Welcome to Sampoerna University.

We would like to congratulate each of you, our students, for your achievement in becoming a member of the Sampoerna University community.

Sampoerna University will provide you with an international education as you study the discipline of your choice. We have established collaborations with overseas universities to ensure that you will have a pathway to your future with international recognition. Our campus is the ideal place for developing and achieving your intellectual potential.

You will follow the learning process in different study programs in a broad range of subjects. However, the variety of these subjects should not segregate you from your fellow students undertaking other study programs. The interdisciplinary courses and dialogue between all fields of study are at the core of our curriculum. History shows that interdisciplinary learning results in major creative and scientific breakthroughs in the world. Additionally, you will become more adept at responding to the multidimensional problems that occur in the real world.

As the future of Indonesia lies in your hands, we hope that you will use your time here at Sampoerna University to gain the knowledge and skills required when you enter the professional world. It is a world where you will have to compete in the labor force in all the ASEAN countries and beyond.

In addition to knowledge, we hope that you will develop comprehensive social skills and moral values that will empower you to make meaningful contributions to your community. Social competencies include empathy and awareness of other people, ability to listen to and understand disparate views, as well as to communicate across social differences. With these social competencies, we are confident that our students can work as a team, assume constructive roles in the community, and become wise and caring human beings.

Have a great time as you experience the journey that will lead you to become a successful person intellectually, socially, and morally. Good luck with your studies.
# TABLE OF CONTENTS

**WELCOME TO Sampoerna UNIVERSITY** ................................................................................................................................. 1  
**Sampoerna UNIVERSITY AT A GLANCE** ................................................................................................................................. 4  
- Vision and Mission ................................................................................................................................................................. 4  
- Core Principles .......................................................................................................................................................................... 5  
- Statement of Non-discrimination ......................................................................................................................................... 5  
- Accreditation .............................................................................................................................................................................. 6  
- Sampoerna University Leadership ............................................................................................................................................ 6  
**ACADEMIC CALENDAR** ............................................................................................................................................................ 8  
**GENERAL EDUCATION: THE Sampoerna UNIVERSITY CORE** .............................................................................................. 9  
- Core Competencies .................................................................................................................................................................... 9  
- Distribution of the Core ............................................................................................................................................................ 11  
- Major and Concentration Requirements ............................................................................................................................. 11  
- Senior Capstone Experience .................................................................................................................................................. 11  
- Degree Pathways ...................................................................................................................................................................... 12  
**FACULTIES** ................................................................................................................................................................................ 16  
- Mechanical Engineering .......................................................................................................................................................... 14  
- Industrial Engineering ............................................................................................................................................................. 16  
- Computer Science / Informatics ............................................................................................................................................. 18  
- Information Systems ............................................................................................................................................................... 20  
- Visual Communication Design (New Media) .......................................................................................................................... 22  
- Business ................................................................................................................................................................................... 24  
- Entrepreneurship ...................................................................................................................................................................... 24  
- Banking and Finance ............................................................................................................................................................... 25  
- Digital Marketing ..................................................................................................................................................................... 27  
- Accounting ................................................................................................................................................................................ 28  
- Education .................................................................................................................................................................................. 30  
- English Language Education ............................................................................................................................................... 30  
- Mathematic Education ............................................................................................................................................................. 32  
**UNIVERSITY PARTNERS** ............................................................................................................................................................ 35  
- Broward College ...................................................................................................................................................................... 35  
- The University of Arizona ......................................................................................................................................................... 35  
**ACADEMIC POLICIES AND PROCEDURES** ........................................................................................................................... 37  
- Admission .................................................................................................................................................................................. 37  
- Financial Information .............................................................................................................................................................. 40  
- Class Attendance ...................................................................................................................................................................... 41  
- Student Status .......................................................................................................................................................................... 42  
- Academic Course load ........................................................................................................................................................... 45  
- Definition of a Credit Hour ...................................................................................................................................................... 46  
- Acceptance of Academic Credit Earned Outside SU .......................................................................................................... 46  
- Substitution or Waiver of Specific Courses ......................................................................................................................... 47  
- Conversion of Non-Credit to Credit ...................................................................................................................................... 48  
- Academic Standards of Progress ........................................................................................................................................... 48  
- Grades and Grade Appeals ..................................................................................................................................................... 50  
- Awards and Graduation ............................................................................................................................................................ 52  
**ACADEMIC SUPPORT UNITS** ................................................................................................................................................... 54  
- Student Parent Advisory Center (SPAC): Tutoring Center ................................................................................................... 54  
- Counseling Center ................................................................................................................................................................. 54  
- Academic Writing Workshops ............................................................................................................................................... 55  
- Math Lab .................................................................................................................................................................................. 55  
- Bridge Program ........................................................................................................................................................................ 55  
- Center for Excellence in Teaching and Learning (CETL) ....................................................................................................... 55  
**STUDENT RIGHTS AND RESPONSIBILITIES** .......................................................................................................................... 57  
- Student Rights ........................................................................................................................................................................ 57  
- Student Responsibilities ......................................................................................................................................................... 57  
- Academic Integrity ................................................................................................................................................................. 58  
- Student Records ...................................................................................................................................................................... 58  
- Student Academic Sanctions .................................................................................................................................................. 59  
- Student Grievances ............................................................................................................................................................... 59  
**STUDENT SERVICES UNITS** .................................................................................................................................................... 64  
**INFORMATION TECHNOLOGY SERVICES** ....................................................................................................................... 68  
**INSTITUTIONAL EFFECTIVENESS** ............................................................................................................................................ 72  
**AREAS OF INSTRUCTION** ..................................................................................................................................................... 75  
**DESCRIPTION OF COURSES** .................................................................................................................................................. 77  
**GENERAL EDUCATION COURSE DESCRIPTIONS** ............................................................................................................. 78  
- Business Pre-requisite Course Descriptions ....................................................................................................................... 84  
- Engineering and Technology Pre-requisite Course Descriptions ..................................................................................... 86  
**UPPER DIVISION COURSE DESCRIPTIONS** ...................................................................................................................... 89  
- Education Core Courses .......................................................................................................................................................... 89  
- English Language Education Curriculum ............................................................................................................................ 92  
- Mathematics Education Curriculum ...................................................................................................................................... 95  
- Management Curriculum .......................................................................................................................................................... 97  
- Accounting Curriculum ........................................................................................................................................................... 101  
- Mechanical Engineering Curriculum ...................................................................................................................................... 107  
- Industrial Engineering Curriculum ......................................................................................................................................... 112  
- Computer Science / Informatics Curriculum .......................................................................................................................... 117  
- Information Systems Curriculum ........................................................................................................................................... 122  
- Visual Communication Design Curriculum .......................................................................................................................... 125  
**FACULTY DIRECTORY** ............................................................................................................................................................ 132  
**ADMINISTRATION AND STAFF DIRECTORY** .......................................................................................................................... 143
Core Principles
The following Core Principles guide Sampoerna University in delivering its key value proposition:

- **English Language Proficiency** as a key enabler and connector for education.
- **Character Development** through the nurturing of self-confidence by an affirming and engaging educational experience.
- **Science and Technology** as key instruments for personal and national advancement.
- Development of **Leadership** potential as an integral part of education.
- Fostering an **Entrepreneurial Spirit** through industry collaborations that provide an applied learning environment.
- Cultivating a sense of **Social Responsibility** as a key part of our national education agenda.
- Encouraging **Inclusion and Diversity** – promoting secularity and tolerance to foster greater local and international ties.
- Tangible and ongoing engagement with **Family and Community** to ensure student success.
- **Collaboration** with best-in-class institutions to expand student opportunity throughout the world.

Statement of Non-discrimination
Sampoerna University is committed to fostering a welcoming, affirming culture of respect and inclusion, empowering and engaging all students, faculty, and staff. The University demonstrates this commitment by integrating diversity and inclusive excellence into its organizational processes, structures, and practices. SU affirms its commitment to recruit, support, and retain a diverse student, faculty, and staff community that upholds the principles of Indonesia’s Pancasila and the spirit of non-discrimination as defined by the United States’ Equal Opportunity Commission.
Accreditation

Sampoerna University (Universitas Sampoerna) was established by virtue of the Decision of the Minister of Education and Culture of the Republic of Indonesia Number 66/E/O/2013 dated March 15, 2013 juncto Decision of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 122/KPT/I/2016 dated March 10, 2016, as a higher education institution dedicated to the social transformation of Indonesia through education. SU was established by the Putera Sampoerna Foundation, and initially was licensed as a higher education institution under the name “Universitas Siswa Bangsa Internasional.”

Partner institutions in the U.S. are fully accredited by their respective regional accrediting bodies, and credits earned at SU and articulated by partners may be transcripted by the partner institution.

Sampoerna University Leadership

<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
<th>CREDENTIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>President of SU</td>
<td>Dr. Marshall Schott</td>
<td>Ph.D., History, Louisiana State University, USA</td>
</tr>
<tr>
<td>Rector of SU</td>
<td>Drs. Wahdi Salasi April Yudhi</td>
<td>Ph.D., Business and Management, LaTrobe University, Australia</td>
</tr>
<tr>
<td>Vice Rector for Academic Affairs</td>
<td>Dr. Soepriyatna</td>
<td>Ph.D., English Applied Linguistics, from Universitas Katolik Indonesia Atma Jaya, Indonesia</td>
</tr>
<tr>
<td>Vice Rector for Student Success &amp; International Relations</td>
<td>Dr. Lauren E. Clarke</td>
<td>Ed.D., International Education Policy, University of Massachusetts Amherst, USA</td>
</tr>
<tr>
<td>Vice Rector for Administration, Resources Management &amp; Operations</td>
<td>Endriyani Widyastuti</td>
<td>Master of Science, Economic Planning and Development Policy, University of Indonesia</td>
</tr>
<tr>
<td>Vice Rector for Government Affairs</td>
<td>Elan Merdy</td>
<td>MBA, De La Salle University, the Philippines</td>
</tr>
<tr>
<td>Dean, Faculty of Education</td>
<td>Dr. Soepriyatna (Interim)</td>
<td>Ph.D., English Applied Linguistics, from Universitas Katolik Indonesia Atma Jaya, Indonesia</td>
</tr>
<tr>
<td>Dean, Faculty of Business</td>
<td>Dr. Ivan Butar-butar</td>
<td>Ph.D. in Business, Monash University, Australia</td>
</tr>
<tr>
<td>Dean, Faculty of Engineering &amp; Technology</td>
<td>Dr. Surya Liman</td>
<td>Ph.D., Industrial Engineering, University of Florida, USA</td>
</tr>
</tbody>
</table>
ACADEMIC CALENDAR

GENERAL EDUCATION: THE SAMPOERNA UNIVERSITY CORE

The General Education courses provide SU students with a multi-faceted and interdisciplinary education framework that include cross-and-interdisciplinary content. The General Education course requirements include Communications, Humanities, Social and Behavioral Sciences, Natural Sciences/Wellness, and Mathematics. The General Education framework is benchmarked to the traditional American Higher education curriculum and it is contextualized to meet Indonesian requirements for higher education. It also encompasses the core institutional values and traits of Sampoerna University, which has established six University level competencies, based on the VALUE rubrics developed by the Association of American Colleges & Universities that form the foundation of the general education and core courses.

Core Competencies

**Critical Thinking**
- Explain issues/problems
- Select and use information to investigate issues/problems
- Analyze and interpret relevant information
- Evaluate information to determine potential conclusions
- Generate well-reasoned conclusions

**EFFECTIVE COMMUNICATION**
- Write clearly and coherently
- Speak and listen interactively
Ethical Reasoning
- Recognize ethical issues
- Understand different ethical perspectives or concepts
- Apply ethical perspectives or concepts
- Evaluate different ethical perspectives or concepts

Global Learning
- Develop global self-awareness
- Demonstrate an understanding of different perspectives
- Demonstrate an appreciation to cultural diversity
- Recognize personal and social responsibility
- Understand global systems
- Apply knowledge to contemporary global contexts

Information Literacy
- Determine the extent of information needed
- Access the needed information · Evaluate information and its sources critically
- Use information effectively to accomplish a specific purpose
- Access and use information ethically and legally

Quantitative Literacy
- Explain information presented in mathematical forms (e.g., equations, graphs, diagrams, tables, words)
- Convert relevant information into various mathematical forms (e.g., equations, graphs, diagrams, tables, words)
- Carry out mathematical calculation · Make judgments and draw appropriate conclusions based on the quantitative analysis of data, while recognizing the limits of such analysis.
- Make and evaluate important assumptions in estimation, modeling, and data analysis
- Express quantitative evidence in support of the argument or purpose of the work (in terms of what evidence is used and how it is formatted, presented, and contextualized).

Distribution of the Core

<table>
<thead>
<tr>
<th>Distribution</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>9 credits</td>
</tr>
<tr>
<td>Humanities</td>
<td>6 credits</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>6 credits</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>9 credits</td>
</tr>
<tr>
<td>Mathematics</td>
<td>6 credits</td>
</tr>
</tbody>
</table>

Major and Concentration Requirements
A major at Sampoerna University consists of a minimum of twenty-four (24) advanced semester credit hours in addition to the general education core curriculum and any required prerequisite courses. All prerequisite courses for the advanced courses must be met.

A concentration represents a focused area of study within a specific academic major. All courses in the concentration count toward fulfilling the major requirement. The number of credits for each concentration varies but must be no fewer than nine (9). Concentrations will only be noted on the transcript after completion of the degree.

Senior Capstone Experience
During the senior year of study, each baccalaureate candidate must undertake an academic capstone experience which carries credit and is required for graduation. This capstone experience may be in the form of a project thesis, or course which will synthesize materials incorporated within a major, demonstrate communicative proficiency about the major, and indicate a high level of critical thinking within the major.
Degree Pathways

**Business**
- Management
- Entrepreneurship
- Digital Marketing
- Banking & Finance
- Accounting

**Engineering & Technology**
- Mechanical Engineering
- Industrial Engineering
- Computer Science / Informatics
- Visual Communication Design
- Information Systems

**Education**
- English Language Education
- Mathematics Education
**Laboratories**

<table>
<thead>
<tr>
<th>NO</th>
<th>NAME</th>
<th>UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Materials Science and Engineering Lab</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Fluid Mechanics and Heat Transfers Lab</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Instrumentation and Measurement Lab</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Thermodynamics Lab</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Machine Design Lab</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>Integrated Manufacturing Lab</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>Engineering Drawing and Drafting Lab</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td>Mechatronics and Control Lab</td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td>Internet of Things Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

**Program Educational Objectives:**

1. To produce internationally competitive Mechanical Engineering graduates who can become ethical engineers or entrepreneurs and can lead with integrity.
2. To produce Mechanical Engineering graduates with strong communication and collaboration skills who can act and think globally.
3. To produce applied scientific and research works that contribute to the field of engineering, science, or technology at the regional, national, and international level.
4. To produce Mechanical Engineering graduates who have a sense of responsibility for national social and economic development to improve the quality of life through their work and service.

**Student Learning Outcomes**

By graduation, students in the Mechanical Engineering program are expected to attain the following Student Learning Outcomes:

1. Able to apply mathematics, physics, and basic science to mechanical engineering.
2. Able to design and run research projects, analyse results, and interpret data.
3. Able to design systems, components, products, and processes according to the needs of global market developments.
4. Able to work together in teams and have leadership qualities.
5. Able to identify, formulate, and solve problems in Mechanical Engineering.
6. Able to operate the latest hardware and software in the field of Mechanical Engineering.
7. Able to manage manufacturing and engineering activities.
8. Understanding QSTD (quality, standard, time and delivery).
9. Understand entrepreneurship and the innovation process.

Degrees offered:

Sarjana Teknik
Equivalent to a BS in Mechanical Engineering
(Note: Students may also earn a BS in Mechanical Engineering from the University of Arizona by meeting their course and graduation requirements at SU. Students pursuing the two-degree option should consult with an advisor).

Industrial Engineering Degree Plan
Curriculum Structure

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>YEAR 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses</td>
<td>IE Core Courses</td>
<td>Technical Electives</td>
<td>Internship</td>
</tr>
<tr>
<td>IE Foundation Courses</td>
<td>Seminar</td>
<td>Senior Capstone</td>
<td></td>
</tr>
</tbody>
</table>

Laboratories

<table>
<thead>
<tr>
<th>NO</th>
<th>NAME</th>
<th>UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>STEAM Lab</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Physics Lab</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Wet (Biology &amp; Chemistry) Lab</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Material Science &amp; Engineering Lab</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Human Factors and Ergonomics Lab</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>Integrated Manufacturing Lab</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>Smart Production &amp; Supply Chain Lab</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td>Internet of Things (IoT) Lab</td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td>Computer Lab</td>
<td>4</td>
</tr>
</tbody>
</table>

Program Educational Objectives:
1. To produce internationally competitive Industrial Engineering graduates who can become ethical engineers or entrepreneurs and can lead with integrity.
2. To produce Industrial Engineering graduates with strong communication and collaboration skills who can act and think globally.
3. To produce applied scientific and research works that contribute to the field of engineering, science, or technology at the regional, national, and international levels.
4. To produce Industrial Engineering graduates with a sense of responsibility for national social and economic development to improve the quality of life through their work and service.
**Student Learning Outcomes**

By graduation, students in the Industrial Engineering program are expected to attain the following Student Learning Outcomes:

1. Able to apply design systems, components, products, and processes within a global industrial framework.
2. Able to apply natural science concepts and principles of mathematical engineering applications in integrated system analysis and design.
3. Able to apply principles and techniques of integrated system design with a system approach.
4. Understand and apply principles related to health, safety, and environment.
5. Understand and apply insight from technological best practices in the field of integrated system engineering.
6. Apply basic economic and social analysis to problems related to industrial engineering and systems.

**Degrees offered:**

- **Sarjana Teknik**

  Equivalent to a BS in Industrial Engineering

  (Note: Students may also earn a BS in Industrial Engineering from the University of Arizona by meeting their course and graduation requirements at SU. Students pursuing the two-degree option should consult with an advisor).

**Computer Science / Informatics**

Computer Science spans the range of topics from theory to programming. The SU Computer Science program offers a comprehensive foundation that permits its graduates to adapt to new technologies and new ideas in computing. Computer Science contents include theoretical and algorithmic foundations to developments in new areas such as robotics, computer vision, intelligent systems, bioinformatics, and others.

Computer Science graduates (i.e. Computer Scientists) design, develop, and analyze various types of computer systems from systems of infrastructure (operating systems, communications networks, etc.) to application technologies (mobile and web applications, databases, etc.).

---

**Computer Science Degree Plan**

**Curriculum Structure**

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>YEAR 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses</td>
<td>CS Core Courses</td>
<td>Electives</td>
<td></td>
</tr>
<tr>
<td>CS Foundation Courses</td>
<td>Internship</td>
<td>Seminar</td>
<td>Senior Capstone</td>
</tr>
</tbody>
</table>

**Laboratories**

<table>
<thead>
<tr>
<th>NO</th>
<th>NAME</th>
<th>UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Computer Lab</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Physics Lab</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Wet (Biology &amp; Chemistry) Lab</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Internet of Things (IoT) Lab</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Computer Network and Administration Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

**Program Educational Objectives:**

1. To produce Computer Science/Informatics graduates who are able to use innovative approaches to solving complex technical problems through the application of sound computer science principles.
2. To provide students with a solid foundation in computer science, mathematics, basic sciences, and other related fields to empower them to successfully pursue graduate studies or career.
3. To equip students with life-long learning skills so that they can successfully adapt to the evolving technological landscape throughout their professional careers.
4. To equip students with strong communication skills and the ability to collaborate in teams.

**Student Learning Outcomes**

By graduation, students in the Computer Science/Informatics program are expected to attain the following Student Learning Outcomes:

1. Ability to analyse problems and identify / define the computing requirements appropriate to its solution.
2. Ability to design, implement and evaluate a computer-based system, process component or program to meet desired needs.
3. Ability to apply knowledge of computing and mathematics appropriate to the discipline.
4. Ability to communicate and collaborate effectively on teams to accomplish goal.
5. Understanding of professional, ethical, security and social issues and responsibilities.
6. Ability to use current techniques, skills, and tools necessary for computing practices.
7. Ability to apply mathematical foundations, algorithmic principles, and computer science theory in the modelling, and design of computer-based systems.
8. Ability to apply design and development principles in the construction of software systems of varying complexity.

**Degree offered:**

Sarjana Komputer

Equivalent to a BS in Computer Science

**Information Systems**

The Information Systems program prepares graduates to work in several sectors to integrate information technology solutions and business processes for the purpose of meeting the information needs of businesses and organizations. Our graduates will understand both technical and organizational factors, and help organizations determine how information and technology-enabled business processes can provide a competitive advantage. They are expected to contribute to the nation’s development in the Information Systems sector, particularly in the e-Commerce, Big Data, Data Science, and Information Security sectors. Graduates of the Information Systems study program are being prepared to become information systems graduates able to contribute to building Indonesia in information systems related areas, especially in the field of e-commerce and Information Systems security.

**Information Systems Degree Plan**

*Curriculum Structure*

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>YEAR 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses</td>
<td>IS Core Courses</td>
<td>Electives</td>
<td>Seminar</td>
</tr>
<tr>
<td>IS Foundation Courses</td>
<td></td>
<td>Intership</td>
<td>Senior Capstone</td>
</tr>
</tbody>
</table>

**Laboratories**

<table>
<thead>
<tr>
<th>NO</th>
<th>NAME</th>
<th>UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Computer Lab</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Physics Lab</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Wet (Biology &amp; Chemistry) Lab</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Internet of Things (IoT) Lab</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Computer Network and Administration Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

**Program Educational Objectives:**

1. To produce Information Systems graduates able to use innovative approaches to solving complex technical problems through the application of sound Information Systems’ principles.
2. To provide students with a solid foundation in information systems mathematics, basic sciences, and other related fields to empower them to successfully pursue graduate studies or a career.
3. To equip students with life-long learning skills so that they can successfully adapt to the evolving technological landscape throughout their professional careers.
4. To equip students with strong communication skills and the ability to collaborate in teams.

**Student Learning Outcomes**

By graduation, students in the Information Systems program are expected to attain the following Student Learning Outcomes:

1. Ability to understand general theoretical concepts in the field of information systems, to possess in-depth understanding of specific related fields, as well as to conduct procedural problem solving.
2. Ability to master theoretical concepts that allow students to study, formulate, develop, and implement the right decisions in problem solving.
3. Ability to prepare effective and efficient programming algorithms; as well as design, build, and manage Information Systems applications precisely and accurately for decision support.
4. Ability to master mathematical concepts of probabilities and statistics to interpret and present results of data analysis in a format that is understood by interested parties.
5. Ability to apply concepts and methods of processing data/information to choose data mining techniques and tools to assist in problem solving.
6. Ability to master the general principles and concepts of Information Systems security of an organization.
7. Ability to utilize business and management principles by using ICT to support and measure the performance of a business process.
8. Ability to use theoretical concepts of Information Systems to identify, formulate, and document the scope and risks of information systems projects.

Degree offered:
Sarjana Sistem Informasi
Equivalent to a BS in Information Systems

**Visual Communication Design (New Media)**

The Visual Communication Design (New Media) program is a multidisciplinary program within the Faculty of Science and Technology that utilizes a core of design pedagogy coupled with technology-enhanced teaching and learning to produce graduates capable of creating interactive, digital, visual interfaces, audio-video, animation for a variety of applications and new media industries. The multidisciplinary nature of the program means that students will gain core knowledge in design, interactive creative programming, 2D/3D animation, motion graphics, audio/video production, Augmented and Virtual Reality authoring and Transmedia storytelling, with introductions to business and entrepreneurship. This program's emphasis on project-based technologically driven learning incorporates collaborations between its students with students from other programs such as engineering and computer science.

**Visual Communication Design Degree Plan**

**Curriculum Structure**

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>YEAR 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses</td>
<td>VCD Core Courses</td>
<td>Portfolio Preparation</td>
<td>Internship</td>
</tr>
<tr>
<td>VCD Foundation Courses</td>
<td></td>
<td>Exhibition</td>
<td>Senior Capstone</td>
</tr>
</tbody>
</table>

**Laboratories**

<table>
<thead>
<tr>
<th>NO</th>
<th>NAME</th>
<th>UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Creative Center Lab</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Audio/Video Greenscreen Lab</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Motion Capture Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

**Program Educational Objectives:**
1. To produce VCD graduates able to solve problems and create new things through a scientific approach to visual communication design.
2. To produce VCD students solid foundation of design methods and new media so that they can produce innovative, creative, aesthetic visual communication design works.
3. To equip students with life-long learning skill so they able to apply professional ethics in the field of visual communication.
4. To equip students with strong communication skills who can facilitate design practices and work in collaborative situations.

**Student Learning Outcomes**

By graduation, students in the Visual Communication Design program are expected to attain the following Student Learning Outcomes:
1. Able to apply general design theory, principles, and theoretical concept of visual communication design perception in depth.
2. Understand and able to apply concepts, principles, methods and techniques for colour application, composition, design process, photography, computer graphics, animation, interactive game design, user interface, user experience, recording and editing of video and audio media for design practices.
3. Ability to use drawing, graphics, and three-dimensional design techniques to meet desired needs.
4. Ability to process and produce Virtual Reality (VR) and Augmented Reality (AR) as a new media format of visual communication.
5. Understanding and applying general concepts of history and culture in art and design.
6. Understanding and applying concepts related to the Indonesian social, cultural, ecological environment.
7. Ability to communicate and collaborate effectively on teams to accomplish goal.
8. Understanding of professional, ethical, social and media issues and responsibilities.

Degree offered:
Sarjana Desian
Equivalent to a BS in Visual Communications and Design
Business

Business academic programs are aligned with the nation’s demand for highly-trained individuals to fill high-demand jobs in the business management, banking, and financial services sectors. Programs are designed to meet the nation’s talent shortages and insure that all students are well-positioned to compete for jobs in Indonesia and abroad.

Students have unique study-abroad opportunities through partnerships with overseas universities. They have the ability to study abroad and earn credits that directly apply to their degree at SU. All students complete internships during their studies with one of the many corporate partners of SU. The Management degree offers the following concentrations:

Entrepreneurship

The degree in Management with a concentration in Entrepreneurship combines coursework and real-world application of entrepreneurial principals through our business incubator, business case competitions and partnerships with venture capital companies. Successful CEOs and company founders from across the nation are regularly invited to share their entrepreneurship insight with the university community.

The Management degree with a concentration in Entrepreneurship will provide the latest ideas in new venture creation, financing, growth and innovation.

Management Degree with Entrepreneurship Concentration Degree Plan

<table>
<thead>
<tr>
<th>Curriculum Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEAR 1</td>
</tr>
<tr>
<td>General Education Courses</td>
</tr>
<tr>
<td>Management Foundation Courses</td>
</tr>
</tbody>
</table>

Program Educational Objectives
1. To produce internationally competitive Business Management graduates who can become ethical business people or entrepreneurs and can lead with integrity.
2. To produce Business Management graduates with strong communication and collaboration skills who can act and think globally.

Student Learning Outcomes
By graduation, students in the Management program are expected to attain the following Student Learning Outcomes:
1. Apply essential content knowledge regarding the management of self, others and organizations.
2. Analyze and improve knowledge and skills with a self-development profile.
3. Conduct an analysis of stakeholders and formulate ethical business decisions.
4. Assess teams to facilitate and improve teamwork and team performance.
5. Execute a project to achieve task and person-focused objectives.
6. Perform a strategic analysis appropriate to a variety of organizational environments.
7. Conduct analysis of organizational environments to introduce elements of innovation and best practices.

Degrees offered

Sarjana Manajemen
Equivalent to a BS in Management
(Note: Students may also earn a BS in Business Administration from the University of Arizona by meeting their course and graduation requirements at SU. Students pursuing the two-degree option should consult with an advisor).

Banking and Finance

Students learn to manage money in banks and investment houses, circulate money and grant credit, acquire various types of financing, and assess the financial needs of companies and individuals. Our partnership with HSBC also means that students have opportunities for scholarships and internships as part of the program.
Management with Banking and Finance Concentration Degree Plan

Curriculum Structure

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>YEAR 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses</td>
<td>Management, Banking and Finance Core Courses</td>
<td>Internship</td>
<td></td>
</tr>
<tr>
<td>Management Foundation Courses</td>
<td></td>
<td>Project-Based Collaboration</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final Project</td>
<td>Electives</td>
</tr>
</tbody>
</table>

Program Educational Objectives

1. To produce internationally competitive Business Management graduates who can become ethical business people or entrepreneurs and can lead with integrity.
2. To produce Business Management graduates with strong communication and collaboration skills who can act and think globally.
3. To produce applied scientific and research works that can contribute to the field of business at the regional, national and international level.
4. To produce Management graduates who have a sense of responsibility for national social and economic development to improve the quality of life through their work and service.
5. To develop a strong alumni network of talented graduates who can share their experience and expertise for the betterment of others.

Student Learning Outcomes

By graduation, students in the Management program are expected to attain the following Student Learning Outcomes:

1. Apply essential content knowledge regarding the management of self, others and organizations.
2. Analyze and improve knowledge and skills with a self-development profile.
3. Conduct an analysis of stakeholders and formulate ethical business decisions.
4. Assess teams to facilitate and improve teamwork and team performance.
5. Execute a project to achieve task and person-focused objectives.
6. Perform a strategic analysis appropriate to a variety of organizational environments.
7. Conduct analysis of organizational environments to introduce elements of innovation and best practices.

Degrees offered:

Sarjana Manajemen
Equivalent to a BS in Management

(Note: Students may also earn a BS in Business Administration from the University of Arizona by meeting their course and graduation requirements at SU. Students pursuing the two-degree option should consult with an advisor).

Digital Marketing

A general Management degree with a concentration in Digital Marketing provides fundamental marketing knowledge and critical skills in marketing analysis, decision-making and effective communication within and among organizations.

Management with Marketing Concentration Degree Plan

Curriculum Structure

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>YEAR 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses</td>
<td>Management and Marketing Core Courses</td>
<td>Internship</td>
<td></td>
</tr>
<tr>
<td>Management Foundation Courses</td>
<td></td>
<td>Project-Based Collaboration</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final Project</td>
<td>Electives</td>
</tr>
</tbody>
</table>

Program Educational Objectives

1. To produce internationally competitive Business Management graduates who can become ethical business people or entrepreneurs and can lead with integrity.
2. To produce Business Management graduates with strong communication and collaboration skills who can act and think globally.
3. To produce applied scientific and research works that can contribute to the field of business at the regional, national and international level.
4. To produce Management graduates who have a sense of responsibility for national social and economic development to improve the quality of life through their work and service.
5. To develop a strong alumni network of talented graduates who can share their experience and expertise for the betterment of others.
Student Learning Outcomes
By graduation, students in the Management program are expected to attain the following Student Learning Outcomes:
1. Apply essential content knowledge regarding the management of self, others and organizations.
2. Analyze and improve knowledge and skills with a self-development profile.
3. Conduct an analysis of stakeholders and formulate ethical business decisions.
4. Assess teams to facilitate and improve teamwork and team performance.
5. Execute a project to achieve task and person-focused objectives.
6. Perform a strategic analysis appropriate to a variety of organizational environments.
7. Conduct analysis of organizational environments to introduce elements of innovation and best practices.

Degrees offered:
Sarjana Manajemen
Equivalent to a BS in Management
(Note: Students may also earn a BS in Business Administration from the University of Arizona by meeting their course and graduation requirements at SU. Students pursuing the two-degree option should consult with an advisor).

Accounting
The international curriculum and faculty provide technical expertise in the Accounting field and develops necessary critical thinking, team-building, communication, and information technology skills. The program will prepare students for professional careers in public, corporate and governmental accounting, personal financial planning, portfolio analysis and consulting.

Accounting Degree Plan
Curriculum Structure

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>YEAR 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses</td>
<td>Accounting Core Courses</td>
<td>Internship</td>
<td>Project-Based Collaboration</td>
</tr>
<tr>
<td>Accounting Foundation Courses</td>
<td></td>
<td></td>
<td>Final Project</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Electives</td>
</tr>
</tbody>
</table>

Program Educational Objectives
1. Accounting graduates demonstrate good accounting knowledge and skills.
2. Accounting graduates hold integrity and stewardship values, able to communicate complex ideas in writing and through oral presentations and work effectively in diverse team settings.
3. Accounting graduates exhibit proficient skills in information systems and digital technologies to analyze business problems and provide comprehensive solutions.
4. Collaboration with professional accounting bodies and corporations to improve the accounting students’ competencies continuously.
5. Develop community service programs that contribute to accounting students’ social awareness.
6. Perform researches in Accounting that address the needs of government, business, and organizations at national and international levels.
7. Build a strong accounting alumni network to provide the long-term value to accounting study program and students by giving alumni the chance to stay in contact and continue to learn from each other after they graduated from the university.

Student Learning Outcomes
By graduation, students in the Accounting program are expected to attain the following Student Learning Outcomes:
1. The ability to integrate theoretical and technical accounting knowledge in business context.
2. The awareness and application of existing and emerging digital technologies and information systems.
3. Exercise judgment to provide potential solutions to accounting and other business problems by considering social, ethical, economic, regulatory, sustainability, governance, and/or global perspectives.
4. The ability to anticipate future trends by extrapolating existing trends and facts and filling the gaps by thinking innovatively.
5. The ability to evaluate and manage risks that might prevent organizations from successfully implementing strategy.

Degree offered:
Sarjana Akuntansi
Equivalent to a BS in Accounting
Faculty of Education

The Faculty of Education at Sampoerna University provides the academic and professional development for undergraduate students to become high quality Mathematics and English as a Second Language and Foreign Language teacher candidates at all levels of the primary and secondary education system. Students will complete a comprehensive program of General Education courses, study program foundation and core courses, School Experience Program (four-year developmental internship program) and Capstone Project. The program considers global contemporary research and best practices to prepare our graduates to meet the demands of the teaching profession and to be ready to address challenges in teaching and learning in schools in Indonesia. Faculty of Education also aims at creating visionary teacher leaders who have the capacity and critical awareness to contribute toward the betterment of Indonesian education and society. Such attainment is made possible by the learning experiences in an environment that promotes not only integrity, creativity, and reflective thinking skills, but also collaborative and entrepreneurship skills that are necessary for participating in a global community.

English Language Education

This program offers students opportunities to explore contemporary theories and practices underpinning English Language curricula and instruction and to develop 21st Century skills in teaching English for different grade levels of primary and secondary schools. Prospective teachers will have the capacity to utilize technology as a platform in English Language Teaching to engage learners and accommodate students’ various learning styles and needs.

English Language Teaching Degree Plan

Curriculum Structure

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>YEAR 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Experience Program / Internship</td>
<td>General Education Courses</td>
<td>English Language Education Core Courses</td>
<td>Social Internship Program / Kuliah Kerja Nyata (KKN)</td>
</tr>
<tr>
<td>English Language Education Foundation Courses</td>
<td>Capstone Project</td>
<td>Electives Courses</td>
<td></td>
</tr>
</tbody>
</table>

Program Educational Objectives

1. Produce graduates who are equipped with the knowledge and skills of TESOL best practices in the United States.
2. Produce graduates who possess creativity, communication skills, integrity, and a high degree of social responsibility.
3. Produce prospective English Language teachers who are competent in teaching English consistent with contemporary educational values.
4. Produce graduates who are able to integrate ICT, science, engineering concepts and art (STEAM) literacy in the learning process and have a lifelong and reflective learning paradigm.
5. Produce graduates who are capable of designing and implementing special-purpose English language education programs using digital technologies.
6. Produce academic research in the fields of education, language, culture and English teaching to solve national problems and contribute to the broader field of knowledge.
7. Cooperate with other institutions in the fields of teaching, research, community service and other academic activities to further develop the quality of English Language Teaching programs.
8. Organize community service programs that make a meaningful contribution to society and advance Indonesia’s educational and social progress.

Graduate Profile

Graduates of English Language Education at Sampoerna University are beginning teachers who acquire the knowledge, skills, and dispositions of 21st Century educators as presented in the following figure.

Degree offered:

Sarjana Pendidikan
Equivalent to a BA in English Language Education
Mathematics Education

This program is designed to address Indonesia's need for high-quality mathematics teachers with 21st Century Skills. It offers the teacher candidates the opportunity to explore contemporary theories and practices that underpin mathematics curricula and instructions, and to develop their skills in teaching mathematics for different grades of K-12. They will have the capacity to utilize technology as a platform in mathematics education for engaging learners and accommodating different learning styles and needs.

Mathematics Education Degree Plan

Curriculum Structure

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>YEAR 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Experience Program / Internship</td>
<td>Mathematics Education Courses</td>
<td>Social Internship Program/ Kuliah Kerja Nyata (KKN)</td>
<td>Capstone Project</td>
</tr>
<tr>
<td>General Education Courses</td>
<td>Mathematics Education Core Courses</td>
<td></td>
<td>Electives Courses</td>
</tr>
<tr>
<td>Mathematics Education Foundation Courses</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Program Educational Objectives

1. Produce graduates who can teach K-12 students in schools that implement national and international curricula.
2. Produce graduates that demonstrate global insight, ethical behavior, and a commitment to improving education for the betterment of Indonesia.
3. Produce graduates who can think mathematically and scientifically, with a critical and holistic approach.
4. Facilitate effective and meaningful learning of mathematics and apply interdisciplinary concepts through STEAM (Science, Technology, Engineering, Arts, and Mathematics) to facilitate problem-solving capability.
5. Establish a creative, productive and empowering learning environment that is consistent with contemporary pedagogy and technology in the field of mathematics education.
6. Produce academic research that improves mathematics education at the national level and contributes to the larger body of knowledge.
7. Collaborate with alumni, educational institutions, professional associations, and other organizations in designing and facilitating community service activities that can enhance mathematics education in Indonesia.

Graduate Profile

Graduates of Sampoerna University-Mathematics Education study program are 21st Century novice mathematics teachers who have acquired knowledge, skills, and dispositions as presented in the following figure.

Degree offered:

Sarjana Pendidikan
Equivalent to a BA in Mathematics Education
UNIVERSITY PARTNERS

Broward College

In May, 2016, Sampoerna University formed a partnership with Broward College of Florida to co-develop General Education courses comprising the core of the SU curriculum. This collaboration provides a pathway to a two-year Associate’s degree from Broward College for students who satisfy their program learning objectives and meet their graduation requirements. In addition, an agreement between SU and Broward College provides students with access to Broward’s extensive digital resources, libraries, and support services.

Broward College is a leading community college in the U.S., recognized and honored for its international initiatives through its ten affiliated Centers around the world. In 2019, Sampoerna University became the most recent Center in this network.

More information about Broward College is available at www.broward.edu.

The University of Arizona

The University of Arizona has partnered with Sampoerna University to co-develop degree completion programs in Engineering and Business on the SU campus. These programs allow students who meet program level objectives and graduation requirements to obtain transcripts and diplomas from the University of Arizona. Students in these programs also may choose to complete part of their program at the UA main campus in Tucson, Arizona, and graduate at the campus commencement.

Two degrees may be awarded from SU and UA in the following areas:
- Bachelor of Science in Mechanical Engineering
- Bachelor of Science in Industrial Engineering
- Bachelor of Science in Business Administration

Students interested in these degree pathways should consult an SU transfer advisor early in their academic career, as there are specific pre-requisites that must be fulfilled prior to transfer application.

More information about the University of Arizona can be found at www.arizona.edu.
ACADEMIC POLICIES AND PROCEDURES

Admissions

Sampoerna University admits qualified students without regard to race, sex, color, religion, age or national origin. Interested students are strongly encouraged to visit the campus and meet with an academic advisor. A visit may include a campus tour, and/or visits with a faculty member or other staff member.

The University actively seeks students who are considered a “fit” and capable of being academically successful at Sampoerna University. It is strongly recommended that students complete a college prep curriculum, with particular emphasis on English and math, to prepare them for our American-style academic offerings. Evaluation of an applicant’s potential for success and fit include a review of each student’s high school report, cumulative grade point average, and scores on any international assessments of English language competency (if available).

Admission to Sampoerna University is conducted on a rolling basis, with final deadlines for the submission of application materials and testing for each term.

Application Deadlines

The Application Process must be completed, and all required documentation submitted to the University as follows:

• For the Fall Term: 31 July
• For the Spring Term: 30 November

An online application is available on the SU Website; hard copies may be obtained if a candidate is unable to access the online version.
Freshman Admissions Process

To Apply for Admission:
Complete the SU Application form;
1. Submit high school documentation and transcripts from any other colleges attended (For students who attended college outside the U.S., transcripts must be translated and evaluated course by course);
2. Take the SU Placement Test to determine placement in the appropriate English and math courses*;
3. Pay the enrollment fee.

*Enrollment in the Summer Bridge Program is required if intake test results indicate that further preparation is required prior to the first semester of university classes.

Admissions decisions are released after applications are complete – it is the applicant’s responsibility to submit all documents and arrange for on-campus testing. In certain cases, off-campus testing may be arranged. Applicants with incomplete applications may be ineligible for admission until the next entry term, but documents will be retained for one year to facilitate re-application. Admissions documents may not be returned to applicants once submitted, though SU will deactivate materials if a candidate withdraws or declines an offer of admission.

Admissions Decisions

Offer of Admission: The student is accepted into the next entering class at SU and must indicate his or her intent to enroll by the deadline stated in the acceptance letter. All offers of admission are “conditional” until the candidate has completed the placement test and demonstrated college-readiness.

Students are notified of their initial placement in college-level or foundation courses following the College Readiness Test, and counseled on degree pathways prior to enrollment.

Denial of Admission: In cases where an applicant’s academic goals and proficiency levels do not meet the criteria for admission to SU, she or he will receive a letter explaining this and encouraging enrollment at another institution.

Incomplete Application: If an applicant has failed to submit all documents to SU Admissions necessary to make a decision, we will defer action on the application until a future term. In certain cases where a decision is possible, a provisional decision may be rendered, pending submission of the remaining documents.

Placement Exams
Applicants must complete a placement exam (unless otherwise exempted) so that they can be placed in the appropriate English and/or math course. SU administers the College Board Accuplacer Tests for the purpose of student placement. If applicants have alternate test scores for standardized English proficiency tests or Academic English and Mathematics score, they may qualify to replace the Accuplacer tests.

Transfer Admissions Process
Students who attempt coursework at another college or university after high school graduation are considered transfer students. At the time the student applies, an evaluation is completed of all attempted work elsewhere. Transfer credit is awarded if the transfer work is comparable to that offered at Sampoerna University. An interview with an academic advisor is encouraged.

To Apply for Admission:
1. Complete the SU Application form;
2. Submit high school documentation and transcripts from any other colleges attended (For students who attended college outside the U.S., transcripts must be translated and evaluated course by course);
3. Take the SU Placement Test to determine placement in the appropriate English and Math courses*;
4. Pay the enrollment fee.

*Students who have completed English Composition and College Algebra 1 with a C or better are also exempted from taking the SU Placement Test if they have a valid SAT or ACT score.
Financial Information

Undergraduate Consolidated Tuition and Fees
Consolidated tuition and fees vary by study program and level (lower-division and upper-division). Consolidated tuition and fees are based on full-time enrollment (15 SCH or more per term). Students taking fewer than 15 SCH will be charged on a per credit hour basis. Consolidated tuition and fees may be locked upon admission and enrollment for up to four years so long as a student maintains full-time enrollment for the duration of his/her study program.

The estimated total cost for each degree program is based on making satisfactory academic progress and completing all graduation requirements within 4 years. All prices are in Indonesian Rupiah (million).

Financial Obligations
Students will not be permitted to attend classes, laboratories or other instructional activities until all tuition and fees (if applicable) are paid or they have made satisfactory arrangements with the Bursar’s Office for the payment of tuition and fees. Students whose accounts are not current with the Bursar’s Office may be denied any or all University services. Grades, transcripts and diplomas may be withheld for students owing balances to the University.

Billing and Refund Policy
Sampoerna University provides documentation of all fees and tuition charges required of students from the time of their application for admission through their enrollment. Tuition and fee rates are set annually by the University Council, although most enrolled students take advantage of a fixed rate tuition program after matriculating to SU. Any scholarships, awards or waivers offered at the time of admission are acknowledged in writing by the Bursar’s Office and appear on the student’s invoice each semester.

Tuition and fees are determined by enrollment status (active, inactive, on leave, etc.) and are adjusted appropriately if the University Registrar is notified of a change of status by the appropriate deadline. Any refund request must be substantiated by evidence:

- Demonstrating that a charge was incorrectly posted;
- Establishing that a student notified the University in writing in a timely manner regarding a change in status; or
- Indicating that extenuating circumstances prevented the student from enrolling after a registration deadline or the start of classes.

It is each student and family’s responsibility to check the billing documents for accuracy at the time they are issued. If just cause for a refund exists, the student may submit a written request to the Bursar’s Office. Should the appeal warrant further adjudication, the matter will follow the procedure for Student Grievances for review by the appropriate University officers.

Enrollment and Registration
All admitted students should respond to the Admissions decision by confirming their intent to enroll. Prior to starting classes, they must complete the following steps:

- All entering students will take the official College Readiness Test for English and Math to determine course placement (students with TOEFL or IELTS scores, IB credits and other recognized skills assessments may be granted waivers from some or all of the Accuplacer tests.)
- First-time college students must attend New Student Orientation (NSO) where students will join the College, meet with their academic advisors, and register for classes; (Subject-specific placement tests may be administered, as required.)
- Pay tuition and fees before starting classes.
- Obtain student identification (ID) card. A paid schedule of classes is required to obtain a student ID.
- Purchase books or determine if texts are available online. Some books are available in the College library in limited quantities.

Class Attendance
Class attendance has a major role in the teaching/learning process and, therefore, students are expected to attend classes regularly and on time. Lecturers may set class policies regarding grade reductions for absences: these guidelines are stated in the course syllabi. Students who are absent without permission more than 25% of the classes are subject to penalties, as per Sampoerna University policy.

Exceptions to this policy are set forth below:

Non-Class Days. When this occurs, each faculty member shall determine how best to make-up the lost class time.

Non-Penalized Absences. There shall be no academic penalty for a student who is absent from academic activities because of observances of major religious holidays in his/her own faith, the student’s serious illness, death in the immediate family, or attendance to statutory governmental responsibilities. A student will be held accountable if these absences result in the student exceeding the limit established for ‘excessive absences’ as defined in the instructor’s syllabus.
The student shall be responsible for the material covered in his/her absence and shall be granted a reasonable amount of time to make up any coursework, performance assessment, labs or clinicals missed for non-penalized absences. The student shall notify instructors in advance of absence(s) to observe a religious holy day(s) in his/her own faith and shall likewise notify instructors in advance of other absences or by the next class meeting.

If a non-penalized absence occurs on the first day of class, the student shall notify the instructor of the reason for his/her absence before the next class meeting. Documentation for these absences shall be presented by the student by the next class meeting.

**Explanatory Circumstances.** Should a student see a difficulty in observing the attendance policy in his/her class, contact shall be made with the faculty member involved within the first week of class to work out an alternate arrangement. Alternatively, the student may seek an alternate class, where applicable, that accommodates his/her requirements.

**Excessive Absences.** Excessive absences from any course, regardless of the reason, may result in withdrawal of the student from the course and/or necessitate that the student repeat the course. Based upon the instructor’s attendance records, the student’s academic advisor will determine the penalty and options in consultation with the Registrar.

**Student Status**

**Active Student**
An active student is a student who has fulfilled all entry requirements and has the right to participate in all academic activities. Requirements to become an active student are as follows:
- Apply to SU and accept an offer of admission or conditional admission
- Complete the registration process
- Pay the tuition and fee(s) due
- Complete a study plan in consultation with an advisor

**Auditor**
An auditor is:
- a student who is authorized to follow academic activities to enhance knowledge of some specific area without academic credit, or
- a transfer student candidate who is still in the process of diploma equivalency

An auditor may come internally from SU (those who have been enrolled as SU students) or may be a student from outside SU. Requirements for internal auditors are as follows:
- registered as an active student;
- have a minimum GPA of 3.00;
- take a maximum study load of four audited credits; and
- the total study load (regular courses + audited course) may not exceed 24 credits.

An external auditor must have advance approval from the SU administration as well as the lecturer and must meet minimum qualifications of the course. S/he will not be expected to take examinations and will not receive grades or academic credit for the course, nor will s/he be billed regular tuition.

**On Academic Leave**
A student on academic leave is a student who officially requests an academic leave at his or her own initiative and is exempted from the obligation to follow academic activities during certain semester(s). An academic leave can only be taken by a student for two (2) consecutive semesters, and maximum four (4) semesters during study period. Academic leaves are requested in writing to the student’s Head of Program and approved by the Vice President for Academic and Student Success.

**Continuing Student**
Prior to the commencement of the semester, every student must register for the following semester by submitting a Study Plan (KRS) and paying any tuition and fees due.

**Inactive Student**
An inactive student is:
- a student who has finished an academic leave but has not registered for the following semester; or
- a student who does not register for the following semester.

Any inactive semester(s) will be counted in the total length of study.
Under Academic Sanction
A student who is found to have violated academic rules is categorized as being ‘on academic sanction’ and is not allowed to participate in academic activities during a period specified by the SU administration. The types of Academic Sanctions can be found below under “Student Academic Sanctions” as well as in the Student Handbook.

Reactivated Status
A student who wants to re-activate their status should:
• Submit a request letter to be an active student to the Head of their Study Program and copy (cc) the Academic Registry. This request letter must be submitted no later than one week prior to the add/drop period.
• Undergo the re-registration processes.
• Pay the required tuition and fees.

Withdrawn
A student might be considered academically withdrawn if he/she meets one or more of the following criteria:
• Exceeds the maximum limit of study period (more than 14 semesters);
• Has not obtained a minimum of 40 credits after 14 semesters, and/or has a cumulative GPA of less than 2.00;
• Has been studying for 14 semesters and fails to pass the final project examination;
• The student is under academic sanction.

Internal Transfer
Internal transfers can occur between study programs at the same level and between majors/concentrations within a study program and faculty. Requirements for executing the transfer process are as follows:
• There is an available slot in the intended class
• The student has “Active” status
• The student has obtained the permission/recommendation of the Head of the previous study program and the Head of the intended study program, acknowledged by the relevant Dean(s)
• The student has studied for at least two semesters
• The student is not in the process of withdrawal or under academic sanctions

External Transfer
SU can admit transfer students from other higher education institutions as long as they fulfill the requirements established by the government and university, and as long as there are slots available in the intended study program. The process of transfer admission can be found under Transfer Admission.

Academic Course load
SU adheres to its educational goals and objectives by providing guidance for enrollment in the general education core and degree programs. Students are expected to enroll in a minimum of twelve (12) credit hours per academic term.

The University administration and faculty assist students with advising and enrollment into a maximum number of courses to promote a higher academic success rate and to not overwhelm the student. Faculty may assist students by advising them of courses in designated programs of study. Students are encouraged to seek the University’s advice in enrollment into courses each semester.

The maximum load in which a student may enroll is eighteen (18) credit hours per term. However, students with a cumulative grade point average (GPA) of at least 3.0 may be allowed to take additional credits. In no event shall the maximum course load exceed twenty-one (21) credit hours per academic term.

During the last term of enrollment prior to graduation, if a student needs more than 18 credit hours to graduate, approval may be sought from the appropriate dean to exceed the maximum credit hours even if the cumulative grade point (GPA) is below 3.0. Such a student shall not be permitted to enroll for more than 21 credit hours, except with the written approval of the Vice President for Academic and Student Affairs.

Students wishing to pursue more than 18 credits must meet the Grade Point Average (GPA) requirements described within these policies and must receive formal permission from their academic advisor.

The maximum number of credits that can be taken is based on the GPA of the previous semester:

<table>
<thead>
<tr>
<th>GPA of Previous Semester</th>
<th>Maximum Number of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥ 3.00</td>
<td>21-24 credits</td>
</tr>
<tr>
<td>2.50–2.99</td>
<td>18 credits</td>
</tr>
<tr>
<td>2.00–2.49</td>
<td>15 credits</td>
</tr>
<tr>
<td>≤ 1.9</td>
<td>9 credits</td>
</tr>
</tbody>
</table>

Note: Students wishing to pursue max credit load must receive formal permission from their advisors

1 ‘Grade Point Average (GPA)’ refers to the metric that is derived from assigning letter grades numbered values (from 0-4), and then averaging a series of grades that a student achieves in a given semester (Semester GPA) or in the entirety of their degree studies (Cumulative GPA)
Definition of a Credit Hour

Sampoerna University (SU) adheres to the accepted U.S. federal and accreditation bodies’ definition of a credit hour. “Academic credit” refers to the basis for measuring the amount of engaged learning time expected of a typical student enrolled in a traditional classroom, laboratory, studio, internship, experiential learning, or distance education. “Credit hour” refers to the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutional established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction, and a minimum of two (2) hours out of class student work each week for approximately fifteen (15) weeks for one (1) semester or other recognized term, or the equivalent amount of work over a different amount of time.

The contact hour formula is as follows:

<table>
<thead>
<tr>
<th>Minutes/Week</th>
<th>Weeks/Semester</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 – Facilitated Learning</td>
<td>X 16</td>
<td>= 45</td>
</tr>
<tr>
<td>60 – Self-Managed Learning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60 – Application &amp; Practice</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For courses delivered during the short summer semester, courses are expected to have the same number of contact hours and the same requirement for out-of-class learning as courses taught in a fall or spring semester.

Acceptance of Academic Credit Earned Outside SU

Students who are seeking academic credit for courses completed at other institutions or through prior learning assessment must be currently enrolled in a degree or certificate program at SU.

Transfer Credit

Academic credit is generally accepted only from institutions that are accredited by one of the regional accrediting associations approved by the Council on Higher Education Accreditation. All non-English transcripts must be evaluated on a course by course basis by a NACES-recognized transcript evaluation service.

College Level Examination Program (CLEP)

SU may accept credits earned through the College Level Examination Program (https://clep.collegeboard.org). If approved, students may earn up to 30 hours of credit through such examinations. Students may not substitute CLEP credit toward a laboratory science course requirement, however. For more information, the student should consult with their academic advisor.

Proficiency Examinations

Academic credit or advanced placement may be granted following either a review of the content of specific courses or by passing a proficiency examination in compliance with individual department policies and subject to approval by the department chairperson and the appropriate dean.

Students are responsible for submitting all required documentation to the Records Office and petitions requesting the granting of such credit. Credit awarded in this manner will be added to the semester hours earned but not the semester hours attempted or the grade points.

Articulation Agreements

SU has formal and informal relationships with institutions in the United States and abroad that have agreed to accept credit for courses completed at SU according to their respective curricular requirements. Students may transfer from SU to a partner institution after one or two years of study.

Students who fulfill degree requirements at an overseas institution that is working in partnership with SU and continue to be enrolled at SU will be required to submit academic reports each semester to their academic advisor. If program learning objectives are comparable, SU may reverse transfer the credits for the purpose of awarding a degree.

SUBSTITUTION OR WAIVER OF SPECIFIC COURSES

In certain cases, a student may petition to substitute or waive a specific course or courses. The University may grant or deny such a petition on a case-by-case basis and the decision of the University is final. A course substitution is a course that is approved to replace another course requirement in fulfilling a program of study.

A request for course substitution may be considered for the following reasons:

- Upon determination of equivalency between a course (or courses) taken at another accredited institution and a course (or courses) required at SU;
- Upon determination that the substitution of a course (or courses) normally required may benefit the student given his/her academic or career goals, and would not alter the fundamental nature of their program of study;
- To enable a student to repeat a course to improve a grade for which no identical course number or title exists among the University offerings;
- A petition for a course waiver in any area of general education must be recommended by the appropriate Dean and approved by the Vice President for Academics and Student Affairs.
CONVERSION OF NON-CREDIT TO CREDIT

Recognition of Prior Learning or Rekognisi Pembelajaran Lampau (RPL) is the process of recognition of learning achievements obtained previously through formal, non-formal, and informal education as well as from trainings related to work or self-taught through life experience. Recognition of learning outcomes is intended to place someone at the appropriate qualification level according to competency standards (KKNI levels).

Participants/students who seek to enter the University with non-credit conversion through RPL program must submit a written request equipped with a set of portfolio that arranged according to his/her life experience or equipped with his/her past learning results along with relevant and valid evidences acknowledged by an educational institution that is authorized to conduct RPL assessment.

The University may award academic credit for coursework taken on a non-credit basis only when there is verifiable documentation that the non-credit coursework is equivalent to a designated credit experience which is validated by authorized education institution approved by DIKTI. Validation should be based upon thorough evaluation and approval process that follows standards of good practice when awarding academic credit for course work taken on a non-credit basis.

ACADEMIC STANDARDS OF PROGRESS

The intent of the University is to ensure students achieve measurable qualitative and quantitative progress toward their educational goals. The University regulations regarding academic standards of progress apply to all college credit courses in determining academic progress and cumulative grade point averages.

To maintain satisfactory academic progress, a student must achieve a minimum grade point average (GPA) of 2.0 or higher each term².

A student who fails to maintain satisfactory academic progress will be placed on one of the following levels of academic intervention based on the student’s term, degree, and cumulative grade point averages:

- Academic Warning
- Academic Probation
- Academic Suspension

² Students who are recipients of financial aid and/or sponsorship may be required to achieve a higher GPA to qualify for financial support. Students pursuing degrees with our University Partners may be required to achieve higher GPAs and should consult with the Catalogs at their respective institutions.

Academic Warning: Any student who does not achieve a cumulative GPA of 2.0 or higher in a term will be placed on academic warning. Students on academic warning will be notified and should see an academic advisor or counselor prior to registering for the next term. A student will be removed from academic warning when he/she earns a cumulative GPA of at least a 2.0. A student on academic warning who fails to achieve a term GPA of 2.0 or higher for two successive terms of enrollment will be placed on the next level of academic intervention - academic probation.

Academic Probation: A student on academic warning who fails to achieve a term GPA of 2.0 or higher for two successive terms will be placed on academic probation. Students on academic probation will be required to see an academic advisor or counselor prior to registering for the next term. The status of students who demonstrate forward progress by earning two successive term GPAs of at least a 2.0 will be changed from probation status to warning status. A student on academic probation who fails to achieve a term GPA of 2.0 or higher for two successive terms will be placed on the next level of academic intervention - academic suspension.

Academic Suspension: A student on academic probation who fails to achieve a term GPA of 2.0 or higher for two successive terms of enrollment will be placed on academic suspension. Any student on academic warning and who earns less than a 2.0 term GPA and/or cumulative GPA for two successive terms will be placed on academic suspension for a minimum of one year. During the suspension period, the student may register for college preparatory courses only. After the first academic suspension and after the student has satisfied the suspension requirements, the student must see the Dean or designee. The student must follow the instructions pertaining to course selection.

Any subsequent suspensions will require the student to petition and appear before the Academic Standards Committee before continued enrollment at the University. University advisors, including faculty counselors, program managers, associate deans, academic and student deans, will assist students with advising and enrollment into courses at the University. Faculty may assist students by advising them of courses in designated programs. Students are advised to consult their academic advisors for recommendations on their enrollment into courses each semester.
To assist all students in reaching their full potential, SU commits to develop a comprehensive strategy for supporting students who fall into academic sanctions. The Enrollment Services and Student Success unit will work with students needing assistance to regain their good academic standing, utilizing resources such as the Tutoring Center, the Counseling Center, Heads of Programs, and Academic Advising. The University Registry will retain records of changes in status and will notify students and advisors of any academic sanctions.

**GRADES AND GRADE APPEALS**

A grade must be recorded for every credit course in which a student is enrolled. The final course grade is submitted electronically to the Registrar’s office and is posted online at the end of the term.

The course syllabus provides the faculty member’s final course grade policy. Each student shall be provided with a course syllabus that complies with SU’s mission, goals, and policies and includes the faculty member’s grading rubric and academic honesty policy for the course.

A student may be able to appeal the final course grade issued by the professor. The basis for an appeal of the final course grade shall be evaluated in terms of the standard established by the faculty member as stated in the syllabus, in accordance with institutional policies. The appeal must demonstrate that the faculty member did not assign the final course grade in accordance with the grading policy outlined in the course syllabus.

**Faculty Grading Policy**

Each faculty member shall communicate, in writing, the grading policy in the syllabus for the course within the first week of class meetings of each course. The elements to be considered in calculating the student’s final course grade shall be articulated, and all factors to be considered in arriving at the final grade shall be stated. Any grade appeal shall be considered in the context of the faculty member’s stated grading policy in the syllabus. Students must be provided with any modifications to the syllabus.

Each faculty member shall keep a record of grades for each class for four major terms from the initial grading period. Final grades for each term are recorded and archived in College Records. Grade point averages (GPA) for graduation and honors are calculated only on college level academic work which includes all work attempted by the student at all colleges he/she has attended. The final grades are used to calculate the grade point average.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Points awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

An “I” grade (Incomplete) may, at the discretion of the Faculty, be given in courses for a student who has a reasonable chance of successfully completing the course. The student who has not completed the required course work by the end of the term may be required to provide documentation for extenuating circumstances. The student should make arrangements to have the “I” changed to a final grade by the instructor (by the agreed upon date) during the next full term (summer terms are not considered in this time limit). If no change is initiated during the next full term, the “I” will automatically become an “F” on the student’s permanent record. If the course work is completed, resulting in a passing grade, the student’s transcript will be amended and his/her final GPA re-calculated.
AWARDS AND GRADUATION

The purpose of this policy is to establish student performance standards for graduation and the awarding of degrees. The University offers the bachelor's degree along with a full complement of general education courses that may be applied to other degrees at other institutions.

• Complete at least 144 SKS (equivalent to 120 credit hours) of college credit;
• Complete the program of study as set forth in the University Catalog;
• Complete a minimum of 36 credit hours of the program’s general education courses that include the following: six (6) credits in Behavioral/Social Sciences, six (6) credits in Humanities, six (6) credits in Mathematics, nine (9) credits in Communications, and nine (9) credits in Science, Lab, and Wellness;
• Complete any prescribed college preparatory and English for Academic Purposes courses, if required, with a grade of “C” or higher;
• Earn a cumulative grade point average (GPA) of at least 2.0, including any transfer credits which comprise the Degree;
• Fulfill all financial and other obligations to the University.

Graduation will be held at least once in an academic year as set in the academic calendar. Designations of academic achievement at graduation are determined based on the following GPA ranges, and are noted on the transcript:

<table>
<thead>
<tr>
<th>Cumulative GPA</th>
<th>Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.90–4.00</td>
<td>Summa Cum Laude</td>
</tr>
<tr>
<td>3.75–3.89</td>
<td>Magna Cum Laude</td>
</tr>
<tr>
<td>3.50–3.74</td>
<td>Cum Laude</td>
</tr>
<tr>
<td>3.00–3.49</td>
<td>Very good</td>
</tr>
<tr>
<td>2.50–2.99</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>2.00–2.49</td>
<td>Fair</td>
</tr>
</tbody>
</table>
ACADEMIC SUPPORT UNITS

Student Parent Advisory Center (SPAC):
The Student Parent Advisory Center is a special resource only offered at Sampoerna University, where interested students and parents can obtain objective and comprehensive information about education pathways and explore the programs best suited for them. Members of the SPAC team are qualified academic advisors who help students explore their education options in Indonesia and abroad. Interested parents and students can have an in-depth discussion about their education goals and receive focused and individualized support.

Tutoring Center
The Tutoring Center provides free tutoring and computer-use services to all SU students. Faculty and peer tutors from Sampoerna University are available for Math and English support. Tutoring may also be scheduled for subjects covered in the Core Curriculum and Programs of Study. Students may request support through group or individual sessions, or may be referred for tutoring by their instructors.

Counseling Center
The Counseling Center’s services are available for all students who are experiencing difficulties in their academic work or personal lives. Trained staff meet individually with students to help them gain insight into their issues and develop coping strategies. All counseling appointments are strictly confidential and are not reflected on a student’s academic records or reported to ACADEMIC SUPPORT UNITS S2 Sampoerna University.

Academic Writing Workshops
Offered by instructors from the Tutoring Center and English Language Education, these workshops focus on helping students develop their ability to write effectively in an academic setting. Students learn how to effectively paraphrase and cite research using international standards of writing. Most important, students gain a greater awareness on the importance of academic integrity and meeting high ethical standards.

Math Lab
The Math Lab provides a collaborative and safe environment for students to discuss mathematical topics and problems from their courses. The Math Lab employs lecturers and faculty-recommended students to help students deepen their understanding of course material, practice problems with the guidance of a peer tutor, and develop necessary study and test-taking skills.

Bridge Program
SU provides an intensive English language and Mathematics program for new students who need some support to meet the college-ready expectations required to enter SU academic programs. New students can enroll in English for Academic Purposes and/or Math Preparation during the term before beginning college credit courses. Placement is based upon test scores on the Basic and Advanced Skills Tests, administered during the admissions process.

Center for Excellence in Teaching and Learning (CETL)
CETL is committed to providing excellent learning opportunities to all SU students and faculty members. In the end, all CETL programs are designed with the thought of placing student learning excellence front and center in all of its activities. CETL encourages SU’s civitas academica to pursue the love of learning and the love of sharing. CETL continues the roles and functions of the former university’s unit, the Center for Learning, Teaching, and Curriculum Development (CLTCD).
STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights
Every student has the right to:
• Receive access and opportunities to develop and apply their knowledge through instruction, learning, research, and community service activities
• Receive guidance from lecturers and academic advisors
• Receive high quality academic support services
• Engage in co-curricular and extracurricular activities
• Express their opinions constructively in comments or complaints, in accordance with social and ethical guidelines
• Review their educational records (admission materials, transcripts and other information on individual academic progress, documentation on disciplinary action, counseling, written complaints, and the official correspondence relating to these items) by submitting a written request to the relevant department.

Student Responsibilities
Every SU student has the obligation to:
• Uphold the Indonesian law and the principles of Pancasila
• Demonstrate an exceptional moral code
• Practice the principles of academic integrity (not cheating in any form, deceptive fabrication, plagiarism, or violation of copyright laws)
• Show respect for differences relating to ethnic or national origins, religious affiliation, gender, sexual orientation, and disabilities
• Uphold the ethos of scientific, scholarly investigation demonstrating open, universal, objective, critical, and balanced analysis
• Observe the institutional code of ethics
• Refrain from inappropriate personal relationships with lecturers, professors, and other University officials.
**Academic Integrity**

Students, faculty members, researchers, and/or anybody who is engaged in academic pursuits may not claim words and ideas of another as their own. They are required to give credit and correct attribution to the original source, where it is due.

The key element of this principle of academic honesty is that authors do not present the work of another as if it were their own work. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit (American Psychology Association – Publication Manual: Ethics Code, 6th Ed., Washington, D.C., 2010).

Appropriate sanctions for any academic ethical violations are determined by the adjudicating officers or committee and authorized by the University Rector and/or President. Actions may include, but are not limited to:

- Academic Warning: Formal censure with a written warning of academic probation;
- Cancellation of a test, exam, or assignment, and giving a grade of “0” or “F” for this activity within a course grade calculation;
- Withdrawal of the student from the course without any tuition refund, requiring a future repeat of the necessary credits
- Academic suspension for one or more terms;
- Expulsion from the University.

For more detailed information and procedures, please consult the current Student Handbook, available online and from the Academic Registry and the Student Affairs Office.

**Student Records**

Permanent records for SU students are maintained by the University at its campus in Jakarta, Indonesia. These records are accessible to eligible students. Transcripts of coursework are available upon written request by the student.

With regard to the protection of student privacy, SU policies comply with U.S. standards of best practices and federal law as per partnership agreements with U.S. institutions and their respective U.S. accrediting organizations. SU recognizes the U.S.’s Family Educational Rights and Privacy Act, which requires authorization by any student aged 18 and above for the institution to release educational records to another party.

**Student Academic Sanctions**

In the event that the institution’s principles of academic integrity are violated, a student is subject to an investigation and hearing, conducted by an ad hoc committee usually comprising the instructor involved, the Head of the Program the relevant Dean, and the Registrar. The implementation of any academic sanctions results from the adjudication of this ad hoc committee. Disciplinary proceedings are initiated by any member of the academic staff who has direct or indirect knowledge of a violation.

Academic sanctions may be imposed if the committee conclusively determines that a student has engaged in any of the following acts:

- Falsifying a signature related to the courses, study plan, transcript, certificate or other academic document
- Cheating on any test or examination or assisting others to cheat
- Plagiarism on any graded assignment or exam; submitting another person’s work as one’s own in any form
- Falsifying data on any research project, paper, or laboratory exercise
- Attempting to influence an instructor to alter a grade or assignment through payment, gifts, or services.

Appropriate sanctions for any academic ethical violations are determined by the adjudicating committee and authorized by the University Rector. Actions may include, but are not limited to:

- Academic Warning: Formal censure with a written warning of academic probation;
- Cancellation of a test, exam, or assignment, and giving a grade of “0” or “F” for this activity within a course grade calculation;
- Withdrawal of the student from the course without any tuition refund, requiring a future repeat of the necessary credits
- Academic suspension for one or more terms;
- Expulsion from the University.

**Student Grievances**

Sampoerna University is committed to fostering an educational environment that promotes the highest level of learning and moral character development of its students. To support this commitment, SU strives to ensure all students are treated equitably and in accordance with University policies. Should a case arise in which a student believes that SU has not acted in accordance with its policies, the student should first seek to resolve the issue informally with the respective individuals. If these informal procedures prove unsatisfactory, the student may file a formal complaint to seek resolution.
Definition
A formal student complaint at SU may be filed when a student can demonstrate that SU has not followed University policies. Some SU policies contain formal appeal and/or grievance procedures. As such, formal complaint procedures are not intended to bypass these established, official appeal processes (e.g. admission decisions, grade appeals, conduct sanctions).

Formal complaints should be used as the final option when informal resolution strategies have been unsuccessful. Formal complaints must be filed in a timely manner, submitted in writing, through designated communication channels, and in accordance with University policies and procedures.

For a student complaint, grievance, or appeal to be considered a formal student complaint, it must meet the following criteria:
• The complaint, grievance, or appeal alleges a violation of official SU policy
• The complaint, grievance, or appeal is governed by an official SU policy
• The complaint, grievance, or appeal has been unsuccessfully resolved through informal resolution strategies
• The complaint, grievance, or appeal has been communicated in writing and asserts a formal complaint is being filed (e.g., letter, memo, email).

The following outlines complaint procedures at SU.

Procedures
Most student complaints are governed by official University policies. Students filing a complaint related to an official policy, as shown below, should refer to the procedures and expectations as outlined within the relevant policy statement for appeal and/or grievance procedures.

Types of Student Appeals:
1. Admission Decisions
Any student candidate dissatisfied with an Admission decision may ask for an explanation from the Admission Office. In the case that the issue cannot be resolved, the student candidate can make an appeal for decision review by the Admission Committee which has the responsibility for reviewing applications with extenuating or special circumstances and the authority to grant admissions to applicants who have strong merit but do not meet all prescribed requirements, as stated in the Admission Policy.

2. Grade Appeals
Any student who strongly feels that he/she has been given an unfair grade(s) may request an academic appeal as regulated in the Academic Policy as follows:
   a. An academic appeal is a formal request brought by a student to change a grade, or to challenge a penalty imposed for violation of standards of academic integrity, such as plagiarism or cheating.
   b. A request to change a grade or to challenge a penalty must be made within six months of the action. A grade may only be changed by the course instructor (or by the Dean in the absence of the course instructor) or by the Academic Appeals Committee (see Academic Policy article 63).
   c. An academic appeal will be considered if there is evidence that one or more of the following conditions exists,
      i. error in calculation of grade;
      ii. deviation from the syllabus;
      iii. academic disparate treatment of a student; or
      iv. Inappropriate penalty(ies) imposed for an academic integrity violation.
   d. An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course, or because of disagreement with the instructor’s professional judgment of the quality of the student’s work and performance.

Conduct Sanctions
Anyone who knows that a violation of the Code of Ethics has occurred has the right to report the occurrence to the Standing Committee on Discipline and Ethics of the University Senate. However, when a student is dissatisfied with the decision, he/she can appeal that decision once by sending a written appeal proposal to the Chair of the Code of Ethics Committee and the proposal needs to be supported with evidence. This appeals description can be found in the Student Handbook.

For complaints relating to SU policies in which appeal and/or grievance procedures are not prescribed, the following guidelines must be followed.

Informal Resolution
A student who can demonstrate that he or she has been subject to the lack of adherence to University policy or procedure by University personnel must first seek to resolve the issue directly with the respective representative (e.g., staff member, faculty member, administrator).
If a satisfactory resolution cannot be reached between the student and University representative, or if extenuating circumstances prevent direct communication between the student and the University representative, the student should follow the appropriate chain of command.

Chain of Command

<table>
<thead>
<tr>
<th>Non-Academic Informal Resolutions</th>
<th>Academic Informal Resolutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Affairs Personnel</td>
<td>Academic Advisor</td>
</tr>
<tr>
<td>Student Counselor</td>
<td>Student Counselor</td>
</tr>
<tr>
<td>Head of Study Program</td>
<td>Head of Study Program</td>
</tr>
<tr>
<td>Head of Student Affairs</td>
<td>Head of Student Affairs</td>
</tr>
<tr>
<td>Dean</td>
<td>Dean</td>
</tr>
<tr>
<td>Vice Rector of Academic &amp; Student Affairs</td>
<td>Vice Rector of Academic &amp; Student Affairs</td>
</tr>
</tbody>
</table>

If, after diligent communication through the chain of command, a satisfactory resolution cannot be reached, a formal complaint may be filed following the procedures as outlined below.

**Formal Complaint**

Students may file a formal, written complaint after informal resolution strategies have not reached satisfactory resolution. These formal, written complaints can be submitted in writing to the Quality Assurance Officer, Sampoerna University, L’Avenue Campus, Jl. Raya Pasar Minggu Kav. 16, Pancoran, Jakarta 12780 or by email to quality@sampoernauniversity.ac.id. Formal complaints must be filed within 30 business days of the action creating the student’s concern. Upon submission, the formal, written complaint will be routed to the appropriate divisional administrator for review. Upon receipt of the complaint, the administrator has 20 business days to respond. For complaints filed between semesters, additional response times may be necessary to allow for availability of the relevant parties. When additional time is necessary, students will be advised in writing of the estimated time for response within the 20 business days of receipt of the complaint. The Quality Assurance Officer is responsible for maintaining all records of formal student complaints.
STUDENT SERVICES UNITS

SU has a dedicated Student Success unit that coordinates both academic and non-academic support services. These services are available to all enrolled students, and may be accessed by students directly, or upon recommendation by academic advisors, instructors, or other SU staff. The purpose of this unit is to provide students with many varied types of support, such as tutoring, counseling, accommodation for disabilities or different learning styles, as well as direct student access to resources outside the institution.

The Library and Learning Resources Center provides an array of services to students, including a place to study, prepare assignments, and locate research and leisure reading materials in comfortable, well-suited facilities and surroundings. Users can find books, magazines, periodicals, and reference resources. Audiovisual equipment, along with computers with Internet access, databases, copiers, individual and group meeting areas are available to all students. In addition to established contractual services with libraries at our partner U.S. institutions, the Library and Learning Resources Center provides access to online virtual libraries, as well as specialized databases to enhance a full array of services as rendered by the Center. It should be noted that the SU Library holds the highest level of accreditation for a University Library in Indonesia.

The Library features a common Learning Space or “Learning Commons” which constitutes an integrated learning space (quiet zone, collaborative study area, library lounge, meeting rooms, and student lockers) as well as a fully automated library system which is accessible on or off campus.

In addition to reference and general collection services, the Library supports SU’s curriculum by providing reserved course materials. This service makes available materials that have been designated by lecturers as required readings for specific courses. Materials may include books, book chapters, articles, online materials such as e-journal articles and web sites, audiovisual materials, and faculty-developed materials such as lecture notes, sample tests, etc.

The library materials are organized into several collections:
- **General Collection** - General and professional books that are placed in the open shelf collection.
- **Reference Collection** - This collection contains general reference materials such as encyclopedia, dictionaries, yearbooks etc. The Call Numbers are preceded by “R” and they are shelved in a separate area. Reference collection is for in-house reference only.
- **Reserve Collection** - This collection comprises items in heavy demand or as recommended by academic staff for short-term loan. They could also be the first copy of adopted textbooks. This collection is for in-house use. However, overnight loans are also allowed from 5:00 pm to 8:00 am the next opening day. The Call Numbers are preceded with red sticker, labelled “Reserve”.
- **Textbooks** - These are adopted Sampoerna University textbooks borrowable for a three-day loan period. They are shelved separately and the Call Number is preceded by orange sticker, labelled “TB”.

Library hours will be conducive to student schedules and will be posted online and in the Library. Online services are accessible at http://library.sampoernauniversity.ac.id.

Other Library Services and Facilities:
- Wireless access throughout campus
- Research assistance
- iPad Loan
- Discussion Room
- Newspaper/popular magazines reading area
- Photocopy service
- New book display
- Document delivery services
- Library orientation
- Information literacy program
The destruction, loss or mutilation of any library material will also incur a fine or replacement fee equal to the current cost of the item, plus a processing fee of Rp 50,000. Overdue books or unpaid fines may also result in Academic Penalty including the deferment of paper or degree completion.

**Student Affairs** encompasses a wide array of co-curricular and non-academic support services that are important to ensure student success. This office organizes new student orientation, events, clubs, extracurricular activities, and counseling services for individual students and groups throughout the year. SU provides a variety of services designed specifically for eligible students, including individualized tutoring, individual and group counseling sessions, academic advising, financial aid assistance, educational and cultural field trip services, and specialized services needed by the individual student.

**The Health Center** provides medical treatment and consultation to students with non-emergency health issues. Staffed by medical personnel, the Center is open on a walk-in basis or by appointment. If more extensive medical treatment is required, Center staff will assist students in arranging appointments with appropriate specialists at local facilities.

**Student Organizations** represent the myriad student organizations and clubs that represent the interests and talents of the student body. From the Student Legislature, Academic Olympiads and a Model United Nations chapter to informal clubs to support hobbies and recreational activities, the Student Affairs staff supports student leaders to initiate activities and organizations and manage existing clubs. In addition, the Student Affairs office assists groups in identifying institutional and external funding for activities, as well as pursuing registration procedures of organizations, if necessary.
INFORMATION TECHNOLOGY SERVICES

The Information Technology (IT) Department is responsible for delivering all aspects of Information Systems and Information Technology Services with principles to support and facilitate learning technologies required by SU.

IT Principles
• Enhance learning activities and instructional support through the effective use of technology
• Maintain a reliable, robust and secure technology environment
• Balance innovation, manageability and use of SU resources through careful planning and stewards

General Overview of IT services
IT services and system resources are delivered for students, faculty members, and staff. It is defined by engaging and collaborating with business units. The scope of services provided covers all IT related aspects required by SU. The IT Department provides the implementation and maintenance of Enterprise Application Services to support academic and management processes.

Networking and Infrastructure Services
The IT infrastructure at SU is built to support learning and teaching activities as well as supporting all administrative services at the L’Avenue campus. The campus networks are designed with Local Area Network (LAN) and Wi-Fi/wireless access, available on all floors within the campus building.

Enterprise Application Services
Student Information Systems are available to automate the administration of academic processes consisting of student records, registration, curriculum management, courses and lecturers’ records, study programs, and self-service access thru the academic portal for students and lecturers such as online class enrollment, viewing grades, viewing transcript, and viewing class schedules.

These information systems are integrated with the applications below.
• Admissions System
• Student Recruitment System
• Student Payment System (to manage student payments and financial aid)
• Facility Management System to generate and manage class schedules.

Learning Technologies
• Canvas is a Learning Management System (LMS) that allow lecturers to create, manage, and share learning content and resources.
• The library system is equipped to provide automated solutions for bookkeeping, borrowing and keeping inventory of book collections in the library. The system also provides online access for students and faculty members to ebooks and journals.
• Microsoft Office is an office suite of applications available for student, faculty and staff. SU signed an agreement with Microsoft and this gives students, faculty and staff the right to use Microsoft Products such as Word, Excel, Powerpoint, OneNote, etc. Every registered user is provided with an Office 365 account and OneDrive storage with 50GB of capacity.

Internet Connection and Wireless Campus Service
Internet access is available through wired and wireless (Wi-Fi) connections. Sufficient and manageable bandwidth is provided to support online learning and teaching applications, online exams in the computer labs, multimedia applications, and video conferencing systems.

Telecommunications
Telephonic communication is conducted through an IP network (VoIP) for voice and video conference systems.
**Single Sign On (SSO) Service**

The SSO service is part of the infrastructure services that manages the authentication and access rights for multiple applications provided for both, academic and back office applications. Every user (students, faculty and staff) is provided an SSO account using their personalized email ID.

**Classroom and Lab Technology Services**

All classrooms are adapted to support a 21st Century teaching environment. Each classroom is equipped with instructional and projection technologies and has WiFi internet access and a LAN port. Also, multimedia projectors with HDMI/VGA connectors are installed in every classroom. These technologies enable lecturers to access and utilize appropriate digital resources to enhance their teaching.

SU has five computer labs equipped with a total of 101 personal computers to support online learning and computer-based assignments. All PCs are installed with MS Windows operating system, MS Office products, and various software for computer lab work.

**IT Service Desk**

IT Department provides a number of support options to students, faculty and staff. These include assistance through email, by phone or in person.

IT Service Desk for faculty and staff : IT Staff Room on the 7th floor IT Counter for students : Registry Counter on the 6th floor

**Contact Information for the IT Service Desk**

Address : L’Avenue Building, 6th floor  
Jl. Raya Pasar Minggu Kav. 16, Pancoran, Jakarta Selatan  
Indonesia  
Phone : +62 21 50 2222 34 ext. 7777  
Email : it.services@sampoernauniversity.ac.id

Hours of Operation : Monday - Friday, 8:00 a.m. - 5:00 p.m.
INSTITUTIONAL EFFECTIVENESS

Instructional Program Review and Evaluation

To promote continuous quality improvement and program effectiveness, SU has established procedures to conduct quantitative and qualitative reviews of instructional programs and academic support systems. The Institutional Effectiveness Committee is responsible for establishing procedures to conduct quantitative and qualitative reviews of instructional programs to determine their success in achieving learning objectives, and of academic support services to assess their impact.

Under the guidance of the Offices of faculty and administrators review, evaluate, maintain accreditations, and modify programs for continuous improvement and student success subject to Board approval. Program outcomes are reviewed during this process.

The Vice Rector for Academic Affairs coordinates the comprehensive review of degree programs, including general education requirements. The full review considers any changes to the University’s mission statement or academic policies that might have occurred relating to the academic degree and general education requirements.

Between comprehensive reviews of the degree programs and the general education curriculum, the Vice Rector for Academic Affairs establishes the procedures to be followed for considering amendments to the degree program structure or the general education program requirements. The results of the review will be forwarded through the Standing Committee for Academic Affairs and presented to the University Executive for review and/or action.

A comprehensive review of each degree program, including the associated general education core requirements, is conducted every three years. A written report of the comprehensive review shall be provided through the University Rector to the University Council. This written report should include:

- the goals and objectives of the program/discipline and its relationship to the SU mission;
- content and relevance of the curriculum;
- enrollment, placement and graduation data;
- student demographics;
- annual job openings;
- program cost information;
- student employment and student earnings;

- adequacy of faculty and staff;
- adequacy of facilities, equipment, and learning resources;
- agreements with educational institutions and other external agencies;
- plans for implementing changes and/or improvements if needed.

The results of the review may be used as the basis for any deliberations and/or decisions regarding program modification or termination.

Substantive Change

In an effort to uphold the standard reporting requirements of U.S. accrediting bodies, the University will ensure that any substantive changes to its programs, policies, or procedures are in accordance with accreditation requirements. Any such changes are also made so as to not compromise our relationship with U.S. partner institutions. The responsibility for compliance with all relevant standards and requirements is delegated to the Vice Rector for the American College and International Relations.

Faculty making substantive changes to the University's curriculum and administrators who coordinate establishment of new locations and programs must comply with requirements of the relevant accrediting bodies and must be integrated into the planning and implementation of any substantive change action.

Closing Academic Programs, Campuses, or Off-Campus Sites

The purpose of this policy is to ensure that students pursuing degrees are able to complete their program of study in the event that a decision were made to close an educational program, campus, or off-campus site.

In the event that it becomes necessary to take this action, SU will seek to provide students with the opportunity to fully complete the term and program of study in which they are enrolled. The College's “teach out” plan will be in accordance with the policies of any governing U.S. accreditation bodies. “Teach-out” procedures for guiding the closure of educational programs, on-campus, at off-campus sites, will be equitably applied.
AREAS OF INSTRUCTION

As students’ progress through levels of courses in the discipline, they should engage with the range of learning tools and experiences that foster growth toward independent scholarly or creative activity (e.g. Bloom’s revised learning domains of remembering, understanding, applying, analyzing, evaluating and creating).

General Guidelines for the Sequencing of all undergraduate coursework levels (1000, 2000, 3000 and 4000):

1st Year-Level Courses: include introductory courses or broad survey courses that assume no prerequisite knowledge beyond the skills of a first-year student. These courses satisfy General Education breadth requirements and typically prepare students for discipline entry and/or intermediate-level study.

2nd Year-Level Courses: should assume a moderate level of academic preparedness and may assume an intermediate level of discipline-specific content or methodological knowledge. These courses typically prepare students for advanced intermediate and upper-level study. They may be appropriate for freshmen and sophomores with a greater amount of autonomy and academic experience or for upper-level students who are not specializing in the field.

3rd Year-Level Courses: should assume students have a moderate to high level of academic experience and independence. Depending on the discipline, this level course may also assume a moderate to high level of discipline specific content or methodological knowledge. Such coursework should require significant academic rigor in students’ approaches and assignments.

4th Year-Level Courses: should assume a high level of academic experience and independence and/or deep content and methodological knowledge in a discipline. Such coursework will probably only by accessible to majors or students with significant previous preparation in the field. Such coursework should require a high level of rigor in students’ approaches and assignments.
DESCRIPTION OF COURSES

BRIDGE PROGRAM: ENGLISH FOR ACADEMIC PURPOSES

DCOM0302 EAP COMMUNICATION SKILLS IV, Credit Hours: 3
Prerequisite: LOEP Listening score of 86–100. This course is designed to guide the students toward applying pronunciation, phrasing, and intonation of oral American English in communication situations such as academic and social settings.

DCOM0601 EAP GRAMMAR/Writing IV, Credit Hours: 6
Prerequisite: WritePlacer score of 4. High-intermediate course introduces paragraph writing and mastery of complex grammatical structures (e.g. modals, clauses, quotes & reported speech, etc.)

GCOM1301 EAP COMPOSITION I, Credit Hours: 3
Prerequisite DCOM0601 or WritePlacer score of 5. A composition course that addresses mastery of paragraph writing, effective editing and an introduction to essay development are also addressed.

GCOM1303 EAP COMPOSITION II, Credit Hours: 3
Prerequisite: GCOM1301. An advanced composition course focuses on academic writing in multi-paragraph essays and effective editing; (e.g. essay tests, definition, persuasive, & research.)
DCOM0303 EAP READING IV, Credit Hours: 3
Prerequisite: LOEP Reading score 90-113. This high intermediate course emphasizes vocabulary, critical comprehension & study skills.

GCOM1302 EAP ADVANCED READING, Credit Hours: 3
Prerequisite: DCOM0303 or LOEP Reading score of 114-120. An advanced reading course that emphasizes critical comprehension and vocabulary skills.

GENERAL EDUCATION COURSE DESCRIPTIONS

Area 1. Communications (9 Credits)

GCOM1304 Composition I, Credit Hours: 3
GENG1301 is a university parallel course that requires students to learn and practice writing by creating original compositions, exploring basic rhetorical forms such as narration, exposition, and argumentations. Students will also develop research skills and learn to incorporate research material through the writing process. For non-exempt students, placement in GENG1301 is determined by both standard and departmental assessment tests. This is a writing credit course that focuses on extensive writing and revision.

GCOM1305 Composition II, Credit Hours: 3
Composition II is designed to further develop a student’s communication skills by building on the writing and critical thinking strategies learned in GENG1301. The course requires students to observe the conventions of Standard American English and create documented essays, demonstrating a students’ ability to think critically and communicate analytically. Selected texts supplement the course and provide topics for discussion and assignments. Students use library research methods for primary and secondary sources to produce MLA style-documented and well-argued research essays and projects. This is a writing credit course.

GCOM1306 Introduction to Speech Communication, Credit Hours: 3
This course is designed to provide students with fundamental training and practical experience for researching, organizing, and delivering speeches in public situations. Topics include: audience analysis, speech anxiety, critical listening, and preparation and delivery of informative, persuasive, and other possible types of public speeches in various cultural context with emphasis on academic and scholarly research. Students will also learn to effectively incorporate audio and visual aids/technologies for effective speeches. This is an international/intercultural competency course.

Area 2. Humanities (6 Credits)

GHUM1301 Pancasila, Credit hours: 3
(National requirement) The core ideology of the Indonesian government consisting of five principles: religious faith, patriotism, humanitarianism, democracy, and social justice. Pancasila was formulated at the time of Indonesia’s independence in 1945, intended to alleviate religious and regional tensions and promote unity and pluralism.

GHUM1302 Kewarganegaraan, Credit hours: 2
(National requirement) This course is designed to equip students with basic insights into Indonesian citizenship. It will explore topics of national character, patriotism, democracy, rule of law, and tolerance of diversity, which serve as the foundation for Indonesian society and future development.

GHUM1302 Bahasa Indonesia, Credit hours: 2
(National requirement) A review of spoken and written Bahasa Indonesia in correct usage in both academic and non-academic contexts.

GHUM1303 World Religions, Credit Hours: 3
This course is a descriptive examination of the world’s most populous religions. This is a writing course with International/Intercultural content.

GHUM2304 Introduction to Literature, Credit Hours: 3
This introductory course exposes students to the study of literature and a range of widely recognized authors and works. Students will examine and interpret a diverse and representative body of works from genres such as short stories, poetry, creative non-fiction, plays and novels. These selections may include works from many periods and cultures within American, British, and World Literature. Upon successful completion of this course, students will be able to demonstrate an understanding of fundamental concepts and ideas in each of the major literary forms. This is a writing credit course with International/Intercultural content.
### Area 3. Social and Behavioral Sciences (6 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSOC1301</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
<td>An introductory course in macroeconomic principles covering basic economic problems and concepts. Topics discussed and analyzed include basic economic problems of unemployment and inflation, as well as fiscal and monetary policies. Students will recognize the role of households, businesses and governments in the market economy and in their own lives. This is a writing credit course with International/Intercultural content.</td>
</tr>
<tr>
<td>GSOC2302</td>
<td>Introduction to International Relations</td>
<td>3</td>
<td>A cross-national analysis of the concepts of sovereignty, power, security, economic development and national interests in the formulation of foreign policy; the respective roles of the United Nations and the European Union within the context of the growth of Intergovernmental Organizations and Non-governmental actors such as legislatures and interest groups. Study of the utilization of those concepts on policy of both leading nations and the emerging states with emphasis on both conflictual issues related to both tangible and intangible causes as well as the cooperative aspects of a more globalized and interdependent economic system. This is a writing credit course with International/Intercultural content.</td>
</tr>
<tr>
<td>GSOC2303</td>
<td>General Psychology</td>
<td>3</td>
<td>General Psychology reviews the scientific principles related to human behavior and mental processes. Topics include the scientific method, neuroscience, learning, memory, and thinking, emotions, motivation, and health, life span development, personality, psychological disorders, and therapies, and social psychology. This is a writing credit course with International/Intercultural content.</td>
</tr>
<tr>
<td>GSOC2304</td>
<td>Social Problems</td>
<td>3</td>
<td>This course is an examination of the major social problems found in our changing social environment. More specifically, students will be introduced to a variety of topics which may include inequality based on class, race, ethnicity, education, age; violence in society; the changing family; social problems related to gender and sexual behavior; global social problems. This is a writing credit course with International/Intercultural content.</td>
</tr>
</tbody>
</table>

### Area 4. Natural Science (9 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSCI1201</td>
<td>Total Wellness</td>
<td>2</td>
<td>Total Wellness emphasizes the importance of knowledge, attitudes, and practices relating to personal wellness. It is a course designed to expose students to a broad range of issues and information relating to the various aspects of personal wellness including physical, social emotional, intellectual, spiritual and environmental wellness. This course integrates personal wellness and fitness in both a classroom and exercise environment. Evolving current topics such as nutrition, disease prevention, stress reduction, exercise prescription, and environmental responsibility are integrated to enable the student to understand the lifelong effects of healthy lifestyle choices. This is an International/Intercultural competency course.</td>
</tr>
<tr>
<td>GSCI1302</td>
<td>Introduction to Environmental Science</td>
<td>3</td>
<td>Study of the physical environment, its relationship with the biosphere, and man’s impact upon natural systems. This course includes ecological systems, Florida environments and geology, pollution and environmental regulations, renewable and nonrenewable resources, and sustainability. This course meets General Education requirements in the Biological and Physical Sciences. Placement by Testing Department.</td>
</tr>
<tr>
<td>GSCI1303</td>
<td>General Chemistry I</td>
<td>3</td>
<td>This is the first course in a two-semester sequence, GCHM1301 and GCHM2302. This sequence includes two laboratories: GCHM1101 to be taken concurrently with GCHM1301 and GCHM2302L to be taken with GCHM2302. This sequence is for students who have already had high school chemistry. Topics covered include: chemical measurements, stoichiometry, atomic structure periodic table, chemical bonding, inorganic compounds, nomenclature, formula writing, gases, liquids, solids, solutions acid-base chemistry and ionic reactions and some descriptive chemistry of non-metals. To enroll, it is strongly recommended that students have had previous chemistry at the high school or college level.</td>
</tr>
<tr>
<td>GSCI1103L</td>
<td>General Chemistry I Laboratory</td>
<td>1</td>
<td>Laboratory experiments to accompany GSCI1303.</td>
</tr>
</tbody>
</table>
GSCI1308 General Biology
This course introduces the concept and principles of biology which include the structure of cell and function, the principles of biochemical, energy transfer, genetics, mitosis & meiosis, evolution, organism (prokaryotes, protists, fungi, plants, and animals), and the ecosystem.

GSCI1108L General Biology Lab
General Biology Lab introduces students to perform the practical exercise and scientific methods as a tool to demonstrate basic concept presented in general biology course (respiration, photosynthesis, mitosis, meiosis, mechanism of heredity, studying structure and function of prokaryotes, protists, fungi, plants, and animals).

GSCI1405 General Physics with Calculus I, Credit Hours: 4
GPHY1401 is part one of a comprehensive course in physics outlining heat, and wave motion using analysis in calculus.

GSCI1105L General Physics with Calculus I Laboratory, Credit Hours: 1
GPHY1101 is a laboratory that allows students to able to collect and analyze data in a variety of experiments covering topics covered in its companion course GPHY1401. Students will create experiment reports using analysis in calculus.

Area 5. Mathematics (5 Credits)

GMAT1301 College Algebra, Credit Hours: 3
A college algebra course containing topics such as solving, graphing and applying linear and quadratic equations and inequalities; exponential and logarithmic properties; linear, quadratic, rational, absolute value, square root, cubic, and reciprocal functions operations, compositions, and inverses of functions; and systems of equations and inequalities, all with applications throughout the course. Recommendation from the Mathematics Department or at least a grade of a “C” in the prerequisite coursework is required.

GMAT1512 Extended College Algebra, Credit Hours: 5
This course meets the needs of students with myriad levels of mathematical experience providing support for learning prerequisite skills. The algebra objectives of the course include factoring polynomials; operations on rational and radical expressions; solving linear and quadratic inequalities; solving systems of linear equations; solving quadratic, absolute value, radical, rational, exponential, and logarithmic equations; and properties and analysis of functions and their graphs. Applications appear throughout the course.

GMAT1302 Trigonometry, Credit Hours: 3
This course, in conjunction with GMAT1302, is designed to prepare the student for the study of calculus. Topics include a functional approach to trigonometry, trigonometric equations, trigonometric identities, solving triangles, vectors, polar coordinates and equations, and parametric equations. A graphing calculator may be required. Recommendation of the Mathematics Department or at least a grade of “C” in the prerequisite course is required. Prerequisite(s): GMAT1301

GMAT1303 Pre-Calculus Algebra, Credit Hours: 3
This course, in conjunction with GMAT1309, is designed to prepare the student for the study of calculus. Topics include sequences, series, mathematical induction, matrices, determinants, and systems of equations. Also included are polynomial, rational, exponential, and logarithmic functions and equations; and polynomial and rational inequalities. Functions and graphs are emphasized. A graphing calculator may be required. Recommendation of the Mathematics Department or at least a grade of “C” in the prerequisite course is required.

GMAT1304 Calculus for Business, Social & Life Sciences, Credit Hours: 3
This is a general education course which includes the college-level skills of calculus such as: functions, graphs, limits, differentiation, integration, average and instantaneous rates of change, and other applications. Recommendation from the Mathematics Department or at least a grade of a “C” in the prerequisite coursework required.
GMAT1505 Calculus & Analytical Geometry I, Credit Hours: 5
This is the first of a three-course sequence in calculus. Students may need to a graphing calculator throughout the sequence of courses. Topics include: analytic geometry, functions, limits, continuity, derivatives and their applications, transcendental functions, anti-derivatives, and definite integrals. Certain sections of this course may require the use of a graphing calculator. Recommendation from the Mathematics Department or at least a grade of a “C” in the prerequisite coursework required.

GMAT1310 Statistics, Credit Hours: 3
A first course in statistical methods including such topics as collecting, grouping, and presenting data; measures of central tendency, position, and variation; theoretical distributions; probability; test of hypotheses; estimation of parameters; and regression and correlation. Use of statistical computer software and/or a scientific calculator (capable of performing 2-variable statistics) will be required. Recommendation of the Mathematics Department or at least a grade of “C” in the prerequisite course is required.

Business Pre-requisite Course Descriptions

GBUS1301 Introduction to Business, Credit Hours: 3
This course provides a basic study of business activity and how it relates to our economic society. Topics covered include how businesses are owned, organized, managed and controlled. Course content emphasizes business vocabulary, areas of business specialization, and career opportunities.

GBUS1302 Principles of Accounting I, Credit Hours: 3
This course provides an introductory study of the fundamental principles of recording, summarizing and reporting the financial activities of a business. Pre-requisite(s): None

GBUS1303 Principles of Accounting II, Credit Hours: 3
As the second course of the series, this course concludes the study of financial accounting. Topics covered include plant assets, current liabilities, payroll, corporations, partnerships, long-term debt, investments, cash flow statements and financial statement analysis. Pre-requisite(s): GBUS1302 Principles of Accounting I

GBUS2304 Managerial Accounting, Credit Hours: 3
This course deals with planning, controlling, as well as costing product, services, and customers. It focuses on management accountant issue such as assisting managers to make better decision throughout the concept of “different cost for different purposes”. By focusing on basic concepts, analyses, uses, and procedures, instead of procedures alone, it can be recognized that cost and management accounting as a managerial tool for business strategy and implementation. This course gives the accounting students the analytical and problem-solving skills such as excel to leverage available information technology. Pre-requisite(s): GBUS1303 Principles of Accounting II

GBUS1305 Computer Applications, Credit Hours: 3
This is an intermediate level course in computer applications software. Emphasis are in the use and application of word processing, spreadsheet, database, and presentation graphics applications. The course will prominently utilize case studies to develop comprehensive solutions to various types of problems. Integration between applications will be also be emphasized.

GBUS2306 Principles of Microeconomics, Credit Hours: 3
An introductory course stressing microeconomic theories. Topics studied include the theory and application of supply and demand elasticity; theory of consumer demand, utility; production and cost theory including law of diminishing returns; the firm’s profit-maximizing behaviors under market models ranging from pure competition to pure monopoly; the theory of income distribution; comparative advantage, trade policies exchange rates, balance of payments, and other international issues.

GBUS2307 Communication in the Workforce, Credit hours: 3
Designed to develop the communication skills necessary to speak and write clearly in a business environment, including business correspondence, oral presentation, effective verbal and nonverbal communication, and listening.

GBUS2308 Introduction to Management, Credit Hours: 3
This course covers fundamental management principles and concepts. Emphasis is placed on the management functions of planning, organizing, staffing, directing and controlling. Principles of scientific management, motivation, and economic analysis are studied relative to their use in business decisions.
GBUS2309 Business Law, Credit Hours: 3
This course covers basic principles of law and their application to business problems. Topics include a discussion of legal rights and social forces; the legal relationships of government, business and society; law of contracts; personal property, bailments, sales of goods, torts and business crimes.

**Engineering and Technology Pre-requisite Course Descriptions**

**GENG1301 Introduction to Engineering, Credit Hours: 3**
This course is a basic introduction to engineering. It will explore the various engineering fields, engineering problem solving, and basic math and physics used by engineers. Other topics such as safety, ethics, and engineering communications will also be addressed.

**GMAT2506 Calculus & Analytical Geometry I, Credit Hours: 5**
This is the second of a three-course sequence in calculus. Topics include techniques of integration, conics, polar coordinates, indeterminate forms, L'Hopital's Rule, proper integrals, infinite series, parametric equations, improper integrals, volume, arc length, surface area, work, and other applications of integration. A graphing calculator may be required in certain sections of this course. Recommendation from the Mathematics Department or at least a grade of a “C” in the prerequisite coursework required.

**GMAT2507 Calculus & Analytical Geometry III, Credit Hours: 5**
This is the third of a three-course sequence in calculus. Topics include vectors in 3 space, 3-dimensional surfaces, multivariate functions, cylindrical and spherical coordinates, multiple integrals, partial derivatives, vector fields, a graphing calculator may be required in certain sections of this course. Recommendation from the Mathematics Department or at least a grade of a “C” in the prerequisite coursework required.

**GMAT2308 Differential Equations, Credit Hours: 3**
Topics include the classification, solution and application of differential equations, including numerical methods, Laplace transforms, linear systems, and series solutions.

**GMAT2309 Linear Algebra, Credit Hours: 3**
A first course in linear algebra, emphasizing the algebra of matrices and vector spaces. Recommended for students majoring in mathematics or related areas.

**GSCI2304 General Chemistry II, Credit Hours: 3**
This course is to be taken concurrently with GCSI2104L. Topics covered include thermodynamics, kinetics, equilibrium, electrochemistry, coordination chemistry, descriptive chemistry of metals, nuclear chemistry and an introduction to organic chemistry.

**GSCI2104L General Chemistry II Laboratory, Credit Hours: 1**
Upon successful completion of this course, the students should be able to use appropriate laboratory equipment to safely perform laboratory experiments that relate to the topics covered in GSCI2304 or to collect data accurately and to use those data to calculate a reasonable answer or come to a logical conclusion.

**GSCI1405 General Physics with Calculus I, Credit Hours: 4**
GPHY1405 is part one of a comprehensive course in physics outlining mechanics, heat, and wave motion using analysis in calculus.

**GSCI1105L General Physics with Calculus I Laboratory, Credit Hours: 1**
GSCI1105L is a laboratory that allows students to able to collect and analyze data in a variety of experiments covering topics covered in its companion course GSCI1405. Students will create experiment reports using analysis in calculus.

**GSCI2406 General Physics with Calculus II, Credit Hours: 4**
GPHY2406 is part two of a comprehensive physics course outlining electricity, magnetism and optics using analysis in calculus.

**GPHY2106L General Physics with Calculus II Laboratory, Credit Hours: 1**
A series of physics laboratory experiments chosen to coincide with the lecture course GSCI2406. The course will include topics in electricity, magnetism, and optics. One 2-hour class meeting per week. A laboratory fee is charged.
UPPER DIVISION COURSE DESCRIPTIONS

The following pages contain the descriptions of all courses offered by SU. The courses are listed in alphabetical order by course rubric (four letter abbreviation) within each Faculty.

**Education Core Courses**

**EDUC1301 Foundations of Teaching and Learning, Credit hours: 3**
This course provides beginning foundations (professional, legal, ethical, multicultural) for understanding learners, teaching environment, the governance of the Indonesian school system, and current issues related to the teaching profession.

**EDUC1302 Educational Psychology, Credit hours: 3**
This course introduces concepts of major theories and approaches to the scientific study of behavior and mental processes. Physical, Cognitive, Social and Emotional; Learning Theories; and Educational Planning and Practice will be discussed in this course.

**EDUC1303 Educational Research Methodology I, Credit hours: 3**
This course introduces foundations of educational research methodology and research designs that helps students to develop educational research proposals. **Pre-requisite:** Foundations of Teaching and Learning.
EDUC2304 Social Emotional Learning, Credit hours: 3
This course provides theoretical knowledge of social and emotional competencies impacts on learning behaviors which includes how learners can understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. **Pre-requisite:** Foundations of Teaching and Learning.

EDUC2305 Social Foundations of Education, Credit hours: 3
Developing an understanding on how teachers’ work is influenced by social and structural forces, school and community contexts, and their own life histories and belief systems. **Pre-requisite:** Foundations of Teaching and Learning.

EDUC3306 Educational Technology, Credit hours: 3
Investigating the use of computer-based technology as a pedagogical tool and its theoretical frameworks to improve the teaching and learning process. Exploring productivity tools, educational software, and web-based information in order to develop a professional electronic portfolio as a showcase of individual educational technology knowledge and skills, and reflection on effective technology usage in learning and teaching. **Pre-requisite:** Foundations of Teaching and Learning.

EDUC3307 Individual Differences, Credit hours: 3
Focusing on the current and historical understanding of individual differences in inclusive school settings. Implementing the knowledge of individual differences in planning and facilitating learning sessions. **Pre-requisite:** Foundations of Teaching and Learning.

EDUC3308 Educational Research Methodology II, Credit hours: 3
Methods and strategies for quantitative and qualitative data collection and data analyses. **Prerequisite:** Educational Research Methodology I, and Statistics.

EDUC3309 Advanced Educational Technology, Credit hours: 3
Identifying and evaluating some educational technology innovations such as multi-user virtual environments, digital teaching platforms and augmented realities to support the improvement of teaching and learning. Designing some educational technology tools to create an effective and meaningful classroom environment. **Prerequisite:** Educational Technology.

EDUC3310 Seminar, Credit hours: 3
This course is a capstone experience, in which the prospective students prepare for their Capstone Project Proposal. There are three types of capstone projects which are: a thesis, a set of instructional design, or teaching/learning materials. At the end of this course all prospective teachers must defend their proposal by ensuring that they have provided a strong rationale for conducting their project, are familiar with the literature related to their project, and have a clear idea of how the project will be designed. **Pre-requisite:** Educational Research Methodology II.

EDUC4311 Microteaching, Credit hours: 3
The course provides opportunities for teacher candidates to develop, practice, and reflect on their teaching skills in real classroom contexts by aligning with the School Experience Program that requires them to teach at primary or secondary schools. At the end of the course, the teacher candidates are expected to comprehend the teaching skills that can be implemented in the future work. **Pre-requisite:** Curriculum & Material Development (Mathematics or English)

EDUC4412 Social Internship Program / Kuliah Kerja Nyata, Credit hours: 3
The course will facilitate students to immerse in society by having a project to contribute to the solution of real life problems. This course requires pre-service teachers to accomplish at least 124 credits before.

EDUC4313 School Experience Program (SEP)/ Internship, Credit hours: 3
SEP is uniquely designed by Faculty of Education Sampoerna University to promote contextual learning where students can apply their knowledge and skills in schools, learn from professional teachers, observe and experience how theories and principles of teaching and learning are put into practices, and reflect upon their learning and career orientations. SEP is conducted every semester and through which senior students work as interns in school and they can also collect primary data for their Capstone projects.

EDUC4614 Capstone Project, Credit hours: 6
A final project which students must complete prior their graduation. They are required to demonstrate their abilities to apply the knowledge and skills to real-world problems in a scholarly manner. **Pre-requisite:** Statistics, Educational Research Methodology II, Seminar, Academic Writing.
English Language Education Curriculum

ELTE1301 Writing Convention and Grammar Analysis, Credit hours: 3
This course examines the fundamentals of effective and eloquent writing and professional editing. It is designed particularly for humanities and teacher education majors who are interested in careers as professional writers, as editors, or as teachers of writing. However, the course is also useful to other students who are interested in improving their own writing or those who are pursuing careers that may require them to revise and edit written texts.

ELTE 1302 Planning, Assessment, and Evaluation in English Language Teaching, Credit hours: 3
Provide opportunities for students to study the different approaches to learning, teaching and assessment in English Language Teaching. It helps students design a lesson and assessment in their own contexts. Prerequisite: Foundation of Teaching and Learning

ELTE 1303 Teaching English as a Foreign Language 1
Pedagogy of skills (Listening, Speaking, Reading, and Writing), pronunciation, and grammar instruction in an integrated and a holistic manner. Hands-on experience in teaching those skills needs to be done during the course. Pre-requisite: -

ELTE2304 Introduction to the Study of Language, Credit hours: 3
A foundation in understanding the nature of language and language use for further study of language and its applications. A conceptual framework for thinking about and discussing language knowledge as well as basic skills of analysis and description with various levels of language being considered: phonology, morphology, syntax, the lexicon, semantics, and pragmatics.

ELTE2305 Language Acquisition & Development, Credit hours: 3
Introduction to language acquisition, which includes how all healthy children acquire their L1 and how languages are learned by L2 learners, both children and adults.

ELTE2306 Classroom Language Strategies, Credit hours: 3
Developing skills and strategies needed for teaching in English which includes explaining, questioning, probing, and facilitating classroom discussions. Pre-requisite: Teaching English as a Foreign Language 1

ELTE2307 Teaching English as a Foreign Language II, Credit hours: 3
The course aims to give some knowledge on integrating intercultural communicative competence and multiliteracy and incorporating the use of low and high technology more for increasing media and digital literacy.

ELTE2308 Literature for Younger Children & Older Children, Credit Hours: 3
This course focuses on examining literacy's concepts and instructional strategies along children's developmental stages from grade K to 8, covering the emergent to basic literacy skills, in particular, the core components of literacy instructions which consists of print awareness, literacy environment at home, phonology awareness, vocabulary acquisitions, variety of strategies of reading comprehensions, as well as balanced literacy strategies.

ELTE2309 English for Young Learners, Credit hours: 3
This course aims at exploring characteristics of young learners and methods in creating engaging activities which embed the content of other subjects to English lessons. Pre-requisite: -

ELTE3310 Discourse Analysis and Sociolinguistics, Credit hours: 3
This course highlights the analysis of the linguistics features and A systematic investigation of human language in relation to the social world, to fit in certain contexts, involving critical sensitivity to questions of power, ideology, and inequality as reproduced in classroom text and talk, and teaching English as an international language.

ELTE3311 Contemporary Approaches in ELT, Credit hours: 3
Discussion and analysis of the various issues and trend in the current ELT world to broaden and prepare students to be professional teachers. Pre-requisite: ELT Methodology.

ELTE3312 Literacy, Culture & Development of Critical Readers, Credit Hours: 3
Literacy, Culture, and Development of Critical Readers equip students with critical reading and thinking skills as parts of the academic skills needed in the era of change and uncertainty, in which cultures seem to have become globalized and ‘homogenized’, yet at the same time remain complex and incommensurate. The abilities to search for information, determine its validity and accuracy, evaluate, and synthesize the information provided by the digital world in its abundance, as well as the ability to contextualize the information in its cultural specificity, play a strategic role across different sectors in society.
ELTE3313 Curriculum and Material Development, Credit hours: 3
Discussion on curriculum and material development theories and practice in the field of English Language Teaching either in national or international context. **Prerequisite:**

ELTE 3315 Technology in Language Learning, Credit hours: 3
Blended. This course aims to explore the connection between principles of learning English and the implementation of current Internet and multimedia technologies. This skill is crucial to support the development of communicative and literacy competence of the teacher candidates who are engaged in a process of improving their language proficiency. **Prerequisite:** Educational Technology.

ELTE3316 Literacy & Learning in Content Area (Multiliteracies), Credit Hours: 3
The course aims to extend teachers’ knowledge and skills to the processes, products, and values of literacy in various areas of the curriculum, with particular emphasis on comprehension, vocabulary, and disciplinary literacy. With a nod to the critical role of literature in one’s literacy development, this course also requires teachers to engage with literature and have direct experience to apply literature for literacy teaching (literature-based literacy teaching).

ELTE3317 Elective: Pop Culture, Credit hours: 3
This course aims to equip students with critical thinking and analytical skills based on proofs and sound concept of theories on various pop cultures and their ideologies, and the use of mass media technologies and genres in creating culture consumer subjects.

ELTE3318 Elective: Semantic and Lexicology, Credit hours: 3
Blended. Introduction to principles of lexical theory to develop a critical approach towards the lexicon of English as L2 and to stimulate students to reflect on general issues of the relationship between language and thought.

ELTE3319 Elective: Literary Analysis, Credit hours: 3
This course refers to the application of various literary theories in analyzing short stories and novels, including films which are made based on the stories.

ELTE4320 Advanced English Skills, Credit hours: 3
This course focuses on developing original academic arguments, using appropriate textual evidence to support the arguments, the ability to use counter-arguments to temper and strengthen ideas, and developing a sophisticated and elegant prose style. Participants are expected to generate research writing and to present their thoughts structurally. **Prerequisite:** Seminar.

**Mathematics Education Curriculum**

GMAT1303 Precalculus Algebra, Credit hours: 3
Fundamental course for higher level of mathematics courses in university. Topics include functions, polynomial and rational functions, sequence and mathematical induction, system of linear equations, and conic sections.

MTED1301 Teaching and Learning of Mathematics I, Credit hours: 3
Enable teacher candidates to have a more critical point of view of the teaching and learning of mathematics by discussing and reflecting on principles of teaching & learning mathematics, various theories of learning, what mathematics is; and mathematics thinking skills. **Prerequisite:** Foundations of Teaching and Learning

MTED1302 Differential Calculus, Credit hours: 3
The first course of a three course sequence in Calculus. Topics include: limits, the derivative, and the application of derivative. The course will keep in balance between concepts and skills (techniques), theory and modeling (application), symbolic manipulation and technology. **Prerequisite:** Precalculus Algebra

MTED1303 Planning, Assessment, and Evaluation in Teaching Mathematics, Credit hours: 3
Provide opportunities for students to study the different approaches to learning, teaching and assessment in order that they can implement appropriate instructional strategies in planning, assessment, and evaluation. **Prerequisite:** Foundation of Teaching and Learning

MTED2304 Geometry, Credit hours: 3
Provide basic knowledge of common geometric figures properties and their application, and proving skills in mathematics. **Prerequisite:** Precalculus Algebra

MTED2305 Teaching and Learning of Mathematics II, Credit hours: 3
Provide teacher candidates with opportunities to examine why and how to teach various topics in mathematics such as number, logic, algebra, geometry, trigonometry, probability and statistics, and calculus. **Prerequisite:** Teaching and Learning Mathematics I

MTED2306 Integral Calculus, Credit hours: 3
The second of a three-course sequence in calculus. Topics include integration, applications of integration, and techniques of integration. The course will keep in balances between concepts and skills (techniques), theory and modeling (application), symbolic manipulation and technology. **Prerequisite:** Differential Calculus.
MTED2307 Number Theory, Credit hours: 3
Exploring many topics of elementary number theory, their history and applications, students are directed to develop their proof-writing skills step by step. Some topics: mathematical induction, divisibility and primes, the Euclidean algorithm, linear Diophantine equations, modular number systems. **Prerequisite:** Precalculus Algebra.

MTED2308 Sequence & Series of Functions, Credit hours: 3
The third of a three-course sequence in Calculus. Topics include L’Hopital’s Rule, improper integrals, and Infinite Series. The course will keep in balances between concepts and skills (techniques), theory and modeling (application), symbolic manipulation and technology. **Prerequisite:** Integral Calculus.

MTED3309 Mathematics Curriculum and Materials Development, Credit hours: 3
Developing the skills to use the official mathematics curriculum to develop an enacted mathematics curriculum and using the principles of instructional design to create instructional materials, especially teaching modules. **Prerequisite:** Teaching and Learning of Mathematics II.

MTED3310 Problem Solving and Project-Based Learning in Mathematics, Credit hours: 3
Exploring problem-solving and project-based learning (PBL) in the teaching and learning of mathematics. Some topics: definition, why, how, and assessment of problem-solving and PBL. **Prerequisite:** Teaching and Learning of Mathematics II.

MTED3311 Ordinary Differential Equations, Credit hours: 3
An introductory course on ordinary differential equations. Some topics: definition and terminology, initial-value problems, first-order differential equations and modeling, higher-order differential equations and modeling, series solutions of linear equations, and the Laplace transform. **Prerequisite:** Integral Calculus.

MTED3312 Elementary Linear Algebra, Credit hours: 3
Exploring basic concepts and application of linear algebra, using MATLAB in problem solving. Some topics: systems of linear equations, matrices and determinants, vectors in 2-space and 3-space, Euclidean vector spaces, general vector spaces, bases and dimension, eigenvectors and eigenvalues, and linear transformations. **Prerequisite:** Precalculus Algebra.

MTED3313 Linear Programming, Credit hours: 3
Exploring strategies and methods of optimization in many areas, either economics, industry, agriculture, and many others. Some topics: solving optimization problems for making decisions, the simplex algorithm, introduction to duality, sensitivity analysis, and dual simplex algorithm. **Prerequisite:** Elementary Linear Algebra.

MTED3314 Discrete Mathematics, Credit hours: 3
Developing students’ knowledge and skills in strategy and methods of proving, algorithm construction and applications, application of counting principles in real life. **Prerequisite:** Number Theory.

MTED3315 Real Analysis, Credit hours: 3
Exploring some basic concepts and methods in analysis of real numbers. Some topics: basic theories of sets and function, mathematical induction and finite-infinite sets, real number properties, sequence and series, and limit. **Prerequisite:** Sequence & Series of Functions.

MTED4316 History of Mathematics, Credit hours: 3
Highlighting the historical development of certain branches of mathematics in some ancient civilizations and modern era to improve the quality of mathematics teaching by giving the humane side of mathematics and making the mathematics instruction more interesting. **Prerequisites:** Geometry, Number Theory, and Integral Calculus.

Management Curriculum

BUSI1301 Basic Economic Issues, Credit hours: 3
A study on the importance of government; an introduction to macroeconomics; macro policies and trade; industrial organization and products costs; and market structures, including perfect and imperfect competition.

BUSI2303 Analytical Methods for Business, Credit hours: 3
An introduction to fundamental quantitative analysis theories, such as basic probability and descriptive statistics for application in business management, forecasting, and quality control.
BUSI3304 Research Methods for Business, Credit hours: 3
Introduces the language of research, ethical principles and challenges, and the elements of the research process within quantitative, qualitative, and mixed methods approaches. **Pre-requisites:** GMAT1310 Statistics, 3 Credits (3 hrs. lec) and GBUS 1301 Introduction to Business (3 Credits).

BUSI4305 Internship, Credit hours: 3
Designed to equip students with practical experience as part of experiential learning processes in which students are directly involved in a company during a certain period.

BUSI4606 Final Project, Credit hours: 6
(6 hrs. supervision) Equips students with skills to write report on academic research, or to set up a new business venture. **Pre-requisites:** BUSI3304 Research Methods for Business (3 credits).

MGMT4325 Organizational Behavior and Management, Credit hours: 3
Provides a comprehensive analysis of individual and group behavior in organizations with the purpose of understanding how organizations can be managed more effectively and at the same time enhance the quality of employees work life.

MGMT4326 Introduction to Marketing, Credit hours: 3
Introduces students to the basic concepts of retailing, such as the structure of retailing, analysis of the retail consumer, franchising, supplier relationships, location planning and analysis, store design and visual merchandising, as well as legal and ethical issues in the retail environment.

MGMT4327 Business Communication, Credit hours: 3
Introduces students to the skills needed to communicate effectively in a team-based, technologically enhanced environment, focusing on the communication strategies for success in a global business environment, while providing a small-class structure for exchanging ideas and building skills.

MGMT3312 Introduction to Human Resources, Credit hours: 3
An introduction to the various functions of human resource management, including compensation and benefits, staffing, recruitment and selection, research, labor relations, training and development, health and safety, planning, mediation and arbitration, the influence of government legislation on industry, and human rights legislation and employment equity.

MGMT4328 Marketing Analytics, Credit hours: 3
An application of data science to marketing decision problems, such as customer data analysis techniques and their theoretical foundations to help students acquire analytic skills that can be applied to real world marketing problem.

MGMT3316 Basic Operations Management, Credit hours: 3
Concerned with the processes of creation of goods and/service, including business processes, forecasting, facility planning and layout, inventory management, quality control and just-in-time manufacturing.

MGMT4329 Using and Managing Information Systems, Credit hours: 3
Designed to equip students with the role of information systems that use information technology to collect, create, and distribute useful data for business purpose.

MGMT3330 Macroeconomic and Global Institution Policy, Credit hours: 3
A study of how the macro economy is affected by institutions, technology and other forces, and governmental policy.

MGMT4330 Introduction to Finance, Credit hours: 3
An introduction to the basic concepts and principles of finance, including financial markets and institutions, investments, and managerial finance.

MGMT3315 Microeconomic Analysis for Business Decisions, Credit hours: 3
A study of industrial structure, theory of prices under varying market conditions, and their applications to business problems.
MGMT4331 Innovation Principles, Credit hours: 3
An introduction to techniques for improving the flexibility and originality of students’ thinking and will explore approaches used by managers and organizations to create and sustain high levels of innovation.

MGMT3313 Real Estate Finance & Investment, Credit hours: 3
An introduction to investment analysis of real estate, covering sources and costs of financing, secondary markets and government programs.

MGMT4332 Project Management, Credit hours: 3
The application of knowledge, analytical skills, scheduling software tools and techniques related to various project activities in order to meet project requirement.

MGMT3314 Intermediate Accounting for Business, Credit hours: 3
Equips students with experience taking business transactions and aggregating them into financial statements in order to optimize a firm’s performance and its strategy that can be inferred from reviewing its financial statements.

Banking and Finance Concentration Courses

MGMT3323 Portfolio Theory and Analysis, Credit hours: 3
Equips students with skills to understanding of the pricing and risks of financial securities, both individually and in portfolios, with the ultimate goals of maximizing the risk-return trade-offs.

MGMT3309 Treasury Management, Credit hours: 3
Designed to give an overview of the treasury market and will facilitate a better understanding of the major facets of treasury, cash management, and financial risk management in facing global uncertainties.

MGMT3224 Credit and Lending Management, Credit hours: 2
Designed to provide students with a basic, but solid, understanding of the theoretical and practical issues associated with credit analysis and lending, including lending theory, credit risk management, analysis of various lending products, management of loan portfolios and problem loans.

Digital Marketing Concentration Courses

MGMT3306 Integrated Marketing Communications, Credit hours: 3
Designed to help students understand the principles and practices of marketing communications, involving tools used by marketers to inform consumers and to provide a managerial framework for integrated marketing communications planning.

MGMT3309 Digital Marketing, Credit hours: 3
A detailed understanding about Digital Marketing concepts, strategies and implementation, including planning a website, website promotion, email and Search Engine Optimization (SEO) campaigns, Pay Per Click (PPC) campaigns and integrating digital marketing with traditional marketing.

Entrepreneurship Concentration Courses

MGMT3308 Business Model Innovation, Credit hours: 2
A practical approach to understanding, designing, and testing business models, which includes analyzing existing business models, developing a business model for a new startup venture, and testing business model building blocks. **Pre-requisites:** MGT 205 Entrepreneurship (3 Credits).

Accounting Curriculum

ACCT2301 Intermediate Accounting I, Credit hours: 3
Financial Accounting is undergoing a period of unprecedented change. Many countries have adopted or have time lies to converge with or adopt IFRS. The global reach of the IFRS is extensive. What is critically important is that the students of today (who will be the accountants of tomorrow) should develop strong competencies in the IFRS and be aware of the impending changes in specific reporting areas and the difference between IFRS and local accounting standards that remain. Designed to equip the student with the required techniques in preparing and interpreting financial statements. Emphasis is on conceptual frameworks, financial statements, current assets, inventory, property, plant, equipment, and intangible assets. **Pre-requisite(s):** GBUS1303 Principles of Accounting II.
ACCT2304 Intermediate Accounting II, Credit hours: 3
A continuation of Intermediate Accounting I with focus on the liabilities and equity. Other topics include financial statement analysis, error analysis, and accounting for income taxes, retirement benefits, and leases. **Pre-requisite(s):** ACCT2301 Intermediate Accounting I.

ACCT2302 Business Law, Credit hours: 3
The course provides the student with foundational information about the Indonesia legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the Indonesian law, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context, and conflict of laws. **Pre-requisite(s):** None.

ACCT2314 Individual and Corporate Tax I, Credit hours: 3
This Individual and Corporate Tax I course covers the subject matter of The General Tax Provisions and Procedures Law and Individual Income Tax. After attending this course, students are expected to:
1. Explain the basics of taxation and general provisions on taxation
2. Calculate Income Tax (PPh 21) in accordance with applicable regulations
**Pre-requisite(s):** GBUS1303 Principles of Accounting II.

ACCT3210 Accounting Theory, Credit hours: 2
The objective of this course is to provide the student with the opportunity to obtain a sound knowledge of normative, positive, and critical theories of accounting. The course begins by examining the nature of theories and alternative forms of logic. The conceptual framework and key contemporary and historical accounting issues are examined, highlighting the role of theory in understanding current accounting standards, accounting practice and the use of accounting information by the myriad stakeholders in reporting entities. Throughout the course examples of the relationship between theories of accounting and decisions facing real people (accountants and financial statement users) are highlighted. **Pre-requisite(s):** ACCT2301 Intermediate Accounting I.

ACCT3217 International Accounting, Credit hours: 2
Study theoretical and practical aspects of international accounting to gain understanding about differences in national accounting systems and reasons of such differences, analyze and evaluate worldwide processes of accounting harmonization and convergence also their influencing factors impact on national accounting systems. **Pre-requisite(s):** ACCT2304 Intermediate Accounting II.

ACCT3307 Auditing I, Credit hours: 3
This course is an introduction to auditing and other assurance services. The primary emphasis on this course is on auditor’s decision-making process in both an audit of financial statements and an audit of internal control over financial reporting that covers determining the nature and amount of evidence the auditor should accumulate after considering the unique circumstances of each engagement. **Pre-requisite(s):** ACCT2301 Intermediate Accounting I

ACCT3309 Auditing II, Credit hours: 3
This course is an application of the auditing processes. The primary emphasis is on the audit procedures based on the 5 cycles: (1) audit of the sales and collection cycle; (2) the acquisition and payment cycle; (3) the inventory and warehousing cycle; (4) payroll and payment cycle; (5) capital acquisition and repayment cycle. The appropriate audit procedures are related to internal control and audit objectives for tests of control, substantive tests of transactions and tests of detailed balances in the context of both financial the audit of financial statements and audit of internal control over financial reporting.

Each chapter demonstrates the relationship of internal controls, tests of controls and substantive tests of transactions for each category of transactions to the related balance sheet and income statement. The course will be concluded with performance of additional tests to address presentation and disclosure objectives, summarizing all audit tests, reviewing audit documentation, obtaining management representations in an integrated audit of financial statements and internal control and all other aspects of completing the audit. **Pre-requisite(s):** ACCT3307 Auditing I.

ACCT3310 Cost Accounting, Credit hours: 3
Provide students with an ability to produce and apply cost and management accounting information that is used in planning and control of organizations. Particular emphasis is placed on cost analysis, product costing, budgeting, variances and relevant costs for decision making, and pricing, and reporting for segments and decentralized operations. **Pre-requisite(s):** ACG2011 Principles of Accounting.

ACCT3314 Income Tax Individual & Corporate, Credit hours: 3
Equip students with the concept of taxation and skills to meet tax obligations as well as to prepare fiscal financial statements. Focus on the concept and practice of taxation, taxation base, Income Tax, Value Added Tax, Land and Building Tax, Stamp Duty, Customs Acquisition of Land and Building Rights, and Tax Accounting. **Pre-requisite(s):** ACG 2011 Principle of Accounting II.
ACCT3311 Financial Statement Analysis, Credit hours: 3
This course will prepare students with skill to understand information given by companies in their financial statements and to use it for making sound financial decisions. Financial statements provide information on company’s financial position, financial performance, and company’s cash flows. The course will provide tools to use this information to determine a company’s financial strengths and weaknesses. Pre-requisite(s): MGMT3311 Introduction to Finance.

ACCT3313 Advanced Accounting, Credit hours: 3
Designed to analyze special accounting issues, which may include recording and reporting of intercorporate investments and business combinations, consolidation of subsidiaries, foreign currency transactions, foreign operations reporting, and financial reporting in the not-for-profit sector. Upon completion, students should be able to solve a wide variety of problems by advanced application of accounting principles and procedures. Pre-requisite(s): ACCT2302 Intermediate Accounting II.

ACCT3315 Individual and Corporate Tax II, Credit hours: 3
This course is the continuation of Individual and Corporate Tax I course. It covers corporate income Tax, Value Added Tax, Land and Building Tax, Stamp Duty, Customs Acquisition of Land and Building Rights, and Tax Accounting. Pre-requisite(s): ACCT2314 Individual and Corporate Tax I.

ACCT3316 Advanced Financial Accounting I, Credit hours: 3
This course is designed to provide students with a higher and more thorough understanding of some specific comprehensive problems in financial accounting, including Equity Method of Accounting for Investments, Preparation of Consolidated Financial Reports, and intercompany profit transactions between parents and subsidiaries. Pre-requisite(s): ACCT2304 Intermediate Accounting II.

ACCT3317 Advanced Financial Accounting II, Credit hours: 3
As the continuation of Advanced Financial Accounting I, this course is designed to enable to have comprehensive understanding about accounting for derivative transactions, translation in foreign currencies and other specific advance accounting issues. Pre-requisite(s): ACCT3316 Advanced Financial Accounting I.

ACCT3318 Advanced Management Accounting, Credit hours: 3
The module considers a range of strategic management accounting techniques and critically examines the impact of behavioral and social issues in the use and implementation of management accounting techniques. This module will help to encourage critical, analytical thinking concerning the interplay between accounting and management. Pre-requisite(s): GBUS2304 Managerial Accounting.

ACCT3321 Management Control System, Credit hours: 3
This course will prepare students with skill to understand how firm’s managers go about designing, implementing, and using planning and control systems to implement a firm’s strategies. It focuses on strategy implementation. It gives students knowledge, insight, and analytical skills on how a corporate senior executive design and the ongoing management systems that are used to plan and control firm’s performance. It explains about management strategies, responsibility centers, transfer pricing, budgeting system, management compensation, and behavior when using these management tools. Pre-requisite(s): GBUS2304 Managerial Accounting.

ACCT3322 Foundations of Accounting Research, Credit hours: 3
This course introduces students to academic research concerned with accounting. It aims to enhance students’ knowledge of the research process and methodology and enable them to be aware of the problems associated with research. Pre-requisite(s): GMAT1310 Statistics; the student must have passed minimum 100 credits.

ACCT3406 Accounting Information System and Internal Control, Credit hours: 4
Accounting Information Systems collect record, store and process data to provide information for decision makers. They can be very simple paper-and-pencil-based manual systems, very complex using the latest in computers and information technology or something in between. The course introduces business process from an accounting cycles’ perspective, emphasizing the nature and relevance of accounting internal controls and the relationship of accounting systems to the functional areas of accounting. This study will help students in deepen their knowledge of accounting as information provider useful for decision making and allowing them to acquire skills of information systems and technology. Pre-requisite(s): GBUS1303 Principles of Accounting II.

ACCT3412 EDP Audit, Credit hours: 4
Equip students with knowledge that addresses the concepts, methodologies, and inner techniques information systems auditing. Students must have basic knowledge about computer, network computers, databases, internal control, and financial audits as Pre-requisites of this course. Material discussion covers the development of information technology and its impact to accountant. The discussions are directed to the problem of testing the internal control of computer-based information systems, audit risk, techniques in the collection of audit evidence, and the use of audit software, for example ACL for Windows. Pre-requisite(s): ACCT3406 Accounting Information System and Internal Control.
BUSI3308L Research Method in Accounting, Credit hours: 2
The course provides research understanding which is crucial in decision-making process both public and private sectors. Through this course, students will have better understanding and skills to conduct research process using various methods in accounting field. **Pre-requisite(s):** Statistics.

CMG507 Fundamental of Accounting Capstone, Credit hours: 2
Introduce accounting system for manufacturing companies and for management decision-making processes. It develops accounting skill for costing and pricing manufactured products as well as for preparing a financial report for a manufacturing company. **Pre-requisite(s):** ACCT 23215 Accounting theory.

ACCT4301 Accounting Seminar & Business Simulation, Credit hours: 4
The course provides opportunities for students to understand and implement their knowledge and skills to resolve, analyze, and make a decision on the selected case studies from different firms. **Pre-requisite(s):** BUSI3308L Research Method in Accounting and ACCT3215 Accounting theory.

ACCT4302 State Financial Auditing, Credit hours: 3
Provide understanding about the concepts and importance of auditing and the application of audit techniques in the examination of the state's finances as well as the various provisions and legislation underlying the state financial scrutiny. Mainly covers the legal basis, examination standards, codes of ethics and matters relating to the application of concepts and basic techniques of auditing in the examination of state finances. **Pre-requisite(s):** ACCT2301 Intermediate Accounting I.

Elective: MGMT 3213 Treasury Management, Credit hours: 2
Designed to give an overview of the treasury market and will facilitate a better understanding of the major facets of treasury, cash management, and financial risk management in facing global uncertainties. **Pre-requisites:** FIN 311 Introduction to Finance, 3 Credits (3 hrs.lec).

ACCT4314 Public Sector Accounting, Credit hours: 3
This course introduces students to key concepts, theories, research methods and research findings in public sector accounting and financial management. The emphasis will be on critically evaluating the theoretical underpinnings and assumptions of accounting and financial management in the public sector. **Pre-requisite(s):** ACCT2304 Intermediate Accounting II.

ACCT4319 Corporate Governance, Credit hours: 3
The recent financial crisis and major business scandals reminded the public the importance of corporate governance and business ethics in investor protection and well-being of the capital markets. The aim of the course is to provide an introduction of the important theories of corporate governance. The course will cover the topics on corporate board, ownership structure, CEO pay and turnover, institutional investor, regulatory re-forms and corporate social responsibility. **Pre-requisite(s):** ACCT2302 Business Law.

**Mechanical Engineering Curriculum**

ENGR1301 Computer Programming for Engineering Applications, Credit Hours: 3
Fundamentals of C, complexity and efficiency analysis, numerical precision and representations, introduction to data structures, structured program design, application to solving engineering problems.

MECH1101 MATLAB I, Credit hours: 1
Introduction to MATLAB programming environment, arrays, creating and running script files, 2D plotting features, functions, programming elements, polynomials, curve fitting, and interpolation.

MECH2302 Engineering Graphics, Credit hours: 3
Representations and analysis of systems of orthographic projection and graphical methods used in engineering design and production, correlated with technical sketching. Laboratory required.

ENGR2302 Statics, Credit hours: 3
A study of equilibrium of a particle, equivalent and resultant force systems, equilibrium, geometric properties of areas and solids, trusses, frames and machines, shear force and bending moments, friction.

GMAT2308 Differential Equations, Credit hours: 3
Encompasses methods for ordinary differential equations (ODE); and qualitative techniques include matrix methods approach to systems of linear equations and series solutions.

MECH2306 Dynamics, Credit hours: 3
Dynamics of particles and rigid bodies as applied to mechanical systems due to kinetics, momentum, centripetal force, impulse, and moment of inertia.
MECH2305 Thermodynamics, Credit Hours: 3
Basic laws and examples of engineering applications of macroscopic thermodynamics; equations of state; reversible and irreversible processes; vapor power cycles and gas power cycles.

MECH2308 Electrical Circuits + Laboratory, Credit Hours: 3
A fundamental in electrical with electronics focus. Focuses on current and voltage divider; circuit node voltage and mesh current analysis; Thevenin and Norton equivalents; AC circuit; electromagnetic fields; electrical power, transformer, generator, and motors; amplifiers and digital circuits; sensors and physical quantities measurements.

MECH2303 Manufacturing Processes for ME + MECH2104 Machine Shop, Credit Hours: 3
Introduction to theory of manufacturing techniques and processes with an emphasis on metalworking processes for industrial applications. Students do approaches and limitations of manufacturing in the actual machine shop. Students begin with instruction on shop safety practices as well as machine-specific safety practices. The students are then introduced to basic metal working techniques such as layout, use of hand tools, as well as set-up and operation of manual metalworking equipment including the metal lathe and milling machine. The students are introduced to the limitations of metalworking through a discussion of the material removal process.

MECH2313 Engineering Analysis, Credit Hours: 3

MECH2312 Introduction to Fluid Mechanics, Credit Hours: 3
Fundamentals of fluid mechanics covering properties of fluids, fluid statics, dynamics of incompressible viscous and inviscid flows, control volume formulations of continuity, momentum and energy equations, dimensional analysis, viscous pipe flow, boundary layers and drag.

MECH3309 Mechanical Behavior of Engineering Materials, Credit Hours: 3
Introduction to engineering solid materials; concepts of strain, stress, equilibrium; material/structural responses to applied loading/deflection; analysis of engineering components, e.g., beams, plates, thin-walled structures, asymmetric elements; introduction to structural stability.

MECH3310 Fundamental of Materials for Engineers, Credit Hours: 3
Principles which underlie and relate the behavior, properties, and processing of materials to their engineering applications.

MECH3111 Mechanics of Materials Laboratory, Credit Hours: 1
Practical session focuses on engineering materials for stress-strain relations, deformation, hardness, strength, fracture, and cyclic fatigue, with instruments, specimens, recording and interpretation of data, and formal engineering report writing.

ENGR3303 Environmental Ethics (General Education for Individual & Society), Credit Hours: 3
This course is designed to help student acquire a critical understanding of the primary reasons that led to the development of environmental ethics as a field of philosophical inquiry, including the relationship between environmental ethics and traditional normative ethical theory.

MECH3317 Dynamics of Machines, Credit Hours: 3
Analysis of motions and forces in machines, design exercises.

MECH3315 Engineering Component Design, Credit Hours: 3
Application of failure analysis methods to the design of specific machine components such as shaft, gear sets, bolted/riveted/welded joints, spring and slender/thin-walled structures.

MECH3314 Mechatronics & Laboratory, Credit Hours: 3
This course presents the field of embedded systems through a series of guided self-study modules. Students work individually or in teams of two and complete weekly mini projects aimed at providing a working knowledge of micro-controller programming, basic digital and analog circuits, and their essential components. Each of the mini projects is implemented and tested on an electronic breadboard. The course culminates with an open-ended design project integrating the skills developed through the mini modules.

MECH3318 Numerical Methods, Credit Hours: 3
Introduction to linear algebra; solution of engineering problems based upon an integrated approach combining numerical analysis and the use of computers.
MECH3316 Instrumentation Laboratory, Credit Hours: 3
Basic principles of engineering measurement and instrumentation which covers probability and statistics in measurement, basic of signal processing technique, dynamic and static behavior of measurement systems, error propagation and measurement error in feedback control system, and laboratory experiments on various instruments.

STEM4301 Internship (3 Credit Hours, on Summer term), Credit Hours: 3
A formal apprenticeship, work-based training, temporary employment, or other form of a guided professional experience that a student undertakes externally at a company / organization or under the auspices of a professional or practitioner. Pre-requisite: approval from Academic Advisor and study program.

STEM4302 Senior Capstone I, Credit Hours: 3
Project-based designing to solve practical, industrial problems using engineering design process.

MECH4125 Senior Colloquium, Credit Hours: 1
A transition platform between the academic experience and the world of work through lectures and seminars, resume writing workshop, to prepare the path to professional engineer, financial planning, and engineering ethics.

MECH4321 Control System Design, Credit Hours: 3
Mathematical modeling of dynamical systems, hardware and software issues; computer simulations; classical control methods including transient response, steady-state errors, bode diagrams, root locus and design of closed loop control systems; introduction to state feedback design and digital control.

MECH4319 Heat Transfer, Credit Hours: 3
Advanced and detailed study of conduction, convection, and radiation heat transfer, with applications to engineering problems.

MECH4226 Senior Mechanical Laboratory, Credit Hours: 2
Experimental investigations involving thermal power and mechanical systems such as fluid machinery, heat-exchanger, rotating equipment, and piping system.

STEM4303 Senior Capstone II, Credit Hours: 3
Extension of Senior Capstone I (MECH 4304). The projection of the planned designed into prototype, design and working system testing and iterative evaluation prior prototype finalization.

MECH4324 Mechanical Vibrations, Credit Hours: 3
Free and forced vibrations of simple mechanical systems; effects of damping; introduction to multi-degree of freedom systems.

Technical Electives

MECH4329 Planar Multibody Dynamics with Applications, Credit Hours: 3
Kinematic and dynamic analysis of mechanical systems in planar motion, numerical methods and use of computer programs in analysis.

MECH4328 Finite Element Analysis with ANSYS, Credit Hours: 3
Fundamentals of finite element analysis, model generation, solution procedure, post processing in ANSYS for problems from various disciplines such as structural thermal or fluids.

MECH 4327 Additive Manufacturing, Credit Hours: 3
General process chain and specific processes of photopolymerization, powder bed fusion. Materials properties, design and optimization for Additive Manufacturing and real engineering applications are reviewed and discussed.

MECH4320 Intermediate Thermodynamics, Credit Hours: 3
Study on power systems; non-reacting and reacting mixtures; psychometrics; gas dynamics.

MECH4322 HVAC System Design, Credit Hours: 3
Analysis and design of air conditioning systems for commercial and industrial buildings, including equipment and component selection. Energy-efficient concepts will be emphasized.

MECH4331 Numerical Methods in Fluid Mechanics and Heat Transfer, Credit Hours: 3
Development of numerical techniques for the solution of ordinary and partial differential equations that arise in heat transfer and fluid mechanics; classification of equations, methods of solutions, examples.

MECH4330 Renewable Energy, Credit Hours: 3
Introduce students with renewable energy and applications: solar energy and wind energy. Solar radiation intensity and location; basic concepts of solar thermal and photovoltaic processes; solar collectors; economic system design for electric power and water heating, active and passive building heating and cooling, industrial processes. Wind energy fundamentals.
MECH4323 Vehicle Dynamics, Credit Hours: 3
This course is designed to introduce undergraduate students to theories and principles of vehicle dynamics. Topics include behavior of tires, vehicle ride analysis, suspension system analysis, steering system design, cornering stability analysis, driving analysis, and braking analysis.

Industrial Engineering Curriculum

ENGR1301 Computer Programming for Engineering Apps, Credit Hours: 3
Fundamentals of C, complexity and efficiency analysis, numerical precision and representations, intro to data structures, structured program design, application to solve engineering problems. Prerequisite(s): none.

ENGR2302 Statics, Credit Hours: 3
Equilibrium of a particle, equivalent and resultant force systems, equilibrium, geometric properties of areas and solids, trusses, frames and machines, shear force and bending moments, friction. Prerequisite(s): GMAT 2506, GSCI 1405.

IENG2301 Introduction to Systems & Industrial Engineering, Credit Hours: 3
System modeling (basic constructs and principles of system models include discrete-time, discrete-state system theory), finite state machines, modeling components, system coupling, modes, homomorphisms, and system experiments (simulation). System design including requirements, lifecycle, performance measures, and cost measures, tradeoffs, alternative design concepts, testing plan, and documentation. Applications and case studies from engineering. Prerequisite(s): GENG 1301, GMAT 2506.

IENG2302 Object-Oriented Modeling & Design, Credit Hours: 3
Modeling and design of complex systems using all views of the Unified Modeling Language (UML). Most efforts are in the problem domain (defining the problem). Some efforts are in the solution domain (producing hardware or software). Prerequisite(s): ENGR 1301.

IENG2304 Engineering Economy, Credit Hours: 3
Fundamentals of economic analysis and the time value of money for engineers. Construction of financial models in EXCEL including Income, Cash Flow, and Balance Sheet. Estimation of required capital and project acceptance criteria. Prerequisite(s): GENG 1301.

IENG2103 Industrial Engineering Colloquium, Credit Hours: 1
A colloquium designed to help students understand what industrial engineers do. Students will interact with speakers and take tours to local companies. The course helps students select course options within the SIE programs and helps focus on possible industrial engineering application areas. Prerequisite(s): none.

IENG2305 Mathematical Foundations of Industrial Engineering, Credit Hours: 3
Basics of data structures, transformations, computer methods, their implementation in MATLAB, and their applications in solving engineering problems. Prerequisite(s): GMAT 2506, GSCI 1405, ENGR 1301.

IENG3306 Introduction to Engineering Probability & Statistics, Credit Hours: 3
Axioms of probability, discrete and continuous distributions, sampling distributions. Engineering applications of statistical estimation, hypothesis testing, confidence intervals. Prerequisite(s): GMAT 2506.

IENG3307 Deterministic Operations Research, Credit Hours: 3
Linear programming models, solution techniques, sensitivity analysis, and duality. The objective is the development of working knowledge of deterministic operations research techniques, primarily linear programming, logistics network, and flow problems: transportation problems, shortest path, and vehicle routing problems, maximum flow problems; project and resource management, operations sequencing and resource scheduling. Prerequisite(s): IENG 2304, IENG 2305.

IENG3308 Software for Engineers, Credit Hours: 3
Programming in C. Modular program design and verification, pointers and structures, data structures, and algorithms including lists, trees, graphs, searching, and sorting. Prerequisite(s): ENGR 1301.

IENG3309 + IENG 3109L, Manufacturing Process + Lab, Credit Hours: 4
Introduction to the theory of manufacturing techniques and processes with an emphasis on metalworking processes for industrial applications. Students do approaches and limitations of manufacturing in the actual machine shop. Students begin with instruction on shop safety practices, which includes OSHA standards/industrial safety, as well as machine-specific safety practices. The students are then introduced to basic metalworking techniques such as layout, use of hand tools, as well as set-up and operation of manual metalworking equipment including the metal lathe and milling machine. The students are introduced to the limitations of metalworking through a discussion of the material removal process. Prerequisite(s): ENGR 1301.
IENG3310 Technical Writing, Credit Hours: 3
Analysis and presentation of scientific and technical information. Prerequisite(s): GCOM 1305.

IENG3311 Probabilistic Models in Operations Research, Credit Hours: 3
Probability, Markov chains, Poisson processes, queuing models, reliability models. Prerequisite(s): IENG 3306.

IENG3312 Integrated Manufacturing Systems, Credit Hours: 3
Introduction to the integrated manufacturing enterprise and automation. Topics include computer-aided design, process planning, computer numerical control machining, machine vision, application of robots, and automation. Prerequisite(s): GMAT 2506, GSCI 1405, ENGR 1301.

IENG3313 Production Systems Analysis, Credit Hours: 3
Production systems, quantitative methods for forecasting, aggregate planning, inventory control, materials requirement planning, production scheduling, manpower planning, and facility design. Prerequisite(s): IENG 3306, IENG 3307.

IENG3314 Engineering Experimental Design, Credit Hours: 3
Design and analysis of observational and factorial experiments employing numerical and graphical methods. Topics include hypothesis testing for simple comparative tests (Z-test, t-test, F-test), basic principles of experimental design, factorial design (full factorial, fractional factorial), analysis of variance (ANOVA), etc. Prerequisite(s): IENG 3306.

IENG3315 Quality Control & Six Sigma, Credit Hours: 3
Quality, improvement, and control methods with applications in design, development, manufacturing, delivery, and service. Topics include modern quality management philosophies, engineering/statistical methods (including process control, control charts, process capability studies, loss functions, and experimentation for improvement) and TQM topics (customer-driven quality, teaming, Malcolm Baldrige, and ISO 9000). Prerequisite(s): IENG 3306.

STEM4301 Internship, Credit Hours: 3
A formal apprenticeship, work-based training, temporary employment, or other form of a guided professional experience that a student undertakes externally at a company/organization or under the auspices of a professional or practitioner. Pre-requisite: approval from Academic Advisor and study program.

IENG4316 Simulation Modeling and Analysis, Credit Hours: 3
Discrete event simulation, model development, statistical design, and analysis of simulation experiments, variance reduction, random variate generation, Monte Carlo simulation. Prerequisite(s): IENG 3306.

IENG4317 Human Factors & Ergonomics in Design, Credit Hours: 3
Application of psychological and physiological principles to design of systems, organizations, facilities, and products to enable human-centered design. Students will learn multidisciplinary fields such as psychology, sociology, biomechanics, physiology, anthropometry, industrial design, human-computer interaction, etc. Prerequisite(s): IENG 3306.

IENG4421 Embedded Computer Systems, Credit Hours: 4
Boolean algebra, combinational and sequential logic circuits, finite state machines, simple computer architecture, assembly language programming, and real-time computer control. The computer is used as an example of systems engineering design; it is analyzed as a system, not as a collection of components. Prerequisite(s): GENG 1301.

STEM4302 Senior Capstone I, Credit Hours: 3
A culminating experience for majors involving a substantive project that demonstrates a synthesis of learning accumulated in the major, including broadly comprehensive knowledge of the discipline and its methodologies. IENG 4302 and IENG 4303 must be taken in consecutive semesters. Prerequisite(s): Senior Standing.

IENG4303 Senior Capstone II, Credit Hours: 3
A culminating experience for majors involving a substantive project that demonstrates a synthesis of learning accumulated in the major, including broadly comprehensive knowledge of the discipline and its methodologies. IENG 4305 and IENG 4306 must be taken in consecutive semesters. Prerequisite(s): IENG 4302.

Technical Electives

IENG4318 Project Management, Credit Hours: 3
Foundations, principles, methods, and tools for effective design and management of projects in technology-based organizations. This course focuses on the scope, time, cost, performance, and quality concerns of engineering projects characterized by risk and uncertainty. Initiating, planning, executing, monitoring, controlling, and closing process are addressed. Students design and complete a project from concept through completion. Project Management software is utilized. Prerequisite(s): Advanced Standing.
IENG4320 Supply Chain Management, Credit Hours: 3
Fundamentals of Supply Chain Management including inventory/logistics planning and management, warehouse operations, procurement, sourcing, contracts, and collaboration. Prerequisite(s): IENG 3306, IENG 3307.

IENG4322 Technical Sales and Marketing, Credit Hours: 3
This course aims to develop an understanding of the Technical Sales and Marketing process. Students are taught how to improve technical and technical marketing communication skills, understand the importance of integration with other business functions for success, understand the importance of relationship selling, understand the different phases of the technical sales process, and understand what a career as a technical sales professional entails. Prerequisite(s): Advanced Standing.

IENG4323 Engineering Decision Making Under Uncertainty, Credit Hours: 3
Application of principles of probability and statistics to the design and control of engineering systems in a random or uncertain environment. Emphasis is placed on Bayesian decision analysis. Prerequisite(s): Advanced Standing.

IENG4324 Engineering Statistics, Credit Hours: 3
Statistical methodology of estimation, testing hypotheses, goodness-of-fit, nonparametric methods, and decision theory as it relates to engineering practice. Significant emphasis on the underlying statistical modeling and assumptions. Prerequisite(s): Advanced Standing.

IENG4325 Reliability Engineering, Credit Hours: 3
This is a three-credit course configured for well-qualified seniors, graduate students, and engineering professionals and practitioners. It is concerned with determining the probability that a component or system, whether simple or complex, will function as intended. The scope of this course includes (1) Root cause analysis of critical failures, (2) reliability models of components and systems, (3) development of statistical methods for estimating the reliability of a product, (4) use of software tools to perform model development and analysis, and (5) methodologies to influence system designs. Prerequisite: Advanced Standing.

IENG4326 Survey of Optimization Methods, Credit Hours: 3
Survey of methods including network flows, integer programming, nonlinear programming, and dynamic programming. Model development and solution algorithms are covered. Prerequisite(s): Advanced Standing.

IENG4327 The Systems Engineering Process, Credit Hours: 3
Process and tools for systems engineering of large-scale, complex systems: requirements, performance measures, concept exploration, multi-criteria tradeoff studies, life cycle models, system modeling, etc. Prerequisite(s): Advanced Standing.

IENG4328 Cost Estimation, Credit Hours: 3
Focuses on principles of cost estimation and measurement systems with specific emphasis on parametric models. Approaches from the fields of hardware, software, and systems engineering are applied to a variety of contexts (risk assessment, judgment & decision making, performance measurement, process improvement, adoption of new tools in organizations, etc.). Material is divided into five major sections: cost estimation fundamentals, parametric model development and calibration, advanced engineering economic principles, measurement systems, and policy issues. Prerequisite(s): Advanced Standing.

IENG4329 Engineering Entrepreneurship, Credit Hours: 3
Principles of the engineering sales process in technology-oriented enterprises; selling strategy, needs analysis, proposals, technical communications, electronic media, time management, and ethics; practical application of concepts through the study of real-world examples. Prerequisite(s): Advanced Standing.

Computer Science / Informatics Curriculum

COMP1401 Computer Programming, Credit Hours: 4
Covers the fundamentals of procedural / structured programming languages via practical exposure to the C/C++ programming language. Prerequisite: -

COMP1402 Object-Oriented Programming, Credit Hours: 4
Covers the fundamentals of object-oriented programming languages via practical exposure to the Java programming language. Pre-requisite: COMP1401

MTED3314 Discrete Mathematics, Credit Hours: 3
An introductory in discrete mathematics, the study of mathematical structures (objects) which are discrete. Covers the strategy and methods in proof, construct algorithm and apply various methods of counting principles in real life. Prerequisite: -
COMP2303 Digital Systems, Credit Hours: 3
Designed to introduce students to applied logics, which in turn, introduces them to the basics of the electronics of digital systems. Possible topics include Number Systems, Logic Gates, Boolean algebra, Arithmetic Operations, Logic Families, Counters, and an Introduction to Microcontrollers/Microprocessors. Pre/co-requisite: MTED3314.

COMP2304 Fundamentals of Computer Organization & Architecture, Credit Hours: 3
Covers the overview of number systems and representation in computer systems, computer arithmetic, the CPU, registers, bus architectures, instruction types, micro operations, memory hierarchy, virtual memory, I/O devices, and control unit. Pre/co-requisite: COMP2303.

COMP2405 Data Structures, Credit Hours: 4
Covers a variety of data structures and their algorithmic. Possible topics include arrays, lists, trees, hashing, sorting, and heaps. There will also be a cursory introduction to the fields of complexity theory, analysis, and the notion of NP-completeness. Pre-requisite: COMP1401 - Computer Programming. Co-requisite: COMP1402

COMP2306 Operating Systems, Credit Hours: 3
Designed to introduce students to a wider range of Operating Systems (OS) and their implementation details. Possible topics include OS Architecture, process and threads, resource management, file systems, I/O, and security. Pre/corequisite: COMP2304.

COMP3307 Design and Analysis of Algorithm, Credit Hours: 3
A study on how to effectively design algorithms using a number of design paradigms, including divide and conquer, dynamic programming, branch and bound, recursion, brute force, and greedy algorithms. Other topics include P vs. NP, Computability, Turing Machines, and Complexity Theory. Pre-requisite: COMP2304.

COMP3408 Database Management System, Credit Hours: 4
A study of database management systems (DBMS), relational databases and object-oriented databases. Possible topics include relational algebra, SQL, store procedures, user-defined functions, cursors, an embedded SQL program, client-server interfaces, entity relationship diagrams, normalization, concurrency, transactions, database security, constraints, and object-relational databases. Pre-requisite: COMP2405.

COMP3309 Computer Networks, Credit Hours: 3
Designed to equip students with fundamental concepts in the design and implementation of computer communication and networking in wired and wireless settings. Possible topics include applications of networks, network structure and architecture, network topology design, network switching methods, medium access sub layer, error handling, network layer, routing, transport layer, connection management, session layer, application layer. Pre-requisite:

COMP3310 Information Theory, Credit Hours: 3
An introduction to the basics of information theory. Possible topics include entropy, mutual information, data compression, Huffman coding, universal source coding, channel coding, error-correcting. Pre-req: GMAT1505, GMAT1310.

COMP3311 Software Engineering, Credit Hours: 3
A comprehensive analysis of software engineering techniques and its applications. Possible topics include Introduction to Software Engineering; Software Process Models; Project Management and Requirement Engineering; System Modelling and Prototyping; Design Engineering; Verification and validation. Pre-requisite: COMP1402.

COMP3312 Human Computer Interaction, Credit Hours: 3
The fundamentals of human computer interaction, user interface design, and usability analysis. Covers fundamental theory and practice of the design, implementation, and evaluation of human computer interfaces. Pre-requisite: COMP1401.

COMP3313 Web Programming, Credit Hours: 3
Designed to equip students with abilities to design and develop dynamic websites using PHP and MySQL. Students will learn how to build dynamic web pages and active contents by integrating the HTML with server-side scripting language such as PHP and MySQL for the database. Pre-requisite: COMP1402; Co-requisite: COMP3408.

COMP3314 Fundamentals of Information Security, Credit Hours: 3
Designed to equip students with principle concepts in the field of information and computer security. Possible topics include classification of attacks, damage assessment, information classification; threats and malicious code; cyber law and standards, application / software related security - malware, antivirus; Internet security - packet filtering, firewalls, and virtual private networks. Co-requisite: COMP3309.
COMP3315 Artificial Intelligence, Credit Hours: 3
Covers the history, theory, and computational methods of Artificial Intelligence (AI). Possible topics include search, representation of knowledge and computational methods for reasoning, intelligent agents; logical agents: propositional logic, first-order logic, logical inference; uncertainty; and learning. Pre-requisite: COMP1401, MTED3314, GMAT1310.

COMP3316 Automata Theory, Credit Hours: 3
An introduction to the theoretical foundations of computer science. Covers different models of computation and their limitations. Possible topics include formal grammars, finite-state automata, push-down automata, and Turing machines. Pre-requisite: MTED3314.

STEM3304 Research Methods, Credit Hours: 3
An introduction to research processes, including formulation of research problem, research design, sampling and measurement methods, research proposal writing, literature review, data collection, data processing, data analysis and reporting. Pre-requisite: GMAT1310.

COMP3317 Seminar, Credit Hours: 3
An exposure to a variety of computing and computer science topics as presented by the instructor and several (guest) lecturers. Students will also have the opportunity to present their own preliminary research on several subjects of interest. Pre/co-requisite: STEM3304.

STEM4301 Internship, Credit Hours: 3
A formal apprenticeship, work-based training, temporary employment, or other form of a guided professional experience that a student undertakes externally at a company / organization or under the auspices of a professional or practitioner. Pre-requisite: approval from Academic Advisor and study program.

MECH3318 Numerical Methods, Credit Hours: 3
Programming principles and techniques for matrix and array operations, equation solving, and numeric simulations applied to computational problems and visualization of information; platforms include spreadsheets, symbolic algebra packages, and mathematical analysis software. Pre-requisite: GMAT2506, GMAT2309.

COMP4318 Final Year / Capstone Project 1, Credit Hours: 3
An independent research on a question or problem in the field of computer science, in which students engage with the scholarly debates in the relevant disciplines, and - with the guidance of a faculty advisor - produce a substantial proposal that reflects a deep understanding of the topic. Prerequisite: approval from Advisor and study program.

COMP4319 Final Year / Capstone Project 2, Credit Hours: 3
Continuation of COMP4305, in which students carry out their proposal, perform a substantial work that reflects a deep understanding of the topic, and, with the guidance of a faculty advisor, produce a comprehensive report. Pre-requisite: approval from Advisor and study program.

Technical Electives

COMP4320 Computer System Administrator, Credit Hours: 3
An exposure to roles of a computer system administrator, UNIX commands, controlling processes, common file system directories, user maintenance, special devices, drivers and the kernel, TCP/IP networking, and routing concepts. Pre-requisite: COMP2306, COMP3309, COMP3314.

COMP4321 Machine Learning, Credit Hours: 3
Designed to equip students with the fundamentals of paradigms and techniques in machine learning. Covers introduction to machine learning, including supervised and unsupervised learning algorithms, reinforcement learning and an introduction to deep learning architectures. Pre-requisite: COMP1401, GMAT1310, COMP3316.

COMP4322 Mobile Apps Development, Credit Hours: 3
Designed to equip students with knowledge and skills to develop applications (apps) for mobile devices, particularly Android devices. Pre-requisite: COMP1402.
**Information Systems Curriculum**

**INFS2301 Principles of Information Systems, Credit Hours: 3**
This course is designed to provide students with a foundational understanding of Information Systems (IS). Topics will include Information Systems fundamentals; IS infrastructure; organizational and business strategies for Information Systems; Managing Information Systems; Information Systems for commerce and collaboration; business intelligence and Enterprise Information Systems; security, privacy, and ethics for Information Systems.

**INFS2302 Enterprise Architecture, Credit Hours: 3**
This course will explain the architecture, concepts, and methods that exist in the design and implementation of IT in enterprise-scale companies, along with the implementation of their programming. This course will help provide a special understanding of the role of service-oriented architectures (SOA) and its development in needs analysis, design, and application at the entrepreneurial scale. In addition, this course also discusses architecture/technology that can be directly applied in different platforms, supporting component-based technology, service-based and distributed systems (using Webservice in Java and .NET).

**INFS3303 Business Application Development, Credit Hours: 3**
Students who have completed this course will be able to compile an e-business application design proposal as a solution to the e-business problems and to use object-oriented development methodologies in their design process, using appropriate architecture and information technology. The resulting design will have an appropriate security element and is aligned with the company’s business processes as well as determine the most appropriate architecture and information technology in the development of Information Systems.

**INFS3304 e-Commerce, Credit Hours: 3**
This course discusses the concepts and scope of e-Commerce (virtual business), e-Commerce transaction systems, requirements for building e-Commerce websites, security requirements in e-Commerce, how to shop online, selling products through e-Commerce, as well as tips and tricks in doing e-Commerce.

**INFS3305 Data Science & Analysis, Credit Hours: 3**
This undergraduate upper-level course (elective) will cover the important concepts and techniques relating to data analytics, including: statistical foundation, data mining methods, data visualization, and web mining techniques that are applicable to emerging e-commerce, government, health and security applications. The course contains lectures, readings, lab sessions, and hands-on projects. Most business school seniors are welcome. The course will require some basic computing and database background. The course will prepare students to become a data scientist or a data-savvy manager for different businesses.

**INFS3306 Big Data, Credit Hours: 3**
This course covers material on the concept of Big Data, predictions from data, and the concept of mining and understanding the challenges and opportunities of Big Data.

**INFS3307 Information Systems Audit, Credit Hours: 3**
In this course, the security information process is examined, including the technology that processes, stores, and sends information, the stakeholders who manage information, and the business processes that use the related information.

**INFS3308 System Integration, Credit Hours: 3**
This course discusses the design of a system from several aspects: evaluating the design from several facets, comparing several design results, determining the best design, and integrating the chosen design in the form of a uniform technology architecture.

**INFS3309 Information Systems Management, Credit Hours: 3**
This course will cover the concepts of organization, information technology devices, systems concepts, systems methods, and information security systems.

**STEM4301 Internship for Information Systems, Credit Hours: 3**
A formal apprenticeship, work-based training, temporary employment, or other form of a guided professional experience that a student undertakes externally at a company / organization or under the auspices of a professional or practitioner. Pre-requisite: approval from Academic Advisor and study program.

**INFS4310 Decision Support System, Credit Hours: 3**
The objectives of this course are to: (1) show students the usefulness of decision support systems that arise in industrial and systems engineering practices; (2) allows students to design, develop, and implement decision support systems for engineering applications using the latest Information Systems.
INFS4311 Analysis of Information Systems, Credit Hours: 3
This course explains the stages of Information Systems analysis and design.

INFS4412 Information Systems Project Development & Management, Credit Hours: 4
This course is expected to enable students to understand the principles and life cycle of an Information Systems project, to understand the issues and risks in the project, and how to mitigate them. In this course students will initiate, plan, conduct, and finalize Information Systems projects with appropriate methods, and can utilize collaboration software/tools for project management.

INFS4313 Information Systems Seminar, Credit Hours: 3
This seminar course gives students exposure to a variety of computing and computer science topics as presented by the instructor and several (guest) lecturers. In addition, students have the opportunity to present their own preliminary research on several subjects of interest. The course is recommended for students nearing completion of their undergraduate degree in any subject related to information systems.

INFS4314 Information Systems Capstone Project 1, Credit Hours: 3
(Independent study). An independent research on a question or problem in the field of information systems, in which students engage with the scholarly debates in the relevant disciplines, and - with the guidance of a faculty advisor - produce a substantial proposal that reflects a deep understanding of the topic. Prerequisite: approval from Advisor and study program.

INFS4315 Risk & Security Management, Credit Hours: 3
Designed to equip students with principle concepts in the field of information security and risk assessments. Possible topics include classification of attacks, damage assessment, information classification; threats and malicious code; cyber law and standards, application / software related security - malware, antivirus; Internet security - packet filtering, firewalls, and virtual private networks. Prerequisite: -

INFS4316 Entrepreneurship, Credit Hours: 3
This course will introduce student to the process of motivation and innovation of entrepreneurship and technopreneurship. This course will give an understanding of the principles of entrepreneurship including developing business plans; marketing in the global information age; financing and marketing; innovation and creativity; financial management; and product identification.

INFS4317 Information Systems Capstone Project 2, Credit Hours: 3
(Independent study). Continuation of INFS4314, in which students carry out their proposal, perform a substantial work that reflects a deep understanding of the topic, and - with the guidance of a faculty advisor - produce a comprehensive report. Pre-requisite: approval from Advisor and study program.

Visual Communication Design (New Media) Curriculum

VCDD1402 Narrative Concepts and Storytelling, Credit Hours: 4
Students will be introduced to the concepts and outcomes of different narrative forms, both from a historical and theoretical scope. This course focuses on understanding the wider cultural contexts that inform narratives. Students will develop a personal storytelling structure that can be interacted with by others through a range of different assignments. Pre-requisite: -

VCDD1301 The Origin of Design, Credit Hours: 3
This course will encourage student to work independently and in groups to establish an understanding of Design Fundamentals including design’s method and process. Comparing design practice in the past and present, interpreting as to reflect design is a way of thinking. Pre-requisite: -

GHUM1306 Fundamental of Drawing, Credit Hours: 3
This is an introductory drawing course that is intended to help develop basic observational and perceptual drawing skills. The course teaches students a variety of concepts and approaches in drawing so that the student is able to demonstrate a range of abilities and versatility with technique. Such conceptual variety can be demonstrated through either the use of one or the use of several media. Pre-requisite: -

VCDD1325 Photography & Videography, Credit Hours: 3
This course introduces student to the core concepts of digital photographic techniques, how-to-use photography software, develop an efficient workflow and archives management. This course explores the aesthetics aspects, basic scientific foundations, and expand the student’s knowledge of photography and videography as art forms and as important mediums in commercial utilizations, journalism and news, science, and new media industry. Co-requisite: VCDD1402, VCDD 1301.
VCDD1326 Design Thinking & Theory, Credit Hours: 3
This course will give an understanding of the principles of innovation and the process of how to deliver innovation through Design Thinking. Students will practice the five phases of Design Thinking to tackle simple problems that produce solution that leads to innovation. **Pre-requisite:** -

VCDD1427 Computer Graphics Design, Credit Hours: 4
Providing an understanding of Computer Graphics Design, a basic course that introduces the software commonly used in practice: Adobe Photoshop & Adobe Illustrator. **Co-requisite:** GHUM1306, VCDD1402, VCDD1301.

VCDD1328 Typography Fundamental, Credit Hours: 3
This course introduces students to the core elements of typography and understand the poetic potential of type, its spatial and layout-based relationship from the printed page to moving image. Students are introduced to biographies and works of important typographers. The students will develop a personal experience of type, establishes a digital learning journal to identify research and outcomes clearly. **Pre-requisite:** VCDD1402, VCDD1301.

VCDD1229 Color & Material, Credit Hours: 2
Identifying, analyzing, exploring, perceiving, philosophizing colors, harmony colors, opaque colors, translucent colors (transparent colors), RGB/CMYK colors, light colors, and color sharing (Primary, Secondary, Tertiary). **Pre-requisite:** VCDD1402, VCDD1301.

VCDD2330 Fundamental of Audio Video Production, Credit Hours: 3
Provides a basic understanding of producing video for a variety of uses. Topics include analyzing the pre-production, production, and post-production process, as well as explore the equipment and techniques used to develop a quality video production. **Pre-requisite:** VCDD1427, VCDD1325.

VCDD2431 3D for Design, Credit Hours: 3
This course provides the process of taking a shape and molding it into a completed 3D model and animation. The most typical means of creating a 3D model is to take a simple object, called a primitive, and extend or “grow” it into a shape that can be refined and detailed then animate it. **Pre-requisite:** GHUM1306, VCDD1427.

VCDD2332 Visual Communication & Advertising, Credit Hours: 3
The course will give the knowledge working in an advertising agency. While seeking creative concepts that will best convey the advertising message, this course will look into different subjects which have to do with the professional skills of the Art Designer in an advertising agency e.g. focusing of the advertising promise, optimal photography for conveying the message, typography, layout, use of media and more. **Pre-requisite:** VCDD1301, VCDD1402, VCDD1326.

VCDD4427 Web Design, Credit Hours: 4
This course will provide knowledge on the different areas of web development include web design; interface design; authoring, including standardized code and proprietary software; user experience design; and search engine optimization. **Pre-requisite:** - (recommended for 2nd year students).

VCDD2433 Animation & Motion Graphics, Credit Hours: 4
In this introductory course, students learn to put static (non-moving) images into motion. These courses teach students to use various industry-standard Adobe software programs. Skills developed include manipulation of images, simulation of camera angles and movement, motion contrasting and digital video, this course also involve sound editing and image manipulation. **Pre-requisite:** VCDD1427, VCDD2431.

VCDD2434 VFX & Compositing, Credit Hours: 4
This course will explore the latest technological advances in compositing and visual effects that use in broadcast industries and understanding how 2D and 3D animation integrate with video. **Pre-requisite:** VCDD2230

VCDD2335 Media History, Credit Hours: 3
This course focuses on the history of the world mass media - to people, institutions and ideas that describe the past also will influence the future. In this subject there will be treated different topics related to the history of media, including technological changes, social roles, and changes of business structures of the mass media. **Pre-requisite:** - (recommended for 2nd year students).

VCDD3436 Creative Coding, Credit Hours: 4
Students will be introduced to the concepts and outcomes of different forms of programming languages through a theoretical and practical scope of contents and activities. Following a wider cultural context and developing a personal storytelling structure, students will join creative practice with aesthetics in order to affect a more comprehensive understanding of new digital possibilities and thought in the field of Interactive Digital Media. **Pre-requisite:** - (recommended for 3rd year students).
VCDD3437 UI/UX Design, Credit Hours: 4
The UI/UX Design course will teach students a design-centric approach to user interface and user experience design, and offers practical, skill-based instruction centered around a visual communications perspective, rather than on one focused on marketing or programming alone. **Pre-requisite:** VCDD4327.

VCDD3438 IoT (Internet of Things) in New Media, Credit Hours: 4
This course is designed to teach students about IoT as new media in design environment. Students will learn about IoT concept and shifting that happen in the design environment. The use of social media and multimedia will be catered in this course. **Pre-requisite:** VCDD2335.

VCDD3439 Design Research Methodology, Credit Hours: 4
Introduction to research processes, including formulation of research problem, research design, sampling and measurement methods, research proposal writing, literature review, data collection, data processing and reporting. **Pre-requisite:** (recommended for 3rd year students).

VCDD4328 Indonesian Wayang Studies, Credit Hours: 3
The objective of Wayang Studies is to gain knowledge about Javanese Shadow Puppet theatre in Wayang Kulit principally, its history, production, and performance elements as Indonesian cultural heritage. The student will get knowledge, understanding, and skills about Wayang Kulit puppet’s philosophy and the different types of figures and characteristics. **Pre-requisite:** (recommended for 3rd year students).

VCDD3340 Experimental Art & Design, Credit Hours: 3
In this course the student will work independently and design a project brief that meets with their-own aspirations and passions for personal exploration from selecting a theme, problem analysis, design process, issue, or concern, etc. Students are required to consider narrative concepts and storytelling as a main pillar to the nature of their design project. The student can explore any visual outcomes to convey the creative ideas. This course also supports the enhancement of independent learning by exploring how to propose, plan, solving the problems, and manage self-initiated project. **Pre-requisite:** VCDD3438; **Co-requisite:** VCDD3441, VCDD3443.

VCDD3441 Game Design, Credit Hours: 4
A practical introduction to game design and game design concepts, emphasizing the basic tools of game design: paper and digital prototyping, design iteration, and user testing. **Pre-requisite:** VCDD3436, VCDD3437, VCDD3438, VCDD3439; **Co-requisite:** VCDD3443.

VCDD3442 Design Entrepreneurship, Credit Hours: 4
This course will introduce student to the processes of motivation and innovation and of Entrepreneurship. This course will give an understanding of the principles of entrepreneurship including developing business plan; marketing in the global information age; financing and marketing; innovation and creativity, financial, management; and product identification. **Pre-requisite:** VCDD3436, VCDD3437, VCDD3438, VCDD3439.

VCDD3443 Augmented & Virtual Reality, Credit Hours: 4
In this course you will learn how to build AR and VR apps with Unity and look at the different ways to produce interactive digital media presentation. **Pre-requisite:** VCDD3436, VCDD3437, VCDD3438, VCDD3439; **Co-requisite:** VCDD3441, VCDD3443; **Co-requisite:** VCDD3441.

STEM4301 Internship, Credit Hours: 3
A formal apprenticeship, work-based training, temporary employment, or other form of a guided professional experience that a student undertakes externally at a company / organization or under the auspices of a professional or practitioner. **Pre-requisite:** approval from Academic Advisor and study program. **Pre-requisite:** completion of a minimum 100 credit hours.

VCDD4422 Collaborative Design, Credit Hours: 4
In this course the student will work Collaboratively with real-life project and design a solution that meets with the client’s objective. The student can explore any visual outcomes to convey the creative ideas. This course also supports the enhancement of team-work learning environment by exploring how to propose, plan, solving the problems, and manage the team. **Pre-requisite:** VCDD3440, VCDD3441, VCDD3442, VCDD3443.

VCDD4423 Final Project I, Credit Hours: 4
Development of Final Design Project. **Pre-requisite:** VCDD3440, VCDD3441, VCDD3442, VCDD3443.

VCDD4344 Motion Capture, Credit Hours: 3
Intro to motion capture course. Provides the basics principles of Motion Capture & Performance Capture from T-Pose to ROMs and Realtime capture - this course is essential for those new to the world of ‘Mocap’. **Pre-requisite:** (recommended for 4th year students).
VCDD4421 Professional Practice Portfolio, Credit Hours: 4
This course will prepare the students to enter professional life. The students will develop a portfolio that has a strong emphasis on relationship between the creative process of digital design and responsibility to the clients and society in relation to achieve effective interaction strategies and communication objectives. This course will give opportunity to the students develop and practice their critical evaluation skills by evaluating their peer portfolio's quality and comparing these evaluations with the professional assessment given by the Lectures. **Pre-requisite:** VCDD4322, VCDD4423.

VCDD4424 Final Project II, Credit Hours: 4
Final year Project II: Thesis Writing. **Pre-requisite:** VCDD4322, VCDD4423.
### FACULTY DIRECTORY

<table>
<thead>
<tr>
<th>FACULTY</th>
<th>STUDY PROGRAM</th>
<th>NAMES</th>
<th>ACADEMIC DEGREES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Business</td>
<td></td>
<td>Andrey Hasiholan</td>
<td>Bachelor of Economics in Accounting, Gadjah Mada University, Indonesia, 2003</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pulungan (F)</td>
<td>Master of Commerce in Accounting, Australian National University, Australia, 2009</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Andriati Fitriuningrum</td>
<td>Bachelor of Political Science, Airlangga University, Indonesia, 1992</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(F)</td>
<td>Magister Management in Financial Management, Gadjah Mada University, Indonesia, 1995</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M.A. in Business, Macquarie University, Australia, 2009</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ph.D. in Accounting, Australian National University, Australia, 2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bambang Setiono (A)</td>
<td>Bachelor of Accounting, State School of Accountancy (STAN), Indonesia, 1983</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Master of Accounting from University of Denver, U.S.A, 1992</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ph.D. in Accounting and Finance from Manchester University, United Kingdom, 1996</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Luciana Haryono (A)</td>
<td>Bachelor in Accounting, Jenderal Soedirman University, Indonesia, 2001</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Magister Management in Business Management, Prasetiya Mulya Business School, Indonesia, 2009</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Magister in Accounting, University of Indonesia, Indonesia, 2014</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Michael Hadylaya (A)</td>
<td>Bachelor of Law, Universitas Gadjah Mada, Indonesia, 2011</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Magister of Law, Universitas Gadjah Mada, Indonesia, 2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Muhrii Ardiansyah (F)</td>
<td>B.S. in Agronomy, Institut Pertanian Bogor, Indonesia</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M.S. in Agricultural Economics, Oklahoma State University, USA, 1993</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ph.D. in Agricultural Economics, Oklahoma State University, USA, 2002</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FACULTY</th>
<th>STUDY PROGRAM</th>
<th>NAMES</th>
<th>ACADEMIC DEGREES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Business</td>
<td></td>
<td>Sri Maharsi (F)</td>
<td>Bachelor in Economy, Petra Christian University, Indonesia, 1999</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Master in Computer Information System, Assumption University, Thailand, 2003</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wilson R.L. Tobing (A)</td>
<td>Bachelor of Economy in Accounting, Universitas Indonesia (UI), 1982</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Master of Science in Taxation, Universitas Indonesia (UI), 2004</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ph.D. in Finance, University of Santa Tomas, Filipina, 1991</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bun Sucento (A)</td>
<td>Bachelor in Business Administration, Indonesian Institute of Management, Indonesia</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Master in Business Administration, Pittsburgh State University, United States, 1994</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Master in Management, University of Dallas, United States, 1995</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Christian Pangaribuan (F)</td>
<td>B.S. in Business Administration, Ohio State University, USA, 1997</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M.B.A., University of New Haven, USA, 1999</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fanny Rahmadhitya (A)</td>
<td>Bachelor in Economics, Universitas Trisakti, 2001</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MSc. in Environment System, University of Colorado, 2003</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hilarius Bambang Winarka (F)</td>
<td>Insinyur (Bachelor of Engineering) in Mining, UPN Veteran Yogyakarta, Indonesia, 1993</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Magister Manajemen (Master of Management) in International Business, PPM Postgraduate School of Management, Indonesia, 2000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Doctor of Philosophy in Communication Science, Sahid University, Indonesia, 2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ivan Destian Butarbutar (F)</td>
<td>Bachelor of Economy in Management, Universitas Gadjah Mada (UGM), Indonesia, 2000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(F) - Dean of FOB</td>
<td>Master of Business (M.Bus.), The Australian National University, Australia, 2006</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ph.D. in Business, Monash University, Australia, 2012</td>
</tr>
<tr>
<td>FACULTY</td>
<td>STUDY PROGRAM</td>
<td>NAMES</td>
<td>ACADEMIC DEGREES</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------</td>
<td>--------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Faculty of Business</td>
<td>Management</td>
<td>Pananda Pasaribu (F)</td>
<td>B.S. in Agribusiness, Bogor Agricultural University, Indonesia 2007</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M.S.M. in Corporate Finance, the University of Indonesia, Indonesia 2009</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ph.D. in Finance, the University of Leeds, United Kingdom, 2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wahyoe Soedarmono (F)</td>
<td>Bachelor of Science in Math, Universitas Negeri Surakarta, Indonesia, 2005</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Master of Science in Economy, Univ De La Rochelle, France, 2007</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ph.D. Finance and Banking, Univ De Limoges, France, 2011</td>
</tr>
<tr>
<td>Faculty of Education</td>
<td>EED Med</td>
<td>Kartika Yulianti (A)</td>
<td>Bachelor of Education, State University of Jakarta, Indonesia, 1999</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M.Sc in Education, Rijksuniversiteit Groningen, Netherlands, 2006</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M.A in College of Education, Michigan State University, United States, 2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ph.D. Educational Sciences, Radboud University, Netherlands, 2019</td>
</tr>
<tr>
<td>English Language Education</td>
<td></td>
<td>Adesti Komalasari (F)</td>
<td>B.S in English Education - Sanata Dharma University, Indonesia, 2007</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M.S. in American Studies - Universitas Gadjah Mada, Indonesia, 2009</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bakti Abdillah Putra (F)</td>
<td>S.H.Int. (Bachelor’s Degree in International Relations), Universitas Padjadjaran, Indonesia, 2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M.Int.Comm. (Master of International Communication), Macquarie University, Australia, 2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C I Wayan Elka Budiartiha (F)</td>
<td>B.Ed in English Education, Sanata Dharma, Indonesia, 2000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M.S. in Linguistics, Nanzen University, Japan, 2009</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Candidate Doctor of Philosophy in Applied Linguistics, Atma Jaya University, Indonesia</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maria Rioma Novianti (F)</td>
<td>B.Ed in Bac English Education, Universitas Sanata Dharma, Indonesia, 201</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M.A in American Studies, Universitas Gajah Mada, Indonesia, 2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FACULTY</th>
<th>STUDY PROGRAM</th>
<th>NAMES</th>
<th>ACADEMIC DEGREES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Education</td>
<td>English Language Education</td>
<td>Soepriyatna (F)* - Dean of Faculty of Education</td>
<td>S. Pd (B. Ed). in English Language Education, IKIP Bandung, Indonesia, 1989</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M. Pd. (M. Ed) in English Language Education, UPI, Bandung, Indonesia, 2000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Dr. (Ph. D) in English Applied Linguistics, Atmajaya University, Indonesia, 2012</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Susilowaty (F)</td>
<td>Bachelor of Economics, University of Indonesia, 1997</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M.A in Teaching English to Speaker of Other Languages, Southern Illinois University, Carbondale, US, 2004</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vera Syamsi (F)</td>
<td>Bachelor of Education-English Department, Universitas Lampung 1992</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Master of Humanities/Cultural Studies/English Literature, Universitas Indonesia, 2003</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Doctor of Humanities/Cultural Studies/English Literature, Universitas Indonesia, 2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Budi Poniam (F)* - Dean of Faculty of Education</td>
<td>B.S. in Physics, University of Indonesia, Indonesia, 1995</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M.S. in Mathematics, University of Indonesia, Indonesia, 2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deshinta Puspa Ayu (F)</td>
<td>B.Ed in Mathematics Education, STKIP Kebangkitan Nasional Jakarta, Indonesia, 2014</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M.Ed in Mathematics Education, Universitas Sebelas Maret, Indonesia, 2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Desyarti Safarini (F)</td>
<td>B.Ed in Mathematics Education - Universitas Negeri Jakarta, Indonesia, 2007</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M.S. in Applied Mathematics, Universitas Bina Nusantara, Indonesia, 2009</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dhitta Puti Sarasvati R. (F)</td>
<td>Bachelor of Engineering (B.Eng) in Mechanical Engineering, institute Technology of Bandung, Indonesia, 2007</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Master of Education (M.Ed) in Mathematics Education, University of Bristol, United Kingdom, 2009</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Faradillah Hariani (F)</td>
<td>B.Ed in Mathematics Education, Universitas Negeri Surabaya, Indonesia, 2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M.S in Mathematical Modelling, University of Birmingham, United Kingdom, 2015</td>
</tr>
<tr>
<td>FACULTY</td>
<td>STUDY PROGRAM</td>
<td>NAMES</td>
<td>ACADEMIC DEGREES</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------</td>
<td>------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Faculty of Education          | Mathematics Education   | Jonathan Saputra (A)         | Bachelor in Education, Sekolah Tinggi Keguruan dan Ilmu Pendidikan Kebangkitan Nasional, Indonesia, 2013  
|                               |                         |                              | Master in Mathematics, Bandung Institute of Technology, Indonesia, 2018                                                                                       |
|                               |                         | Namirah Fatmanissa (F)       | B.Ed. in Mathematics Education, Sampoerna School of Education, Indonesia, 2013  
|                               |                         |                              | M.Ed. in Mathematics Education, Universitas Pendidikan Indonesia, Indonesia, 2018                                                                                  |
|                               | MEd                     | Maryam Mursadi (A)           | Bachelor in Communications, University of Indonesia, Indonesia, 2000  
|                               |                         |                              | Master in Inclusive and Special Needs Education, UPI Bandung, 2008                                                                                               |
| Faculty of Engineering & Technology | Computer Science | Media Anugerah Ayu (F)       | Bachelor in Agro Industrial Technology (Ir.), IPB, Indonesia, 1991  
|                               |                         |                              | M.S. in Industrial Engineering and Management, Asian Institute of Technology, Thailand, 1994  
|                               |                         |                              | Ph.D in Information Science and Engineering, Australian National University, Australia, 2007                                                                               |
|                               |                         | Muhammad Agni Catur Bhakti (F) | B.Eng. in Electrical Engineering (Computer Engineering concentration), University of Indonesia, 2000  
|                               |                         |                              | M.S. in Information Technology, Petronas University of Technology, Malaysia, 2008  
|                               |                         |                              | Ph.D. in Information Technology, Petronas University of Technology, Malaysia, 2011                                                                                  |
|                               |                         | Teddy Mantoro (F)            | B.S. in Computer Science, University of Budi Luhur, Indonesia, 1989  
|                               |                         |                              | M.S. in Computer Science, Asian Institute of Technology, Thailand, 1994  
|                               |                         |                              | Ph.D in Computer Science, The Australian National University, Australia, 2005                                                                                       |
|                               |                         | Wandy (F)                    | Diploma (A.Md.), Universitas Gunadarma, Indonesia, 1999  
|                               |                         |                              | M.Cs. In Computer Science, University of Wollongong, Australia, 2001                                                                                              |
| Faculty of Engineering & Technology | Industrial Engineering | Ammar M. Aamer (A)         | B.S. in Industrial Engineering, The University of Tennessee, Knoxville-USA, 1998  
|                               |                         |                              | M.S. in Industrial Engineering, The University of Tennessee, Knoxville-USA, 1999  
|                               |                         |                              | Ph.D. in Industrial & Information Engineering, The University of Tennessee, Knoxville-USA, 2005                                                                     |
|                               |                         | Debby Syefira (A)            | Associate of Science in Mechanical Engineering, Lone Star College, Indonesia, 2017  
|                               |                         |                              | Bachelor of Science in Mechanical Engineering, Louisiana State University, United States, 2019                                                                      |
|                               |                         | Jeanne Svensky Ligte (F)     | B.Eng. in Industrial Engineering, Universitas Hasanuddin, Indonesia, 2012  
|                               |                         |                              | M.Eng. In Logistic and Supply Chain Management, Universitat Autonoma de Barcelona, Spain, 2018                                                                        |
|                               |                         | Retno Wahyu Nurhayati (A)    | Bachelor of Science in Agricultural Technology, Bogor Agricultural University, Indonesia, 2010  
|                               |                         |                              | Master of Engineering, Osaka University, Japan, 2012                                                                                                               |
|                               |                         |                              | Ph.D. in Engineering, Osaka University, Japan, 2015                                                                                                               |
|                               |                         | Sri Susilowati Islam (F)     | Bachelor of Industrial Engineering, Hasanuddin University, Indonesia, 2009  
|                               |                         |                              | Master of Industrial Engineering and Management, Bandung Institute of Technology, Indonesia, 2014                                                                  |
### Faculty of Engineering & Technology

#### Study Program: Industrial Engineering
- **Surya Danusaputro Liman (F)** - Dean of Faculty of Engineering & Technology
  - B.S.I.S.E in Industrial and Systems Engineering, The University of Florida, 1986
  - M.E. in Engineering, The University of Florida, 1987
  - Ph.D. in Engineering, The University of Florida, 1991
- **Tika Endah Lestari (F)**
  - Bachelor of Education in Mathematics, Universitas Indonesia, Jakarta, 2011
  - Master of Science in Mathematics Education, Institut Teknologi Bandung, Bandung, Indonesia, 2014
- **Zainal Abidin (A)**
  - Bachelor of Science in Mathematics, Hasanuddin University, Indonesia, 1998
  - Master of Science in Statistics, Bogor Agricultural Institute, Indonesia, 2004
- **Muhammad Rausyan Fikri (F)**
  - Bachelor in Electronics and Instrumentations, Universitas Gajah Mada, Indonesia, 1992
  - Master in Systems and Control Engineering, Tokyo Institute of Technology, Japan, 2008
- **Widdy Wijanti (F)**
  - Bachelor of English Literature - Universitas Indonesia, Indonesia, 2007
  - Master in Applied Linguistics, UNIKA Atmajaya, Indonesia, 2015

#### Study Program: Information System
- **Iwan Setiawan (F)**
  - B.S. in Biochemistry, Saginaw Valley State University, US, 2007
  - Ph.D. in Chemistry, Michigan State University, US, 2014
- **Muhammad Rausyan Fikri (F)**
  - Bachelor in Electronics and Instrumentations, Universitas Gajah Mada, Indonesia, 1992
  - Master in Systems and Control Engineering, Tokyo Institute of Technology, Japan, 2008
- **Kushendarsyah Saptaji (F)**
  - B.Eng. in Mining Engineering, Institut Teknologi Bandung, Indonesia, 2002
  - M.Sc. in Mechanics and Processing Materials, Nanyang Technological University, Singapore, 2007
  - Ph.D. in Mechanical and Aerospace Engineering, Nanyang Technological University, Singapore, 2012

#### Study Program: Mechanical Engineering
- **Farid Triawan (F)**
  - Bachelor of Engineering, Institut Teknologi Bandung, Indonesia, 2005
  - Master of Engineering, Tokyo Institute of Technology, Japan, 2009
- **Ignatius Budi Sutanta Hadisujoto (F)**
  - B.S. in Mechanical Engineering, Tarumanagara University, Indonesia, 1996
  - M.S. in Mechanical Engineering, The University of Texas at Austin, USA, 2005
  - Ph.D. in Mechanical Engineering, The University of Texas at Austin, USA, 2013
- **Kushendarsyah Saptaji (F)**
  - B.Eng. in Mining Engineering, Institut Teknologi Bandung, Indonesia, 2002
  - M.Sc. in Mechanics and Processing Materials, Nanyang Technological University, Singapore, 2007
  - Ph.D. in Mechanical and Aerospace Engineering, Nanyang Technological University, Singapore, 2012

#### Study Program: Visual Communication Design
- **Arya Harditya (F)**
  - Bachelor of Graphic Design, Universitas Trisakti, Indonesia, 2002
  - Master of Design, Viscom, Universitas Trisakti, Indonesia, 2017
- **Maria Josef Retno Budi Wahyuni (F)**
  - B.A in Visual Communication Design - Universitas Trisakti, Indonesia, 2013
  - Master in Design, Visual Communication Design, Universitas Trisakti, Indonesia, 2010
<table>
<thead>
<tr>
<th>FACULTY</th>
<th>PROGRAM</th>
<th>NAMES</th>
<th>ACADEMIC DEGREES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Engineering &amp; Technology</td>
<td>Visual Communication Design</td>
<td>Santa Tjhin (F)</td>
<td>Bachelor of Art, Tarumanegara University, Indonesia, 2003</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Master of Management in Entrepreneurship, Universitas Trisakti, Indonesia, 2011</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Master of Design, Universitas Trisakti, Indonesia, 2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tombak Matahari (F)</td>
<td>Bachelor of Multimedia, Monash University, Melbourne - Australia, 2002</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Master of Design, Art and Design Faculty, Bandung Institute of Technology, 2006</td>
</tr>
<tr>
<td>General Education</td>
<td></td>
<td>Hatim Gazali (A)</td>
<td>Bachelor of Theology, Institut Agama Islam Negeri Sunan Kalijaga, Indonesia, 2006</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M.A. in Religious Studies, Universitas Gadjah Mada, Indonesia, 2010</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Imam Malik (A)</td>
<td>Bachelor in Islamic Communication and Dissemination, Ibrahimiy Institute, Indonesia, 2000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Master of Arts in Comparative Religious Studies, Universitas Gadjah Mada, Indonesia, 2006</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Iwan Satriawan (A)</td>
<td>Bachelor in Law Studies, Universitas Jember, Indonesia, 2005</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Master in State Administration, Universitas Brawijaya, 2010</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Khoirul Anam (A)</td>
<td>Bachelor in Islamic Theology from Jogjakarta Islamic State University, Indonesia, 2011</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Master in Religion and Cross Cultures from University of Gajah Mada, Indonesia, 2013</td>
</tr>
<tr>
<td>General Education</td>
<td></td>
<td>Nadia Yovani (A)</td>
<td>Bachelor in Sociology, University of Indonesia, Indonesia, 1998</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Master in Planning and Public Policy, University of Indonesia, Indonesia, 2001</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ph.D. in Sociology, University of Indonesia, 2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Slamet (A)</td>
<td>Bachelor of Education in Physical Education, Universitas Negeri Jakarta, Indonesia, 2003</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Master of Education in Sport Management, Universitas Negeri Jakarta, Indonesia, 2011</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ardimas Andi Purwita (A)</td>
<td>Bachelor of Electrical Engineering, Institut Teknologi Bandung, Indonesia, 2011</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Master of Electrical Engineering, Institut Teknologi Bandung, Indonesia, 2014</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Eva Sulistiawy (A)</td>
<td>S.P. in Horticulture, Universitas Mataram, Indonesia, 2006</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M.S. in Environment, The Australian National University, 2009</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Idrus Husin (A)</td>
<td>Bachelor of Education in Physics, Universitas Negeri Jakarta, Indonesia, 2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Master of Science in Physics, Institut Teknologi Bandung, Indonesia, 2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stien Johanna Matakupan (A)</td>
<td>Bachelor of Education, Institute for Teacher Training and Education (IKIP), Indonesia, 1991</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Master of Education in Environmental Education and Population, Jakarta State University, Indonesia, 1997</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>POSITION</td>
<td>NAMES</td>
<td>REVISION</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------------------------</td>
<td>--------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Rectorate</td>
<td>Quality Assurance Officer</td>
<td>Alfiansyah</td>
<td>B.Eng. in Mechanical Engineering, Syiah Kuala University of Banda Aceh, Indonesia, 2002</td>
</tr>
<tr>
<td></td>
<td>Head of Quality Assurance</td>
<td>Christian Setyo Nugroho</td>
<td>B.Eng. in Civil, Atma Jaya University of Yogyakarta, Indonesia, 1998</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M.Eng. in Construction Management, Atma Jaya University of Yogyakarta, Indonesia, 2000</td>
</tr>
<tr>
<td></td>
<td>University Governance Administration Manager</td>
<td>Guruh Tri Nugroho</td>
<td>B.A. in Library and Information Science, Universitas Indonesia, 2006</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MLIS in Library and Information Science, Universitas Indonesia, 2014</td>
</tr>
<tr>
<td></td>
<td>President of Sampoerna University</td>
<td>Marshall E. Schott</td>
<td>B.A., History and Political Science, Baylor University, USA, 1986</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M.A., History, Louisiana State University, USA, 1989</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ph.D., History, Louisiana State University, USA, 1995</td>
</tr>
<tr>
<td></td>
<td>Executive Secretary</td>
<td>Sofia Sari Barata</td>
<td>IATA/UFTAA in Tourism Diploma - Instituut Schoevers BV Amsterdam, Netherland, 1990</td>
</tr>
<tr>
<td></td>
<td>Rector of Sampoerna University</td>
<td>Wahdi Salasi April Yudhi</td>
<td>B.A., International Relations, Gajah Mada University, Indonesia, 1982</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Drs., International Relations, Gajah Mada University, Indonesia</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M.Dev., Development Administration, Australian National University, 1993</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ph.D., Business and Management, LaTrobe University, Australia, 2007</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>POSITION</td>
<td>NAMES</td>
<td>REVISION</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------------------------------------</td>
<td>------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Faculty Administrative Officer</td>
<td>Alit Kartika Fariani</td>
<td>B.Soc in Secretarial Administration, Institute Business and Multimedia ASMI, Indonesia, 2010</td>
</tr>
<tr>
<td></td>
<td>Academic Administration Staff</td>
<td>Dedi Saputra</td>
<td>A.A. in Accounting, STIE Indonesia Jakarta, 2012</td>
</tr>
<tr>
<td></td>
<td>Faculty Administrative Officer</td>
<td>Dian Mayasari</td>
<td>A.PR. in Public Relations, University of Indonesia, 2002, 2005</td>
</tr>
<tr>
<td></td>
<td>Research Assistance</td>
<td>Dian Rahmawati</td>
<td>B.Ed. in English Education, Islamic State University Syarif Hidayatullah, Indonesia, 2015, M.Ed. in Educational Leadership and Policy, Monash University, Australia, 2018</td>
</tr>
<tr>
<td></td>
<td>Academic Coordinator</td>
<td>Dyah Puspitarini</td>
<td>B.Sc. in Information Technology, Gunadarma University, Indonesia, 2003</td>
</tr>
<tr>
<td></td>
<td>Head of Registration &amp; Student - Lecturer Services</td>
<td>F.R. Adhi Permana</td>
<td>B.A. in Political Science, Diponegoro University, Indonesia, 2001, M.Ed. in Education Administration, Muhammadiyah University of Prof. Dr. Hamka, Indonesia, 2015</td>
</tr>
<tr>
<td></td>
<td>Registration Staff</td>
<td>Gilang Jatnika</td>
<td>B.Acc. in Accounting, Pancasila University, Indonesia, 2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>POSITION</th>
<th>NAMES</th>
<th>REVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>Mechanical Engineering Lab Engineer</td>
<td>Ifat</td>
<td>B.Eng. in Mechanical Engineering, Tadulako University, Indonesia, 2015</td>
</tr>
<tr>
<td></td>
<td>Mechanical Engineering Lab Engineer</td>
<td>Indra Pertama Putra</td>
<td>B.Eng. in Mechanical Engineering, Tadulako University, 2016</td>
</tr>
<tr>
<td></td>
<td>Head of Center For Excellence in Teaching &amp; Learning</td>
<td>Manoharan G Karthigasu</td>
<td>B.Sc. (Hons) in Computing and Information Systems, University of London, UK, 2005, Bachelor of Teaching (Secondary),Technology and Software, Charles Sturt University, Australia, 2018, M.Ed. in Science and Environment, Deakin University, Australia, 2010</td>
</tr>
<tr>
<td></td>
<td>Faculty Administrative Officer</td>
<td>Maryke Ayu Kinasih</td>
<td>A.S. in Secretary, ISWI Secretarial Academy, Indonesia, 2000</td>
</tr>
<tr>
<td></td>
<td>Technology Lab Coordinator</td>
<td>Putri Yuni Lestari</td>
<td>B.Sc. in Computer Science, Bina Nusantara University, Indonesia, 2014, M.Sc. in Management in Information System, Bina Nusantara University, 2019</td>
</tr>
<tr>
<td></td>
<td>Asst Dean for Academic &amp; Student Affairs &amp; Science Lab Coordinator</td>
<td>Shinta Dewi Ariantika</td>
<td>B.Sc. in Science, Gajah Mada University, Indonesia, 2013</td>
</tr>
<tr>
<td></td>
<td>Vice Rector of Academic Affairs</td>
<td>Soepriyatna</td>
<td>B.A. in English Education, IKIP Indonesia, Indonesia, 1989, M.Ed. in English Education, Indonesia University of Education, Indonesia, 2000, Ph.D. English Applied Linguistics, from Universitas Katolik Indonesia Atma Jaya, Indonesia</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>POSITION</td>
<td>NAMES</td>
<td>REVISION</td>
</tr>
<tr>
<td>------------</td>
<td>----------</td>
<td>-------</td>
<td>----------</td>
</tr>
<tr>
<td>Administration, Resources, And Operations</td>
<td>Information System Officer</td>
<td>Arina Primardiani Putri</td>
<td>AAS in Physics, Bandung Institute of Technology, Indonesia, 2015</td>
</tr>
<tr>
<td>IT Operations Coordinator</td>
<td>Aulia Tirta</td>
<td>B.CS. in Computer, Bina Nusantara University, Indonesia, 2008</td>
<td></td>
</tr>
<tr>
<td>HRBP Manager</td>
<td>Ayu Resky Oktavianti</td>
<td>B.Psy. in Psychology, Pelita Harapan University, 2010 M.Sc. in Industrial and Organizational Psychology, University of Indonesia, Indonesia, 2013</td>
<td></td>
</tr>
<tr>
<td>Procurement Officer</td>
<td>Bella Maulisa</td>
<td>B.Ec. in Logistic, Trisakti University, Indonesia, 2011</td>
<td></td>
</tr>
<tr>
<td>Finance Coordinator</td>
<td>Carolina Sari</td>
<td>B.Acc. in Accounting, Perbanas Institute of Economy, Indonesia, 2002 M.Acc. in Accounting, Tarumanagara University, Indonesia, 2016</td>
<td></td>
</tr>
<tr>
<td>Treasury Staff</td>
<td>Diah Purnamasari</td>
<td>B.Acc. in Accounting, Gunadarma University, Indonesia, 2001</td>
<td></td>
</tr>
<tr>
<td>Vice Rector of Adv, Resource &amp; Operations</td>
<td>Endriyani Widyastuti</td>
<td>B.Ec. in Economic and Development Studies, Pasundan University, Indonesia, 1998 M.Sc. in Economic Planning and Development Policy, University of Indonesia, 2003</td>
<td></td>
</tr>
<tr>
<td>HRBP Staff</td>
<td>Gigih Seno Utomo</td>
<td>B.A.R. in International Relations, President University, Indonesia</td>
<td></td>
</tr>
<tr>
<td>General Affairs Officer</td>
<td>Lusy Heksa Safitri</td>
<td>High School Diploma at SMAN 2, Ambon, 1995</td>
<td></td>
</tr>
<tr>
<td>Finance &amp; Operations Manager</td>
<td>Rahajeng Tyas Astari</td>
<td>B.Acc. in Accounting, Atmajaya University, Indonesia, 2003</td>
<td></td>
</tr>
<tr>
<td>Receptionist</td>
<td>Rahmaliyanti</td>
<td>DHM. in Diploma in Hospitality, Nusantara Jaya Tourism Academy, Indonesia, 1999</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>POSITION</th>
<th>NAMES</th>
<th>REVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice Rector of Adv, Resource &amp; Operations</td>
<td>IT Support Staff</td>
<td>Rama Alfy Chaerully</td>
<td>B.I. in Informatics, Universitas Nasional, Indonesia, 2019</td>
</tr>
<tr>
<td></td>
<td>Bursary Officer</td>
<td>Vera Dewi Yuniarto Wardhani</td>
<td>B.Acc. in Accounting, 1998</td>
</tr>
<tr>
<td>Enrollment Services</td>
<td>Student Recruitment Officer</td>
<td>Alfi Irsyad</td>
<td>B.Ed. in English Literature, Universitas Negeri Padang, Indonesia, 2010</td>
</tr>
<tr>
<td></td>
<td>Student Recruitment Staff</td>
<td>Alvaro Dillion Jayaputra</td>
<td>B.A. in Illustration and Animation, Coventry University, Singapore, 2018</td>
</tr>
<tr>
<td></td>
<td>Student Recruitment Staff</td>
<td>Arisih Dewi Laraswati</td>
<td>B.Sc. in Computer Science, Esa Unggul University, Indonesia, 2014</td>
</tr>
<tr>
<td></td>
<td>Admission Officer</td>
<td>Dimas Aria Bima</td>
<td>B.Ac. in Accounting, Atma Jaya University, Indonesia</td>
</tr>
<tr>
<td></td>
<td>Pre-Sales Officer</td>
<td>Dimas Mediarto</td>
<td>A.B. in Broadcasting, University of Indonesia, 2006</td>
</tr>
<tr>
<td></td>
<td>Testing Center Manager</td>
<td>Erostika Swasti Tobing</td>
<td>B.Sc. in Seed Technology, Bogor Institute of Agriculture, Indonesia, 1993 M.IS. in Management Information System, West Coast University, U.S., 1996</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>POSITION</td>
<td>NAMES</td>
<td>REVISION</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------</td>
<td>--------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Enrollment Services</td>
<td>Call Center Staff</td>
<td>Galih Yuditya Irene</td>
<td>B. Pharm. in Pharmacist Studies, Universitas Muhammadiyah Prof. Dr. Hamka, Indonesia, 2016</td>
</tr>
<tr>
<td></td>
<td>Head of Student Recruitment</td>
<td>Lorensia Soegiarto</td>
<td>A.S. in Hotel Restaurant Management, Johnson &amp; Wales University, U.S., 2001; B.Sc In Hospitality Management, Johnson &amp; Wales University, U.S., 2001; MBA in International Trade, Johnson &amp; Wales University, U.S., 2002</td>
</tr>
<tr>
<td></td>
<td>Sales Administrative Staff</td>
<td>Nasya Wulansari</td>
<td>B.A. in Russian Literature, University of Indonesia, Indonesia, 2009</td>
</tr>
<tr>
<td></td>
<td>Pre-Sales Manager</td>
<td>Nimas Mega Purnamasari</td>
<td>B.A. in English Language &amp; Literature, Universitas Negeri Surabaya, 2016; M.A. in Applied Linguistics, Monash University, Australia, 2019</td>
</tr>
<tr>
<td></td>
<td>Student Recruitment Officer</td>
<td>Ongki Olan Putra</td>
<td>B.Sc in Business Administration, Oregon State University, USA, 2019</td>
</tr>
<tr>
<td></td>
<td>Call Center / CRM Manager</td>
<td>Pieter</td>
<td>B.M. in Management, Bina Nusantara University, Indonesia, 2002; M.M. in Management, Bina Nusantara University, Indonesia, 2002</td>
</tr>
<tr>
<td></td>
<td>Student Recruitment Officer</td>
<td>Ranny Krisnayanti</td>
<td>B.I.P. in Politics and International Relations, Padjadjaran University, Indonesia, 2010</td>
</tr>
<tr>
<td></td>
<td>Call Center Staff</td>
<td>Sesdiana Riza</td>
<td>B.Ed. in English Education, Padang State University, Indonesia, 2017</td>
</tr>
<tr>
<td></td>
<td>Admission Manager</td>
<td>Tri Wahyu Astuti Tjahono</td>
<td>B.A. in Industrial Art, San Francisco State University, U.S., 2001; B.Sc in Industrial Technology, San Francisco State University, US, 2002; MBA. In Business Administration, University of Ballarat, Australia, 2012</td>
</tr>
<tr>
<td></td>
<td>Testing Center Staff</td>
<td>Yustiar Alan Dwihana</td>
<td>BIT in Information Technology, Pamulang University, Indonesia, 2018</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>POSITION</td>
<td>NAMES</td>
<td>REVISION</td>
</tr>
<tr>
<td>Government &amp; Corporate Relations</td>
<td>Vice Rector of Government and Corporate Relation</td>
<td>Elan Merdy</td>
<td>B.Acc. in Accounting, Philippines School of Business Administration, Philippines, 1994; M.B.A in Business Administration, De La Salle University, Philippines, 1996</td>
</tr>
<tr>
<td></td>
<td>Government Relations Officer</td>
<td>Dairion</td>
<td>B.E. in Economics – Andalas University, Indonesia, 1997</td>
</tr>
<tr>
<td>International Relations</td>
<td>International Partnership Coordinator</td>
<td>Wangi Mutiara Susilo</td>
<td>S.Pd. in English Education, Wijaya Kusuma University, Indonesia, 2009; M.Sos. in International Relations and Affairs, Pelita Harapan University, Indonesia, 2020</td>
</tr>
<tr>
<td></td>
<td>Bridge Program Mathematics Tutor</td>
<td>Adi Putra Rukmananda</td>
<td>B.Math. in Applied Mathematics, Sampoerna University, Indonesia, 2018</td>
</tr>
<tr>
<td>Student Success</td>
<td>Bridge Program English Instructor</td>
<td>Anissa Pane</td>
<td>B.Ed. in English Language Education, Sampoerna School of Education, 2013; M.A in Education (innovation in learning and teaching), University of South Wales, UK, 2019</td>
</tr>
<tr>
<td></td>
<td>Student Organization Development &amp; Enrichment Officer</td>
<td>Arry Andriansyah</td>
<td>B.Ed. in Education, State University of Jakarta, Indonesia, 2018</td>
</tr>
<tr>
<td></td>
<td>Student Counsellor</td>
<td>Caesilia Ika Widanti</td>
<td>B. Psy In Psychology, Universitas Diponegoro, Indonesia; M. Psy. in Clinical Psychology, University of Indonesia, Indonesia, 2008</td>
</tr>
<tr>
<td></td>
<td>SPAC Officer</td>
<td>Cut Malahayati</td>
<td>B.Msc in Medical Science, Trisakti University, Indonesia, 2002; M.Ed in English Education, TESOL, Pelita Harapan University, Indonesia, 2018</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>POSITION</td>
<td>NAMES</td>
<td>REVISION</td>
</tr>
<tr>
<td>------------</td>
<td>----------</td>
<td>-------</td>
<td>---------</td>
</tr>
<tr>
<td>Student Success</td>
<td>Student &amp; Alumni Affairs Manager</td>
<td>Farrah Mahdaly</td>
<td>B.A. in English Literature, Pamulang University, Indonesia, 2009, M.Sc. in Human Resources, IMM, Indonesia, 2012</td>
</tr>
<tr>
<td>Library Staff</td>
<td>Library Coordinator</td>
<td>Narfiyan Wahyudi</td>
<td>B.A. in Library &amp; Information Science, University of Indonesia, 2014</td>
</tr>
<tr>
<td></td>
<td>SPAC Manager</td>
<td>Novi Kusumaningrum</td>
<td>B.Sc. in Human Ecology, the Ohio State University, U.S., 2000</td>
</tr>
<tr>
<td>Student Success</td>
<td>Student Success Programs Manager</td>
<td>Reynold Bachtiar Hutabarat</td>
<td>B.Ed. in Education, Indonesia University of Education, Indonesia, 2006</td>
</tr>
<tr>
<td>Student Engagement &amp; Alumni Affairs Officer</td>
<td>Student Engagement &amp; Alumni Affairs Officer</td>
<td>Triana</td>
<td>B.Ed. in Education, Jakarta State University, Indonesia, 2000</td>
</tr>
<tr>
<td>Bridge Program</td>
<td>Bridge Program English Instructor</td>
<td>Widdy Wijanti</td>
<td>B.Ed. in English Literature, University of Indonesia, 2007, M.Ed. in Applied Linguistics, Atma Jaya Catholic University, Indonesia, 2015</td>
</tr>
<tr>
<td>Alumni &amp; Career Services Officer</td>
<td>Alumni &amp; Career Services Officer</td>
<td>Helmi Anugrah</td>
<td>B.Sc. in Computer Science, INTI College, Indonesia, 2014, MBA in Financial Management, Trisakti University, Indonesia, 2019</td>
</tr>
<tr>
<td>Head of the Bridge Program</td>
<td>Head of the Bridge Program</td>
<td>Kay Alison Alcorn</td>
<td>B.A. in Speech Communication, San Diego State University, USA, 1986, M.A. in Teaching, School of International Training, USA, 1997</td>
</tr>
</tbody>
</table>