Catalog

2017

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UNIVERSITY OF NORTH AMERICA

UoNA

LEADERS & LEGENDS

Awards Ceremony Powered by Exelon

Featuring

2017
TOP 100
MBEs

UoNA is honored to be a recipient of the 2017 TOP 100 MPE Awards.

UNIVERSITY OF NORTH AMERICA
UoNA

- **MSIT**
- **MSCS**
- **MBA**
- **BSIT**
- **BSBA**
- **ESOL**

www.uona.edu

WELCOME

Welcome to the University of North America (UoNA)!

UoNA was founded to provide students with a solid education that focuses on bringing vision and viable solutions for business, government, and industry. We help our students prepare for a successful career by providing unique features that are embedded in our rigorous curricula: a strong international emphasis and the seamless integration of theory and practical experience.

At UoNA, students have the opportunity to explore the globalizing marketplace while sharpening their cultural, historical, and social acumen. Students will be equipped with the knowledge and skills needed to excel in the fields of business and technology and become leaders in today's fast-changing world.

The University's motto is "Education That Transforms!" and that is our goal for each student. We congratulate you in joining our institution and urge you to take advantage of the programs and resources that are specifically developed for you.

Have a wonderful educational experience. See you on campus!

GOVERNING DOCUMENTS

The ***University of North America Catalog*** is the governing document for all academic requirements and program-related information for the University of North America (UoNA). It also specifies rights, responsibilities, and specific policies and procedures as they apply to UoNA students. All UoNA students are bound by the rules, policies and procedures contained in this Catalog.

This Catalog is valid through 2017, unless superseded. The University reserves the right to cancel or modify, for any reason, any course or program listed herein. Policies, regulations, requirements and fees are subject to change at any time at the discretion of the University of North America and its regulators. UoNA will provide students with no less than 30 days' notice of any changes in tuition and fees.

NON-DISCRIMINATION/EQUAL EMPLOYMENT POLICY

The University of North America is an academic community built on respect for all persons. The University adheres to a strict policy of dignity, equality, and nondiscrimination regarding the treatment of individual faculty, staff, and students. In accordance with federal law and applicable Commonwealth of Virginia statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University.

The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Inquiries concerning the grievance procedure or compliance with federal and commonwealth laws and guidelines should be addressed to the President.

ACCREDITATION AND CERTIFICATIONS

SCHEV – State Certification

The University of North America is certified by the State Council of Higher Education for Virginia (SCHEV) in accordance with the provisions of Title 23, Chapter 21.1 of the Code of Virginia. The University of North America has been granted the "Certificate to Operate an Institution of Postsecondary Education" authorizing the University of North America to offer degrees, courses for degree credit, or programs of study leading to a degree or certificate in the Commonwealth of Virginia.

State Council of Higher Education for Virginia
101 N. 14th Street, 10th Floor, James Monroe Building
Richmond, VA 23219
Tel: 1-804-225-2600
www.schev.edu

ACICS

The University of North America is accredited by the Accrediting Council of Independent Colleges and Schools (ACICS) to award certificates, bachelor's and master's degrees. The Accrediting Council for Independent Colleges and Schools is recognized by the Council for Higher Education Accreditation (CHEA).

Accrediting Council of Independent Colleges & Schools
750 First Street NE Suite 980
Washington, DC 20002-4223
Tel: 1-202-336-6780
www.acics.org

CHEA

The University of North America is recognized by the Council for Higher Education Accreditation (CHEA). A national advocate and institutional voice for self-regulation of academic quality through accreditation, CHEA is an association of 3,000 degree-granting colleges and universities and recognizes 60 institutional and programmatic accrediting organizations.

One Dupont Circle NW, Suite 510
Washington DC 20036
Tel: 202-955-6126
www.chea.org

US DEPARTMENT OF EDUCATION

The University of North America is listed in the Database of Postsecondary Institutions and Programs maintained by the US Department of Education. The university is not eligible to participate in Federal Financial Aid, which includes Title IV funding.

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202
1-800-USA-LEARN (1-800-872-5327)
www.ed.gov

SEVP

The University of North America is authorized under federal law to enroll nonimmigrant, F1-Visa students in its bachelor's and master's degree programs through the Student Exchange and Visitor Program (SEVP). The university is <u>not</u> authorized to enroll nonimmigrant students in its ESOL certificate program.

E-VERIFY

The University of North America is an E-Verify certified employer. U.S. law requires companies to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization.

E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

BBB

The University of North America is accredited by the Better Business Bureau (BBB). BBB is dedicated to fostering honest and responsive relationships between businesses and consumers -- instilling consumer confidence and advancing a trustworthy marketplace for all.

BBB Code of Business Practices represents standards for business accreditation by BBB. The Code is built on the BBB Standards for Trust, eight principles that summarize important elements of creating and maintaining trust in business.

www.bbb.org

CERTIFICATE IN ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAM

University of North America

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) CERTIFICATE PROGRAM

Mission

The mission of the University of North America is to support a diverse student population by providing high quality education in business and technology that is student-centered, practitioner-oriented and globally focused.

To ensure English language proficiency and academic support for a diverse body of students, the University of North America has established a comprehensive English for Speakers of Other Languages (ESOL) certificate program.

The university is not authorized by the Student Exchange and Visitor Program (SEVP) to enroll nonimmigrant (F1-Visa) students in its ESOL certificate program.

Program Objectives

The main objective of the UoNA ESOL program is to bolster the academic, English language proficiency of our students by developing meaningful English language courses based on content relating to their diverse backgrounds and experiences. Students at our university come from a wide range of different communities, countries, and educational backgrounds. For many of our students, English is not their first language.

Moreover, among the many individuals of the student population, there are various levels of individual skills in the four areas of English language acquisition: reading, writing, speaking, and listening. Objectives of the ESOL program, then, will be to provide a safe and supportive environment for daily, student-centered conversation, and reading and writing practice; in the content areas of real-life situations and experiences in order to improve each student's academic English language competency.

Program Structure

All classes offer a holistic approach to language learning. UoNA's ESOL program is designed to provide an avenue for students to quickly and successfully review or advance their English language proficiency. In addition, the program provides local area professionals with an opportunity to improve their English language skills to successfully advance in their careers.

UoNA has created English language courses that can successfully help a student achieve English proficiency for personal development, academic usage, or professional success. Graduates of the ESOL certificate program gain the fluency and competency to interact and pursue their goals in an English-speaking environment.

In addition to linguistic training, the UoNA Language program helps students adjust to life in the United States. The program includes various cultural activities that allow students to practice their language skills and learn about life in the United States at the same time.

Learning Outcome Objectives

Competency skills will be developed and practiced in each of the ESOL courses through learning the processes of reading, writing, researching, and presenting ideas in English. Reading short academic articles, summarizing information, taking notes, asking questions, gathering ideas, discussing the writing process, organizing projects, researching topics, building vocabulary, formulating a topic sentence, outlining, editing, revising, rewriting, orally presenting, and sharing quality projects and essays; are all part of the academic process.

Teaching Methodology

Students will receive constant feed-back through one-on-one conferences and tutoring sessions with a native English speaker. Also, students will work independently and with groups as they present, discuss, critique, write, rewrite and revise daily assignments, weekly projects, and a final written paper and presentation concerning real-life situations and work experiences.

Activities: Discussing the writing process, gathering ideas, organizing projects, interviewing, researching, building vocabulary, formulating topics, linking sentences, arranging paragraphs, outlining, editing, revising, rewriting, presenting information, field trips, and sharing quality projects and essays.

Portfolio: Students will prepare a personal portfolio of coursework activity achievements, including research papers and oral presentations. Every course will require a final 3-page research paper and 10-minute oral presentation, documented by the instructor and used for evaluation of course completion.

ESOL Certificate Program Admission Requirements

The process for admission to the university as an ESOL certificate program student is designed to assist applicants who want to advance their English skills to meet personal or employment goals. The university is not authorized by the Student Exchange and Visitor Program (SEVP) to enroll nonimmigrant (F1-Visa) students in its ESOL certificate program.

Each candidate for admission to the ESOL certificate program, will receive a personal assessment of his or her background with a focus on providing the guidance necessary for a sound selection.

For the ESOL program, applicants must submit:

1. Completed Application Form

2. Application Fee of $50.00

3. Proof of High School Graduation or its equivalent

4. Government issued photo ID

5. Take the ESOL English proficiency exam on arrival to UoNA prior to registering for courses.

Placement Test

The ESOL language proficiency exam is a nationally recognized English proficiency test. It consists of three parts: 1) a 100-multiple-choice portion addressing areas of listening, grammar, vocabulary, and reading, 2) a 250-word essay component, prompting written reasons of an opinion with examples and details, 3) an oral questionnaire asking for verbal reasons with examples and supportive information.

ESOL Program Curriculum

Course #	Course Title	Credit Hours
ESOL 001	Writing Workshop	18
ESOL 002	American Culture	18
ESOL 003	Patterns of American Immigration	18
ESOL 004	Northern Virginia Business	18

English Language Certificate

All students receive a course grade for each course they complete, which includes a post-test assessment. Each course will be listed on their UoNA transcript.

Students who are enrolled in the **ESOL certificate program**, complete all 4 courses, and pass the English language proficiency exit exam with a minimum score of 75% on all components are awarded an ESOL Program Certificate. The ESOL proficiency exit exam is a cumulative post-test that mirrors the placement test given at the time of admission as an ESOL certificate program applicant.

Grading Scale

The University uses a grading scale based on letter grades as outlined below.

Grade/ Academic Designators	Qualitative Description	GPA Value	Attempt Credit	Earned Credit
A	Superior	4.0	Yes	Yes
A-	Excellent	3.7	Yes	Yes
B+	Very Good	3.3	Yes	Yes
B	Good	3.0	Yes	Yes
B-	Fair	2.7	Yes	Yes
C+	Acceptable	2.3	Yes	Yes
C		2.0	Yes	Yes
F	Failure	0.0	Yes	No
R	Repeat	Not calculated	Yes	No
I	Incomplete	Not calculated	Yes	No
W	Withdrawal	Not calculated	Yes	No
S	Satisfactory	Not calculated	Yes	Yes
U	Unsatisfactory	Not calculated	Yes	No
NP	No Pass	Not calculated	Yes	No
Transfer Credits	Transfer Credits	Not calculated	Yes	Yes

Incompletes
The grade of Incomplete ("I") is granted in cases where students in good standing are in need of additional time to complete course requirements due to extenuating circumstances. If the remaining coursework has not been submitted within 4 weeks of the end of the term, the "I" automatically becomes a grade of "F" or "U" unless an extension is granted by their Academic Advisor.

Withdrawals
Students who withdraw from a course after the add/drop period are given a grade of "W". Withdrawals (W) are counted as credits attempted but do not earn any credit in determining SAP. Withdrawals are not included for GPA or CGPA calculation.

A student is required to submit a written request to officially withdraw from a course. Written requests must be submitted to the academic department. Non-attendance does not constitute withdrawal.
Students who do not submit all coursework and do not officially withdraw from a course, or do not receive approval for a withdrawal, may receive a grade of "F".

Repeat Courses
Students may repeat a course for which a grade of "F", or "NP" has been assigned. Students may repeat courses within their program of study (at the tuition rate in effect at the time they repeat) in order to improve their CGPA or to enhance their understanding of course material, with permission from the Academic Department.

Only the highest grade earned is included in calculating the CGPA. A record of all registrations remains on the transcript, with the notation Repeat (R). All repeated courses will be included as credit attempted for SAP calculation. Credit for the same course is awarded only once. Students may repeat a single course no more than 3 times unless approved by their Academic Advisor.

NP Option
Students who find that they are experiencing academic difficulties after the midpoint in the term may petition for a grade of "No Pass" which is designated as an "NP" on the transcript. Students are required to repeat courses for which a grade of NP was record if the course was a required course for their curriculum. If the course was an elective, students may replace the credits with an alternative course to fulfill curriculum requirements.

To receive a grade of NP for a course, students must submit an NP request that is to be noted and signed by the course instructor. The petition must be approved by an Academic Department VP. The form must be submitted prior to the last class meeting.

Students petitioning for a grade of NP must maintain attendance throughout the entire term per the University's attendance policy. Students who have been cited for violation of attendance policy requirements (missing more than 2 class sessions) are not eligible to receive a grade of NP. Students may only petition for a grade of NP for a maximum of 1 course in any given term, and may not receive a grade of NP for more than 2 courses within their curriculum.

Program Length

The minimum time for ESOL certificate program students to finish the program is 4 terms. Program students may repeat courses within the requirements stated in this section of the catalog. Six (6) terms is considered the normal program length. Students can take a maximum of 9 terms (1.5 times of normal program length) to complete the ESOL certificate program.

Program Outline

UoNA ESOL Certificate Program

Term	Course #	Course Title	Credit Hours
First Term (11 Weeks)	ESOL 001	Writing Workshop	18
Second Term (11 Weeks)	ESOL 002	American Culture	18
Third Term (11 Weeks)	ESOL 003	Patterns of American Immigration	18
Fourth Term (11 Weeks)	ESOL 004	Northern Virginia Business	18

Tuition

The tuition for the ESOL courses is $1,800.00 per course. ESOL certificate program students take one course per term. Each course has 18 hours of classroom instruction within an 11-week quarter, which allows for holidays.

ESOL Course Descriptions

ESOL 001   Writing Workshop   18 credit hours
This course is designed for ESOL students to improve their English writing and research skills as they confront real-life experiences. The course provides students with a supportive environment for daily practice in conversation, reading, and writing in English. The content of this class will be on the writing process itself and how students learn to be strong academic writers. Students will receive constant feed-back through one-on-one conferences and tutoring sessions with a native English speaker and their peers as they present, discuss, and write about their real-life and work-related situations.

ESOL 002   American Culture   18 credit hours
Prerequisite: ESOL 001 Writing Workshop
This course is designed for students to learn about contemporary American culture as they improve their English ability and confront real-life experiences. The course provides students with a supportive environment for daily practice in conversation, reading, and writing in English. The main focus is the study of a series of interesting articles and research projects exploring a panorama of American people, places, and events. Students will receive constant feed-back through one-on-one conferences with their teacher and peers as they present, discuss, and write about American culture and their real-life and work-related situations.

ESOL 003   Patterns of American Immigration   18 credit hours
Prerequisite: ESOL 001 Writing Workshop
This course is designed for students to learn the history of American immigration and cultures as they improve their English ability and confront real-life experiences. The course provides students with a supportive environment for daily practice in conversation, reading, and writing in English. The main focus is the study of a series of interesting articles and research projects exploring the historical and cultural developments of various immigrant groups in American society. Students will receive constant feed-back through one-on-one conferences with their teacher and peers as they present, discuss, and write about American immigrants and their real-life and work-related situations.

ESOL 004   Northern Virginia Business   18 credit hours
Prerequisite: ESOL 001 Writing Workshop
This course is designed for students to learn about the development of Northern Virginia as a center of global business and commerce. The course provides students with a supportive environment for daily practice in conversation, reading, and writing in English. The main focus is the study of a series of interesting academic articles and research projects exploring the development of the important businesses and transit systems linking Northern Virginia to Washington D.C. Students will receive constant feed-back through one-on-one conferences with their teacher and peers as they present, discuss, and write about Northern Virginia business culture and their real-life and work-related experiences.

Advance Your CAREER with UoNA!

Programs and Specializations in High Demand!

Bachelor of Science in Information Technology (BSIT)

Bachelor of Science in Business Administration (BSBA)

Master of Business Administration (MBA)
- Accounting
- Big Data
- Global Enterprise Management
- Health Care Administration
- Health Care Informatics
- Project Management
- Technology Management

Master of Science in Computer Science (MSCS)
- Big Data
- Database Administration
- Information Security
- Project Management
- Software Engineering

Master of Science in Information Technology (MSIT)
- Big Data
- Database Administration
- Health Care Informatics
- Information Security
- Java Programming
- Project Management
- Technology Management

English for Speakers of Other Languages (ESOL) Certificate

Credit Requirements for Graduation:

Course Type	MBA / MSCS /MSIT	BSBA / BSIT
General Education Courses	N/A	54 Credits (12 Courses)
Common Core Courses	9 Credits (2 Courses)	36 Credits (8 Courses)
Program Core Courses	22.5 Credits (5 Courses)	49.5 Credits (11 Courses)
Elective Courses	18 Credits (4 Courses)	36 Credits (8 Courses)
Capstone	4.5 Credits (1 Course)	4.5 Credits (1 Course)
Program Total	**54 Credits** **12 Courses**	**180 Credits** **40 Courses**

Eligible international students can participate in our Applied Learning degree programs through full-time or part-time Curricular Practical Training (CPT).

Term	Start Date
Winter Term	First Week of January
Spring Term	First Week of April
Summer Term	First Week of July
Fall Term	Last Week of September

Applications are accepted year-round and new students can be admitted for every academic term at UoNA. Applicants are advised to allow sufficient time for the University to complete its admissions evaluation process.

Students residing outside of the United States must allow additional time for scheduling and attending required visa interviews with the US Embassies or Consulates, and submit materials in a timely manner.

www.uona.edu

UoNA—Applied Learning At Its Best!

Up-to-date Career-Oriented Curriculum

Earn Your Degree

+

Gain Work Experience

Affordable Tuition

Tuition and Fees

Please refer to the UoNA Catalog and website for detailed listings.

Program	Per Credit Hour	Total Program Tuition Cost
Master's Degree Programs 54 credits (MBA, MSCS, MSIT)	$390	$21,060
Bachelor's Degree Programs 180 Credits (BSBA, BSIT)	$300	$54,000
English Certificate Program 72 Credits (ESOL)	$100	$ 7,200

Description	Amount
Degree Program Application Fee, non-refundable	$100.00
Certificate Program Application Fee, non-refundable	$ 50.00
Registration Fee, per course, non-refundable	$ 50.00
Graduation Fee	$300.00

- Located Near Washington DC
- Political and Economic Center
- IT and Business Connections
- Vibrant Job Market
- Metropolitan Living
- Easy Access to DC Airports
- Advanced Virtual Library
- Innovative IT Facilities
- Friendly and Multicultural
- Career & Global Networks

In the Washington DC Area

University of North America
4375 Fair Lakes Court
Fairfax, VA 22033, USA
+1-571-633-9651
info@uona.edu
admissions@uona.edu

www.uona.edu

www.uona.edu

University of North America
4375 Fair Lakes Court
Fairfax, VA 22033
USA

- MBA
- MSIT
- MSCS
- BSIT
- BSBA
- ESOL

Williamsburg City Councilman Benny Zhang and Brazilian businessman Emanuel Barreto (Front row 2nd and 4th from right) were the speakers of the UoNA 2017 graduation.

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