Talladega College Graduate Catalog

The catalog of the college is the document of authority for all students. Any academic unit may issue additional or more specific information that is consistent with approved policy. The information in the catalog supersedes that issued by any other unit if there is a conflict between the two.

The catalog of the college comprises four sections: General Information, Admission Requirements, Registration, and Course Descriptions. Course descriptions in college catalogs are correct at the time of publication.
General Information

About Talladega College:

Talladega College is located in a historic district of the city of Talladega, Alabama. The campus is on a plateau about 700 feet above sea level in the heart of a fertile valley in the foothills of the Blue Ridge Mountains. The campus is a quiet place - away from the distractions and fast pace of urban living.

Talladega's main campus includes 41 buildings on 50 acres, surrounded by the city and gently rolling woodlands. The beautiful oak-lined campus boasts several historic landmarks: Swayne Hall (1852), the original school house, has been used for classrooms; the President's House (1881); DeForest Chapel (1903), that houses the famous 17 stained-glass windows by David C. Driskell; and Savery Library (1939), home of the Amistad Murals by famed artist Hale Woodruff.

The college has an aggressive tradition of bringing the world to Talladega. This comes in many forms, including workshops, forums and lectures, and a variety of outstanding artists, scientists, and political, business, and civic leaders. Talladega's neighboring cities also offer many other cultural and entertainment outlets, as well as shopping, restaurants, and theaters. The college is just 25 miles south of the city of Anniston, Alabama, 50 miles east of Birmingham, Alabama, 85 miles north of Montgomery, Alabama, and 100 miles west of Atlanta, Georgia.

Mission Statement

Talladega College is an institution rich in history whose mission is to equip its graduates for the global community through academic excellence, moral values, community service and professional development.

Vision Statement

Talladega College aspires to be a center of academic excellence in liberal arts higher education; thus preparing students not only for graduate studies but also for the global community.

CORE VALUES:

STUDENTS FIRST: The main stakeholders are students.

ACCOUNTABILITY: Faculty and Staff promote planning that builds on a culture of responsibility and transparency, including the provision of benchmarks for measuring progress.

INTEGRITY: Foster honesty by acting in a candid, fair, and ethical manner, creating a culture of trust that is evident in all College activities and decision-making.

DIVERSITY: Expose students to diversity inherent in the world in which we live.

EXCELLENCE: To teach high-quality educational programs and perform innovatively.
research, thus being preeminent in all that we do.

ACCREDITATION

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Talladega College is accredited by the Commission on Colleges of Southern Association of Colleges and Schools to award associate, baccalaureate, and masters degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Talladega College.

- The Social Work program is accredited by the Council on Social Work Education.
- The Teacher Education Program is accredited by Alabama State Department of Education.

Contact the Council on Social Work Education (CSWE) at:
1701 Duke Street, Suite 200
Alexandria, VA 22314-3457
Phone: (703)683-8080
Fax: (703)683-8099

The address for Alabama State Department is:
50 N Ripley Street
Montgomery, Alabama 36104
Phone:(334)242-9700

Statement on Equal Educational Opportunity

The Talladega College is committed to an educational and working environment that provides equal opportunity to all members of the College community. By federal and state law, the College prohibits unlawful discrimination, including harassment, by race; color; religion; national origin; gender, including sexual harassment; age; disability; citizenship; and veteran status. Discrimination by sexual orientation, gender identity, and gender expression is also prohibited under College policy.

The Learning Environment

At Talladega College, we pride ourselves on ensuring that students are central to learning. We also recognize that interactions between a professor and student are a critical factor in the student’s success. In such an atmosphere, where questions are encouraged, and ideas are valued, a person learns not only technical skills, but also respect for ideas and individuals.

Faculty

The criteria for faculty selection at Talladega College include academic credentials, professional competence in the area of instruction, proven ability as a teacher, a passion for teaching and learning, and a true commitment to the educational aspirations of a diversified student body.
Talladega College faculty possess academic expertise and years of professional experience. The majority of our faculty are currently holding the terminal degree in their field of study. Semester student evaluations of course and instructors, college observations, and tools used to measure faculty performance all assist Talladega College in maintaining a world class faculty.

**Program Evaluation and Development**

Talladega College offers academic programs consistent with its mission and core values: effective regular and adult learning and rigorous academic standards; a supportive learning environment that enables regular and adults to achieve their professional and personal goals; superior customer service; and educational access to all desiring and qualified adults.

The college regularly reviews all degree granting programs and uses assessment tools designed to improve student learning. Students and curriculum study committees play an important role in shaping the curriculum by participating in surveys and focus groups and by providing individual feedback.

**Assessment**

Student Learning Outcomes assessment at Talladega College (TC) is an integral part of learning. It focuses on what students learn in their course of study. The learning outcomes that students are expected to master while at TC, as well as their level of performance, are defined in the course materials. Students are assessed through examinations, surveys, nationally-normed assessment instruments, and program specific performance assessments.

**Class Size**

Class size varies based on the objectives of the course being taught and the teaching demands of the subject matter on the faculty. In general, Talladega College aims to keep the student-to-instructor ratio low, with no more than 20 students per instructor in its online courses.

**Semester System**

Talladega College operates on a semester system, providing courses for students on a year-round basis. There are four semesters of classes offered during the year: Fall, Spring I, Spring II, and Summer. Each semester is approximately eleven (11) weeks long. Master’s Degree (MSCIS): 30 Credit Hours total.

**Talladega College Address**

627 West Battle Street
Talladega, AL 35160
256-761-6200
http://www.talladega.edu

**Mode of Delivery: Online**

Talladega College intends to offer a flexible, affordable, and 100% online graduate program designed to be completed in as few as 18 months in Master of Science in Computer Information Systems (MSCIS) with two concentrations areas 1) Cybersecurity and 2) Health Informatics.
Students enrolled at Talladega College in the graduate academic program need to take online courses. Students must have reliable access to a computer and the Internet. The synchronous and asynchronous methodology will be used in online courses by using the chat room, online meeting applications such as Zoom and GoToMeeting. Asynchronous courses use a delivery platform that allows independent online study, where students can access course content and interact with the professor at different times.

All synchronous and asynchronous classes are conducted online. During the scheduled class periods offered synchronously, each class member accesses the college’s learning management system and is online in a conversational mode with the instructor and other class members. In this mode, the students are presented lectures, case studies, discussion questions, and problems; they interact with the instructor and other class members.

Asynchronous classes are conducted by and developed in coordination with the Talladega College faculty. During the course, faculty assess students, respond to inquiries, and interact with the students to support their learning efforts. Student assessment typically includes discussions, videos, written exams, quizzes, projects, presentations, research papers, and case studies. Live chat sessions serve as open discussion sessions, during which students are coached, topic questions are elaborated upon, and feedback is given on assessment events. Video and other multimedia are encouraged to provide additional forums for faculty and students to share insights.

Students can contact their instructor outside the scheduled online sessions by e-mail, telephone, or by scheduling personal meetings. A constant academic dialogue is maintained as students submit their assignments throughout the semester and receive feedback from the instructor.

Students taking classes online must meet the same admission, and financial aid requirements must observe the same policies and procedures and have the same access to student services and activities as those students taking classes in the traditional classroom environment at the Talladega College.

**Careers Resources**

Talladega College is committed to helping students reach their career goals. There are a wide range of services and resources that have been carefully selected to assist students in preparing for future professional positions through Talladega College Career Department. The college makes these career resources available to students throughout their academic journeys.

**Online Career Resources**

Talladega College is developing and planning to use the following online career resources to offer online students through the Career Department.
Optimal Resume Career & Talent Suite: A career management system that contains an online job board as well as custom career software for building resumes, cover letters, and portfolios. An added feature is an interactive interviewing module allowing students to conduct and/or record mock interviews.

- **CareerSpots**: A career library with over 600 videos that provide relevant career advice and information from leading experts in the field.
- **Candid Career**: This unique portal provides informational interviews of professionals in all types of jobs and industries.
- **Resume Reviews**: Students may have the opportunity to review different resumes and portfolios. An added feature is an interactive interviewing module allowing students.
POLICIES AND PROCEDURES

Admission

General Admission Information:
Talladega College seeks students who have a desire for education in the fields of business, accounting, criminal justice, healthcare administration, human resource management, management, information systems and information technology. Talladega College is committed to a policy of equal opportunity in the recruitment and admission of students, and access to student financial assistance, other student services, and activities. Talladega College does not discriminate by age, sex, gender identity, race, color, religion, disability, sexual orientation, marital status, veteran status, national origin or any other basis as specified by federal, state, or local laws and regulations.

Prospective students are encouraged to visit the college to speak with an Admissions Officer. Admissions personnel are available at the campus and online.

The procedures and criteria for admission given in this section are effective as of the date of publication.

In compliance with the Federal Student Right-to-Know Act, information about graduation rates and crime statistics is available from the Office of Admissions and Office of Institutional Effectiveness and Research.

Questions about graduate admission may be addressed to the Office of Admissions by telephone or by e-mail.

By Mail:
Office of Admissions
Talladega College
627 Battle Street West
Talladega, AL 35160
Phone: (866) 540-3956
or (256) 761-6235
Email: admissions@talladega.edu

Admission Policy
No matter your passion, Talladega College has an online master’s degree to help you get where you want to go by offering a flexible and affordable graduate program designed to be completed in as few as 18 months.

Talladega College offers admission to applicants who demonstrate the highest potential for a successful graduate study to support the college’s mission statement by producing the leaders of the global community through academic excellence.
The program evaluates applicants by their prior performance and professional promise as evidenced by academic records, letters of reference, and other pertinent data. An applicant must meet the following requirements:
Applying for Admission

Graduate Admission Requirement:

Talladega College will receive admissions applications throughout the year and classes begin in fall, summer, and spring semester in an academic year. Careful consideration will be given to each applicant’s qualifications in the following areas: academic potential, readiness, personal motivation, and goals. It is the college’s goal to facilitate an effective and applicant-friendly admissions process. Academic Advisors will be available to assist prospective students in this process.

Once an applicant for a graduate degree program has submitted an application and supporting materials they are put in a “pending applicant” status until the respective office reviews the applicant’s materials. A decision is made to accept or deny admission to the graduate program.

- Once Talladega College accepts an applicant, and the applicant submits an Enrollment Agreement, the applicant’s status is changed to admit. The Academic Policy date for admitted students is based on the date the college processes the Enrollment Agreement.

- If an applicant is denied admissions to the graduate program at Talladega College, the applicant’s status is changed to admission denied.

- Bachelor Degree: Applicants must have completed a Bachelor of Science or a Bachelor of Arts degree from a regionally accredited institution with a major of computer science, computer information systems, management information systems, business, criminal justice, or a closely related field, or computer professionals with equivalent academic preparation graduating with at least 2.50 GPA on a 4.0 scale or a 2.5 on a 4.0 scale for the last 60 semester credit or 90 quarter credits (approximately two years of work) for the baccalaureate degree. Some majors, other than computer science, computer information systems or business will require some additional fundamental courses to enhance student success in the program. An earned master’s degree or higher from a regionally accredited institution supersedes the minimum standards for the baccalaureate.

- For applicants with graduate coursework but who have not earned a master’s degree or higher, the GPA from the graduate work may be used to meet the requirement. The minimum GPA is a cumulative 3.0 on a 4.0 scale for all graduate coursework undertaken.

- Standardized Test Scores: GMAT and GRE are not required.
Admission Tests

The Master of Science in Computer Information Systems program is not required to take the standardized tests such as The Graduate Record Examinations General Test (GRE), the Graduate Management Admission Test (GMAT), and the Test of English as a Foreign Language (TOEFL), but a graduate student’s application should demonstrate the evidence of speaking and writing English language.

Talladega College does not provide developmental courses for students who are not prepared for master-level study. In the MSCIS program, courses that have prerequisites must be completed by the student to fulfill the admission requirement before starting the courses.

Undeclared Program Admission

A student who wishes to take selected courses for personal and professional improvement may apply as a non-degree seeking student with an undeclared major at the graduate level. Every effort will be made to accommodate such students subject to prerequisites and enrollment limitations. An academic administrator will determine, based on a personal interview with the student, whether students who wish to take courses at the master’s level have the potential to meet the course learning outcomes.

Undeclared program students need to meet with the Financial Aid Director for federal financial aid programs. Credit earned by an undeclared program student may be applied toward a degree program.

Full Acceptance

An applicant who meets all requirements for admission to the degree program is granted full acceptance status.

Readmission-Graduate

A student whose study is interrupted for three or more consecutive semesters must apply for readmission. Students may be subject to the curriculum and all other academic requirements and regulations in effect at the time of readmission. Students should seek academic advising before registration.

Admission Application Deadlines for the USA and International Applicants

- Fall 2018 – June 10, 2018
- Spring 2019 – November 3, 2018 [Spring I & II]
- Summer 2019 – April 15, 2019
International Admission:

Talladega College will consider graduate applicants who have earned three-year baccalaureate degrees from 15-year education systems. The school from which the applicant has earned the degree must be a formally recognized or regionally accredited institution of their higher learning commission recognized by their State. It is an online program, but students are expected to read, write, and speak English fluently. International applicants must comply with all requirements set forth for domestic applicants and supplement their application with additional requirements (if any).

International applicants should submit official transcripts printed in the official language of instruction of their institution. All transcripts must be submitted in hard copy format unless the institution only offers electronic transcripts. If your institution offers the option to send transcripts electronically using a secure server, please send to admissions@talladega.edu. If the official language of instruction is not English, officially translated copies should also be submitted by a qualified educational translation service.

Dual Master’s Degree: An applicant already holding a master's degree may apply for a second master's degree.

Application Fee:

A $75 non-refundable application fee is required. Pay online or by phone with a credit card or via mail by check or money order.

Steps To Apply

- Application Form
- Application Fee
- Official Transcript Each Post-Secondary Institution Attended
- Two References
- Personal Statement
- Resume

Awarding of Transfer Credit

Talladega College will assess the transferability of courses by evaluating the official transcript from previous college coursework. The program catalog addresses the details for Transfer of Credit and stipulates the guidelines under which transfer credits can be awarded. The Registrar completes a transfer evaluation form.

Transfer students seeking evaluation of previous graduate level credit must provide evidence the courses are comparable in content to those offered in the program of study at Talladega College and come from an institution that is recognized by an agency recognized by the U.S. Department of Education or regional credible institution.

Talladega College accepts transfer credit from international institutions that are deemed equivalent to coursework in the United States. All international education
documents are submitted to an approved third party evaluation provider that is a NACES member and must meet the same criteria as listed above. The college can only accept up to 9 transfer credit awards toward the award of a master’s degree.

Students may transfer up to 9 credit hours toward a master's degree in domestic or international as long as the graduate coursework and credit hours were earned within a five-year period preceding the request for transfer hours from a regionally accredited institution.

All transfer credit must carry a minimum grade of “B” or better and may not have been applied toward another degree program. Students must request transfer credit before enrolled in the program and transfer credit hours must be submitted on the Transfer of Credit Request form and be approved by the Talladega College Registrar’s Office.

Credit through work experience through job responsibilities in the IT field.

A student must have at least three years of professional experience in leadership, management, or problem-solving role. Admission on this basis requires approval from the Division Dean after reviewing a resume, a written statement explaining an applicant’s professional experience, and acknowledgment of maintaining the college’s minimum GPA requirements. The transfer credit through job responsibilities or experience should be evaluated by the Talladega College accepted the credit toward college credit evaluated by the American Council on Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services.

Credit by Professional Certificates

Academic credit may be given for adequately documented and validated industry-recognized credentials. These credits must be reviewed/approved by the Vice President for Academic Affairs, Division Deans and Admission Review Committee. Once received, course credits based on credentials will be posted to the official academic transcript.

Students can be considered for academic credit through their certification completion from the industries. Students must present documentation in the form of a letter, transcript, or certificate to the Registrar’s Office showing that they passed and were awarded the certification. Courses less than 600 and above level graduate work in not transferable.

MSCIS: Awarding of Transfer Credit

Students may transfer up to 9 credit hours toward a master's degree as long as the graduate coursework and credit hours were earned within a five-year period preceding the request for transfer hours from a regionally accredited institution.
All transfer credit must carry a minimum grade of “B” and may not have been applied toward another degree program. Students must request transfer credit before enrollment in the program and transfer credit hours must be submitted on the Transfer of Credit Request form.

Credit through work experience through job responsibilities in the IT field.

Non-traditional Transfer Credits

Credits earned through the military are considered non-traditional credits because they are not earned through a standard college classroom setting. Talladega College accepted the credit toward college credit evaluated by the American Council on Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services.

<table>
<thead>
<tr>
<th>Transfer Credit hours Type</th>
<th>Description</th>
<th>External Approval Authority</th>
<th>Reviewed by:</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work experience</td>
<td>At least three years of professional experience in leadership, management, or problem-solving role</td>
<td>ACE</td>
<td>Admission Committee, provost and Program Chair</td>
<td>Transcripts for Military Personnel: ACE provides quality assurance and policy guidance for the Joint Services Transcript (JST) used by the Army, Marine Corps, Navy, and Coast Guard. Talladega College recognizes these transcripts as official documentation of military training and experiences and applicable ACE credit recommendations.</td>
</tr>
</tbody>
</table>

- Army Joint Services Transcript
- Marine Corps Joint Services Transcript
| Credit by Military Services | Talladega College accepts college credit by military services determine by ACE | ACE | Admission Committee, provost and Program Chair |
| Credit for Professional Courses | Talladega College accepts college credit by professional courses determine by ACE | ACE |
| Credit for Industry Certifications | Talladega College accepts Industry certificates and determine eligibility for college credit | Detailed are listed below |

**Credit Industry Certifications:**

Students can be considered for academic credit through their industry certification completion. The industry certification should be completed within three to five years at the time of admission.
### Industry Certifications

<table>
<thead>
<tr>
<th>CompTIA Certifications or ISACS &amp; (ISC)²</th>
<th>MSCIS Courses</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Information Systems Security Professional (CISSP) (ISC)² or CCFP - Certified Cyber Forensics Professional</td>
<td>540 or 550</td>
<td>Network Security, The Science of Cybersecurity and Management</td>
</tr>
</tbody>
</table>

### Microsoft Certifications

<table>
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<tr>
<th>Microsoft Certifications</th>
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<tbody>
<tr>
<td>MCSA/MCSE 70-461 Querying MS SQL Server</td>
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</tbody>
</table>

### CISCO Certification

<table>
<thead>
<tr>
<th>CISCO Certification</th>
<th>MSCIS Courses</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCENT, CCNP, ICND1 100, 101 and ICND1 200</td>
<td>530</td>
<td>Data Communication and Networking / Advanced Network Security</td>
</tr>
</tbody>
</table>

### EC-Council Certification & ISACS

<table>
<thead>
<tr>
<th>EC-Council Certification &amp; ISACS</th>
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<tr>
<td>ISACA</td>
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### Project Management Institute (PMI) Certification

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<th>Project Management Institute (PMI) Certification</th>
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<tr>
<td>Project Management Institute (PMI) Certification</td>
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</table>

### Readmission - Graduate

A student whose study is interrupted for three or more consecutive semesters must apply for readmission. Students may be subject to the curriculum and all other academic requirements and regulations in effect at the time of readmission. Students should seek academic advising before registration.

### Registration

The prospective students in the MSCIS program will register online or on campus for each semester and summer session. Complete information about the registration process will be provided via the college official website.

### Registration for New Graduate Students

Applicants are notified by e-mail of their admission or denial. Admitted applicants should notify their graduate advisors as soon as possible whether they plan to accept admission. Either by a virtual interview or written correspondence, the admitted applicant should then learn the specific requirements of his or her graduate program.

### Late Registration

After the registration period, late registration is permitted only under exceptional circumstances, upon the recommendation of the department chair and with the consent of the division dean and the registrar.
# Talladega College
## Master of Computer Information Systems
### 2018-2019 Academic Calendar

**Fall Semester (2018)**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester Begins</td>
<td>Tuesday, October 2</td>
</tr>
<tr>
<td>Add/Drop Period</td>
<td>Tuesday, October 2 – Monday, October 15</td>
</tr>
<tr>
<td>Last Day to Drop without Academic Penalty</td>
<td>Friday, November 16</td>
</tr>
<tr>
<td>Thanksgiving Recess (College Closed)</td>
<td>Wednesday, November 21 – Sunday, November 25</td>
</tr>
<tr>
<td>Fall Semester Ends</td>
<td>Monday, December 17</td>
</tr>
</tbody>
</table>

**Spring-I Semester**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester Quarter Begins</td>
<td>Thursday, January 3</td>
</tr>
<tr>
<td>Add/Drop Period</td>
<td>Thursday, January 3 - Monday, January 14</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Birthday (College Closed)</td>
<td>Monday, January 21</td>
</tr>
<tr>
<td>Last Day to Drop without Academic Penalty</td>
<td>Friday, February 15</td>
</tr>
<tr>
<td>Spring Semester Ends</td>
<td>Friday, March 22</td>
</tr>
</tbody>
</table>

**Spring-II Semester**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring- II Semester Begins</td>
<td>Monday, April 2</td>
</tr>
<tr>
<td>Add/Drop Period</td>
<td>Monday, April 2 - Monday, April 15</td>
</tr>
<tr>
<td>Good Friday (College Closed)</td>
<td>Friday, April 19</td>
</tr>
<tr>
<td>Last Day to Drop without Academic Penalty</td>
<td>Monday, May 20</td>
</tr>
<tr>
<td>Spring II Semester Ends</td>
<td>Monday, June 24</td>
</tr>
</tbody>
</table>
**Summer Semester**

Summer Semester Begins: Monday, July 8

Independence Day Holiday (College Closed): Thursday, July 4

Add/Drop Period: Monday, July 8 – Friday, July 19

Last Day to Drop without Academic Penalty: Monday, August 19

Labor Day (College Closed): Monday, September 2

Summer Semester Ends: Monday, September 17

**Fall Semester**

Fall Semester Begins: Tuesday, October 1

Add/Drop Period: Tuesday, October 1 – Monday, October 14

Veteran's Day (No Classes): Monday, November 11

Last Day to Drop without Academic Penalty: Friday, November 16

Thanksgiving Recess (College Closed): Wednesday, November 20 – Sunday, November 24

Fall Semester Ends: Monday, December 16

*Note: Columbus Day, Memorial Day, Veterans Day, and President's Day are not Talladega College holidays.*

**Fall Semester (2019)**

Fall Semester Begins: Tuesday, October 1

Add/Drop Period: Tuesday, October 1 – Monday, October 14

Veteran's Day (No Classes): Monday, November 11

Last Day to Drop without Academic Penalty: Friday, November 16
Course Load

Maximum Course Load

The maximum course load for a graduate student is six semester hours per semester. A heavier course load must have the recommendation of the graduate advisor and the approval of the graduate dean. It is permitted only under exceptional circumstances.

Full-Time Course Load

There is no minimum course load for graduate students; however, the department of computer science recognizes six semester hours during a semester as a minimum full-time course load.

Graduate Degree Conferral Requirement

The Registrar’s Office will review student's degree conferral status when the student is nearing the completion of their graduate program academic requirements. For most graduate degree students, this will be when they enroll in their final concentration courses after passing the core courses. A mandatory, non-refundable final evaluation fee will be assessed to the student when they enroll in their concentration or thesis option.

Degrees are conferred only after evaluation and approval by the Registrar’s Office.

Students must complete a minimum of 30 credit hours of coursework at the graduate level (500 series or higher).

Students must complete coursework with a minimum graduate program-specific grade point average of 2.5.

Students must meet specified graduation requirements, including the course requirements within the degree program. Final responsibility for meeting graduation requirements lies with the student.

- Complete with a grade of “B” (3.0) or higher all courses in the student’s concentration option courses.
- Complete with a grade of “B” (3.0) or higher in the thesis course
- Complete with a grade of "C" (2.0) or higher all assigned graduate level core and elective courses.
- All coursework must be completed within seven years from initial date of entry.
Add/Drop Policy and Course Withdrawal

Semester Courses

<table>
<thead>
<tr>
<th>Last Date of Attendance</th>
<th>Percentage of Tuition Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the first day of the semester</td>
<td>No Charge</td>
</tr>
<tr>
<td>Through the add/drop period</td>
<td>10%</td>
</tr>
<tr>
<td>From Tuesday of the second scheduled week of the semester through the end of the second scheduled week of the semester</td>
<td>25%</td>
</tr>
<tr>
<td>Through the third week</td>
<td>50%</td>
</tr>
<tr>
<td>Through the fourth week</td>
<td>75%</td>
</tr>
<tr>
<td>After the fourth week</td>
<td>100%</td>
</tr>
</tbody>
</table>

Withdrawal Processing Fee may be applicable.

1. A scheduled week is considered to start on Monday and end the following Sunday midnight.

2. Students receiving VA education benefits who withdraw on or before the first day of class will receive a 100% refund and refunds will be made within 40 days.

Repeating Courses - Graduate

Students enrolled in the graduate degree may have no more than two repeat grades on their academic record, appearing as "repeat excluded" on the student record. A graduate student may repeat any college-level course in which he/she receives a grade of "C" or below. A course may be repeated one time. It would require the student be counseled by the Academic Advisor or Division Dean before approval of course registration.

Students who wish to improve their grade by retaking a course for which they have already received a grade higher than “F” may use financial aid only for the first repeat of that course.

Withdrawal and Refunds (Credit)

Students who wish to withdraw from a class must review the add/drop policy, and refund schedule as mentioned above course withdrawal after the drop date will record the grade (WF) while after the course withdraw date the grade will be recorded as a withdrawal (W).

In Absentia Registration

Students must be registered for the semester in which they graduate and must apply for graduation by the deadline published in the academic calendar. A student who fails to complete
all degree requirements or misses the deadline for acceptance of the thesis must register and pay tuition the following semester or summer session to receive the degree.

**Adding and Dropping Courses**

Before classes begin, a student who has registered may add or drop a course online as described in the academic calendar.

**Online Class - Participation**

Talladega College expects students who are taking online classes to actively participate throughout the week to promote a meaningful and engaging learning experience. To earn full credit for an online threaded discussion, students must make substantive contributions to the online discussion, as determined by the instructor and make a total of three (3) posts per discussion thread. There must be at minimum one (1) original post and a minimum two (2) other posts per discussion. Online students may choose and are encouraged to post on multiple days of the week, but are not required to do so to earn full credit for an online discussion.

**Online Class - Attendance**

A week for online courses is Monday 12:00 am CST to Sunday at 11:59 pm CST. Attendance is recorded for the day the action was completed regardless of the day a particular assignment or graded item was due. To satisfy weekly attendance requirements, online students must demonstrate active weekly attendance by completing one of the following actions as directed by the instructor: (1) submit an academic assignment; (2) submit a quiz or an exam; or (3) participate in a posted online academic discussion. Additionally, some courses use labs to supplement a portion of their material. These labs can be counted for attendance. Logging into the online class without active participation (as described above) does not constitute official weekly attendance. Participation must be within the class-specific online learning management system, such as Jenzabar, Canvas, or Blackboard. Work completed outside of the learning management system does not count toward attendance. Additionally, items submitted before the official start date or after the official end date of the term will not count for attendance.

**Absences from Online Classes**

Students are advised to work directly with their professors as personal emergencies arise that prevent satisfactory class attendance. A student who expects to be absent due to extended mitigating circumstances should contact his/her Department Chair, Director, Division Dean or professor. To request an extension based on mitigating circumstances, the student must provide the Division Dean and professor with the appropriate written documentation supporting the student’s claim of mitigating circumstances. If the student’s request for extension is granted based on the documentation provided, the Department Chair or Dean will notify the student.

If circumstances are such that, due to the extended length of the class absences or anticipated absence, the preferable course of action is class withdrawal, the student may petition the Dean or Department Chair or Registrar for withdrawal and consideration for a tuition and fee adjustment.

A student who is absent from four consecutive class meetings, excluding holidays and emergency cancellation of classes, will be withdrawn automatically from that course. A student who does not attend any of the classes for which he/she is registered in a term will be administratively withdrawn from the college.
Withdrawal from the College
Dropping an entire course load constitutes withdrawal from the college for that semester. To withdraw from the graduate program, the student must file with the division dean a withdrawal petitions form that also explains refund policies.

Incomplete Grade Policy
Incomplete grades must be approved by the instructor and the instructor's supervisor before the assignment of the grade. Upon approval, a grade of incomplete (I) will be assigned. An incomplete class must be completed by submitting the assigned work as specified on the Incomplete Form to the instructor based on the timeline outlined on the Incomplete Form and confirmed by the student's signature on the form. To assign the grade of Incomplete (I) to the student, 70% of work should be completed by the student in the designated semester. Failure to complete the assigned work before the end of the following academic semester will result in the incomplete grade automatically changing to an administrative grade “F.”

Graduate Grading Scale
The grading scale for the graduate program does not consider grades below “B” as passing. Any grade below a “C” carries zero quality points. Academic standing, which is expressed as the grade point average (GPA), is based upon the following grading system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
<th>Quality Grading Points</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
<td>70-79</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
<td>6 9 or below</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrew Failing</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>WP</td>
<td>Withdrew Passing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew</td>
</tr>
<tr>
<td>NS</td>
<td>No-Show</td>
</tr>
<tr>
<td>R</td>
<td>Repeated Course</td>
</tr>
<tr>
<td>IP</td>
<td>In Process</td>
</tr>
</tbody>
</table>
Grade Point Average – Graduate

The grade point average is computed on a four-point basis. The cumulative grade point average includes all graduate courses taken at the College.

Graduate students must attain a minimum graduate program-specific grade point average of 2.5 or higher to receive a graduate degree. Graduate students must earn a grade of "B" (3.0) or higher in all courses in the student's concentration, elective courses, and the identified thesis course in the program.

A graduate student who wishes to carry more than six credit hours in one semester must have a minimum 3.0 cumulative grade point average. He/she may not carry more than nine credit hours in one semester unless permitted by the Division Dean, Director or Provost.

Leave of Absence

Graduate students may apply for a leave of absence of no more than two semesters. Requests for a leave of absence must be approved in advance by the graduate advisor and the division dean. A student on approved leave must apply for readmission to return to the college but readmission during the approved period is automatic, and the application fee is waived. A leave of absence does not alter the time limits for degrees or coursework.

Warning Status, Academic Dismissal, and Termination

The student can continue in the graduate program beyond the first semester or summer semester if the student must make satisfactory progress in fulfilling any admission conditions that were imposed, meet any requirements made in writing by the graduate program, or maintain a graduate grade point average of at least 3.00.

The Office of Academic Affairs will warn a graduate student whose cumulative graduate grade point average falls below 3.00 at the end of any semester that his or her continuance in the graduate program is in jeopardy. The student must attain a cumulative graduate grade point average of at least 3.00 during the next semester he/she is enrolled or be subject to dismissal. During this period, the student may not drop a course or withdraw from the college without the approval of the graduate advisor and the division dean.

A graduate student who has been dismissed may be readmitted for further graduate study only by petition of the Academic Probation Committee in the student’s major area that will accept the student. The division dean must approve the petition. Warning status and academic dismissal are reflected on the student’s academic record.

Grade Appeals

Students may appeal final course grades at any time within 30 days after the end of the applicable course or after the date the grade was assigned.
**Time Limits: Master’s Degree**

All requirements for a master’s degree must be completed within one seven-year period. Work over seven years old may be reinstated only with the permission of the division dean, upon the recommendation of the Academic Probation committee.

**The Master’s Degree**

Master of Science in Computer Information Systems (MSCIS) with two concentrations:

- Cybersecurity
- Health Informatics

**Program Overview**

Talladega College intends to offer a flexible, affordable, accredited, and 100% online graduate program designed to be completed in as few as 18 months in Master of Science in Computer Information Systems (MSCIS) with two concentrations areas 1) Cybersecurity and 2) Health Informatics. The Master of Science in Computer Information Systems (MSCIS) is a 30 credit-hour program, and it is 100% online.

The Master of Science in Computer Information Systems (MSCIS) degree program uses a cutting-edge curriculum in information technology, cybersecurity, health informatics, project management, and database systems to help students meet the demands of the fast-paced and challenging field of Information Technology. Students will acquire the practical knowledge by using different simulation activities in the courses offered by TestOut, EC-Council, and uCertify.

The graduate program will also prepare students to participate in world-recognized certification related to cybersecurity, information technology and ethical hackers to advance their careers in computer information systems and keep up with the technology as it changes.

The program will require 30 semester hours of graduate-level courses aimed at preparing the student to take on leadership roles in the development and implementation of computer and information systems.

The program will include seven required core courses (21-credit hours), providing a mix of theoretical underpinning, technical skills, and information technology perspectives and two concentration tracks for nine credit hours each. The program also offers a thesis option for six credit hours with the selection of any three-credit course from elective courses.

The graduate program has proposed three college-wide learning outcomes and assesses on their annual program outcome progress reports. These outcomes are as follows:

- **Student Learning Outcome 1**: Graduates apply critical thinking in academic and professional environments.
- **Student Learning Outcome 2**: Graduates formulate and express ideas effectively through oral, written, and technological communications in academic and professional environments.
- **Student Learning Outcome 3**: Graduates analyze the global community to make sound judgments in academic and professional environments.
Program Outcomes
Upon successful completion of the Talladega College Master of Science in Computer Information Systems Program, the graduate will be able to:

- continuously monitor, maintain, and enhance the protection of enterprise-wide information assets through effective industry accepted information management and risk management techniques.
- conduct risk and vulnerability assessments of existing and proposed information systems.
- utilize the best sources of information available related to IT issues, security threats, and recovery.
- demonstrate the ability to understand professional, ethical, and social responsibility, including the effect of culture, diversity, and interpersonal relations.
- demonstrate proficiency in communicating technical information in formal reports, documentation, and oral presentations to users and information technology professionals.
- achieve managerial responsibilities in computer science or information systems.
- identify cybersecurity best practices within the healthcare field.
- combine technical skills in information systems with knowledge of managerial and organizational issues.

Concentrations Specific Learning Outcomes
There are two concentrations in the program. They are (1) Cybersecurity, and (2) Heath Informatics.

Cybersecurity
Upon successful completion of the Master of Science program with either of the above concentrations, the graduate will be able to:

- detect, analyze, and respond to cyber-attacks on networks and computer systems.
- demonstrate knowledge of digital forensics and the ability to assist with the investigation into the organization’s infrastructure.
- evaluate and apply Industry Tools to respond to cyber incidents.
- conduct risk and vulnerability assessments of existing and proposed security systems.
- develop and implement organizational cybersecurity policies and procedures.
- describe defensive network architecture that uses multiple layers of protection.

Concentration: Health Informatics
The Master of Science in Computer Information Systems with a concentration in Health Informatics will enable students to pursue their career goals with the critical importance of health information systems related to healthcare data and cybersecurity field.
The courses prepare students with a fundamental knowledge about healthcare information technology systems, cybersecurity for the healthcare industry, and policy and procedure to participate in developing information systems or secure healthcare data for quality patient care.

Upon successful completion of the Master of Science in Computer Information Systems Program with healthcare informatics concentration, the graduate will be able to:

- understand the American healthcare system and the effects technology and data have had on its delivery.
- understand the complex system of legal and regulatory compliance that governs the healthcare system.
- apply core concepts of database design to facilitate managing the large amounts of data produced and captured in the healthcare setting.
- understand and apply project management tools, concepts, and best practices to oversee the successful completion of complex healthcare systems projects.

### Core Curriculum

21 semester credit hours

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSCIS 500</td>
<td>MSCIS 500: Information Technology and Project Management</td>
<td>3</td>
</tr>
<tr>
<td>MSCIS 510</td>
<td>MSCIS 510: Information Technology Risk Management</td>
<td>3</td>
</tr>
<tr>
<td>MSCIS 520</td>
<td>MSCIS 520: Database Design and Implementation</td>
<td>3</td>
</tr>
<tr>
<td>MSCIS 530</td>
<td>MSCIS 530: Data Communication and Networking</td>
<td>3</td>
</tr>
<tr>
<td>MSCIS 540</td>
<td>MSCIS 540: Network Security</td>
<td>3</td>
</tr>
<tr>
<td>MSCIS 550</td>
<td>MSCIS 550: The Science of Cybersecurity and Management</td>
<td>3</td>
</tr>
<tr>
<td>MSCIS 560</td>
<td>MSCIS 560: Ethics and Compliance Standards in Cybersecurity</td>
<td>3</td>
</tr>
</tbody>
</table>
### Cybersecurity Concentration
Nine (9) semester credit hours

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSCIS 600</td>
<td>Advanced Network Security</td>
<td>3</td>
</tr>
<tr>
<td>MSCIS 610</td>
<td>Digital Forensics and Investigation</td>
<td>3</td>
</tr>
<tr>
<td>MSCIS 620</td>
<td>Cyber Attack and Prevention Techniques</td>
<td>3</td>
</tr>
</tbody>
</table>

### Health Informatics Concentration
Nine (9) semester credit hours

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSCIS 630</td>
<td>Fundamentals of Healthcare Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>MSCIS 640</td>
<td>Healthcare Informatics and Data Security</td>
<td>3</td>
</tr>
<tr>
<td>MSCIS 650</td>
<td>Healthcare Data Policy, Procedure, and Standards</td>
<td>3</td>
</tr>
</tbody>
</table>
Thesis Option
Six (6) semester credit hours

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSCIS 660</td>
<td>Thesis- Project</td>
<td>6</td>
</tr>
</tbody>
</table>

Thesis Option: In thesis option, the student needs to select one elective course in addition to completing 30 credit hours. Plans for the thesis option must be made with the advisor or program chair. A student wishing to register for Thesis course must first obtain the approval of the faculty member who would supervise the project. [Exhibit- Graduate Catalog-Program Description]

Electives

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSCIS 505</td>
<td>Capstone Project in Cybersecurity or Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MSCIS 515</td>
<td>Decision Support Systems</td>
<td>3</td>
</tr>
<tr>
<td>MSCIS 525</td>
<td>E-Commerce Application Technologies</td>
<td>3</td>
</tr>
<tr>
<td>MSCIS 535</td>
<td>Information Assurance</td>
<td>3</td>
</tr>
<tr>
<td>MSCIS 545</td>
<td>Applied Data Mining and Analytics in Business</td>
<td>3</td>
</tr>
<tr>
<td>MCSIS 555</td>
<td>Ethics and Compliance Issues in Cybersecurity</td>
<td>3</td>
</tr>
</tbody>
</table>
Curriculum Pattern

<table>
<thead>
<tr>
<th>Fall Semester I: 6 Credit Hours</th>
<th>Spring Semester II: 6 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSCIS 500: Information Technology Project Management 3</td>
<td>MSCIS 520: Database Design and Implementation System 3</td>
</tr>
<tr>
<td>MSCIS 510: Information Technology Risk Management 3</td>
<td>MSCIS 530: Data Communication and Networking 3</td>
</tr>
</tbody>
</table>

6

During the Summer:

<table>
<thead>
<tr>
<th>Summer Semester III: 6 Credit Hours</th>
<th>Fall Semester IV: 6 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSCIS 540: Network Security 3</td>
<td>MSCIS 560: Ethics and Compliance Standards in Cybersecurity 3</td>
</tr>
<tr>
<td>MSCIS 550: The Science of Cybersecurity and Management 3</td>
<td>Concentration I or II Option:</td>
</tr>
</tbody>
</table>

MSCIS 600: Advanced Network Security 3
MSCIS 630: Fundamentals of Healthcare Information Technology 3

Note: Thesis Option*(6 Credit Hours): You can use two semesters to complete the work

<table>
<thead>
<tr>
<th>Spring Semester V: 6 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSCIS 610: Digital Forensics and Investigation OR MSCIS 640: Healthcare Informatics and Data Security 3</td>
</tr>
</tbody>
</table>

Note: In case of Thesis Option*: You should need to select at least one 3 credit hours course.

During the Summer:

<table>
<thead>
<tr>
<th>Summer Semester VI: 6 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSCIS 500: Information Technology Project Management 3</td>
</tr>
<tr>
<td>MSCIS 510: Information Technology Risk Management 3</td>
</tr>
</tbody>
</table>

6
A student can complete coursework in semester V to graduate in as few as 18 months by taking more than six credit hours in each semester.

* In thesis option, to complete 30 credit hours, at least one elective course [3 credit hours each] will be selected for those who selected the thesis. Plans for the thesis option must be made with the advisor or program chair. A student wishing to register for Thesis course must first obtain the approval of the faculty member who would supervise the project. [Exhibit- Graduate Catalog-Program Description]

**Master's degree with thesis.** Each master’s thesis or report is developed under the guidance of a chair and academic advisor with two or more members, one of whom is designated as a supervisor. The thesis or report is subject to the approval of the committee and ultimately of the division dean. The format of the report or thesis may range from the traditional document authored by a single student to a series of unrelated papers and/or journal articles with multiple authorship.

Note: All core courses should be taken before taking any concentration courses or select of thesis option.

**GRADUATE COURSE DESCRIPTIONS**

Note: Core courses should be completed before selection to concentration or thesis option.

**MSCIS 500 Information Technology and Project Management**

3 credit hours
Based on Project Management Institute (PMI) Body of Knowledge (PMBOK®) with instruction and exercises, this course covers the application of the project management initiating and planning processes. Key topics include project selection and scoping, schedule development using MS Project 2016, risk identification, quality planning, team building and project communication. Students will develop a comprehensive project plan using a project of their choice.

**MSCIS 505 Capstone Project in Cybersecurity or Information Systems**
Introduction to computer information systems includes an introduction to hardware components and operating systems, networking, computer security, and applications software includes the evolution of the internet, its use and global and social impact. Discussion of social and ethical issues related to computers and careers and trends in Information Technology (IT). It uses application software, basic web design, and the internet for effective solutions to business problems.

**MSCIS 510 Information Technology Risk Management**
3 credit hours
An effective risk management process is an important component of a successful IT security program. The principal goal of an organization’s risk management process should be to protect the organization and its ability to perform their mission, not just its IT assets. This course provides a foundation for the development of an effective risk management program, containing both the definitions and the practical guidance necessary for assessing and mitigating risks identified within IT systems. The ultimate goal is to help organizations to manage IT-related mission risks better. This course also supports the Project Management Institute (PMI) Body of Knowledge (PMBOK®) with instruction and exercises covering the project management knowledge areas.
MSCIS 515 Decision Support Systems
3 credit hours
This course covers the following topics: Introduction to decision support systems (DSS); DSS components; decision making and DSS; DSS software and hardware; developing DSS; DSS models; types of DSS; group DSS; executive information systems; data mining; artificial intelligence and expert systems.

MSCIS 520 Database Design and Implementation
3 credit hours
This course will introduce the underlying concepts behind data modeling and database systems using relational database management systems (RDBMS), and the structured query language (SQL). This course will also cover the distributed database and Relational Algebra concepts, along with Database Security and administrative aspect of the Database.

MSCIS 525 E-Commerce Application Technologies
3 credit hours
This course covers emerging online technologies trends and their influence on the electronic commerce marketplace. Students will learn various revenue models and how to market on the Web. The course also covers online auctions and various legal and ethical issues. Students will learn about important security issues, such as spam and phishing, their role in organized crime and terrorism, identity theft, and online payment fraud. Finally, students learn how to plan development of electronic commerce web site.

MSCIS 530 Data Communication and Networking
3 credit hours
This course is designed to provide the fundamental understanding of the concepts underlying data communications and networking. The course covers the fundamentals of networking technology. The focus of the course will include communication systems components, local area networks, network architecture, infrastructure security, inter/internetworking and the application of networking to manage distributed information systems.

MSCIS 535 Information Assurance
3 credit hours
This course provides the introduction to information assurance. It covers the basic policies and procedures and ethics, and fundamental legal issues in information technology. It also explores different defense techniques from various threats and vulnerabilities to secure infrastructure.

MSCIS 540 Network Security
3 credit hours
This course provides an introduction to security and privacy issues in various aspects of computing, including programs, operating systems, networks, databases, and Internet applications. Topics include security risks, intrusion detection, and methods of securing authentication, network access, remote access, web access, and wired and wireless network communications. Upon completion, students will be able to identify security risks and describe appropriate countermeasures.
MSCIS 545 Applied Data Mining and Analytics in Business
3 credit hours
This course provides the introduction to data mining concepts. This covers the different methodology for data mining to apply analytical in business. The topics include data mining, text mining, and analysis of data using statistical methods for prediction and forecasting of business.

MSCIS 550 The Science of Cybersecurity and Management
3 credit hours
This course provides students with knowledge and tools necessary to research cybersecurity threats, identify threats and take action to minimize, mitigate, or eliminate the threats. Additionally, the concepts of continuous training within the organization and the company-wide impact of cybersecurity are addressed. Upon completion, students will be able to identify security risks and describe appropriate countermeasures.

MCSIS 555 Business Continuity and Disaster Recovery
3 credit hours
This course provides the relationship between the business continuity (BC) and disaster recovery (DR). This course covers the topics including planning and analysis of BC/DR, evaluating risk and developing business impact report.

MSCIS 560 Ethics and Compliance Standards in Cybersecurity
3 credit hours
Given a society that covers its privacy and is protected by law from unreasonable search and seizure by authorities, assess the inherent difficulties encountered by government in balancing the need for public safety and security against the need to maintain. This course focuses on the cybersecurity policy, ethics and legal compliance to ensure the knowledge about how you can work with IT and other key departments across your organization to protect business from cybersecurity threats. This course also focuses on best practices for mitigating cybersecurity risk and ensuring board-level attention and action around this issue.

MSCIS 600 Advanced Network Security
3 credit hours
This course provides an introduction to security and privacy issues in various aspects of computing, including programs, operating systems, networks, databases, and Internet applications. It examines causes of security and privacy breaches and gives methods to help prevent them. Topics include Enterprise Security, Research and Analysis, Integration of Computing, Risk Management and Incident Response, Communications and Business Disciplines, and Technical Integration of Enterprise Components.

MSCIS 610 Digital Forensics and Investigation
3 credit hours
This course will cover the need for computer forensics and the basic concepts used in a computer forensics examination; introduces techniques required for conducting a forensic analysis of systems and data. The theories directly correlate to methods used to recover/restore data for
various requirements, ranging from litigation to fraud based investigations. This course also focuses on an ethical hacking methodology that can be used in any penetration testing or ethical hacking situation.

**MSCIS 620 Cyber Attack and Prevention Techniques**  
3 credit hours  
This course provides strategies and tools for protecting the organization from Cyber Attack. This course also focuses on managing and resolving cybersecurity challenges and cyber risks and their impacts by exploring the industry best practices and standards that could be used in developing cybersecurity strategy for the organization.

**MSCIS 630 Fundamentals of Healthcare Information Technology**  
3 credit hours  
This course is designed for those students seeking to gain entry into, or learn more about, the field of healthcare information systems. It covers the fundamentals of healthcare IT (HIT) by using the CompTIA Healthcare IT Technician (HIT-001) exam objectives as the framework. An in-depth and comprehensive view of HIT is provided by examining healthcare regulatory requirements and the functions of a healthcare organization, including its medical business operations, IT hardware, software, networking, and security. Students with a desire to enter this growing field will also receive the foundation necessary to help prepare them for the CompTIA HIT certificate exam.

**MSCIS 640 Healthcare Informatics and Data Security**  
3 credit hours  
Entering the healthcare workplace as a beginning health information manager is exciting. Choosing the workplace environment is no less exciting; the possibilities are so varied. Opportunities for health information managers exist throughout the healthcare spectrum. This course identifies these settings and offers suggestions for rewarding careers. This course is primarily for students enrolled in health information management courses; it also serves as an important resource for busy managers seeking an update on trends in management. This course will challenge the student, the beginning or experienced manager, to look at the management of resources as an art that affects both your professional and personal life. As we progress, we will think back frequently to past observations of managers and their styles as this course expands students’ horizons. This course will give reality to student learning experiences. The student will be intrigued; managing healthcare is exciting, stimulating, challenging, and ever changing. This course is structured for use as a primary emphasis where managing health information is taught.

**MSCIS 650 Healthcare Data Policy, Procedure, and Standards**  
3 credit hours  
Fundamentals of US Health Care: Principles and Perspectives take the broad, complex topic of health care in the United States and presents it in a digestible, easy-to-read format. Focusing on some of the fundamental issues facing the healthcare system today, this text delivers simple, objective coverage of key topics including cost, access, quality, financing, workforce, and public
health. By blending current, factual data, basic principles, and multiple perspectives on controversial issues, the authors provide a balanced approach to the core issues facing the healthcare industry. Case studies and vignettes throughout the text allow readers to explore how current health care problems impact real-life situations and to hone their critical thinking skills for their future professional careers.

**MSCIS 660 Thesis**
6 credit hours
This course covers experimental research. Research design, data collection, analysis, validity, and report writing will all be covered. A substantial part of the course requirements are writing a thesis. The format of the course will consist of lectures, discussion, writing, and writing styles.

**FINANCIAL INFORMATION**

**BOOKS AND FEES**
Where textbooks and supplies are not included as part of the Course Materials Fee, students must purchase them separately, and should allow approximately $150 per course for textbooks and supplies.

The following nonrefundable fees are in effect for 2018:

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Fee</td>
<td>$130*</td>
</tr>
<tr>
<td>*Fee applied each semester, at time of registration, one time per semester. The fee will be fully refunded if: (a) student cancels enrollment before the start of the term, (b) student cancels enrollment before the end of add/drop.</td>
<td></td>
</tr>
<tr>
<td>Extended Payment Administration Fee</td>
<td>$25</td>
</tr>
<tr>
<td>Withdrawal Processing Fee</td>
<td>$25</td>
</tr>
<tr>
<td>Official Talladega College Transcript Fee</td>
<td>$10</td>
</tr>
<tr>
<td>An additional fee of $30 will be assessed to all “rush” transcript requests.</td>
<td></td>
</tr>
<tr>
<td>Overdue Library Fee</td>
<td>$0.25 per overdue item daily and/or replacement cost of the item.</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$20</td>
</tr>
<tr>
<td>Declined Credit Card Fee</td>
<td>$30</td>
</tr>
<tr>
<td>Replacement Diploma Fee</td>
<td>$50</td>
</tr>
<tr>
<td>Final Academic Requirements Evaluation Fee**</td>
<td>$75</td>
</tr>
</tbody>
</table>

**Students will have their master’s degree conferred once they have completed all academic requirements. However, an outstanding balance on the student’s account will delay our ordering the diploma and also prevent the student from being able to receive a copy of their official transcript.**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate/Diploma Conferral Fee</td>
<td>$50</td>
</tr>
</tbody>
</table>
Students will have their certificate or diploma conferred once they have completed all academic requirements. However, an outstanding balance on the student's account will delay our ordering the certificate or diploma.

Purchase of Regalia
Students participating in a commencement ceremony must purchase regalia (commencement ceremony attire) from the college’s approved vendor after they have registered for commencement or selection on their own but should have the college color.

VA Education Benefits and Student Tuition and Fees
For students receiving VA education benefits, eligible charges include tuition, technology fee, and mandatory graduation fees. Application fees and all other penalty fees are not eligible for VA funding.

TUITION CHARGES

2018-2019 Graduate Tuition
Students in master’s programs enrolled in Fall 2018 and after that are charged at the rate of $1950 per course ($650 per credit hours), except as noted below:

Textbooks and supplies are not included as part of the Course Materials Fee; students must purchase them separately, and should allow approximately $150 per course for textbooks and supplies.

PAYMENT

Payment must be made within seven calendar days after registration. After seven calendar days, any registration not finalized through Student Financial Services will be dropped. If payment is not received from outside source(s) of funding, the student is personally responsible for payment of all tuition and fees. Tuition and fees may be paid by cash, personal check, money order, or major credit card. If a student's full balance is not covered by one or more standard methods of payment, that student may be allowed to pay their remaining balance in installments by executing a promissory note, the terms of which may require an initial payment towards the balance. The remainder may be repaid in two or more installments, but no more than 12 installments. A $25 Extended Payment Fee may apply to utilize this method of payment.

A student whose tuition and a sponsoring institution pays fees must provide documentation of this benefit at the time of registration. Tuition and fees beyond those paid for by the sponsoring institution are due at registration. A student is personally responsible for all tuition and fees if the sponsor does not pay for any reason.

LAST DATE OF ATTENDANCE

A student’s withdrawal date at Talladega College is determined by the student’s last date of attendance (LDA). LDA is determined by using official college attendance records or, in the case where a student officially withdraws, the date on which the student submits an official notice of his or her intent to withdraw from the courses in which they are enrolled and/or the
college. For students who are administratively withdrawn, the college determines the student’s LDA using official college attendance records.

ADD/DROP POLICY AND COURSE WITHDRAWAL

Semester Courses

<table>
<thead>
<tr>
<th>Last Date of Attendance</th>
<th>Percentage of Tuition Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the first day of the semester</td>
<td>No Charge*</td>
</tr>
<tr>
<td>Through the add/drop period</td>
<td>10%</td>
</tr>
<tr>
<td>From Tuesday of the second scheduled week of the semester through the end of the second scheduled week of the semester</td>
<td>25%</td>
</tr>
<tr>
<td>Through the third week</td>
<td>50%</td>
</tr>
<tr>
<td>Through the fourth week</td>
<td>75%</td>
</tr>
<tr>
<td>After the fourth week</td>
<td>100%</td>
</tr>
</tbody>
</table>

Withdrawal Processing Fee may be applicable.

- A scheduled week is considered to start on Monday and end the following Sunday midnight.
- Students receiving VA education benefits who withdraw on or before the first day of class will receive a 100% refund, and refunds will be made within 40 days.

REFUNDS FOR BOOKS AND MATERIALS

Textbooks and materials purchased through the college allocated Bookstore may be eligible for return. Students should refer to the Talladega College business office for full details. To receive a full refund, course material (Access code) must be returned without use or unopened condition.

WITHDRAWAL CHARGES FOR FEDERAL FINANCIAL AID RECIPIENTS

Financial aid recipients are subject to the institutional refund calculation for individual course withdrawals in the “Add/Drop Policy and Course Withdrawal” section of this catalog. It is recommended to discuss the details with the Financial Aid Office.

FINANCIAL OBLIGATION

Students who owe money to Talladega College for any reason or who have overdue library materials may not be permitted to register, to obtain official academic transcripts, or receive any other service from Talladega College. Further, any expenses incurred by Talladega College in collecting unpaid accounts, such as expenses incurred when accounts are turned over to collection agencies and may be charged to the student to the maximum extent allowed by law.
EDUCATIONAL BENEFITS PROGRAMS

To get the educational benefits programs, the student needs to contact the Financial Aid office and ask for details.

STUDENT SERVICES AND ACTIVITIES

Academic Advising & Success Coach: At Talladega College, academic advising is a communication process whether face-to-face, by mail or e-mail, on the telephone, or through computer-mediated systems by which college helps students realize they're maximum educational and career potential and become effective agents for their lifelong learning endeavors.

Career Services: Career resources and services are available online and on campus. The College’s goal in supplying these resources is to support the professional development of our students. Online resources will be available through the College Career Center website on the My Talladega portal and include an online job board, on demand career advice videos, an interactive mock interviewing tool, job search recommendations, support information, and software to build resumes, cover letters, and portfolios.

Computer Services: Talladega College will provide a variety of computer services to students. The college has a computer lab under each division and also at the library. All labs are equipped with broadband internet and an array of software for students to use. The software includes, but is not limited to, the Microsoft Office Suite, Peachtree accounting software, Microsoft Expression and Microsoft Visual Studio. The computer labs also have connections to the Savery library to access online databases for use in research and related projects. The databases provide access to thousands of peer-reviewed journals, daily newspapers, financial and statistical data.

International Student Advising: F-1 students should meet with an academic administrator or their Division Dean early in their academic programs to plan their course schedule.

Tutorial Services:

Tutoring is available through Student Success Center in subject areas such as English, mathematics, accounting, and computer. All students have access to these tutoring services at no cost. Online tutoring will also be available through their academic faculty by running one-hour tutoring sessions during their office hours.

Veteran’s Advising: Talladega College keeps abreast of current requirements and regulations by maintaining a liaison with the Department of Veterans Affairs. College administrators also periodically attend appropriate seminars. The Admissions Office provides initial information about educational programs for veterans and initial assistance to veterans. After that, Student Financial Office handles questions and paperwork concerning re-certification and continued eligibility. Student Financial Aid Services is available to answer any questions veterans may have.
STUDENT SUCCESS CENTER /LIBRARY

The Student Success Center supports the academic programs with both traditional and electronic instructional resources and services. Talladega College also offers tutoring through the Student Success Center in different subject areas such as English, mathematics, accounting, and computer networking and programming.

Savery Library has an extensive collection of learning materials, both print and online, that can support the new master's program. The physical collection includes reference books for use at the library and a general collection that can be checked out. Doing keyword searches for terms like “computer information systems,” “cyber security,” “information system,” and “computers” yield thousands of results each. There is a level of cross referencing within the results because the keywords are similar and the subjects overlap, but the results do show a large collection of relevant books.

The library makes use of the Alabama Virtual Library, JStor, Gale, and EBSCOHost. Through these online databases; students have access to 42 journals and their full text; peer reviewed articles. Savery Library recently updated to a new information management system, OCLC, which gives users access to materials from other libraries in the OCLC system. It includes the libraries’ digital collections, online databases, and print material made available through Interlibrary Loan.

Campus computer labs support classes in some programs. The labs have high-speed Internet connections and provide an environment to learn about networking fundamentals; programming languages such as Java and C++; application packages such as Microsoft Word, Excel, Access, and PowerPoint; and operating systems such as UNIX and Windows.

FACULTY ACCESSIBILITY POLICY

All Talladega College faculty members make themselves available to answer questions from their students regarding the assigned material, assist with academic counseling, and conduct tutoring and other similar activities. Office hours for faculty are scheduled by each faculty member and are posted in the Jenzabar course shell. Online tutoring is also available through assigned graduate faculty to cover all graduate students in the program.

Students taking classes online may contact their instructor by e-mail at any time and may also request a live chat session or teleconference with the instructor. Online faculty responds to all emails within 24/48 hours of receipt.

VIRTUAL BOOKSTORE

Textbooks and supplementary materials may be ordered from the Talladega College virtual bookstore by the Internet or by phone. Orders are generally shipped within 24 hours. Talladega College is working with the different virtual bookstore companies to associate a virtual book center with Talladega College.
SERVICES FOR STUDENTS WITH DISABILITIES

Talladega College does not discriminate by disability and provides qualified students with disabilities an equal opportunity to participate in the College’s programs through appropriate academic adjustments and the provision of auxiliary aids and services. A student with a disability is not required to disclose his/her disability to the College unless he/she wishes to receive reasonable accommodations. All online assessments at the Learning Management Software (My Talladega) have the ability to accommodate the disabilities by providing extra time for assessments and change of screen size if required.

STUDENT ACTIVITIES AND STUDENT CLUBS

Social activity at Talladega College is an integral part of student life and an important aspect of a college education. Participation in extracurricular activities enables students to get to know other students as well as faculty and staff. Activities also provide opportunities for students to develop and to demonstrate leadership skills and special talents. Students at the online graduate programs are encouraged to attend those activities on campus but not mandatory. Student activities are planned by the College with club leaders. Students are urged to participate in student organizations according to individual interests. To help students maintain a balance between their academic and leisure activities, the college requires a 2.5 academic average for full participation. However, clubs and organizations may require a higher grade point average for officers. Students interested in activities or any student clubs need to contact the Student Affairs Office. Please contact the office of Special Events, Protocol, and Logistics.

HONOR SOCIETIES

Honor societies are open to all Talladega College students who meet the eligibility criteria. Membership in honor societies is by invitation only. Students may contact the Office of Special Events, Protocol, & Logistics, 627 West Battle Street Talladega, Alabama 35160

- Alpha Chi National Honor Society, D.C. Gamma Chapter 283:
- Alpha Sigma Lambda National Honor Society:
- Phi Theta Kappa Honor Society:

COLLEGE ADMINISTRATION

The Board of Trustees directs the college's annual financial budget and overall academic decisions. The College President is responsible for the overall administration of the college, serving as the campus point of contact for faculty and students. The Provost/Vice President for Academic Affairs oversees the academic units. Vice President of Business and Finance oversees operational matters. All of these administrators are responsible for implementing college policies

A Division Dean oversees each campus. The Division Deans serve as academic leaders of the campus. Vice President of Student Affairs oversees all non-academic operational matters such as admissions, non-academic personnel, and student activities in the campus. Faculty members are managed by Division Deans and Department Chairs.
### OFFICERS OF THE TALLADEGA COLLEGE

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Billy C. Hawkins</td>
<td>President</td>
</tr>
<tr>
<td>Dr. Lisa E. Long:</td>
<td>Provost/Vice President of Academic Affairs</td>
</tr>
<tr>
<td>Mr. Sedrick Hill:</td>
<td>Vice President of Institutional Advancement</td>
</tr>
<tr>
<td>Dr. Sharon E. Whittaker-Davis</td>
<td>Vice President of Student Affairs</td>
</tr>
<tr>
<td>Mr. Sama A. Mondeh</td>
<td>Vice President of Administration and Finance</td>
</tr>
</tbody>
</table>