. International student must be enrolled as full-time students to maintain good academic standing. An international student on academic probation is not allowed to take a semester break. The maximum program length is equal to the number of units required for the student to complete the program times 1.5.

Non-Degree-Seeking Applicants

Non-degree-seeking students must meet the prerequisite requirements for each intended course. Therefore, a non-degree student must also submit his/her previous academic records, official or unofficial, to the Admissions Office for an unofficial evaluation before being allowed to enroll in courses at HGU.

In the event that the student later decides to apply for a degree study at HGU, he/she must go through the regular degree program application procedures. No more than 12 units earned in non-degree status at HGU may be applied to the degree requirements.

Academic Advising and Counseling

Academic advising and counseling is an essential element of the educational process. Designated faculty members and staff advisors serve as academic advisors and counselors to the students. Ideally one of continuity and commitment, academic advising and counseling involves both the student and the academic advisor. Students are encouraged to meet with an academic advisor before and during the course registration period each semester. During the meeting, the advisor and the student will examine the student's academic records, choose suitable courses, and verify course prerequisites. Academic advising is also available to students throughout the school year. In addition to helping students plan course schedules, academic advisors also encourage students to explore their academic options and study personal goals related to the practical world of work.

Health Insurance

A health-insurance plan is mandatory for all international students. An international student may use the health insurance plan contracted by HGU and pay the insurance fee at registration or provide evidence of outside insurance in order to be waived of the HGU contracted plan.

Official Academic Transcript

Upon written request, official and unofficial copies of a student's academic records may be forwarded either to the student or to a designated addressee. Requests for transcripts are submitted to the Registrar's Office. Academic transcripts are withheld if the student has

failed to submit required administrative documents or if the student has an unpaid balance of fees or charges due to the University.

Adding or Dropping a Course

Students may add or drop courses before the beginning of classes without incurring additional fees. When adding or dropping courses, students must fill out an Add/Drop Form, available in the Academic Office, and submit the completed form to the Academic Office for processing.

Students dropping a course after classes have begun will receive a pro-rated refund for the unused portion of the tuition and other refundable charges provided the students have dropped classes before the tenth meeting of the class. Students who drop classes after the ninth meeting of the class will not be eligible for a tuition refund. A grade of "W" will be issued to student who drops classes after fifth week and before the twelfth week of the semester. Withdrawals are not permitted during the final three (3) weeks of instruction except in cases of serious accident, illness or other extreme situation. Failure to drop a course officially will result in full tuition charges for the course and a failing (F) grade. A $25 processing fee will be charged for each course added or dropped after classes have begun.

Grading Policy

The courses are designed to measure the students' progress by written and practical examinations. Specified objectives have been defined for each course to help the students and the faculty evaluates the degree of progress. Grades are not given out over the telephone. Overall student performance is evaluated differently in each class using one or a combination of the following methods:

Written examinations based on multiple-choice questions, short answer questions, and essay questions.

Practical or laboratory examinations including classroom observation of laboratory projects, independent hands-on design projects, and presentation/discussion of projects.

Written reports or research papers on assigned topics.

Grading System

Herguan University uses the following standard academic grading system in assessing student progress in course work, examinations and course evaluations:

Grade	Points Per Unit	Percentage
A+	4.3	101-103%
A	4.0	94-100%
A-	3.7	90-93%
B+	3.3	87-89%
B	3.0	83-86%
B-	2.7	80-82%
C+	2.3	77-79%
C	2.0	73-76%
C-	1.7	70-72%
D+	1.3	67-69%
D	1.0	63-66%
D-	0.7	60-62%
F	0.0	0-59%

The grade point average (G.P.A.) is based on courses in which letter grades are earned. Instructors may add plus (+) or minus (-) options to letter grades in order to refine evaluation procedures. To compute the G.P.A., divide the total number of grade points by the total number of units attempted in courses receiving letter grades.

Explanation of Grading Marks

The following symbols shall be used in evaluating student performance. The symbols reflect the quality of the student's accomplishments relative to standards set for each course.

A	Highest level, showing excellence
B	Performance is good, but not the highest level
C	Performance is adequate
D	Performance is less than adequate
F	Course requirements have not been met. Credits are not earned by the student.
I	Incomplete – Performance has been incomplete due to circumstances beyond the student's control. Work was passing at the time.
IP	In progress - Performance is satisfactory, but a final grade is not yet assigned.
W	Withdraw – Student was permitted to drop a course after 5th wk/ before 12th wk
P	Pass – Not reflected in GPA (credit granted "B-" or above in concentration area, credit granted "C-" or above in elective courses)
NP	Failure – Not reflected in GPA (NP given "C+" or below in concentration area, NP given "D+" or below in elective courses)

CP	Credit – Passing on challenge examination. Grade equals to C or better
NC	No credit – Below passing on challenge examination
TR	Transfer credit
AU	Audit – Student was enrolled on a non-credit basis
*	Course has been repeated

Incomplete Grade

In circumstances where a student is unable to complete the coursework required prior to the end of the semester, the student may, with the instructor' and the responsible Records officer's approval, file a petition to receive a grade of Incomplete. Students with an "Incomplete" grade must arrange with the instructor to complete the necessary make-up work after the final class meeting, with a specified date of completion. This agreement must be submitted in writing to the Registrar's Office. All "I" (Incomplete) grades must be converted within one semester. Students who fail to convert their "I" (Incomplete) grade after one semester will receive an "F" (Fail) grade for the course.

Late Examination

Course examinations that are taken late, or taken at an irregular time, may be subject to a grade reduction. The instructor will make the final determination on a case-by-case basis. A late exam fee will be charged. All late fees are payable in advance to the HGU Finance Office and not to the individual instructor.

Repeat Courses

Student may repeat a course due to several reasons:

1. Meet the graduation requirements
2. Earn a better grade
3. Gain a better understanding of the subject

In any of such cases, only the latest grade earned for the same course will be kept in the student's permanent records. Student with a C+ or below in a required or concentration area course must repeat that class in its entirety. Multiple failure grades may result in academic probation and/or academic dismissal. Tuition is charged for each repeated course.

Grade Appeal

Grades, which are given at the discretion of faculty, reflect the academic achievement of the student. Any students wishing to appeal a grade awarded must initiate the appeal in writing and submit the appeal to the instructor concerned. If the student is not satisfied with the instructor's explanation or action, the appeal may be presented to the Dean of Academic Affairs, who will then render a final decision. Final grades are the sole responsibility of the instructor of the course and grade appealed.

Unit/Clock Hour Conversion

One unit is equivalent to one hour of didactic instruction per week for a 15-week term (15 hours per unit). Students will receive one unit credit for each 30 hours of laboratory courses. 45 hours of work in a practical setting or research has the credit equivalency of 15 hours of classroom lecture.

Practicum

The Practicum is one of the foundational pieces of Herguan University's delivery system. The school encourages its students to find real work experiences to practice their theoretical knowledge gained in the classroom in the real world.

The Practicum is a supervised practical experience that is the application of previously or concurrently studied theory. Normally, three hours of work in a practical setting has the credit equivalency of one hour of classroom lecture. Under the supervision of a faculty or staff member, an agreement shall be developed that outlines the arrangement between the institution and the practicum site, including specific learning objectives, course requirements, and evaluation criteria.

Online Course Policy

Online courses are open only to regularly admitted HGU students. HGU offers a number of courses online. There are no additional fees for HGU students for enrollment in an online course which requires a focus, commitment and a great deal of self-discipline. HGU's online courses are similar to in-class courses with regard to learning objectives, credits earned, and course duration; however, they are different with regard to the type of activities, interaction and the time requirements of the student.

Students wishing to enroll in a HGU online course will be required to:

1. Complete a Registration Form
2. Coordinate with the IT department
3. Be interviewed by an academic advisor
4. Posses the acquired English writing ability
5. Complete a Self-Assessment for Online Courses survey
6. Maintain the Maturity and Self-discipline to work independently

The individual interview is a face-to-face or telephone interview of the student by an academic advisor. The interview will take approximately 10 minutes and will help determine whether a HGU online course is the right choice for the student.

Online class participation activities of each student enrolled are recorded electronically by an online program system and by the instructors. In addition to weekly reading and homework assignments, other activities include discussion boards, chat rooms, e-mail, Q&A, group study, and webcasting (interactive audio/video communication for the instructor and all students in the class). Webcasting requires a real-time participation of all parties.

The HGU online courses are designed for students to learn and proceed on a weekly basis; all assignments and learning materials are laid out on a weekly schedule and the students must complete the weekly work on time in order to proceed successfully. To succeed, the individual must participate in all activities required for the online course. The instructor of an online course determines how to conduct the exams for the course.

A students enrolling in a HGU online course will not be allowed to transfer or "migrate" to an equivalent regular course once the semester has begun. A students may submit an Add-Drop Form to make the switch by the Add-Drop deadline only.

Audit Policy

HGU views auditing classes are an opportunity for students and alumni to review courses previously taken, or to become informed about current information on a subject. All audits are subject to availability and must be approved by the Dean of Academic Affairs. Availability is limited since credit-earning students are a priority. Auditing students cannot take up the time of the teacher or distract credit-earning students from their education. Students auditing classes must abide by all the pertinent rules and regulations such as rules on attendance, academic policies, etc. Failure to abide by the relevant rules will be deemed student misconduct. A course which is audited will be indicated by an "AU" on the student's transcript.

Attendance

Attendance is mandatory for all courses. Inconsistent attendance is a matter of serious concern as it jeopardizes the educational process. Students are expected to attend all scheduled classes for which they are registered. Faculty members are asked to record student attendance. Students are expected to make up all absences regardless of the reason for the absence. It is the student's responsibility to contact the professor and arrange appropriate make up work. Students who miss more than 20% of the total class hours in any course will fail the course. Absences may be excused for childbirth, a documented illness, an injury, and a death in the family, or other emergency situation acceptable to the Academic advisor, but they still must be made-up. Students should call their teaching assistant or professor as soon as practical on the first day of absence and give an estimate of the duration of the absence. Students beginning the course late must make up all missed time, by arranging with the professor at the time of entry the assignments necessary to "catch-up" and earn the necessary units for the course. Students taking online courses must follow the course requirements to participate in the weekly activities, including but not limited to reading assigned materials, communicating with the instructor and classmates, doing homework and/or projects, and conducting research. All online activities are recorded for evaluation purpose.

The University emphasizes the importance of developing respectful and ethical conduct. Decorum is an integral part of the learning process. Tardiness, unexcused absences, inappropriate attire, poor attitude, use of cell phones or other distracting devices, eating during class, and other unprofessional behavior are all considered disrespectful and may be grounds for allegations of student misconduct that could result in dismissal.

Student Conduct

HGU expects a high standard of honesty and integrity from all members of its community. HGU seeks

students who are knowledgeable, forthright and honest.

At the discretion of the Dean of Academic Affairs, students may be dismissed from the University for behavior disruptive to the educational mission of the University, continual violations of the policy of the University, for academic dishonesty and for any conduct or carelessness that endangers life. The following is a listing of such, but not limited to those as stated below:

- Excessive unexcused absences or tardiness
- Unauthorized possession, use or consumption of alcoholic beverages or illegal drugs while on the HGU premises or at a HGU-sponsored event
- Intoxication, dishonesty, altercation, stealing
- Possession, use or abuse of a weapon, dangerous material, or unlawful substance
- Disruptive behavior in class or the library
- Dominating classroom discussions to the exclusion of others intent to undermine the goals of the institution
- Grave personal misconduct
- Misuse, unauthorized use of, or damage to HGU property
- Engaging in competition with HGU or converting business opportunities of HGU to personal gain
- Sexual or physical assault on-campus
- Unlawful harassment of an employee, student or other person Failure to meet financial obligations or commitments to HGU
- Unauthorized release of confidential information about HGU employees, faculty, alumni, students or patients
- Violation of general HGU rules and regulations Unauthorized removal of library materials
- Cheating or the compromise of test materials
- Use of the Internet the University finds inappropriate

The President of HGU may place on probation, suspend or expel students for one or more of the causes enumerated above. No fees or tuition paid by or for such students for the term in which they are suspended or expelled shall be refunded. Any probation, suspension or expulsion will be indicated on the transcript

Satisfactory Academic Progress

Students must maintain satisfactory academic progress (SAP). All students must maintain a minimum grade point average (GPA) of 3.0 each semester. In addition, evaluations on minimum course completion % percentage of successful course completion versus courses attempted are also made at the following points: 25% of the maximum program length, the student's percentage of course completion is above 55% and cumulative GPA is at least 3.0; 50% of the maximum program length, the student's percentage of course completion is above 60% and cumulative GPA is at least 3.0; 100% of the maximum program length, the student's percentage of course completion is 100% and cumulative GPA is at least 3.0. Students not meeting this requirement are placed on "academic probation." In order for a student to maintain their SAP, they must successfully come off of academic probation within two semesters. Students not meeting this requirement must meet with the Dean of Academic Affairs. The student must present strong reasons that contributed to their poor progress or they will be dropped from the program. Students that are dropped from the program will not receive any refunds. The maximum program length is equal to the number of units required for the student to complete the program times 1.5.

Academic Probation and Dismissal

In order to maintain good academic standing, students must maintain a minimum grade point average (GPA) of 3.0 each semester. Students whose GPA falls below 3.0 will be placed on academic probation for a period of two semesters. During the probationary period, the student's GPA must be maintained at 3.0 or higher. Probationary students who have maintained a GPA of 3.0 or higher for the duration of the entire probationary period will have their probationary status removed and will be considered to be in good academic standing. Students who do not clear probation within two semesters may be dismissed from the University. Students will be given an academic notice when they have failed a course twice. The University may dismiss students whose third attempt at passing the course is unsuccessful.

The course load of students on academic probation will be determined in consultation with the Academic Advisor. To avoid automatic dismissal, students on academic probation are advised to meet with the Academic Advisor for academic counseling at least once each term.

Subsequent to academic dismissal, students' transcripts will bear the notation "Academic Dismissal."

Appeal of Dismissal

A student has one week from the time of notification of dismissal to file an appeal. He/she may request an appeal of dismissal by writing a letter of response to the dismissal charges and requesting an appeals hearing. If the hearing is granted, based on the student's reply letter, the individuals involved in the process will convene to hear the appeal. If an appeal is granted, the student may resume course work at HGU. The following process must be followed to appeal disciplinary action/probation served to a student:

The appeal is made in writing to HGU's President for presentation of any extenuating circumstances or evidence the student believes applicable.

The President then sets up a hearing with an administrative appeals committee to review the appeal. The committee chosen by the President will be comprised of a minimum of two administrators and one student member. Copies of the appeal shall be distributed to each member of the committee prior to the hearing.

The student will meet with the committee to explain the appeal.

The committee will make its decision based upon the evidence presented and the interview with the student making the appeal.

The decision of the committee will be communicated to the student making the appeal within three business days of the final decision. The decision of the committee is final. The student may submit their complaint to the BPPE or the school's accreditor.

Withdrawal from the University

A student is considered withdrawing from HGU when either of the following occurs:

- A student who fails to register for classes without the academic office approval will be considered as withdrawn from the University.
- A student submits a written request for withdrawal from HGU.
- A student who drops/withdraws from all courses enrolled in a semester when the student is required to remain enrolled to maintain his/her academic status.
- A student is terminated due to disciplinary issues, unsatisfactory academic performance, or violation of regulations required for international students.

Such students must apply for re-admission if they wish to complete their program of study at Herguan University and pay ALL the associated fees. Nonattendance of classes or stopping a check for payment does not constitute withdrawal from the University.

Students who withdraw from the University, or discontinue their studies without submitting a letter of withdrawal receive a grade of "F" in each course not completed.

The following must take place for any student to officially withdraw from the University:

1. Notify the Registrar's Office of intent to withdraw by submitting a letter of withdrawal;
2. Clear all outstanding debt with the University;
3. Return all books, materials or equipment owned by the University.

Note: Any outstanding fees owed to the University by the student will be deducted from the tuition refund.

Requesting a Leave of Absence, Rules, and Form

A student in good academic standing may request a leave of absence with the occurrence of a medical problem, serious personal problems or pregnancy. Students requesting a leave of absence must apply in writing to the academic office. In the event of a medical problem, a letter from a physician describing the condition for which the leave is requested and the estimated length of time needed for recovery must accompany the request. After consultation with the student, the academic office will decide whether or not the leave is to be granted and the conditions under which the student may return to school. A student who requests a Leave of Absence from the University and wishes to maintain his/her enrollment status may do so under the following conditions:

Fill out a request for a Leave of Absence form. The student must sign and date the form prior to the leave of absence, unless unforeseen circumstances prevent the student from doing so. The form will include the student's name, student ID number, reason for the request, expected beginning date of the absence and expected end date of the absence. Students are required to meet with the academic advisor to discuss the reason for the leave and receive approval for the Leave of Absence request by the academic office.

Students are required to clear all financial obligations and return all library loaned materials to HGU.

Challenge Examinations

On occasion, students may, because of overlapping coursework or work experience, already possess the knowledge and competency intended to be achieved by the learning objectives of a particular course. In such circumstances, a student may attempt to earn credit for a course through satisfying the procedure required for passing a course through challenge examination. The academic office must approve all Challenge Exams. Score of 70% or higher advances the students to the next level of study. Students who pass the Challenge exam are awarded credit and the grade of "CP." Students unsuccessfully challenging a course will receive a final grade of "NC." All grades and the credits are entered into the students' academic records. Students who fail the examination will be required to take the course at the current full tuition rate. Students must formally request the challenge exam on a Challenge Examination Request form and must pay the challenge exam fee together with any required fees prior to the examination. Credits awarded are not considered when calculating unit loads for a semester. Partial credits will not be issued for portions of the exam passed by the student.

A student can attempt to challenge any particular course only once. A student may not attempt more than two master's level courses without the approval of the academic office. Pre-requisites can be fulfilled via challenge examinations upon Academic advisor's approval. No refunds of challenge fees will be given for courses that the student attempts to challenge but fails, or for challenged courses in which student chooses to enroll and subsequently withdraws.

Honors List

Excellence in scholastic achievement is recognized by the compilation of an Honors List. To graduate with Highest Honors, students must attain a cumulative GPA of 4.0. To graduate with Honors, students must attain a minimum cumulative GPA of 3.85. Highest Honors or Honors will appear on the student's transcripts.

Changing Program

Students can change their declared academic program of study at any time. To make a program change, the student should complete the change major/program form at the Registrar's office. The student should meet with academic advisor for a discussion of qualifications and goals. The student's credentials will be assessed to determine the proper classes for the new degree requirements. The specific requirements for changing major depend on the number credit hours the student has completed and the requirements of new major intended. Transfer credits approved for the prior degree program will be reassessed to determine the eligibility of transfer to the new degree program.

Changes in Degree Requirements

HGU policies and requirements are subject to change, and changes may not be immediately reflected on campus websites or publications. New degree requirements, however, will not imposed retroactively on continuing students unless agreed upon by the students. If degree requirements are changed, students may complete their degree programs under the requirements in effect at the time of their initial enrollments. They have the option of electing to be governed by the new requirements if they are so desired and provide that all requirements of one catalog are met. Students that are readmitted after withdrawing or returning after a leave of absence must adhere to the new requirements.

Graduation Requirements

The HGU catalog serves as the school's contract with the students for graduation requirements. Therefore, students fall under the graduation requirements written in the catalog used at the time of student's entering the program as a degree-seeking student as long as the student maintains their enrollment in good standing with the school. The section on Academic Policies describes the rules for the student to follow for the graduation requirements. All students will be responsible for satisfying all graduation requirements that are in effect at the time of their admission to the University unless a regulating agency requires compliance to new rules or requirements and if they maintain their enrollment status in good standing with the school. It is the student's responsibility to monitor his/ her own progress toward graduation and to take all appropriate required courses each semester.

As a student approaches the end of his/her graduate study, he/she must initiate a review process for the Records officers to verify the student's eligibility for graduation. The student must file a petition with the Registrar office one semester in advance - prior to his/her last registration. The registrar will then make a graduation evaluation in time for the petitioner to

register for the last semester before graduation. The student will receive a copy of the evaluation report to confirm the courses left for him/her to complete the graduation requirements. The University graduation fee is charged to each graduation petition.

If an international student wishes to enrich his/her knowledge and skills by taking courses in addition to the minimum graduation requirements beyond the approved graduation date, the student is required to enroll as a full-time student until final graduation.

To graduate from the program, a student must:

- Complete all required classes
- Maintain at least 3.0 GPA
- Submit a Graduation Request Form one semester in advance
- Clear all financial obligations, including mandatory graduation fees
- Return all library loaned materials to HGU

Students are responsible for compliance with the announcements and regulations specified in the HGU catalog and with all policies, rules and regulations of the school. Upon completion of their study programs and fulfilling their financial obligations to HGU, students are granted degrees and receive diplomas. Students may pick up their diplomas 60 days after graduation and after they have cleared their accounts. Having diplomas mailed is an extra expense. Please see the fees chart in this catalog.

Educational Records

Current records are stored in written form for a period of five years. Academic records of each student are stored for fifty years either from the date of the student's graduation or from the last date of the last semester in which the student was officially enrolled.

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the University protects the privacy of student records, including address, e-mail address, phone number, grades, financial information and attendance dates. A copy of the University's FERPA policy is available from the Registrar. The Act provides each current and former student with the right to inspect and review information contained in his/her academic file. A student interested in reviewing his/her file must submit a request in writing to the Registrar. A time will be scheduled for the student to review his/her file. Students have the right to copies of their records. The student may be charged for this service, but the amount cannot exceed the actual cost of producing them. A student also has the right to submit written requests for amendments to his/her academic record on the grounds that they are inaccurate, misleading, or in violation of their right of privacy.

In compliance with Public Law 93-380, Section 438 (The Buckley Amendment), student grades, records, or personal information may not be given to third persons including parents without written consent of the student. Permission must be given by the student in order for information in his/her file to be used as reference checks for credit or employment evaluation by third parties, and the student must file a written declaration to this effect, which will be kept in the student's file(s). The declaration can be all-inclusive or on a case-by-case access basis. (The provision to release financial aid data to authorized agencies is not a violation of the Buckley Amendment.)

Note: All admission documents become the property of HGU and will not be returned to the student. HGU may destroy records that are no longer useful or pertinent to the students' circumstances.

Access by Officials

The school may release student information without written consent of the students to:

- Other schools and HGU officials who have legitimate educational interests.
- Other schools where students have applied for admission.
- Parents of students who are their dependents for purposes of the Internal Revenue Code. However, the school is not required to release such records.
- Courts in compliance with a court order or subpoena, provided that a reasonable attempt is made to notify the student prior to compliance.
- Authorized representatives of the Department of Education or the Comptroller General of the United States.
- State and local authorities where required.
- Appropriate persons or agencies in connection with student applications for or receipt of financial aid.
- Appropriate persons or agencies in the event of a health or safety emergency, where such

release without consent is necessary under certain circumstances.
- Accrediting organizations.
- Organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction.

In all other cases, the school shall obtain the written consent of the students prior to releasing such information to any person or organization.

Exemptions

The following items are exempt from the Family Educational Rights and Privacy Act of 1974:

- Parent's confidential statement, financial need analysis report, and the Pell Grant A.D. report.
- Records about students made by teachers or administrators that are maintained by and accessible only to the teachers or administrators.
- Confidential letters and recommendations written prior to January 1, 1975.
- Confidential letters and recommendations for which a waiver of rights to access has been assigned, provided the student is given the names of those writing letters (there are three areas in which a waiver may be signed – admissions, employment, and honors)
- School security records.
- Employment records for school employees who are also current or former students.
- Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities, for treatment purposes, and which are available only to persons providing the treatment.

Personal Integrity

Any evidence of improper communication, use of books, notes, electronic equipment, the Internet, cell phones or other nefarious action in the classrooms during examinations will be sufficient basis for an instructor or proctor to take the examination paper from the student and dismiss the student from the room with an automatic "F" grade for that test. Any cheating discovered by other students or the instructor on student assignments is not acceptable. Such offenses customarily result in a grade of "F" for that course and students being placed on academic probation. Additionally, the student may be expelled.

Faculty, staff and students are required to report all instances of cheating to the Dean of Academic Affairs. When reported by the proctor or instructor, the Dean Academic Affairs and the University's administration will handle cheating offenses like any other offenses within the University community.

Student's Right-to-Know Disclosure

The Student Right-to -Know Act requires schools disclose the completion or graduation rates for a specific cohort of the general student body as determined by the school. This cohort is made up of degree-seeking, full-time, first-time graduate students. Since the rate of graduation changes from one semester to another, please see the Director of Academic Affairs for the information, if you are interested.

Sexual Assault and Harassment

It is the policy of HGU to provide an educational, employment and business environment free of sexual harassment or any other verbal or physical conduct or communication constituting sexual harassment as defined and prohibited by state and federal regulations. Any harassment, threat or offer by any employee of the university to condition any aspect of a student's academic performance, reputation or standing upon the provision of sexual favors is prohibited. Any other harassment of any member of the campus community by any other member resulting in the creation of an offensive, intimidating or hostile academic or employment environment is similarly prohibited. If you believe you have been assaulted or sexually harassed by any member of the HGU community, or while participating in a HGU sponsored activity, you are urged to bring the matter to the immediate attention to the Dean of Academic Affairs or the President of the University.

Compliance with the Reform Act of 1989

The University intends to comply with the Educational Reform Act of 1989. To this end it will publish the relevant specifications of the act in its student, staff and faculty handbooks and will urge its personnel to become familiar with such provisions of the Act as may apply to them or their duties and responsibilities. Personnel found in willful violation of the Act will face disciplinary action and may, in extreme cases, be permanently separated from the University.

Nondiscriminatory Policy

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, Herguan University does not discriminate in its educational programs, employment, or any other activities on the basis of race, sex, color, national origin, ancestry, religion, creed or disability.

Students may complain of any action that they believe discriminates against them on the grounds of race, color, national origin, religion, sex, sexual orientation, disability or age. For more information and procedures, please contact the Dean of Academic Affairs.

Grievance Procedures

The HGU has designed the following Grievance Protocol so that appropriate and fair channels exist for students to address their concerns regarding the HGU policies, procedures, working conditions, supervisory discipline, dismissal, or other actions. The HGU Grievance Procedures provide students with a fair, impartial method for presenting and resolving a grievance as soon as possible at the lowest possible level. No retaliation or reprisals will be taken because a student has initiated the grievance process.

The Grievance Policy and Procedures are as follows:

The student attempts to resolve the grievance by discussing it with the instructional or administrative staff member involved within ten (10) working days from the date of the event, which led to the grievance. The instructor or administration will have ten- (10) working days in which to provide the student with a response.

If the grievance is not satisfactorily resolved, the original grievance should be presented in writing to the Dean of Academic Affairs. The material submitted must include the following: a historical account of the grievance, the specific policy, procedure, agreement or law alleged to have been violated; any relevant supporting documentation the desired resolution.

The Dean of Academic Affairs may invite the student and the instructor or administrative staff involved to an informal conference. If a mutually agreeable solution is not achieved, the Dean of Academic Affairs must convene the Grievance Committee within ten (10) working days.

The Grievance Committee consists of: two (2) faculty members; one chosen by the President and one chosen by the faculty two (2) student representatives chosen by the student body Three (3) administrative staff chosen by the Dean of Academic Affairs and the Director of Administrative Affairs.

The committee elects a chairperson. The individual against whom the grievance was made will be notified within ten (10) days by the chairperson to provide the following information to the Grievance Committee: a written response to each issue raised in the written grievance received including all supporting documentation concerning the written grievance received.

The Chair of the Grievance Committee will set a date and a time for a hearing and the student and individual against whom the grievance was made will be notified in writing about the hearing. The Committee will seek to obtain all relevant and reliable evidence pertaining to the grievance before convening, to assure that the hearing is conducted in a complete and unbiased manner consistent with the grievance policies and procedures.

Both parties are entitled to call witnesses. After the hearing, the Committee will present its findings and recommendations, in writing, for a satisfactory resolution to the President. The President will have fifteen-(15) working days in which to provide all concerned parties with a decision in writing. By initiating this procedure, it is agreed by the HGU Administration and the parties involved that the decision of the President will be binding and final. If the Grievance is about the President, the student's written appeal is to go to the Board Chairman for consideration.

Failure by the student to comply with time limits and procedures set forth in the notification may result in the withdrawal and/or waiver of grievance. The time limits and provisions set forth in this section may be extended or waived by a mutual written agreement of both parties. In the event that a student is unable to contact the appropriate individual(s), he/she may extend the grievance by providing written notice to the administration within the applicable time limitations.

If a student is not satisfied that the program has adhered to its policy or has been fair in its handling of the complaint, the student may contact the

Bureau for Private Postsecondary Education(BPPE) at:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

Physical Address:
Bureau for Private Postsecondary Education
1625 North Market Blvd., Suite S-202
Sacramento, CA 95834
Phone: (916) 574-7720
Toll Free: (888) 370-7589

Web site: www.bppe.ca.gov
E-mail: bppve@dca.ca.gov

This Catalog outlines curriculum requirements, faculty information, course descriptions and policies as per the effective date of issuance. The materials presented here constitute the rules and regulations of the University, and are intended to be accurate, complete, and binding. However, the University reserves the right to update or change any or all of these regulations to meet with any and all of the above accreditation subjects and the University's changing conditions. In such event, written notice will be given, and such notice will form an addendum to the Catalog. All information in this University Catalog is current and correct and is so certified as true by the President of this institution at the time of publication.

Chapter Five – Student Services

University Orientation

All new students are required to attend the new student orientation workshop offered before the beginning of each semester. Location, work assignment, type of class or any other circumstances are not viable reasons for not attending the orientation. On the Orientation Day, orientation packages are distributed to the new students; administrative staff members and representatives from the faculty and the student body welcome the new students; both presentations and hands-on workshops are conducted to inform and to make a connection. The new students are informed of the staff's duties in order to receive proper administrative services, thefacility and learning resources information to prepare them for classes, and important policies to stay focused on their academic objectives. Hands-on workshops may also be conducted to teach the new students how to use the University computer networks system, how to properly set up their accounts for printing services, how to access the university library online system to find library collection information. New students who have not registered in classes also receive academic advising and register for classes on the same day. International students are also provided a health insurance plan and informationon particular regulations they must observe in compliance with the Federal regulations for international students. Those required taking an English placement test but could not take it on an earlier scheduled dates may take it on the orientation day. All HGU students are welcome to attend the orientation to welcome the new students and receive current university information.

Student Health, Safety, and Housing

All International students are required to have their own health insurance coverage for the USA. HGU will assist students in contacting appropriate insurance companies. HGU does not offer on-campus housing. The city of Sunnyvale and the neighboring communities of Santa Clara, Cupertino and Mountain View have extensive rental apartments and housing in all price ranges. The University is also within commuting distance from a number of other residential communities including Los Altos, Saratoga, Campbell, San Jose, Milpitas and Fremont.

HGU is not responsible for ultimately locating or providing housing for its students. HGU has a bulletin board for student use to communicate opportunities for shared housing or for other community and professional listings. The Student Services Office is available to make suggestions and help with resources to find housing, but it is the responsibility of the student to find acceptable housing within their own circumstances and needs.

Academic Counseling

The academic advisor and other designated administrative officers provide academic counseling to students. All students are strongly encouraged to

meet with the Academic advisor at least once each semester during registration periods for academic advising and determination of Satisfactory Academic Progress. Faculty members and senior students are also available to help students with academic problems.

Non-Academic Counseling

Recognizing that life in general, and academic life in particular, is fraught with complexity and confusion, the Student Service Offices provides a wide array of counseling and referral services designed to assist students with their non-academic concerns, including counseling for culture shock, emotional crisis (depression, anger, stress and interpersonal issues), substance abuse and conflict resolution, as well as referrals to housing services, health services and legal services. If a student needs a professional counselor, the Student Services Office will help the student find a suitable counselor.

Placement Assistance

HGU provides a variety of services to assist students in planning and achieving their career goals. The Student Service Office holds workshops regularly on career planning including career counseling, resume writing, interview skills, and job search strategies. Professionals from various fields will be invited to provide professional development seminars. Students are encouraged to take advantage of the Seminars to further their career development.

Student Lounge

Students are welcome to use the student lounge during class breaks and between classes. The student lounge may be used for social interactions, eating, resting, or studying. The kitchen is equipped with wireless Internet access, a refrigerator, filtered water dispenser, a microwave oven, and a washbasin to facilitate preparation of meals. There are soda and drink machines along with snack machines available as well.

Student Association

The HGU Student Association known as the Asian American Student Union (AASU) offers students the opportunity to participate in the governing of the institution. A designated administrator serves as the advisor to the Student Association. The Student Association, under the guidance of this advisor, plans various extracurricular activities such as field trips/tours, picnics, parties, sporting events, intercollegiate activities and offer student input concerning university policy. Officers elected from officially registered students on campus govern the association. Election is held each year in the spring semester. Officers elected include President, Vice President, Secretary, Treasurer, and a number of Directors.

Student Organizations

Students at HGU are free to organize and to join associations whose stated purpose is consistent with the University's mission. All student organizations seeking HGU support must be registered with the University.

Smoking Control Policy

Students and all staff need to exhibit a life style of health. Therefore smoking is prohibited in all areas within the HGU campus and parking areas.

Lockers

HGU provides lockers for students to keep their books or backpacks. Students must bring their own lock. At the sole discretion of the University lockers are subject to search.

Lost and Found

Items found on campus will be turned in to the Student Service Office. To inquire about any lost or misplaced items, please contact the Student Service Office.

Alumni Association

Graduates from HGU are important to the continued growth and development of the institution. Alumni interactions enhance the sharing of experiences between the current students and other graduates. Alumni support the University by participating in University events, responding to annual University surveys and by serving as mentors to new students and recent graduates.

ADA Services

The University makes every attempt to provide reasonable accommodation to meet the requirements of the Americans with Disability Act (ADA). The

University classrooms are wheelchair accessible. Physically challenged students may contact the Administration Office for assistance.

Annual Security Report

Herguan University will publish an Annual Security Report in compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (previously named the Student Right-to-Know and Campus Security Act of 1990). This report provides information on campus security regulations and campus crime statistics to current, prospective students and others. If you would like to review this document, please ask a University administrator for a copy or review the copy in the library when it becomes available.

Academic Achievement Recognition

Faculty and student awards are given annually during commencement ceremonies to recognize the outstanding achievements of faculty, staff, and students.

Audio/Video Taping

Students wishing to make video and/or audio recordings of lectures presented by HGU faculty members and/or visiting lecturers must obtain the written consent of the faculty members or lecturers. Students do not own any copyrights, etc., to such recordings.

Computer Facilities

Computer stations with Internet access are available in the HGU library reading area for students and faculty use. Wireless computers as well as high-speed Internet access are provided to the students on campus. Students and all staff are expected to use proper netiquette when using University computers. If the University determines their computers and Internet access have been used improperly, staff can be dismissed and students expelled.

Chapter Six – Degree Programs and Requirements

Herguan University offers three graduate programs

Master of Business Administration

Concentration in: Accounting & Finance Management, Accounting, Finance Management, Management Information Systems, Marketing and Global Business, Marketing, Global Business, Human Resource Management, and Health Care Management

Master of Science in Computer Science

Concentration in: Internet programming and database technologies; Mobile Internet Computing; Computer Networks and Telecommunication; Quality Assurance

Master of Science in Electronics Engineering

Concentration in: Embedded System Design

Master of Business Administration (MBA)

Purpose

Herguan University is dedicated to providing a professional education to qualified students at the graduate level. The school of business' primary focus and commitment is to excellence in teaching. In conjunction with these commitments, the faculty engages in applied and educational research, develop relationships with the business community, and provide service to the region and their professions. Students are participants in a collaborative learning environment and hands-on opportunities that prepare them to take leadership roles in both public and private organizations.

Objectives

1. Develop student's practical management skills in a chosen concentration of study for future careers.
2. Develop student's decision-making capabilities.
3) Development of communication skills.
4) Development of a sense of professional responsibility.

Graduation Requirements

A minimum of 36 units of graduate-level course work is required for the Master's degree students. Additional coursework may be required for a student with a non-business related undergraduate background.

Preparatory Cohort courses are required for covering the required background subjects:

Preparatory Cohort A
(PCB409) Business Law and Management Ethics
Preparatory Cohort B
(PCB412) Business Statistics & MIS
Preparatory Cohort C
(PCB426) Managerial & Financial Accounting
Preparatory Cohort D
(PCB448) Economics & Marketing

All MBA students must complete coursework in required courses and electives courses. Students entered with background deficiencies must clear the deficiencies in the first few semesters after joining HGU. A grade of "B-" or better must be earned in all required courses and in your area of concentration, and a grade of "C-" must be earned for all elective courses. An overall GPA 3.0 or better is required, and students must be in good standings with the University. After fulfilling the requirements stated above, the student may file a petition for graduation and if approved, may graduate. Courses numbered in the 500's and above are graduate courses.

MBA Curriculum

Required courses …… (12 units)
The student must choose 4 of the following courses to complete the required graduate course requirement:

HRM501	Human Resources Management	3 units
BUS558	Production and Operations Management	3 units
FIN520	Financial Accounting	3 units
BUS505	Business Economics	3 units
BUS516	Quantity Business Analysis	3 units
MKT500	Marketing	3 units
MIS500	Information Technology	3 units
BUS501	Business Law and Ethics	3 units

Concentration courses …… (12 units)
The student may choose to declare a concentration in one of the following areas: **Accounting & Finance Management, Accounting, Finance Management, Management Information Systems, Marketing and Global Business, Marketing, Global Business, Human Resource Management, and Health Care Management,** if they successfully complete 12 units or more of electives in the area of specialization.

Accounting & Finance Management
Students may choose to specialize in Accounting & Finance Management by successfully completing 4 of the following courses of studies in Accounting & Finance Management specialization. Students may choose to specialize in Accounting by successfully completing two of the three required courses ACC500, ACC530, ACC535 and two additional courses in Accounting & Finance Management specialization. Students may choose to specialize in Finance Management by successfully completing two of three required courses FIN510, FIN532, FIN546 and 2 additional courses in Accounting & Finance Management specialization.

ACC500	Managerial Accounting	3 units
ACC501	Principles of Accounting & QuickBooks	3 units
ACC530	Cost Accounting	3 units
ACC535	Advanced Accounting	3 units
FIN503	Financial Times Review	3 units
FIN510	Financial Management	3 units
FIN532	Advanced Corporate Finance	3 units
FIN546	Financial and Tax Planning	3 units

Management Information Systems

Students may choose to specialize in Management information System by successfully completing 4 of the following courses of studies in Management Information Systems.

MIS515	E-Commerce Marketing	3 units
MIS518	Data Decisions Systems	3 units
MIS526	Management Information System	3 units
MIS535	Strategic Compute & Comm. Tech	3 units
MIS506	Info. System for Competitive Advantage	3 units
BUS510	Project Risk Management	3 units
CS459M	Web Design & Internet Applications	3 units
CS538	Software Engineering, Testing & Engr.	3 units

Marketing and Global Business

Students may choose to specialize in Marketing and Global Business by successfully completing 4 of the following courses of studies in Marketing and Global Business specialization. Students may choose to specialize in Marketing by successfully completing two of the three required courses MKT511, MKT602, MKT 522 and two additional courses of in Marketing and Global Business specialization. Students may choose to specialize in Global Business by successfully completing two of the three required courses MKT520, MKT 531, MKT540 and two additional courses in Marketing and Global Business specialization.

MKT504	Channels of Distribution	3 units
MKT511	Consumer & Organizational Behavior	3 units
MKT520	Global Marketing Management	3 units
MKT522	Advertising Management	3 units
MKT531	Product Marketing	3 units
MKT536	Sale & Marketing	3 units
MKT540	International Business Management	3 units
MKT602	Strategic Management	3 units

Human Resource Management

Students may choose to specialize in Human Resource Management by successfully completing 4 of the following courses of studies in Human Resource Management specialization.

HRM508	Negotiation and Conflict Resolution	3 units
HRM515	Human Behavior in Organization	3 units
HRM518	Managing Innovation and Change	3 units
HRM522	Communication for Managers	3 units
HRM530	Leadership in Business Communication	3 units
HRM545	Compensation Management	3 units
HRM560	Measuring Performance	3 units
HRM503	Business Writing	3 units

Health Care Management

Students may choose to specialize in Health Care Management by successfully completing 4 of the following courses of studies in Health Care Management specialization.

HCM521	Economics of Health	3 units
HCM522	Health Care Organization	3 units
HCM505	Strategic Plan. & Marketing Healthcare	3 units
HCM532	Info. Technology in Health Care	3 units
HCM506	Quality Impro. in Health Care Services	3 units
ACC500	Managerial Accounting	3 units
FIN510	Financial Management	3 units
HRM515	Human Behavior in Organization	3 units

Electives

The student may elect graduate-level courses (400, 500-level and higher courses) in any discipline as electives to meet the elective requirements. New courses are continually being developed. Please contact the Academic Office for information on new electives.

Master Project/Thesis: Students interested in doing research and development work may choose to do a project or thesis to earn elective units. Students should pay attention to the requirements for completing the project/thesis.

Master of Science in Computer Science (MSCS)

Purpose

Herguan University Master of Science in Computer Science offers a student the opportunity to pursue advanced studies in various areas of computer science. Located in Silicon Valley, combined with other departments, Herguan University Computer Science department also provides students with interdisciplinary and hand-on study opportunities.

Objectives

1. Advance student's knowledge on various Computer Science areas
2. Equip students with the most updated technology trends to keep at the front edge of innovation
3. Provide hands-on opportunities to prepare students meet the future career challenges
4. Development of a sense of professional responsibility.

Graduation Requirements

A minimum of 36 units of graduate-level course work is required for the Master's degree students. Additional coursework may be required for a student with a non-CS related undergraduate background. MSCS Degree provides four different concentrations. According to different study areas, the different concentration has different pre-requisite courses and degree requirements

Preparatory Cohort courses are required for covering the required background subjects. The following two courses are common to all the CS concentrations. The number of prerequisite courses will be determined upon an evaluation of transcripts and other supporting documents submitted during the admissions process.

Preparatory Cohort 1 (PCE302)
Preparatory Cohort for Computer Science: Windows and Unix Operating System
Preparatory Cohort 2 (PCE308)
Preparatory Cohort for Computer Science: Introduction to Programming Languages

All CS students must complete coursework in concentration courses and electives courses. Students entered with background deficiencies must clear the deficiencies in the first few semesters after joining HGU. A grade of "B-" or better must be earned in all concentration courses and a grade of "C-" must be earned for all elective courses. An overall GPA 3.0 or better is required, and students must be in good standings with the University. After fulfilling the requirements stated above, the student may file a petition for graduation and if approved, may graduate. Courses numbered in 500's and above are graduate courses.

Concentrations

Concentration 1: Internet programming and database technologies

Background Courses

PCE302	Windows and Unix Operating System	3 units
PCE308	Introduction to Programming Languages	3 units
CS491M	Data Structure and C programming	3 units
CS467M	Database Design	3 units

Concentration Courses

This concentration requires student finish 21 units from concentrations courses below. For courses listed in pair, only one of them will be counted toward the unit requirement.

CS508	Java and Object Oriented Programming	3 units
CS536	Operating System Design	3 units
CS546	Unix/Linux Network Programming	3 units
CS551	Compilers	3 units
CS578	Database & Internet Server Program.	3 units
CS510	Database Administration	3 units
CS560	Algorithms and Design	3 units
CS539	Computer Game Development	3 units
Select one course from below:		
CS540	.Net Web Programming	3 units
CS541	Managing and Dev. .Net Web App.	3 units
Select one course from below:		
CS562	Advanced Java & Internet Applications	3 units
CS565	Java Web Application	3 units
Select one course from below:		
CS532	Concepts in Software Engineering	3 units
CS538	Software Design, Testing & Engineering	3 units

Select one course from below:

CS637	XML and Web Services	3 units
CS641	Web Services & Service Oriented Arch.	3 units

Select one course from below:

CS577	Adv. Database Design & Development	3 units
CS583	Advance Database Topics	3 units

Concentration 2: Mobile Internet Computing

Background Courses

MIS506	Info. System for Competitive Advantage	3 units
PCE302	Windows and Unix Operating System	3 units
PCE308	Introduction to Programming Languages	3 units
CS491M	Data Structure & C programming	3 units
CS467M	Database Design	3 units
CS459M	Web Design & Internet Applications	3 units

Concentration Courses

This concentration requires the student to finish 21 units from the concentration courses below. For courses listed in pairs, only one of them will be counted toward the unit requirement.

EE525	Wireless Communication System	3 units
CS501	Computer Architecture	3 units
CS532	Concepts in Software Engineering	3 units
CS539	Software System Architecture	3 units
CS548	Mobile Operating System	3 units
CS577	Advanced Database Design and Dev.	3 units
CS678	Network Security in Wireless Systems	3 units
CS643	Location-Based & Context-Aware Sys.	3 units
CS637	XML & Web Services Development	3 units

Select one course from below:

CS520	Computer Networks	3 units
CS522	Adv. Topics in Comp. Networks	3 units

Select one course from below:

CS536	Operating System Design	3 units
CS545	Adv. Topics in Operating System	3 units

Select one course from below:

CS562	Adv. Java & Internet Applications	3 units
CS612	Java & Cloud Computing	3 units

Concentration 3: Computer Networks and Telecommunication

Background Courses

PCE302	Windows and Unix Operating System	3 units
CS491M	Data Structure and C programming	3 units

Concentration Courses

This concentration requires the student to finish 15 units from the concentration courses below. For courses listed in pairs, only one of them will be counted toward the unit requirement.

CS511	Adv. Computer Org. & Structure	3 units
CS520	Computer Networks	3 units
CS536	Operating System Design	3 units
CS546	Unix/Linux Network Programming	3 units
CS562	Adv. Java & Internet Applications	3 units
CS612	Java & Cloud Computing	3 units
CS623	Network Management System	3 units

Select one course from below:

CS621	Computer Network Security	3 units
CS678	Network Security in Wireless System	3 units

Select one course from below:

CS532	Concepts in Software Engineering	3 units
CS543	Agile Project management	3 units

Concentration 4: Quality Assurance

Background Courses

PCE302	Windows and Unix Operating System	3 units
CS491M	Data Structure and C programming	3 units

Concentration Courses

This concentration requires the student to finish 15 units from the concentration courses below. For courses listed in pairs, only one of them will be counted toward the unit requirement.

CS552	Software Quality Assurance	3 units
EE515	Adv. Comp. Organization & Structure	3 units
CS532	Concepts in Software Engineering	3 units
CS537	Quality Standards & Processes	3 units
CS562	Advanced Java & Internet Applications	3 units
CS627	Software Testing Tools	3 units
CS570	Effective Software Test Automation	3 units

Select one course from below:

CS536	Operating System Design	3 units
CS535	Distributed & Embedded Operating Sys.	3 units

Select one course from below:

CS554	Software Requirement Management	3 units
CS558	Software & Sys. Requirements Eng.	3 units

Electives

The student may elect graduate-level courses (400, 500-level and higher courses) in any concentration as electives to meet the elective requirements. New courses are continually being developed. Please contact the Academic Office for information on new electives.

Master Project/Thesis: Students interested in doing research and development work may choose to do a project or thesis to earn elective units. Students should pay attention to the requirements for completing the project/thesis.

Master of Science in Electronics Engineering (MSEE)

Purpose

Herguan University Master of Science in Electrical Engineering offers a student the opportunity to pursue advanced studies in various areas of Electrical Engineering. Located in Silicon Valley, combined with other departments, Herguan University Electrical Engineering department also provides students with interdisciplinary and hand-on study opportunities.

Objectives

1. Advance student's knowledge in various Electrical Engineering areas
2. Equip students with the most updated technology trends to keep at the front edge of innovation
3. Provide hands-on opportunities to prepare students for future career challenges
4. Develop a sense of professional responsibility.

Graduation Requirements

A minimum of 36 units of graduate-level course work is required for the Master's degree students. Additional coursework may be required for a student with a non-EE related undergraduate background.

Preparatory Cohort courses are required for covering the required background subjects. The number of prerequisite courses will be determined upon evaluation of transcripts and other supporting documents submitted during the admissions process.

Preparatory Cohort 1 (PCE302)
Preparatory Cohort For Engineering: Windows and Unix Operating System Preparatory Cohort
Preparatory Cohort 2 (PCE308)
Preparatory Cohort For Engineering: Introduction to Programming Languages

All EE students must complete coursework in their concentration courses and electives courses. Students entered with background deficiencies must clear the deficiencies within the first few semesters after joining HGU. A grade of "B-" or better must be earned in all required courses and area of concentration, and a grade of "C-" must be earned for all elective courses. An overall GPA 3.0 or better is required, and students must be in good standings with the university. After fulfilling the requirements stated above, the student may file a petition for graduation and if approved, may graduate. Courses numbered in 500's and above are graduate courses.

Concentration 1: Embedded System Design

Background Courses

PCE302	Windows and Unix Operating System	3 units
EE471M	Verilog HDL & Digital Design	3 units
CS491M	Data Structure & C programming	3 units

Concentration Courses

This concentration requires that a student finish at least 15 credits from the concentration courses below. Courses listed in pairs are mutually exclusive, i.e. students are allowed to select either of the courses to be counted toward the credits requirements.

EE505	Microcomputer Structure & Porgram.	3 units
EE512	Embedded Systems Hardware Arch.	3 units
EE556	Hardware I/O Concept & Protocols	3 units
CS536	Operating System Design	3 units
CS535	Dist. and Embedded Operating Sys.	3 units
CS546	Unix/Linux Network Programming	3 units
Select one course from below:		
CS520	Computer Networks	3 units
CS522	Adv. Topics in Comp. Networks	3 units
Select one course from below:		
CS621	Computer Network Security	3 units
CS678	Network Security in Wireless System	3 units
Select one course from below:		
EE557	Designing using FPGAs	3 units
EE581	Low Power Hardware Design	3 units

Electives

The student may elect graduate-level courses (400, 500-level and higher courses) in any concentration as electives to meet their elective requirements. New courses are continually being developed. Please contact the Academic Office for information on new electives.

Master Project/Thesis: Students interested in doing research and development work may choose to do a project or thesis to earn elective units. Students should pay attention to the requirements for

completing the project/thesis.

Course Descriptions

Preparatory Cohort

PCB409 Preparatory Cohort for MBA: Business Law and Management Ethics (3.0 units)
This course blends the study of business law along with the closely allied study of business ethics. While the study of ethics has a philosophical and theoretical framework, it also has a most fundamental basis in the underpinnings of the structure of the legal system. Consequently, the two topics are covered with the goal of getting students to better understand the relationship of the two themes of business law and management ethics. Students will specifically learn to integrate the legal principles of contract law, constitutional law, basic corporations law and other related themes as fundamentals to ethical business practices.

PCB412 Preparatory Cohort for MBA: Business Statistics & Management Information Systems (3.0 units)
This course covers the two concurrent topics of business statistics and management information systems. Students learn to integrate the practical application of the two themes to enable them to more fully understand business statistics in the context of decision-making in today's business environment that relies heavily on the management of information and information systems.

PCB426 Preparatory Cohort for MBA: Managerial & Financial Accounting (3.0 units)
The course integrates the study of both managerial and financial accounting. Students are taught to apply accounting theory standards, principles, and procedures to practical accounting problems. Additionally, students are taught financial accounting practices that include topics such as accounts payable, accounts receivable, bank accounting, asset accounting, and funds management. This will lead to a better understanding of the integrated functions of both managerial and financial accounting.

PCB448 Preparatory Cohort for MBA: Economics & Marketing (3.0 units)
This course brings together the fascinating study of economics and marketing. Students are taught the principles of quantitative marketing as they apply to the discipline of economics. Students will began to better understand how courses in college such as these two operate as related concepts in the real world. Additionally, students will work on team projects that will require the application of both quantitative economics theory at the micro and macro level as it functions within the context of business marketing plans and strategies.

PCE302 Preparatory Cohort For Engineering: Windows and Unix Operating System (3.0 units)
This course is designed to familiarize the students with the UNIX/Linux/Windows environment. Topics include concepts of the UNIX/Linux/Windows operating system, Shell commands, Visual editor, file manipulation and securities, UNIX utility commands, Shell features and environment, online manual, controlling user processes and managing jobs, introduction of Regular Expression and its usage with grep, sed, and awk UNIX power utilities, basic Shell programming techniques, large file management, and the user programming environment customization.

PCE308 Preparatory Cohort For Engineering: Introduction to Programming Languages (3.0 units)
This course is designed to provide students with a basic knowledge of the principles underlying the design of all computer programming languages. Included are the evaluation of programming language features and designs and an understanding of the strengths and limitations of the imperative, functional and object-oriented paradigms for solving different kinds of problems.

Accounting

ACC500 Managerial Accounting (3.0 units)
This course presents the study of accounting theory and practices for internal reporting and management decision-making. Strategic, performance, and risk management are the crucial goals of managerial accounting that are emphasized throughout the course. Students also learn to prepare financial reports for non-management entities such as

shareholders, regulatory agencies, and for creditors. Prerequisite: FIN520 or Advisor's consent

ACC501 Principles of Accounting (3.0 units) *
The course is structured to present accounting principles and theory for the sole proprietorship. The processing of business transactions throughout the accounting cycle and the preparation of financial statements is discussed in detail. The student is introduced to the use of QuickBooks, a software tool used in today's accounting environment. This is learn-by-doing course. Hands-on practice is required.

ACC530 Cost Accounting (3.0 units)
The more essential elements of cost accounting concepts and procedures are studied. Such factors such as cost behavior and control, cost-volume-profit relationships, job and process costing, activity-based accounting, budgeting and responsibility accounting, and the income effects of alternative costing methods and cost behavior receive substantial coverage. All these pieces are related to the managerial decision process.

ACC535 Advanced Accounting (3.0 units)
This is an advanced course emphasizing accounting theory and practical applications. Specific themes include partnerships, branches, business combinations, consolidated financial statements, segment reporting, forecasts, multinational companies, bankruptcy, and accounting for governmental units and other non-profit entities.

Business

BUS501 Business Law and Ethics (3.0 units)
This course covers the fundamental basis of American law and the courts with some consideration of the role of law in today's global business environment. Several themes in law are studied, including contracts, torts, constitutional law, alternative dispute resolutions methods, and criminal law. The study and impact of business ethics is incorporated throughout the course.

BUS505 Business Economics (3.0 units)
This course covers the study of market principles, national income, and role of government, allocation of resources and distribution of income. Students will learn economic theory that focuses on business enterprises and factors such as labor, capital, and product markets.

BUS510 Project and Risk Management (3.0 units) *
This course offers a study of the principles of project and program management, followed by an understanding of the roles played by project management, matrix organization and project management techniques. Students learn how to identify and analyze project risks and how to reduce or eliminate risk -related factors in a real world environment. Methods for ongoing risk assessment and project performance evaluation are included. Prerequisite: MGT 451 or Instructor's Consent

BUS516 Qualitative Business Analysis (3.0 units)
This course introduces students to qualitative research methods. It distinguishes between qualitative and quantitative research and their respective results. Within qualitative research, three primary methods of inquiry are explored. They are participant observation, in-depth interviews, and focus groups. Students learn to use each of these methods with the application of practical business solutions.

BUS558 Production and Operations Management (3.0 units)
This course covers basic concepts and theories about production and operations management. Emphases will be on planning, organizing, controlling, and balancing quantitative aspects and behavioral applications in production/operations management. Specific topics include operations management, operations strategies for competitive advantage, forecasting in operations, facility and layout planning, product and process design choices, scheduling, inventory control and quality control.

CS459 Web Design and Internet Applications (3.0 units)

This course presents introductions to many of the basic concepts, issues and techniques related to designing, developing and deploying Web sites. During the course, students will learn about Web design, HTML, XHTML, basic JavaScript, Dynamic HTML, and Cascading Style Sheets (CSS).

CS467 Database Design (3.0 units)

This is the first of a series designed to teach relational database concepts, design, and applications. Topics include database architecture, relational model, structured query language (SQL), data manipulation (DML), data definition language (DDL), database design, ER modeling, database normalization, renormalization, and physical database design. Popular database systems, such as Oracle and Microsoft SQL server, are used for hands-on exercises and projects.

CS491 Data Structure and C programming (3.0 units)

This course is designed to provide an in-depth overview of data structures in C programming language, including elementary data organization, data structure operations, algorithm complexity, and time-space trade off. The course examines arrays, stacks and queues, linked lists, trees, graphs and multi-graphs, sorting, and file structures including indices. A focus on maximization of access and minimization of time and other resource costs is maintained throughout.

CS501 Computer Architecture (3.0 units)

This course focuses on the techniques of quantitative analysis and evaluation of modern computing systems, such as the selection of appropriate benchmarks to reveal and compare the performance of alternative design choices in system design. The emphasis is on the major component subsystems of high performance computers: Pipelining, instruction level parallelism, memory hierarchies, input/output, and network-oriented interconnections. Students will undertake a major computing system analysis and design project of their own choosing.

CS508 Java and Object Oriented Programming (3.0 units)

This course introduces Java as programming language, topics including Java Basics, threading, swing etc. In this course, students are also exposed to the concepts, fundamental syntax, and the thought processes behind true object-oriented programming.

CS510 Database Administration (3.0 units)

This course provides an in-depth understanding of the Oracle Database Management System. Emphasis is on the latest Oracle database architecture, database configuration and administration. Topics include logical/physical database layout, database server processes, database creation, various database physical objects; client/server configuration, multi-threaded server configuration, database storage management, database security, database utilities, database monitoring, partitions, and database backup/recovery methods. Hands-on practices are required. Prerequisite: PCE308 or instructor's consent

CS511 Advanced Computer Organization and Structure (3.0 units)

This course is designed to further investigate modern computer design. Topics include an in-depth study of multiprocessor architecture and interconnection networks, pipeline, data flow, algorithm structures, memory system design, cache memory design, and a comparison of the performance and design among various computer architectures. Prerequisite: PCE302, PCE308 or instructor's consent.

CS520 Computer Networks (3.0 units)

This course is designed to give students a global picture of computer networks. Topics include network layered models (OSI, TCP/IP), data communication basics, circuit switching, packet switching, routing and internetworking. Hands-on exercises are required. Prerequisite: PCE302

CS522 Advanced Topics in Computer Networks (3.0 units) *

The courses will focus on virtualization and network security topics of computer networks. Students will expose to real world computer networks projects including Xen, Vmware and what are the security problems existing in virtualization. Prerequisite: PCE302

CS532 Concepts in Software Engineering (3.0 units)

This course is designed to demonstrate the engineering approach to the development of large, high-quality software projects. Topics include software life cycle, development process,

requirement specifications, design and testing techniques, verification and validation, and software management. Students learn to use project management tools, principles, and environment to facilitate development of software programs/systems. Prerequisite: PCE302

CS535 Distributed and Embedded Operating System (3.0 units)

This course instructs student conduct study on principles of distributed and embedded systems in general. Covered topics include processes and threads, concurrent programming, distributed inter-process communication, distributed process scheduling, shared virtual memory, distributed file systems, security in distributed systems, distributed middleware and applications such as the web and peer-to-peer systems. Prerequisite: CS501 or Instructor's Consent.

CS536 Operating System Design (3.0 units)

This course offers graduate students an in-depth understanding and hands-on experience in modern operating system design and implementation. Topics include process, memory, file system, I/O, deadlocks, case studies of operating system implementations, modern distributed and network system architectures, communication and synchronization in distributed systems, threads and processor allocation, scheduling in distributed operating systems, distributed file systems, and case studies of modern distributed operating system design. Projects are required. Prerequisite: PCE302

CS537 Quality Standards and Processes (3.0 units) *

This is a learn-by-doing course that train student in real world projects where different quality standards and processes are being enforced. Students will participate in designing, documenting, executing and monitoring quality processes including ISO9000, ISO9001, Six Sigma and CMMI.

CS538 Software Design, Testing & Engineering (3.0 units) *

This is learn-by-doing course. Student will apply software design, testing and engineering knowledge in real world software development projects. Student will utilize multiple Software Engineering knowledge including software life cycle management, project management and monitoring, software architecture, software quality assurance process, software configuration management. Multiple software tools will be learned and evaluated by students. Prerequisite: PCE302

CS539 Software System Architecture (3.0 units) *

Successful design of complex software systems requires the ability to describe, evaluate, and create systems at an architectural level of abstraction. The course put student in the real-life software applications. Student will learn commonly-used software system structures, techniques for designing and implementing these structures, models and formal notations for characterizing and reasoning about architectures, tools for generating specific instances of an architecture, and case studies of actual system architectures.

CS540 .Net Web Programming (3.0 units)

This course provides students with the knowledge and skills needed to build websites with ASP.NET 2.0. and gain an understanding of the new architecture behind ASP.NET. Topics cover using system types and collections to help manage data, and create and configure Web applications; using Microsoft ADO.NET, XML, and data -bound controls; creating custom Web controls; using ASP.NET state management; caching; customizing and personalizing a Web application; implementing authentication and authorization; creating ASP.NET mobile Web applications; tracing, configuring, and deploying applications; and Web services. Prerequisite: PCE308

CS541 Managing and Developing .Net Web Applications (3.0 units) *

This course provides real world web projects that requires student utilize the knowledge and skills to build websites with ASP.NET 2.0. and gain an understanding of the new architecture behind ASP.NET. This is learn-by-doing course. Hands-on practice is required. Prerequisite: PCE308

CS543 Agile Project Management (3.0 units) *

This is introductory course for Agile project management, promoting student get hands-on experience in real world agile software projects. The student will apply Agile Project Management methodologies in software projects employing different iterative-incremental processes, including SCRUM and Xtreme.

CS545 Advanced Topics in Operating System (3.0 units)

This course guides student conduct study of topics in operation systems. Areas covered by this course include: support for multiple processors and cores, interaction with devices, support for high-performance server applications, file systems, and the

interaction with and support for virtual machines. Prerequisite: PCE302

CS546 Unix/Linux Network Programming (3.0 units)
This course is designed for graduate students to gain hands on experience in unix/linux programming. The students will learn to develop unix/linux network applications using a number of unix/linux network programming interface techniques including sockets, XTI ,RPC. Topics include: an overview of transport layer, TCP sockets. Prerequisite: PCE302

CS548 Mobile Operating System (3.0 units)
This course guide students understand the Android mobile operating system. Students will covering topics include: mobile application guidelines in general, the Android SDK, and advanced Java concepts unique to the Android operating system. Prerequisite: CS536 or instructor's consent.

CS551 Compiler (3.0 units)
This course explores the implementation of modern programming languages by looking at compiler design and construction. The course focuses mainly on object-oriented programming languages, although it will also look briefly at compiling for languages from other programming paradigms. Major topics in compilation are covered, including scanning, parsing, semantic analysis, and code-generation. Time permitting; the course will also cover some advanced topics, including garbage collection and optimization. Prerequisite: PCE302, PCE308

CS552 Software Quality Assurance (3.0 units)
Building on fundamentals of software development process, this course focuses on techniques for ensuring software quality. Quality assurance is viewed as a holistic activity that runs through the entire development process: understanding the needs of clients and users; analyzing and documenting requirements; verifying and validating solutions through testing. Prerequisite: PCE302 or instructor's consent.

CS554 Software Requirement Management (3.0 units)
This course provides an introduction to the fundamentals of software requirements management. Topics covered include requirements gathering, system modeling and software specifications. Students are also exposed to emerging topics such as components, patterns and reuse that promise major improvements in software development productivity. Prerequisite: PCE302.

CS558 Software & Systems Requirements Engineering (3.0 units) *
This is a project based course that involves student in a real world software and system requirement engineering project. The project gives students exposure to major concepts, notations, techniques, methods and tools that be used to support the various requirements engineering activities and compliances. Prerequisite: PCE302

CS560 Algorithms and Design (3.0 units)
This course provides an in-depth analysis and efficient use of algorithms to solve problems. Well-structured programs are studied; modular, top-down design is emphasized. Topics include the use of data structures techniques to design efficient algorithms and analyze their complexity, efficient implementation of combinatorial algorithms, sorting, searching, and geometric problems, and branch and bound algorithms. Prerequisite: PCE302, PCE308

CS562 Advanced Java and Internet Applications (3.0 units)
This course is designed to give the students an in-depth understanding of Java programming techniques. The course focuses on advanced Java language features and packages that are essential for building a variety of application architectures. Topics include Java techniques of WAP, XML, JNI, thread, network programming, Servlet, JSP, JDBC, and internalization. Upon completion of this course, the students should be well prepared to create enterprise-wide, Java-centric solutions to client/server problems involving Java and networks. Each technology topic will cover its uses, implementation, and language issues. Hands-on exercises are required. Prerequisite: CS508 or instructor's consent

CS565 Java Web Application (3.0 units) *

This course provides an overview of the basic architecture of the Java Platform Enterprise Edition as well as an in-depth discussion of its primary components. Students participated real world java EE application projects, gain an understanding of the purpose of each technology along with exposure to the Java classes and interfaces used by Java EE developers. Prerequisite: CS508 or instructor's consent

CS570 Effective Software Test Automation (3.0 units)

Organizations continuously look for ways in which to reduce the time and effort required to test software applications. This course deliver students what automated testing means, what aspects of the testing process can be automated, and what implementation strategies will ensure successful deployment and continued use. Students will learn how to automate test management and reporting, functionality and regression tests, load and performance tests, and application and environment monitoring. Prerequisite: PCE302

CS577 Advanced Database Design and Development (3.0 units)

This course is intended for graduate students to further explore database server development and database tuning. The course specifically details procedural extensions to SQL to develop stored procedures, functions, packages and database triggers. In addition, it covers database performance tuning from application development point of view by exploring query optimizer, database hints, and various database access methods. Hands-on exercises are required. Prerequisite: CS467

CS578 Database and Internet Server Programming (3.0 units)

This course introduces current client/server data access concepts on the Internet. It covers the fundamental concepts of the 3-tier model, Internet database access, and major tools and techniques utilized in application development. Topics include N-tier model, JDBC with database applications, Java Servlet, JSP and JavaBean, WML, and XML. Hands-on exercises are an integral part of the course. Prerequisite: CS467 or instructor's consent

CS583 Advance Database Topics (3.0 units)

This course will investigate some of the main requirements and technologies that are evolving within Database space. They include, but are not limited to: Data Models, Concurrency control, Fault tolerance, Operating system interactions, Query processing, principles of tuning. The course will focus on above topics and will try to understand better how they might be integrated into a DBMS's. Prerequisite: CS467 or instructor's consent.

CS612 Java and Cloud Computing (3.0 units) *

This course deepens students understanding about Java and introduces Java's role in cloud computing by putting students in real world projects. Jave EE, Hardoop, VMware, Amazon and Google cloud computing platform, cloud software, platform and tools will be evaluated and used in projects. Prerequisite: PCE302, CS508 or instructor's consent.

CS621 Computer Network Security (3.0 units)

The course covers theory and practice of computer security, focusing in particular on the security aspects of the web and Internet. It surveys cryptographic tools used to provide security, such as shared key encryption (DES, 3DES, RC-4/5/6, etc.); public key encryption, key exchange, and digital signature. It then reviews how these tools are utilized in the internet protocols and applications such as SSL/TLS, IPSEC, Kerberos, PGP, S/MIME, SET, and others (including wireless). System security issues, such as viruses, intrusion, and firewalls, will also be covered. Prerequisite: CS520

CS623 Network Management System (3.0 units)

This course is to guide students study on current and emerging network management standards and technology that will empower them to enter employment and/or further education and training in the telecom and computer network management field. Prerequisite: PCE302, PCE308 or Instructor's Consent.

CS627 Software Testing Tools (3.0 units)

This course provides students with multiple main stream software tools and frameworks. Students will investigate and evaluate multiple tools and frameworks including: functional testing tools, unit testing tools, load & performance tools, test management tools and memory testing and debugging tools. Prerequisite: PCE302 or instructor's consent.

CS637 XML and Web Services Development (3.0 units)

Markup language (XML) is rapidly becoming the standard information description language, and has been used in almost all areas related to computer and information technologies, such as Internet, semiconductor, bioinformatics, etc. Its usage will continuously grow. Web Services refer to the infrastructure that supports a rapidly emerging style for developing applications that rely on the Internet and WWW for portions of their functionality. Prerequisite: CS508

CS639 Computer Game Development (3.0 units)

To develop a successful computer game, knowledge about computer programming, psychology, economics and marketing need to be seamlessly integrated. This course guides students to utilize almost all computer science knowledge for game development, such as Data Structures, Algorithms, Artificial Intelligence, Networking, Computer Graphics and Human-Computer Interaction. It also brings students hands-on experience in real-world skills including design, teamwork, management, documentation and solid communications. This course will delve into topics such as the game engine, sound, rendering, modeling, and the user interface. Prerequisite: CS508

CS641 Web Services and Service Oriented Architecture (3.0 units)

This course will cover topics of Web Service and Service Oriented Architecture. Topics include fundamentals of SOA and Web services, XML fundamentals, SOA runtime elements, concept of Enterprise Service Bus, and the role of Business Process Execution language. Prerequisite: CS508

CS643 Location-Based & Context-Aware System (3.0 units)

This course examines mobile location based services, appliances, smart devices, software agents, electronic communication, sensor networks, security frameworks, and intelligent software agents. The course will also discusses the use of context awareness for communication among people, devices, and software agents and how sensors can be aware of their own situations. Prerequisite: CS536

CS678 Network Security in Wireless Systems (3.0 units)

A secure network is the fundamental requirement for network communication. This class mainly addresses the security issue in accessing the network, including the security in wireless access. The objectives of the class are to teach students the fundamentals in cryptography, the concept of security, and the practical use of virtual private networks (VPN). Topics include IPSec (IP Security), Web Security, VPN, and wireless network security. Prerequisite: CS520, or instructor's consent

Electrical Engineering

EE440 Logic Design (3.0 units)

This course is intended to provide the students the opportunity to use the knowledge and experience acquired in previous digital circuit courses to further understand the design aspect of digital integrated circuits and devices. The course focuses on various logic design techniques to design a variety of combinatorial and sequential circuits. Timing considerations are analyzed for asynchronous and synchronous circuit designs with emphasis on state machine design approaches.

EE471 Verilog HDL and Digital Design (3.0 units)

This course develops the students' ability to design the basic building blocks of modern digital systems and provides them with a fundamental knowledge of the design methodology, design considerations, and verification strategies for complicated digital hardware design. Topics include Verilog HDL basics, simulation, Synthesis of digital systems using Verilog HDL. The students practice using the tools for design projects on UNIX system or Windows system.

Mentor Modelsim for HDL Simulation, Cadence Verilog-XL, and Silo III Verilog Simulator from SimuCAD are available in the Labs. Hands-on practices are required. Prerequisite: EE440

EE505 Microcomputer Structure and Programming (3.0 units)

This course is designed for the students to learn microprocessor architecture and gain hands-on experience with at least one popular microprocessor. Topics include microprocessor architecture and development tools - using a popular microprocessor for case study, programming with ASM/C for exercises; instruction set, hardware feature, I/O and timer, interrupt, and a survey of other microprocessors. Hands-on experience in microcomputer programmingand applications through laboratory projects is required. Prerequisite: EE440

EE512 Embedded Systems Hardware Architectures (3.0 units)

This course covers the hardware components in a typical embedded system and their interfaces. The course begins with an inside look at some typical embedded systems and the functional blocks within those systems. The course addresses design considerations for such systems and several approaches to system building that are common in the industry. The various types of memories commonly used in embedded systems and their interfaces are covered. The course also addresses the basic concepts in microprocessors, microcontrollers and DSP, and introduces the typical buses used at the system level.

EE515 Advanced Computer Organization And Structure (3.0 units)

This course is designed to further investigate modern computer design. Topics include an in-depth study of multiprocessor architecture and interconnection networks, pipeline, data flow, algorithm structures, memory system design, cache memory design, and a comparison of the performance and design among various computer architectures. Hands-on project experience is required. Prerequisite: EE505

EE525 Wireless Communication System (3.0 units)

This course introduces the principles of cellular communications systems. Second generation (2G) third generation (3G), digital, mobile cellular, and personal communications systems (PCS) concepts are discussed, including the cellular concept, frequency reuse, propagation, multiple access, power control, handoff, and traffic engineering. Prerequisite: EE460

EE556 Hardware I/O Concepts and Protocols (3.0 units)

This course will help one understand the IO technology in depth. This course focuses on IO technologies, and walks students through the complexities of IO subsystems in modern computer and networking systems. After covering the basic concepts of IO, deeper aspects regarding the most prevalent IO interconnect will be visited: PCI Express. The need for PCI Express, its evolution from PCI/PCI-X, and the details of the protocol will be studied. The course will touch upon will the three address spaces (configuration, memory, and IO) and cover how devices are discovered and configured.

EE557 Designing using FPGAs (3.0 units) *

This course involves students in real world FPGA design project. Student will learn to use software tools to implement a design and gain a firm understanding of the Altera FPGA architecture. Learn the best design practices from the pros and understand the subtleties of the Altera design flow, learn about Altera Cyclone II FPGA and do hands-on project with the Altera-DE2 FPGA bpard. Other topics include FPGA architecture, good design practices, understanding report contents, and global timing constraints. Prerequisite: EE471

EE581 Low Power Hardware Design (3.0 units)

This course is designed to further investigate ASIC front-to -back design automation. It also introduces concepts in advanced industrial deep sub micro backend design. Topics include library review, floor planning in SE, physical synthesis, CTPKS, timing closure, RCextraction, back annotated from back to front, non-default routing rule implementation, double cut-via implementation for 0.13u and below

technology, shielding, and route. Hands-on practices are required.

English

ESL100 (9.0 units)
This high intermediate ESL course develops four English macro skills: Listening, Speaking, Reading and Writing. Students will be provided with abundant short reading materials, a variety of listening and speaking practices, such as presentation opportunities, and writing practices such as short reflections, narrations, or descriptions in the class, besides, grammar teaching will also be combined with the writing practice. This course helps students master the basic skills of the four macro skills and the pronunciation skills. Simple and direct conversation forms will also be taught.

ESL200 (9.0 units)
This course level focuses on the advanced ESL content. For speaking, the course requires ideas expression, opinion sharing, group discussion, etc; for listening, comprehension, note-taking or dictations, and news, academic passages, etc are also required; for reading, advanced reading materials such as middle length academic passages and news report will be included; for writing, short essay writing will be added and writing skills such as organization, forms, etc will be taught. From this course, students could improve the four macro skills and can master more complicated reading and writing skills. Prerequisite: ESL100, or Instructor's Consent.

ESL300 (9.0 units)
This level course will focus on college level reading and writing skills. Long academic essay reading and writing are required. Speech giving and other presentations are also required. Presentations, literature circles, essay writing and group discussions are the main components of the class. From this course level, students can learn to write well-organized academic essays, and more fluent oral English. Prerequisite: ESL200, or Instructor's Consent.

Finance

FIN503 Financial Times Review (3.0 units) *
This is a blended survey course of accounting and financial concepts, including the basic accounting equation, financial statement structure, financial statement analysis, cost structures fixed/variable/ breakeven analysis/overhead), and cost systems. It is furthermore an introduction to basic capital markets, working capital management, and present value concepts. Application to specific areas of professional practice will be emphasized.

FIN510 Financial Management (3.0 units) *
This course provides a clear and concise understanding of the various financial markets that exist as well as the different financial institutions that serve those markets. Student will learn in the real world to distinguish between depository and non-depository firms and the importance of interest rates, the role of the Federal Reserve on the economy, and the mechanics of such "core" calculations as yield and pricing. The policy implications of governmental regulation and congressional legislation are given appropriate consideration. Prerequisite: ACC500 or Advisor's consent

FIN520 Financial Accounting (3.0 units)
This course provides an approach to the concepts and uses of financial accounting information in today's business environment and its application to the managerial decision-making. Students are taught key topics such as the theory of debits and credits, the accounting cycle, accruals and deferrals, and an analysis of basic financial statements. Special projects will enable students to apply these concepts to real world problems.

FIN532 Advanced Corporate Finance (3.0 units)
This advance course reviews much of the scientific evidence in the field of corporate finance. It exposes the student to a number of advanced subjects, including risk management, financial planning, and dividend policies. Required research topics include investment banking and the capital acquisition process, corporate structure, compensation policies

and managerial incentives, and other corporate control mechanisms.

FIN546 Financial and Tax Planning (3.0 units)
This course is designed to provide a capstone experience for Financial Management majors in the Financial Planning Concentration. It challenges students to apply financial planning techniques, procedures, and practices to actual problems and cases. Topics considered may vary with each offering of the course. Prerequisite: FIN503, FIN510

Health Care

HCM505 Strategic Planning and Marketing in Health Care (3.0 units)
This course integrates the study of strategic planning and marketing in health care based on an analysis of secondary quantitative and qualitative data. This approach is used to study changes in technological, social, political, regulatory, and the competitive aspects of this industry. The student can expect to be challenged in light of the current trends in new health care initiatives.

HCM506 Continuous Quality Improvement in Health Services (3.0 units)
This course focuses on the administrative and professional issues pertinent to health care quality. This approach will also include a look at the early beginnings of health care and most recent trends in state-of-the-art practices. The role of governmental compliance agencies will also be examined.

HCM521 Economics of Health (3.0 units)
The course provides a framework for the study and application of microeconomics principles to the health care industry. Particular focus will be on the economic behavior of health care systems, third party payment systems, and the asymmetry of information in health care markets.

HCM522 Organization and Systems of Health Care (3.0 units)
This blended course examines the operational activities and managerial functions essential to the health care delivery system. Additionally, the emphasis is on the challenges posed to management in developing effective leadership results in whatever health care delivery system they operate.

HCM532 Information Technology in Health Care (3.0 units) *
This course covers the information technology systems in place in today's health care system. The relationship between health information management and the health care delivery system will also be learned. Students are expected to interact with the real world of health care and to become familiar with accreditation, certification, and the licensing of health care facilities.

Human Resource

HRM501 Human Resources Management (3.0 units)
This course provides the basic framework for the effective management of human resources. Coverage includes the study of management practices, recruitment and selection of employees, training and development, compensation and benefits, and employee and labor relations. The role of the law in human resources management is integrated throughout the course.

HRM503 Business Writing (3.0 units) *
This course provides students with a thorough grounding in writing and composing in English with particular emphasis on effective professional communications at management, marketing, administrative, and research levels. The student gains knowledge and experience in choosing and composing various types of real-world business correspondence.

HRM508 Negotiation and Conflict Resolution (3.0 units) *
This course studies the field of business negotiations and effective conflict resolution. The student will have the opportunity to learn different models of negotiation effectiveness and how to deal with an environment often fraught with employer and employee labor relations conflict in a real world environment.

HRM515 Human Behavior in Organization (3.0 units)
This course examines the dynamics of human behavior in organizations. How organizational culture plays a critical role in how organizations are managed and lead is emphasized. Additionally, the role of the individual, groups and teams in meeting organizational objectives is also discussed. Finally, organizational structure is presented as the means to the effective management of the people in the company.

HRM518 Managing Innovation and Change (3.0 units)
This course is about how the management team of a company can create a culture of innovation and change. Accordingly, current theories and practices in innovation and change are studied in the course through a series of readings and augmented by current case studies. Students are led to "think" innovation and change in any business endeavor. Prerequisite: HRM501 or Advisor's consent

HRM522 Communication for Managers (3.0 units)
This course covers techniques and methods for becoming an effective communicator as a manager, particularly in a multi-cultural or international context. The course will teach the student how to prepare and organize presentations as well as how to become a more effective writer in a business setting. This is more of a practice and application course so students will have several opportunities to speak and write on selected themes using the most current technology tools of the internet.

HRM530 Leadership in Business Communication (3.0 units)
This course uses cases and other "real-world" examples to deeply explore the challenges faced by 21st century communications professionals as business leaders, linking best practices to business strategy. This will include introduction and application of analytical "lenses" from business, communications, and sociology for investigation of material.

HRM545 Compensation Management (3.0 units)
This is a blended course that explores the discipline of compensation management. The processes of job analysis and job evaluation are discussed as methods to determine internal pay equity. Market wage surveys are presented as tools to ensure external equity, leading to wage scale development and other employee benefit options. Other topics include wage and benefit related laws, performance appraisal, and motivation theories.

HRM560 Measuring Performance (3.0 units) *
This course presents managers and supervisors with a clear model to plan, monitor, analyze, and maintain an effective process for performance improvement by each individual employee. Designed to encourage students to apply what they are learning to their current job responsibilities, this course offers exercises and assessments to determine their own readiness to implement performance management.

Information System

MIS500 Information Technology (3.0 units)
Basic computer concepts are covered with an emphasis on computer user skills within the Windows environment. The student will learn basic Windows Operating System concepts and commands, how to organize data files using folders, and usage of My Computer and Windows Explorer for file management.

MIS506 Information Systems for Competitive Advantage (3.0 units) *
This blended course provides students with the basic information analysis skills and tools needed to manage effectively in today's information intensive business climate. Students will learn to analytical problems from different areas of business as well as quantitative analytic concepts and techniques from a real world project. This offers students the opportunity to evaluate, analyze, and interpret data and present findings and conclusions that will be useful for managerial decision making through business applications and analytical software.

MIS515 E-Commerce Marketing (3.0 units) *

The course presents a survey of consumer and business-to-business electronic commerce models. It provides an introduction to e-business strategy and the development and architecture of e-business solutions. Explored are the technical components that focus on the linkage between organizational strategy and networked information techniques. Students develop a business plan that includes the creation of an e-business website using commercially available development tools. Prerequisite: MIS500 or Advisor's consent

MIS518 Data Decisions Systems (3.0 units)
This course is an overview of databases used in modern business organizations. Alternative data models and normalization of data are explored. Additionally, database design methodologies through the use of commercial software are factored into the learning process.

MIS526 Management Information System (3.0 units)
This course describes the role of information systems in the management of businesses, including current professional practices and methodologies. Among the topics covered are systems theory, decision theory, organizational models, the types of MIS, planning and MIS development. Prerequisite: MIS500 or Advisor's consent

MIS535 Strategic Computation & Communication Technology (3.0 units)
This course is designed for students to investigating trade in services and equipment policies of the United States, the European Community, and other major governments, as well as international trade agencies, international carriers, and transnational corporate users of telecommunications. Topics include competition and privatization, bilateral and multilateral trade agreements including GATT, the WTO, international technical standards, intellectual property, and the competitive satellite industry.

Marketing

MKT500 Marketing (3.0 units)
This course provides the fundamental concepts of the marketing process used by companies to manage their relationships with their customer base. Among the topics studied are the evolution of marketing as a business tool, the focus on the customer and buyer habits, and the conduct of research to guide marketing initiatives. The importance of marketing to the overall strategic management of the company is emphasized.

MKT504 Channels of Distribution (3.0 units)
This course examines the channels of distribution for goods and services in both profit and nonprofit organizations. It considers methods of optimizing the number and quality of institutions and activities employed in dealing with the exchange. The relationship of marketing channels to marketing mix and organizational objectives is fully explored.

MKT511 Consumer and Organizational Behavior (3.0 units)
This course provides an analysis of marketing strategies for consumer products and services. It focuses on consumer satisfaction and brand management. Specific factors discussed are product line and brand development, pricing strategies, channel and retail relationships, and marketing communication strategies for consumer goods and services.

MKT520 Global Marketing Management (3.0 units)
This is an advanced marketing course focusing on the development and implementation of global or international marketing strategies. Students will take their previous knowledge of marketing principles and take it to the next level. The course has a strong "business development" perspective and will focus on major markets using case studies and up-to-date examples.

MKT522 Advertising Management (3.0 units) *
This course guides students conduct researches and gain real life experience on the development and implementation of international marketing strategy by firms. Coming into this course, participants should already have a basic understanding of marketing principles. The course has a strong "business

development" perspective and will focus on major markets using case studies and other illustrations.

MKT531 Product Marketing (3.0 units) *
This is a blended course that focuses on the first of the four P's of marketing, that is, product, pricing, place and promotion. Key questions addressed are (1) how can the voice-of-the-customer be "heard" and "translated" into customer requirements, product specifications, and product prototypes, and (2) how can product design be used to enhance the customer value proposition? Applicable techniques explored are affinity diagrams, quality function deployment, and conjoint analysis for quantitatively assessing tradeoffs between product attributes. This is learn-by-doing course. Hands-on practice is required

MKT636 Sales & Marketing (3.0 units) *
This course put student in the real world project to understand the scope and nature of sales and marketing as an integrated function. The role of the sales manager is studied in the context of the organizational structure, the recruitment, selection, and training of salespeople. Key elements covered are compensation plans, sales forecasting, routing, and ethical practices.

MKT602 Strategic Management (3.0 units)
This course explores the concepts of strategy, strategic thinking, and strategic management throughout the business firm. The extensive study of the Five Forces Analysis is incorporated in analyzing the external environment of the competition and the S.W.O.T. analytical tool is used in analyzing the internal aspects of a company's situation. Using such basic tools, students have the opportunity to practice strategy formulation for business success in today's global business environment.

Practicum

CS395A/MBA395A (3.0 units) *
This course is designed for students in their selected program to learn by participating in real-world professional activities. Practicum project reports are required. The student must report regularly to their advisor. Only a P or NP grade can be earned in this course. Students with approval from the academic advisor may enroll in this course to gain practical experience. Prerequisite: Advisor's consent

CS395B/MBA395B (3.0 units) *
This course is for students in their selected program to participate in real-world professional practice for the second term. Practicum project reports are required. The student must report regularly to their advisor. Only a P or NP grade can be earned in this course. Student with approval from the academic advisor may enroll in this course to gain practical experience. Prerequisite: CS395A/MBA395A, or Advisor's content.

CS395C/MBA395C (3.0 units) *
This course is for students in their selected program to participate in real-world professional practice for a third term in a study program. Practicum project reports are required and the student must report regularly to their advisor. Only a P or NP grade can be earned in this course. Students with approval from the Academic Advisor may enroll in this course to gain practical experience. Prerequisite: CS395B/ MBA395B or Advisor's consent.

Project and Thesis

CS595/MBA595 CASE AND INDEPENDENT STUDY (3.0 UNITS)*

Independent studies tailors to student special interest in business administration under the direction of an instructor who is knowledgeable in the field. It may consist of reading, homework, tests, projects or presentations determined by the instructor.

CS597A/MBA597A DESIGN PROJECT 1 (3.0 units) *
This is the first part of a 2-semester design project series. In this course, students develop their creativity through developing a project under the close supervision of a project advisor from the faculty. The design project must be open-ended, whereas the design approach must employ modern design techniques and methodologies in the related fields. Completion of the design project entails (1) formulation of a design problem statement including realistic constraints such as economic factors, safety, and reliability issues, (2) design specifications, (3) consideration of alternative solutions, (4) manufacturing procedures, and (5) operation instructions. A research topic and proposal must be approved by the project advisor. The student must

follow the project guidelines throughout the period of research, implementation, testing, report writing, and related procedures, and meet with the advisor regularly. In this first part of the series, the student must complete the specification and the initial design with sufficient detail to estimate the effectiveness of the project, and the initial draft of the project report. Prerequisite: Advisor's consent

CS597B/MBA597B DESIGN PROJECT II (3.0 units) *

This is the second part of a 2-semester senior design project series. The student continues the design and construction of the project, system, or device, and completes the final report, including the design, implementation, and management of the project. Prerequisite: CS497A/MBA497A

CS598/MBA598 MASTER'S PROJECT (3.0) units*

This course is designed to develop student's research abilities. The student or project group will conduct the project under the close supervision of a project advisor. The research and development approach must employ up-to-date information and methodologies. Students are required to: 1.) Make decisions on the subject and formulation of the objective, 2.) Plan the research and development procedures and practical approach, 3.) Set a time table and operation instructions, and generate a proposal, 4.) Carry out their plan 5.) Exam and write a report regarding the results at the end. The project advisor must approve the project topic and proposal. The format of the report must be in accordance with HGU's project style guide and be approved by the advisor and tech writer. Prerequisite: Advisor's consent

CS599A/MBA599A MASTER'S THESIS I (3.0 units)*

This is the first part of a 2-part master's thesis course designed for students in their selected program who plans to pursue his/her research interests on a deeper level. Each part requires one semester to complete half of the entire project work. In this first part, the advisor will assist the student in identifying the research topic, shaping research ideas, and defining the research objectives and scope. The student then performs the following: topic studies, defining the project objectives and procedures, writing a project proposal and submitting it to the administration after obtaining his/her advisor's approval, working on research and implementation of the project, and documenting findings. Students are required to meet with the advisor regularly. Prerequisite: Advisor's consent

CS599B/MBA599B MASTER'S THESIS II (3.0 UNITS)*

This is the second part of the master's thesis course. At the beginning of the semester, the student should draw a conclusion on the research and development work for the project and begin to write a thesis report. The student should make and analyze the project work and results. This way, the student will gain in depth knowledge of the selected subject and develop independent thinking and research capabilities. The advisor and a tech writer must approve the report. Prerequisite: CS599A/MBA599A

Instructor's consent: Prerequisite containing the phrase of "or instructor's consent" is an option for the student to request the instructor to assess the student's ability and background in the listed prerequisite subjects when the student has acquired the background through other means, such as work or other experience.

** Courses may involve real life and hands on experiences. An employment letter or agreement maybe required. Please meet with academic advisor for approval.*

Chapter Seven – Faculty

Governing Board

Our Board of Directors governs Herguan University. Board members consist of HGU leaders, Scholars and Community leaders.

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Iris Lei
Subramanian Gunasekaran
Patricia Robbins
Charles Tzeng
Ying Q. Wang
Jerry Wang

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Registrar, *Denise Tu*

Finance Assistant, *Jenny Chen*
Finance Assistant, *Ami Chiragkumar Patel*

Faculty

Herguan University's faculty is made up industry leaders. We only select experienced and practicing Silicon Valley software and hardware engineers and business leaders to be on our faculty. Not only do these professionals know what is current and state of the industry, they know where the jobs are and how to perform them. Our faculty are tested and true professionals that excite their students with the latest and future trends so students are prepared to go to work for the jobs of today and tomorrow.

Dr. Reza Amirsolimani
- Ph.D. in Agricultural Economics, Brunel University, England.
- M.S. in Agricultural Economics, Aberdeen University, Scotland.
- B.S. in General Mathematics, Heriot-Watt University, Scotland.

Chi Iong Ansjory
- M.S. in Computer Engineering, University of Southern California,
- B.S. in Electrical Engineering and Computer Science, UC Berkeley,
- Cisco certified Network Professional (CCNP)
- Cisco certified Network Associate (CCNA)
- Graduate School of Management, UC Davis.

Dr. Arthur Ashurov
- Ph.D. in Technology Management with emphasis in Operations Management, Russian State University, Moscow, Russia.
- B.S.; M.Sc., Grozny University, Grozny, Russia.

Dr. Fred Dalili
- Ed.D. in Higher Educational Administration, University of Akron, OH.
- M.A. in Higher Educational Administration, University of Akron, OH.
- B.A. in Public Relations and Advertising, College of Mass Communications.

Sateesh Gudla
- M.S. in Electrical Engineering, University of Missouri, Rolla, MO.
- B.E. in Electronics and Communication Engineering, Osmania University, India.

Jack Ho
- M.S. in Business Administration, University of Massachusetts, Amherst, Isenberg Business School.
- M.S. in Electrical Engineering, Santa Clara University, Santa Clara, CA.
- B.S. in Electrical Engineering, Rensselaer Polytechnic Institute, Troy, NY.

Shireen Basit Khan
- MBA at California State Universty, CA
- B.Ed. in Mathematics and Physics, Barkatullah University, India

Dr. Charles Lee
- Ph.D. in Computer Science, Central Michigan University, Mount Pleasant, MI.
- B.S. in Radio Electronics, Liaoning University, Shen yang, Liaoning, China.
- Certificate in Project Management and Comptuer Security, Stanford University, Palo Alto, CA.
- Microsoft Certified Professional (Windows Server)
- Sun Certified Java Programmer.
- Sun Certified Java Developer.

Jeff Zhou Li
- M.S. in Computer Engineering, San Jose State University, San Jose, CA.
- B.S. in Computer Engineering, University of California at Santa Barbara, Santa Barbara, CA.

Dr. Lei Liu
- M.S. in Computer Information Systems, Hawaii Pacific University, HI.
- B.S. in Electronic Engineering, Air Force Institute of Engineering, China

John Liu
- M.S. in Computer Science, University of Cincinnati.
- B.S. in Computer Science, Beijing University.

Dr. Simon Luo
- Ph.D. in Computer Science, University of Georgia,
- M.S. in Computer Science, Institute of Automation, Chinese Academy of Sciences.
- B.S. in Electrical Engineering, Huazhong University of Science and Technology

Dr. Anthony U. Martinez
- J.D., Berkeley School of Law, University of California, CA.
- M.S.W, School of Social Work, Arizona State University, AZ.
- B.A. University of San Francisco, CA.

Rina Sondhi
- M.S. in English and Language Studies in Education, Roehampton Institue, Surrey.
- B.Ed. in English and Drama, Sheffield City Polytechnic, Sheffield.
- Diploma in Dramatherapy, Hoborn Performing Arts Centre, Institute of Dramatherapy.

Dr. Bilian Song
- Ph.D. in Supply Chain Management (Operations Research), The Hong Kong Polytechnic University, Hong Kong.
- M.S. in Computer Science, Donghua University, China.
- B.S. in Computer Science, Donghua University, China.

Dr. Rizwan Syed
- Ph.D. in Electrical and Computer Engineering, Wichita State University, KS (in progress)
- M.S. in Electrical and Computer Engineering, Wichita State University, KS.
- B.E. in Electronics and Computer Engineering, Anna University, India.
- Cisco Certified Network Administrator (CCNA)
- Post Graduation Diploma in Computer Applications (PGDCA)
- Microsoft Certified Personnel (MCP)

Dr. Lee Winters
- MD Technological University of Santiago, Chile.
- M.H.A. in Health Care Organization Administration, University of Washington, DC.
- B.A. Chapman University, CA.
- University Professor Teaching Certificate, University of California, Berkeley. CA.

Dr. Min Zhou
- Ph.D. in Computer Sciences, University of Illinois, Chicago, IL.
- M.S. in Computer Science, University of Illinois, Chicago, IL.
- B.S. in Chemistry, University of Science and Technology of China, China.
- Sun Certified J2EE Programmer.
- Microsoft Windows Application and System Programming Certificate.

Robert Zhu
- M.S. in Software Engineering – Program Management, Carnegie Mellon University, Stanford Computer Networking Program

- M.S. in Electrical Engineering, Sichuan University, China.
- B.S. in Electrical Engineering, Sichuan University, China.