Florida University Southeast
GRADUATE CATALOG 2020

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MESSAGE FROM THE PRESIDENT

Thank you for considering the Florida University Southeast (FUSE), an organization fully dedicated to the applied training of professionals in expanding business fields. We currently offer three graduate-level degrees: Master of Business Valuation (MBV), Master of Science in Information Technology (MSIT), and Master of Project Management (MPM). The sequence and content of FUSE's courses were developed by both academics and professionals with practical experience in teaching and working in these rapidly growing, impactful careers. Consequently, students who enroll in one of our programs will receive up-to-date training in their chosen discipline.

FUSE's fully online distance learning approach is unique in that it integrates and applies the curriculum. The FUSE programs are grounded on pertinent themes, arranged by sequential subjects, and taught by experienced faculty. Our scaffolded educational process incrementally and continuous builds upon the material mastered in prior terms. By the successful completion of the 18-month curriculum, students will have prepared various reports and compiled a capstone project. Together, these reports will demonstrate the skill sets acquired by the student and can be placed in a professional portfolio for presentation to future employers.

FUSE is affiliated with several leading professional business valuation organizations and these organizations not only provide current materials, but they also provide networking and employment opportunities to some of our students. For the Master of Business Valuation (MBV), upon successful completion of the first semester (two terms) of the program, students will receive the credential of Business Certified Appraiser (BCA) from the International Society of Business Appraisers (ISBA), a U.S. Small Business Administration "qualified source" to conduct small business appraisals. Further, upon the successful completion of the MBV program, FUSE MBV graduates meeting the standards of International Association of Certified Valuation Specialists (IACVS) credentialing will automatically be granted the International Certified Valuation Specialist with Advanced Studies in Financial Instruments (ICVS-A) credential without having to complete a separate comprehensive examination on valuation concepts.

Some of the professional certification examinations available in the IT field include Certified Information System Security Specialist (CISSP), Amazon Web Service (AWS), Microsoft Certified Developers and Business Analysts, Scaled Agile Framework for Enterprise (SAFe), and CISCO's CCNA, CCDP, CCNP, and CCIE.* FUSE's MSIT program students acquire the tools, techniques, and knowledge to sit for general IT certification exams and exams in their areas of specialization.* While a formal application demonstrating the required project management experience will still have to be submitted to the Project Management Institute to qualify to take the exam, MPM graduates will have the background and required credit hours to sit for the Project Management Professionals (PMP) examination.*

While quite challenging in terms of technical skill requirements, having produced a portfolio of your work, FUSE's programs will set you apart as having truly mastered the art and science of your business profession. Again, we are very pleased that you are considering FUSE as your choice for a graduate degree. Please feel free to reach out to me, or any of our faculty, if you have additional questions about one of our programs.

Sincerely,

Heidi DiCicco
President

FLORIDA UNIVERSITY SOUTHEAST

Statement of Mission and Purpose

Florida University Southeast (FUSE) prepares students to directly enter rapidly expanding professions through applied education. FUSE targets professions related to business, technology, data, and analytics in need of qualified graduates with both technical skills and practical experience. FUSE's online educational programs provide our students with the opportunity to develop the expertise required to make an immediate impact upon graduation.

Our curriculum was created based upon the needs of the professions and designed with the student in mind. In accomplishing its mission, FUSE will:

- Use only faculty members with substantial knowledge and experience in their fields of expertise;

- Offer timely and profession-designed graduate education that focuses on applied concepts and the skills required to succeed in the discipline of the student's chosen degree;

- Continually enhance its educational programs to meet the needs of both students and the professions;

- Provide academic advising that puts the interests of students first, as they strive to achieve their goals of becoming practitioners and subject matter experts in their fields; and

- Ensure the allocation of the resources necessary to fulfill this mission.

Licensure in Florida

FUSE is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

Location

Florida University Southeast is currently located in Palm Beach County, Florida, USA. The address of the main office is 20283 State Road 7, Suite 400, Boca Raton, Florida 33498. The office building is equipped with conference rooms for classroom teaching. However, currently, FUSE offers only completely online degree programs.

Disclaimer Regarding Accreditation

Even though FUSE is licensed to offer the degree programs by the Commission for Independent Education, Florida Department of Education, FUSE is not accredited by national or regional agencies. Students wishing to reach educational or vocational objectives after graduating from FUSE should determine whether coursework taken at FUSE will help to reach those goals. The same process should be used by students taking coursework that the student may wish to transfer to another institution, a process that may be affected by the institution's lack of accreditation.

Disclaimer Regarding Credit Transferability

Students should keep in mind that the transferability of credits earned at FUSE is at the discretion of the accepting institution. It is the students' responsibility to verify whether or not another college or university of the students' choice will accept credits from FUSE. Credits and degrees earned from FUSE do not automatically qualify the holder to pursue more advanced degrees, to participate in professional licensing examinations, or to practice certain regulated professions in the State of Florida. Students interested in practicing a regulated profession in Florida should contact the appropriate state regulatory agency in the field of their interest.

Institutional Policies Regarding Modifications

This Catalog reflects the regulations, policies, procedures, programs, and fees for FUSE as of August 2020. FUSE reserves the right to adopt, amend, modify, and implement its policies and procedures as it deems appropriate and necessary, including but not limited to its academic policies, regulations, programs, courses, graduation requirements, tuition and fees, and other matters of policy and procedure, with the approval of the Commission for Independent Education when necessary. Each student should reference the most current version of the catalog at the time of entry into the program. Under certain circumstances and in the best interests of a student, FUSE may grant exceptions to its policies and procedures in individual cases when it is determined, in the sole and absolute discretion of FUSE, that such action would be appropriate to further the mission and purposes of FUSE.

Non-Discrimination Policy

FUSE admits students of any race, color, sex, age, gender, marital status, non-disqualifying disability to the extent of the law, religion or creed, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and does not discriminate in administrations of its educational policies, admissions policies, or other school-administered programs.

MASTER OF BUSINESS VALUATION (MBV)

MBV Program Overview

The Master of Business Valuation (MBV) is a fully on-line program designed to be completed in 18 months. FUSE's MBV provides students with an educational experience enabling them to work as business valuation professionals in accounting firms, investment banks, registered investment advisory firms, brokerage firms, valuation firms, and other businesses similar in nature. This unique master's degree program was developed with the student's career in mind; the curriculum is the result of input from leading professionals and academics in valuation and financial analysis.

Upon successful completion of the first Semester (two terms) of the program, students will receive the credential of Business Certified Appraiser (BCA) from the International Society of Business Appraisers (ISBA), a U.S. Small Business Administration "qualified source" to conduct small business appraisals.* Further, upon the successful completion of the MBV program, FUSE MBV graduates meeting the standards of International Association of Certified Valuation Specialists (IACVS) credentialing will automatically be granted the International Certified Valuation Specialist with Advanced Studies in Financial Instruments (ICVS-A) credential without having to complete a separate comprehensive examination on valuation concepts.* In addition, the MBV prepares students to sit for the Level 1 Chartered Financial Analyst (CFA) Examination, and various business valuation and appraisal certifications, such as the Certified Valuation Analyst (CVA), Certified Business Appraiser (CBA), and Accredited Senior Appraiser (ASA).*

Unlike the traditional model of enrolling in specific topic courses, of which parts are outdated or irrelevant to the needs of specialists, FUSE built a program that trains future valuation professionals from a practitioner's point of view, without sacrificing the rigor of theoretical underpinnings, by integrating relevant portions of larger topics and simulating the workings of valuation firms. The use of current software and databases are part of the learning experience. By the end of the program, students will have successfully prepared a portfolio having four different financial analysis and valuation reports. Upon graduation, MBVs can present this portfolio of their professionally prepared analyses during interviews or use them as work product examples to garner consulting engagements.

Due to the nature of our curriculum, FUSE does not accept any transfer credits from other universities and colleges. The curriculum is established and there will be no course cancellations. Our program runs on a semester basis with no electives. In addition, there will be no course waivers.

MBV Program Educational Objectives and Outcomes

Objective 1: Students will have the technical expertise to conduct high-quality business valuations upon graduation.
Intended Outcome: Upon graduation, students will be immediately employable in these high-demand areas.

Objective 2: Students will be sufficiently trained to acquire certifications in the business valuation discipline.

Intended Outcome: Because the level of the first valuation report meets the organizational requirements, upon successful completion of the first Semester of the MBV program, students will receive the credential of Business Certified Appraiser (BCA) from the International Society of Business Appraisers (ISBA), a U.S. Small Business Administration "qualified source" to conduct small business appraisals.* The second semester will elevate the quality and complexity of the students' ability to a master's level and prepare the students to pursue more demanding certifications. Upon the successful completion of the MBV program, FUSE MBV graduates meeting the standards of International Association of Certified Valuation Specialists (IACVS) credentialing will automatically be granted the International Certified Valuation Specialist with Advanced Studies in Financial Instruments (ICVS-A) credential without having to complete a separate comprehensive examination on valuation concepts.*

* Business credentials are trademarks of their respective organizations. The specific requirements and fees associated with these designations are available through the issuing organizations. FUSE cannot guarantee passage of any of these exams and individual students should prepare independently before attempting the assessments.

Required Sequence of Topics

MBV Cohort Schedule			
SEMESTER 1		SEMESTER 2	
Term 1	Term 2	Term 3	Term 4
MBV1-500 (1 Cr) Valuation and Professional Ethics	MBV2-600 (1 Cr) The Appraisal Process	MBV3-685 (2 Cr) Fair Value Accounting	MBV2-645 (1 Cr) IPO Valuation
MBV1-520 (2 Cr) Financial Reporting and Statement Analysis	MBV2-620 (2 Cr) Valuation Methods	MBV3-680 (2 Cr) Quantitative Finance and Data Analytics	MBV2-630 (2 Cr) Mergers Acquisitions, and Consolidations
MBV1-530 (2 Cr) Corporate Financial Valuation	MBV1-550 (2 Cr) Basic Financial Analysis Report 1	MBV2-650 (2 Cr) Intermediate Financial Analysis Report 2 and Proctored Exam	MBV3-690 (1 Cr) Valuation Economics
MBV1-545 (1 Cr) Research Techniques			MBV3-695 (2 Cr) Advanced Financial Analysis Report 3: Publicly traded Corporation
Term 1 Credits = 6	Term 2 Credits = 5	Term 3 Credits = 6	Term 4 Credits = 6

SEMESTER 3		
Term 5	Term 6	
MBV4-675 (2 Cr) Valuation of Intangibles	MBV4-669 (2 Cr) Advanced Financial Analysis Report 4: Privately Held Corporation	1. Full graduate program total semester credit hours = 34 2. Total time required to complete the program = 18 months 3. Number of semesters = 3 4. Number of terms = 6 (Two per semester, 8 weeks each) 5. Terms are segmented into two 4-week periods
MBV4-665 (1 Cr) Valuation Multiples, Premiums, and Discounts	MBV4-700 (1 Cr) Report Writing Capstone	
MBV4-668 (2 Cr) Portfolio Valuation	MBV4-710 (2 Cr) Final Project and Proctored Exam	
MBV3-670 (1 Cr) Special Topics in Valuation		
Term 5 Credits = 6	Term 6 Credits = 5	

The MBV program has three semesters and each semester is broken into two terms. At the end of terms 2, 3, 4, and 6, each successful student will have produced a measurable output, specifically a valuation report intended for inclusion in the student's portfolio. The curriculum is

integrated and tailored to prepare students to complete these valuation reports with each term's material scaffolded on that of the term before, meaning that the complexity of the curriculum increases and relies upon the skills learned in previous terms. The program, including writing the reports, equates to 34 semester credit hours.

With the exception of the credits associated with the valuation reports, each semester credit hour requires at least 15 hours of lectures, PowerPoint presentations, videos, class discussion using the discussion threads function in the virtual classroom, online supplemental readings, practical applications using the tools for this course, interactive assignments, instructor interaction, and/or assessments. An additional 20 hours of out-of-class preparation is required per credit, which includes the report writing and textbook reading assignments.

Semester #1 Courses

Term 1 Courses
MBV1- 500 Valuation Profession and Ethics: (1 credit) This course will introduce students to the business valuation profession. The course is designed to familiarize participants with the roles and obligations of professional appraisers, valuation professionals, and financial analysts. Current major changes and issues in the profession will be outlined. The ethical standards promulgated by various professional societies, such as the AICPA, ASA, and NACVA, also will be addressed.

MBV1-520 Financial Reporting and Statement Analysis: (2 credits) This topic covers current practices in corporate financial reporting and financial analysis. The emphasis is on financial statement analysis and interpretation of financial disclosures to evaluate a firm's business operations, to predict its future condition, to improve risk assessment, and to enhance decision making.

MBV1-530 Corporate Financial Valuation: (2 credits) This subject is designed to provide the financial concepts, strategies, and tools needed for project evaluation, funding, valuation, and resource allocation for both short-term and long-range goals.

MBV1-545 Research Techniques: (1 credit) Students will apply multiple tools and utilize current software for valuing businesses and conducting financial analyses. This topic will explain the databases available and students will employ these resources. Independent research will be emphasized.

Term 2 Courses
MBV2-600 The Appraisal Process: (1 credit) This overview takes the student step-by-step through the valuation process, from identifying the problem, collecting and analyzing data, reaching a final opinion of value, and communicating the appraisal. The segment also will provide the students with the tools necessary to locate and utilize professional appraisal data. Online databases and proprietary software will enhance the learning experience. A brief

description of practice management techniques also will be incorporated.

MBV2-620 Valuation Methods: (2 credits) Students will learn the three major approaches to business valuation: a) The Asset Approach, b) The Income Approach, and c) The Market Approach.

MBV1-550 Basic Financial Analysis Report 1 (2 credits)

Semester #2 Courses

Term 3 Courses
MBV3-680 Quantitative Finance and Data Analytics: (2 credits) This course addresses the valuation of complex financial instruments and the quantitative tools required to perform such calculations. Student will be provided a solid foundation on the types of derivatives, including, but not limited to, simple and complex options, swaps, futures, and forwards, as well as how they are priced and valued. Focused topics on calculus, regression analysis, continuous time mathematics, and multivariate analysis in their applications to quantitative finance also will be included.

MBV3-685 Fair Value Accounting: (2 credits) This course addresses a critical subsection of valuation, fair value measurement and accounting. Students apply fair value measurement standards, through impairment determinations, alternative investment valuations, and intangible asset valuations, among other frameworks. This topic provides students with the foundations for credentialing in the area of fair value measurement.

MBV2-650 Intermediate Financial Analysis Report 2 & Proctored Exam: (2 credits)

Term 4 Courses
MBV3-630 Mergers, Acquisitions, and Consolidations: (2 credits) This course addresses the fundamentals of the real-world aspects of making business combinations successful. Students follow transactions from idea creation and initial proposal, through due diligence inquiries, negotiation, legal and financing implications, closing, and business integration.

MBV2-645 IPO Valuation: (1 credit) This class explores the underlying theories and methods for valuing new companies going public. Students will utilize the most frequently used techniques for valuing these entities.

MBV3-690 Valuation Economics: (1 credit) This course presents an analysis of the macro economy as a complex system. It addresses how macroeconomic factors and domestic policies affect the business conditions faced by both large and small firms. Various forms of macroeconomic modeling, forecasting, and scenario planning are incorporated into the lessons.

MBV3-695 Advanced Financial Analysis Report 3: Publicly Traded Corporation (2 credits)

Semester #3 Courses

Term 5 Courses
MBV4-675 Valuation of Intangibles: (1 credit) In this course, students will learn and apply the techniques used to value the fastest growing portion of today's balance sheets, the aspects of a business that are not physical. These intangible assets include patents, copyrights, trademarks, and goodwill.

MBV4-665 Valuation Multiples, Premiums, and Discounts: (2 credits) This class begins by covering the Market Approach; examples, such as calculating and selecting multiples using statistics, as well as qualitative and quantitative methods for adjusting multiples for size, growth, and risk, are reviewed. The course also includes a thorough discussion of discounts and premiums.

MBV4-668 Portfolio Valuation: (2 credits) This course discusses the principles of portfolio valuation. Students will learn the latest guidance from accounting, standard setters, and the alternative investment industry. Detailed discussions of pricing of derivative instruments are explored.

MBV3-670 Special Topics in Valuation: (1 credit) This course explores valuation principles used within the context of specialized industries and situations, such as health care, professional services, and divorce cases.

Term 6 Courses
MBV4-669 Advanced Financial Analysis Report 4: Privately Held Corporation (2 credits)

MBV4-700 Report Writing Capstone (1 credit) This topic reviews the mechanics of financial analysis, business valuation, and real estate appraisal report writing and assists students in improving their written reports. Areas cover the difficulties of writing and how to overcome them, types of writing styles used in these reports, critical thinking skills, argument analysis, logical fallacies, and examples of good and poor writing. The segment also addresses quality assurance practices.

MBV4-710 Final Project and Proctored Exam (2 credits) Students will produce final drafts of Financial Analysis Reports #1-4 and then consolidate them into a professional portfolio.
MBV Academic Degree Requirements

 Students must be formally accepted into the MBV program and meet all graduation criteria outlined in this Catalog. Matriculated students must successfully complete the total of 34 credit hours listed above and maintain a 3.0 grade point average to graduate. If the Applicant falls below a 3.0 grade point average, the student will be required to re-take the most recent courses and to pay additional tuition. Under such circumstances, the most recent grades achieved are

counted toward the cumulative GPA. Students may repeat each course only once. Students who have not been able to raise their grade point average to at least a 3.0 after re-taking a course will be dismissed from the program. Graduation is not automatic upon completion of requirements. All students are required to complete and submit an Application to Graduate to the President, along with the requisite fees.

MASTER OF PROJECT MANAGEMENT (MPM)

MPM Program Overview

Project management is a burgeoning profession with an established body of knowledge. The Project Management Institute (PMI) is the organization that developed *A Guide to the Project Management Body of Knowledge* (PMBOK Guide), and compiled the standards, tools, and techniques for project managers to be effective and efficient. According to PMI's *Project Management Job Growth and Talent Gap 2017-2027* publication, across the globe there is a widening gap between employers' need for skilled project management workers and the availability of professionals to fill those roles. This talent gap could result in a potential loss of $ 207.9 billion in GDP through 2027 for the 11 countries analyzed.

FUSE's Master of Project Management (MPM), a fully online program designed to be completed in 18 months, will provide college graduates in any discipline with an educational experience enabling them to work as professional project managers. FUSE's MPM prepares graduates to attain the experience and meet the educational requirements to sit for PMI's Project Management Professional (PMP) certification exam.* As the complexity, dynamics, and global setting of organizations grow, the need for personnel with the knowledge, tools, and skills for managing projects increases. Project management is one of the emerging disciplines that can be applied across industries. The MPM targets working professionals who are currently managing projects, programs, and portfolios, but without sufficient grounding in the practice of project management. The program is intended for participants to combine their day-to-day experience with the academic courses.

The MPM curriculum has been designed by "pracademics," individuals having both academic and professional experience, with the goal of preparing graduates to immediately and competently work in the project management profession. This applied program has three tracks – General, Construction
Management, and Information Technology – and is centered around the progressive completion of a capstone report. In addition to completing the capstone report, students will take three foundational, four core, and three concentration/specialization courses to complete the program. The capstone project is intended to help students understand the big picture and build on the content mastered throughout the program.

MPM Program Educational Objectives and Outcomes

Objective1: Students will have the technical expertise to initiate, plan, execute, monitor and control, and close projects.
Intended Outcome: Upon graduation, students will be able to apply the foundational and core skills of the project management profession in a real-world context. This proficiency will be demonstrated through the successful completion of a capstone project management report.

Objective 2: Students will be sufficiently trained to lead projects.
Intended Outcome: The Project Management Professional (PMP) credential awarded by the Project Management Institute (PMI) is an industry-accepted credential recognized globally.* Currently, over 500,000 certified project management professionals in 175 countries are managing complex projects. PMI requires individuals to attain a certain level of project management experience before being permitted to take the PMP exam. Graduates will have the training necessary to obtain the experience required by PMI and the knowledge base necessary to then sit for the exam.

MPM Required Sequence of Topics

The schedule outlined below reflects the Foundation, Core, and Specialization courses. The Specialization courses are track-specific, meaning students will only complete the Specialization courses designated for the track they have chosen, and identified by color.

Master of Project Management (MPM) Cohort Schedule

Semester 1		Semester 2	
TERM 1	**TERM 2**	**TERM 3**	**TERM 4**
PM 501 - F (3cr) PM 503 - F (3cr)	PM 505 -F (3cr) PM 601 -C (3cr)	PM 603 (3cr) PM 605 (3cr)	PM 607 (3cr) and PMG 690 (3cr) or PMC 679 (3cr) or PMIT 675 (3cr)
PMX 680 (Capstone 1cr) – PMP Report (Topic & Outline)	PMX 680 (Capstone 1cr) -Report (Scope/Schedule/Quality)	PMX 680 (Capstone 1cr) -Report (Resource/Communication)	
Total Term Credit = 7	Total Term Credit = 7	Total Term Credit = 7	Total Term Credit = 6

PM – 501 Foundations of Project Management - Foundations PM – 503 Financial and Managerial Accounting - Foundations PM – 505 Project Communication and Leadership - Foundations PM – 601 Project Schedule and cost Management - Core PMX – 680 Capstone Project	PM – 603 Project Quality and Resources- Core PM – 605 Project Risk Management – Core PM – 607 Project Procurement & Stakeholder Mngemt. - Core PMG – 690 Mnging. Public/Nonprofit Projects/Programs – Specialization PMC – 679 Construction Prjct. Oversight and Contracts – Specialization PMIT – 675 Principles of Agile Project Mngemt. – Specialization

Semester 3

TERM 5	**TERM 6**	
PMG 677 (3cr)/ PMG 692 (3cr) PMC 677 (3cr)/PMC 681 (3cr) PMIT 677 (3cr)/PMIT 678 (3cr)	PMX 680 (Capstone 1cr) Putting It All Together	1. Full Graduate Program Total Semester Credit Hours = 34 2. Total Time Required to Complete the program = 18 months. 3. Number of Semesters = 3. Each Semester has two Terms with 8 weeks each 4. Students start their Capstone project in the 1st semester 5. Three Specializations (General, Construction Management, and Information Technology)
Total Term Credit = 6	Total Term Credit =1	
PMG – 677 Project Complexity and Integration Management – Sp. PMG - 692 Team Dvlpmnt. & Emotional Intelligence – Sp. PMC – 677 Complexity and Integration in Construction Projects – Sp. PMC – 681 Safety Management in Construction projects – Sp. PMIT- 677 Managing Integration in IT Projects -- Specialization PMIT – 678 – Managing Development – Operation -- Specialization		

MPM Foundation Courses

PM- 501 Foundations of Project Management: (3 credits) This course presents the foundational elements of project management, including the process groups, knowledge areas, and project life cycle. The foundation tools and techniques for managing projects and programs will be discussed.

PM -503 Financial and Managerial Accounting: (3 credits) Students will learn the importance of integrating the financial, technical, and managerial duties of a project manager. Principles of accounting, formulating, planning, executing, and monitoring financial expenditures are explored by applying key tools and techniques.

PM – 505 Project Communication and Leadership: (3 credits) Project managers spend over 90% of their time communicating with project stakeholders. This course provides the key concepts, techniques, methods, modes, and media for optimize communication in varied circumstances.

PMX – 680 Capstone Project Topic and Outline: (4 credits) This project-based course requires students to integrate and apply the various knowledge areas of a project, namely schedule, cost, quality, resources, communication, risk, procurement, and stakeholders, into one master

project management plan (PMP). Students will be guided by an advisor from the beginning of their project all the way to the end

MPM Core Courses

PM – 601 Project Schedule and Cost Management: (3 credits) Students explore two of the three baselines needed to fully plan a project, schedule and cost management.   Students apply tools to identify, sequence, estimate, and develop project scheduled, as well as to estimate and monitor associated cost for each activity identified.

PM – 603 Project Quality and Resources Management: (3 credits) In this course, student will design a quality management plan responsible for monitoring the quality of a product. Techniques to verify and monitor the quality of the project, including fishbone diagrams, Pareto diagrams, control charts, and rules of sevens, will be utilized during the course.

PM – 605 Project Risk Management: (3 credits) This course provides a road map to the risk management process. Students will gain knowledge of calculating the expected monitory value for individual risks, of dependencies between project and program risks, and of how to design contingency and continuous of Operation (COOP) techniques.

PM – 607 Project Procurement and Stakeholders Management: (3 credits) This course equips students with the rules and regulations for appropriately managing contracts, claims administration, and dispute resolution. The course also provides the steps to identify and then manage stakeholders, as well as their power and interest in the project. Students develop a communication plan to address stakeholder needs.

MPM Specialization Courses

GENERAL TRACK COURSES

PMG -677 Project Complexities and Integration Management: (3 credits) Students will explore the key role of project managers as conductors integrating the various parts of a project. They will learn to identify dependencies, risks, and mitigation strategies. This course provides students with an understanding of the moving components within projects, including the pre-investment, investment, operation and maintenance, and retirements phases. The course also presents the theoretical foundations of complexity, including the theory of chaos and complexity, the cone of uncertainty, and others.

PMG -690 Managing Public and Nonprofit Projects and Programs: (3 credits) Students will learn about the organizational structures of both public and nonprofit organizations, as well as

how they differ from private sector organizations. The unique risks, concerns, and stakeholder involvements of public and nonprofit entities will be explored.

PMG -692 Team Development and Emotional Intelligence for Project Managers: (3 credits) This course delves into interpersonal and non-technical soft skills, referred as emotional intelligence, required to work effectively with project teams. The concept of transformational leadership is introduced and explored. This course provides the foundational concepts, tools, and techniques for developing and managing the project team.

CONSTRUCTION MANAGEMENT TRACK COURSES

PMC – 677 Complexity and Integration in Construction Projects: (3 credits) This course presents the complexities, required skills, and techniques specific to the construction sector. Students will discover how construction projects deal with moving components, internal and external risks, dependencies, and procurement processes.

PMC – 679 Construction Project Oversight and Contract: (3 credits) During this course, students will learn about contract and claim management by preparing various contract documents, including a request for proposal, a request for quotation, a request for information, and a statement of work. They will also gain insights into the importance of a bidders' conference and how they are key to the production of deliverables and for successfully monitoring and controlling construction projects. Students will apply needed skills and knowledge to oversee a project.

PMC – 681 Safety Management in Construction Projects: (3 credits) Students will learn why having a strong safety management program reduces injury rates, and improves the corporate reputation and project's return on investment (ROI). Students will analyze how to reduce the risk associated with safety and apply practices used to promote safety in the construction industry. Integration of safety policies programs and quality management are the highlights of the course.

INFORMATION TECHNOLOGY TRACK COURSES

PMIT – 675 Principles of Agile Project Management: (3 credits) This course provides students with an overview of the knowledge, tools, and techniques required to manage information technology projects. Students gain an understanding of why IT project requirements are not fully identified up front and how they impact planning and execution. Agile project management will be explored, as well as how its application helps organizations to be flexible in planning, executing, and mentoring their projects. Students will learn various methodologies for managing these dynamic and complex projects.

PMIT- 677 Managing Integration in IT Projects: (3 credits): In this course, students learn the concept of enterprise architecture, the process of designing a project and following every step. By gaining a full understanding of the integration process, students learn how to avoid related pitfalls causing many IT projects to fail. Students will apply the process, tools, and techniques to manage and integrate components of an IT project.

PMIT- 678 Managing Development-Operation (DevOPs) Environment: (3 credits) Students will be presented with a broader understanding of IT development and operations, two critical parts of a system lifecycle, in order to avoid misalignment between the two. Students are challenged to successfully integrate and develop a system to avoid issues with deployment and support through the use of case studies and practical examples.

MPM Academic Degree Requirements

Students must be formally accepted into the MPM program and meet all graduation criteria outlined in this Catalog. Matriculated students must successfully complete the total of 34 credit hours listed above and maintain a 3.0 grade point average to graduate. If the student falls below a 3.0 grade point average, the student will be required to re-take the most recent courses and to pay additional tuition. Under such circumstances, the most recent grades achieved are counted toward the cumulative GPA. Students may repeat each course only once. Students who have not been able to raise their grade point average to at least a 3.0 after re-taking a course will be dismissed from the program. Graduation is not automatic upon completion of requirements. All students are required to complete and submit an Application to Graduate to the President, along with the requisite fees.

MASTER OF SCIENCE IN INFORMATION TECHNOLOGY (MSIT)

MSIT Program Overview

According to the U.S Bureau of Labor Statistics' 2016-2026 projection, the information technology profession will grow 13% with market demand for software developers, systems analysts, infrastructure and network engineers, information security and assurance specialists, and IT project management experts. As the complexity and dynamics of organizations expand in today's global setting, the need for supporting IT knowledge, tools, and skills moves in lockstep. Information technology has transformed the way organizations do business and enables them to function more effectively.

FUSE's MSIT is a fully on-line program designed to be completed in 18 months. While new graduates in various disciplines also will gain the skills and knowledge required to become Information Technology specialists, the MSIT program targets the needs of working professionals who already are engaged in software development, infrastructure support, or business analysis and wish to augment their skillsets through the integration of their day-to-day experiences with academic courses.

This applied program has four specializations – Data Analytics and Business Intelligence (DA/BI), Information Assurance (IA), Telecommunication and Infrastructure (ICT), and Software Engineering (SE). Students take three foundational, two core, five concentration/specialization courses, and a capstone to complete the program. Upon the successful completion of the first semester, FUSE MSIT candidates will be assigned to faculty mentors and initiate work on their capstone projects. The capstone project requires students to apply and integrate the content of the entire curriculum and provides students with an understanding of the big picture.

<u>MSIT Program Educational Objectives and Outcomes</u>

Objective1: Students will have the technical expertise to design, develop, test, deploy, and support information technology applications.

Intended Outcome: Upon graduation, students will have the foundation and core skills to serve as consultants in software development, information assurance, business intelligence and data analysis, and infrastructure support. Based upon their areas of specialization, students will be immediately employable as software development specialists, infrastructure engineers, data analysts, or information assurance specialists.

Objective 2: Students will be sufficiently trained to sit for industry professional examinations.

Intended Outcome: Some of the professional certification examinations available in the IT field include Certified Information System Security Specialist (CISSP), Amazon Web Service (AWS), Microsoft Certified Developers and Business Analysts, Scaled Agile Framework for Enterprise (SAFe), and CISCO's CCNA, CCDP, CCNP, and CCIE.* FUSE's MSIT program students acquire the tools, techniques, and knowledge to sit for general IT certification exams and exams in their areas of specialization.*

<u>MSIT Required Sequence of Topics</u>

Due to the nature of our curriculum, FUSE does not accept any transfer credits from other universities and colleges. The curriculum is established and there will be no course cancellations. Our program runs on a semester basis with no electives. In addition, there will be no course waivers.

* Business credentials are trademarks of their respective organizations. The specific requirements and fees associated with these designations are available through the issuing organizations. FUSE cannot guarantee passage of any of these exams and individual students should prepare independently before attempting the assessments.

Master of Science in Information Technology (MSIT) Cohort Schedule			
Semester 1		**Semester 2**	
TERM 1	TERM 2	TERM 3	TERM 4
MS - IT 500 - F (3cr) MS - IT 503 - F (3cr)	MS - IT 505 – F (3cr) MS - IT 601 - C (3cr)	MS - IT 603 C (3cr) MS - DABI 660 S1 (3cr) MS - IA 661 S2 (3cr) MS - ICT 662 S3 (3cr) MS - SE 663 S4 (3cr)	MS - DABI 670 & 680 S1 (6cr) MS - IA 671 & 681 S2 (6cr) MS - ICT 672 & 682 S3 (6cr) MS – SE 673 & 683 S4(6cr)
Total Term Credit =6	Total Term Credit =6		
MS - IT 500 - Found of Information Technology - Foundations MS - IT 503 – IT Project Management - Foundations MS - IT 505 Systems Analysis and Design – Foundations MS - IT 601 – Enterprise Architecture - Core		Total Term Credit = 6 (core 3, Specialization 3)	Total Term Credit = 6 (Specialization 6cr)
Semester 3		MS – IT 603 Integration and Complexity - Core MS - DABI 660 Business Intelligence & Data analysis Found. MS – DABI 670 – Database Management System MS – DABI 680 Python for Data Analyst MS – IA 661 Cyber Intelligence and Operation MS – IA 671 Computer Forensics MS – IA 681 Network Security MS – ICT 662 ICT Technical Foundations MS – ICT 672 Cloud Computing MS – ICT 682 Wireless Technology MS – SE 663 Foundations of Programming Language MS – SE 673 Web and Mobile Application Development MS – 683 Software Development and Testing	
TERM 5	TERM 6		
MS – DABI 690 & 695 MS – IA 691 & 696 MS – ICT 692 & 697 MS – SE 693 & 698	MS – DABI 700 Capstone MS – IA 700 Capstone MS-ICT 700 Capstone MS – SE 700 Capstone		
Total Term Credit = 6	Total Term Credit =3		
MS – DABI 690 Predictive Analysis MS – DABI 695 Big Data/Enterprise Data Management MS – IA 691 Malware Analysis and Electronic Crime MS – IA 696 Cybersecurity Policy and Management MS – ICT 692 Network Management policy and Operation MS – ICT 697 Network Security MS – SE 693 Working on Enterprise Applications MS – SE 698 Open Source Architecture MS - DABI 700/MS - IA 700/ MS - ICT 700/MS - SE 700: Capstone for each specialization		1. Full Graduate Program Total Semester Credit Hours = 33 | 18 Months to complete the program 2. Four Specializations (Data Analytics and Business Intelligence , Cyber Security, Infrastructure, and Software Engineering)	

MSIT Foundation Courses

MS-IT501 Foundations of Information Technology: (3 credits) This course presents the foundational elements of Information Technology, including how information is processed, retrieved, and stored. Students engage with practical concepts used by IT professionals for programming and managing operation systems. Coursework is centered on applying knowledge to databases, applications, and programs.

MS-IT503 IT Project Management: (3 credits) This course delivers the core elements of IT project management, including stakeholder engagement, team performance, adaptive planning, continuous improvement, problem detection, and regulation. The mindset required to apply agile principles and utilize adaptive tools and techniques is also presented.

MS-IT505 System Analysis and Design: (3 credits) This course imparts an overview of the

knowledge, tools, and techniques needed to solve business issues as a business analyst. Students analyze case studies and apply the processes of system analysis and design to identify solutions to problems faced in the industry.

MSIT Core Courses

MS – IT601 Enterprise Architecture: (3 credits) This course outlines the fundamental principles of enterprise architecture and how organizations utilize these concepts to accomplish business goals. Students explore how enterprise architecture interfaces with the information system architecture, business architecture, and technology architecture. Students investigate situational cases studies to understand and implement enterprise architecture using the architectural development method.

MS – IT603 Integration and Complexity: (3 credits) In this course, students utilize techniques and strategies needed for integrating systems and software. Tools for implementing integration and overcoming the different challenges surrounding the process are discussed. This course covers integration requirement documentation, integration design, and integration solution tactics.

MSIT Specialization Track Courses

DATA ANALYSIS AND BUSINESS INTELLIGENCE (DA & BI)

MS-DABI660 BI and DA Fundamentals: (3 credits) The fundamental principles of business intelligence and data analytics are presented in this course. Students apply BI and DA tools and techniques to interpret and analyze data sets. Students practice the skills needed to work with stakeholders and understand the framework for making business decisions.

MS-DABI670 Database Management System: (3 credits) In this course, students gain an understanding of database management systems, including database architecture, data models, database manipulation, and database environments. Students apply new development practices trending across the industry.

MS-DABI680 Python for Data Analyst: (3 credits) This course provides students with a broader understanding of Python programming through the lens of a data analyst. Students analyze statistics, organize data, and interpret information to communicate business relevance.

MS-DABI690 Predictive Analytics: (3 Credits) This course presents an overview of the knowledge, tools, and techniques required to analyze big data. Students explore the skills needed for importing and exporting, cleaning and fusing, modeling and visualizing, and analyzing and synthesizing datasets.

MS-DABI695 Big Data/ Enterprise Data Management: (3 credits) This course focuses on gathering, storing, and organizing big data on an enterprise scale. Students explore various data

platforms and learn how to use data management tools. Students differentiate typical database systems from big data systems in enterprises.

MS-DABI700 Capstone in Data Analytics and Business Intelligence: (3 Credits) This course requires students to integrate and apply the knowledge areas of business intelligence and data analytics, namely python, predictive analytics, and big data/enterprise database management, into one capstone project. Students are guided by an advisor from the beginning to the end of their projects.

INFORMATION ASSURANCE (IA)

MS-IA661 Cyber Intelligence and Operation: (3 credits) This course covers the principles of cyber intelligence and operation, including risk mitigation, network security, security architecture, security operation, and development security. Students apply industry protocols centered on practical security knowledge areas and domains.

MS-IA671 Computer Forensics: (3 credits) The principles, tools, and techniques of computer forensics are presented in this course. Students simulate existing computer forensic practices focusing on digital risks, counterattacks, intellectual property, and privacy issues. Students examine legal case studies and learn how to apply computer forensics in law.

MS-IA681 Network Security: (3 credits) This course introduces network protection strategies against various types of attacks. The principles of network security and the tools and techniques needed for encryption and secured connection are presented and applied.

MS-IA691 Malware Analysis and Electronic Crime: (3 credits) The principles of malware analysis and the skills needed to protect organizations from cybersecurity issues as a malware author are presented. Students investigate electronic crime cases and learn how to defend against malware attacks.

MS-IA695 Cybersecurity Policy and Management: (3 credits) In this course, students explore the principles of cybersecurity policy and management. Students study approaches and processes of cybersecurity management, including developing cyber security strategy, cybersecurity frameworks, and cybersecurity policy and regulation. Students examine the intersection of business needs and technical needs and learn how to properly communicate both through efficient reporting.

MS-IA700 Capstone in Information Assurance: (3 credits) This course requires students to integrate and apply the various knowledge areas of information assurance, namely cyber intelligence, computer forensics, network security, malware analysis, and cybersecurity

management, into one capstone project. Students are guided by an advisor from the beginning to the end of their projects.

TELECOMMUNICATION/INFRASTRUCTURE (ICT)

MS-ICT662 ICT Technical Foundations: (3 credits) This course presents the foundational elements of information and communication technology. Students are expected to identify and resolve problems in a technical and business context. This research-based course requires students to create decision criteria to resolve business issues, while taking into account cost constraints, resource constraints, and technical requirements.

MS-ICT672 Cloud Computing: (3 credits) In this course, students explore the fundamentals of utilizing cloud infrastructures for existing and new services. Students become familiar with industry cloud services, such as Amazon Web Services, Microsoft Azure, and Google Cloud, and learn the most important APIs for each cloud service operating in a Linux environment. Students apply the tools and techniques of building, deploying, and maintaining applications on the cloud.

MS-ICT682 Wireless Technology: (3 credits) This course presents industry trends and key concepts of wireless technology, including its application, security, and communication. Students research and explore the process of building and designing robust wireless systems.

MS-ICT692 Network Management, Policy, and Operation: (3 credits) The principles of enterprise network management, along with the policies and operations associated with it, are presented in this course. Students learn multiple network management processes, including developing network architectural strategies, management frameworks, and network policies and regulations. Students utilize information process techniques and identify emerging trends used in network management.

MS-ICT697 Network Security: (3 credits) This advanced course covers the tools and techniques needed for encryption and secure connection. Students apply and explore the effectiveness of several network protection strategies against various types of attacks based on research projects and network case studies.

MS-ICT700 Capstone in Telecommunication and Infrastructure: (3 credits) This course requires students to integrate and apply the knowledge areas of telecommunication and infrastructure, namely information and communication technology, cloud computing, wireless technology, network management and security, into one capstone project. Students are guided by an advisor from the beginning to the end of their projects.

SOFTWARE ENGINEERING (SE)

MS-SE663 Foundations of Programming Language and Software Development Concepts: (3 credits) This course covers the fundamentals of programming using various programing languages for software development. Students learn to use proper syntax, as well as how to write and debug code. Students utilize program logic tools.

MS-SE673 Web and Mobile Application Development: (3 credits) This course presents the fundamental tools and techniques necessary for developing complex web and mobile applications. Students learn the software development life cycle with agile methodologies, development environments, IT landscape, and security considerations.

MS-SE693 Software Development and Testing: (3 Credits) The fundamental principles and techniques of software development and testing are presented in this course. Students explore the importance of software testing and review case studies in which testing impacted the results of software development projects. The concepts of program flow/data flow analysis and mutation testing are researched in depth.

MS-SE693 Working on Enterprise Applications: (3 Credits) This course discusses the fundamental tools and techniques of software development on an enterprise scale. Students explore software development principles that are applicable in a business environment, as well as the concepts of continuous deployment, continuous integration, continuous testing, and continuous monitoring with feedback.

MS-SE698 Open Source Software Architecture: (3 Credits) The principles of open source software architecture, including the tools and techniques of open source management, are covered in this course. Students examine the intersections between open source architecture and business, law, product management, and software development. Case studies are utilized to explore and understand the roles involved in open source management and the process of building the proper architecture to support open source software.

MS-SE700 Capstone in Software Engineering: (3 Credits) This course requires students to integrate and apply the knowledge areas of software engineering into one capstone project. Students apply their research on enterprise development using various programming languages and open source software architecture when submitting their final projects. Students are guided by an advisor from the beginning to the end of their projects.

MSIT Academic Degree Requirements

Students must be formally accepted into the MSIT program and meet all graduation criteria outlined in this Catalog. Matriculated students must successfully complete the total of 33 credit hours listed above and maintain a 3.0 grade point average to graduate. If the student falls below a 3.0 grade point average, the student will be required to re-take the most recent courses and to pay additional tuition. Under such circumstances, the most recent grades achieved are counted toward the cumulative GPA. Students may repeat each course only once. Students who have not

been able to raise their grade point average to at least a 3.0 after re-taking a course will be dismissed from the program. Graduation is not automatic upon completion of requirements. All students are required to complete and submit an Application to Graduate to the President, along with the requisite fees.

TECHNOLOGY REQUIREMENTS

General Information

FUSE students are expected to have reliable access to a computer with a broadband internet connection for viewing video streamed lectures and interacting with instructors. Software requirements should include Microsoft Office Suite or compatible software. Students in some classes also may be required to purchase and/or load additional software onto their computers at their own expense. Administrative computer access is necessary. Students planning to use a computer at work should be aware that firewalls and other security features may prevent the downloading of required applications.

Distance Learning

Distance learning has allowed FUSE to eliminate geographic barriers for students. Classes are digitally captured and uploaded on our FUSE's learning management system. FUSE's distance learning format enables students to "attend" classes from home, work, a vacation spot, the airport, or any other location having an adequately equipped computer and internet access.

Distance Learning Delivery Methods

- Online video streaming
- Internet/Web
- FUSE's Learning Management System
- Computer conferencing

Students must have access to a universal media player for viewing class lectures in online video streaming formats. Programs must be compatible with FUSE's Online Learning Management System. A stable broadband internet connection and webcam are required for live student-instructor interactions and test administration.

Computer System Requirements (Windows only)

A recent version of Firefox ™ or Microsoft Internet Explorer ™ or Google Chrome ™

Adobe® Flash® Player (A free version of Adobe® Flash® Player is available from get.adobe.com)

Minimum System Requirements for Windows
- 1.4 GHz or faster processor
- 1 GB of RAM for Windows 7 and up
- 1GB available disk space
- Adobe Flash Player 9 or later

Recommended System Requirements for Windows
- 2.4 GHz Dual Core processor or greater for simultaneous record/playback features
- 2 GB of RAM
- 4GB available disk space
- 128 MB Video Card
- 1280x720 (720p) or larger display
- High-speed Internet connection (audio/video)
- Full Duplex sound card and speakers
- Windows Media Player 10.0 or later
- QuickTime 7.5 or later

ACADEMIC CALENDAR

FUSE admits students on a rolling basis in cohorts starting in January, May, and September each year. A student begins his/her eighteen-month sequence on the date indicated in his/her enrollment agreement. Once started, our integrated, applied program runs on a sequential semester basis. Each of the courses completed during a term will result in a grade. The cumulative results of these grades, weighted by credit hours, represent the overall GPA.

ADMISSION POLICIES

General Information

FUSE has a rolling admission policy. Admission is the process by which a student submits a completed application, sends official transcripts and other documents, and fulfills all admission requirements. In most cases, an interview with FUSE administrators will also be required. Admission into a specific graduate degree program occurs when the application process is complete and the Admissions Committee determines that the applicant possesses the skills and abilities necessary to succeed in FUSE's academically rigorous program. Meeting all minimum admission requirements does not guarantee acceptance into a program. After being granted program admission, the student may then proceed to register for and take classes. FUSE is

dedicated to assisting you through the process quickly and efficiently, and is there to answer questions during the enrollment process. Applicants can telephone the Admissions Office at (561) 440-0253 or contact us at admission@FUSE.education.

Application for Admission

Submitting FUSE's application requirements can be done in three simple steps:

1) Submit a completed Admission Application online
2) Pay the $50 non-refundable application fee (If required)
3) Request all required materials to be sent directly to FUSE's Admissions Office

Necessary supporting documents must originate from the appropriate source and may be submitted by U.S. mail or email. Please note that academic tests (i.e. GMAT or entrance exam) might be required by the Admissions Committee, if the applicant's academic transcript does not clearly demonstrate that the applicant has the skills needed to successfully complete the program chosen. The Admissions Committee will not review an admission file until it contains all required materials.

Minimum Academic Admission Requirements

No one is admitted to a FUSE Graduate Program without a Bachelor's degree from a regionally accredited U.S. university/college or its international equivalent. Admission is open to students holding bachelor's degrees in any major. However, a careful review of each applicant's credentials will be conducted in order to ensure the potential for success in the program chosen.

MSIT program applicants also should possess strong foundations in mathematics and analytics, as these are the prerequisite to succeed in the information technology field. For admission into the MBV program, applicants should possess strong foundations in business mathematics and quantitative analysis, as these are the prerequisite technical skills needed to succeed in financial analysis and business valuation. The additional math requirements for entry into the MBV program are as follows: The requisite math background includes at least one semester of calculus and one semester of statistics. The suggested additional math foundation includes working knowledge of Excel modeling, one semester of economics, one semester of matrix algebra, and familiarity with computer programming.

With this in mind, applicants who are not admitted into either the MSIT program or MBV program due to insufficient math preparation may be provided an opportunity for conditional admission, meaning that, upon successful completion of the recommended prerequisite courses, the applicant will be admitted.

Regular admission requires an individual to possess, at a minimum, the following:

1. An undergraduate GPA of at least a 3.0 on a 4.0 grading system for the MBV or MSIT, or an undergraduate GPA of at least a 2.5 on a 4.0 grading system for the MPM, or the international equivalency (including the math prerequisites).

2. Those candidates not meeting the minimum GPA requirement must submit the results of either the Graduate Management Admissions Test (GMAT) or the Graduate Record Examination (GRE) taken within the last five years, or complete a FUSE entrance exam, to be considered for admission.

3. Although not required, the following candidates also should submit a curriculum vitae:

   - MSIT program applicants with mathematics and/or analytics experience beyond their degree.

   - Those candidates not meeting the prerequisite bachelor's degree math requirement for the MBV with experience demonstrating recognized competency in the business valuation profession.

   - Candidates with management or project management experience applying for the MPM.

   4.   Exceptions to these requirements may be made in cases where the applicant has passed an advanced business exam to earn a designation, such as the CFA or CPA (for the MBV), CISCO's CCNA, CCDP, CCNP, or CCIE (for the MSIT), or PMP (for the MPM).

Transcripts

All students applying for admission must submit an official bachelor's or master's degree transcript. An "official transcript" is an unopened, original transcript that is mailed, faxed, or emailed directly from the previous college to FUSE. International students may be required at their own expense also to submit a credential evaluation. The evaluating body must be a member of the National Association of Credential Evaluation Services (NACES).

Admission Process

DOMESTIC APPLICANTS
   ✓   Application for Admission
       Complete online application and pay the non-refundable $50 application fee (if required).

- ✓ Official Transcripts
  Request all official transcripts to be sent directly from previous college/university to FUSE Admissions Office.

- ✓ Letters of Recommendation
  Submit two letters of recommendation from academic and/or employment sources.

NOTE: The GMAT or the GRE is NOT required, unless an applicant is unable to meet the GPA minimum requirements. The curriculum vitae is not required, unless the applicant has not met the prerequisite math requirements for the MBV. Exceptions to these requirements may be made in cases where the applicant has passed an advanced business exam to earn a designation, such as the CFA or CPA (for the MBV), CISCO's CCNA, CCDP, CCNP, or CCIE (for the MSIT), or PMP (for the MPM).

INTERNATIONAL APPLICANTS
- ✓ Application for Admission
  Complete online application and pay the non-refundable $50 application fee (if required).

- ✓ Credential Evaluation
  A transcription and Course-By-Course credential evaluation of undergraduate transcripts is required for admission. A Course-By-Course evaluation identifies and describes each credential in terms of its principal elements: name of credential, requirements for entry and program length, and expresses an equivalency in terms of U.S. education. The fee for this service will be at the expense of the student. We only accept professional transcriptions and evaluations from companies that are recognized by the National Association of Credential Evaluation Services (NACES).

- ✓ Passport
  All application packets should contain a copy of your passport.

- ✓ TOEFL
  Applicants whose native language is not English and who have not earned a Bachelor's degree from a U.S. institution or taught completely in English are required to take the Test of English as a Foreign Language (TOEFL). Please have official scores sent directly to FUSE, 20283 State Road 7, Suite 400, Boca Raton, FL 33498. Our minimum TOEFL score requirements are: Paper-based: 600, Internet-based: 100.

- ✓ Official Transcripts
  Request all official transcripts to be sent directly from previous college/university to FUSE Admissions Office.

- ✓ Letters of Recommendation
  Submit two letters of recommendation from academic and/or employment sources.

NOTE: The GMAT or the GRE is NOT required, unless an applicant is unable to meet the GPA minimum requirements. The curriculum vitae is not required, unless the applicant has not met the prerequisite math requirements for the MBV. Exceptions to these requirements and to the TOEFL may be made in cases where the applicant has passed an advanced business exam in English to earn a designation, such as the CFA or CPA (for the MBV), CISCO's CCNA, CCDP, CCNP, or CCIE (for the MSIT), or PMP (for the MPM).

Notification of Admission

Applicants will be notified by email of the Admission Committee's decision. Once all materials are received at FUSE, please allow approximately four weeks for the processing of your application and to receive notification.

Admissions Office Contact Information

Florida University Southeast Admissions Office
20283 State Road 7, Suite 400
Boca Raton, Florida 33498
Phone: (561) 440-0253
E-mail: admission@FIFC.education

SELF-DIRECTED LEARNER ACCOUNTABILITY STATEMENT

Students enrolled in FUSE's MBV program or MPM program are expected to complete a significant portion of their coursework independent of direct faculty supervision. Due to the nature of on-line graduate studies, the instructor's role will be that of a facilitator and guide. In that role, the instructor will provide the student with guidelines and learning activities, and will offer feedback and evaluation as the student proceeds with the course.

Attendance for a given week is based on the student's engagement in an academically related activity that can be documented. The following are academically related activities for the purposes of attendance:
- Meaningful participation in an online discussion.
- Quizzes, tests, assignment submissions, and other work that is graded by the instructor.
- Student-initiated contact with a faculty member to ask a course-related question via email, video conferencing, or chat.

Attendance in the FUSE online classroom is collected in weekly cycles. For administrative purposes, the date that attendance is recorded for is the Sunday of each week, regardless of the day of the week on which the semester starts. If a week spans over two months, the attendance for that week will be reported as a part of the later month. A weekly unit in FUSE

Online Education consist of activities that students are engaged in from a Monday through the following Sunday. The last day of attendance of an online class is defined as the last day in which the student was engaged in an academically related activity that can be documented. Absences from online engagement will result in grades of zero (0) for all assignments due and not submitted timely, including discussion-based activities.

Success depends upon the individual student's motivation and ability to undertake independent study. Experience has shown that some students fail to realize the degree of effort and time that is required to successfully complete a graduate degree program. Based upon the foregoing, FUSE requests that students carefully review the MBV and MPM degree requirements and course descriptions set forth herein prior to enrolling.

ACADEMIC REGULATIONS AND PROCEDURES

Credit Hour

The Curriculum for the MBV/MPM represents 34 Semester Credit Hours and can be completed in as little as 18 months. The Curriculum for the MSIT represents 33 Semester Credit Hours and can be completed in as little as 18 months. Students should expect to spend a total of approximately 15 hours in class and at least 20 hours out of class for each credit earned.

Course Numbering Description

Courses are numbered in the following manner:
1. The prefix indicates the program: MBV for Master of Business Valuation courses; PM is for Master of Project Management courses; MS is for Master of Science in Information Technology courses.
2. The concentration, if one exists, is then designated by the next letter(s): G (General), C (Construction), and IT (Information Technology) for the Master of Project Management Program; DABI (Data Analytics and Business Intelligence) , IA (Cyber Security), ICT (Infrastructure), and SE (Software Engineering) for the Master of Science in Information Technology.
3. The numbers following the letters roughly indicate the level of the course content; higher numbers generally require students to have acquired more skills.

Academic Appeal Petitions

A graduate student's cumulative GPA will be calculated upon completion of each term.

- A minimum of a 3.0 cumulative GPA is required to maintain graduate student status.
- In any term where the cumulative GPA drops below 3.0, the student automatically will be changed to academic provisional status and will be required to retake the term responsible for the decrease in GPA for an additional fee to remain in the MBV program.

- If a student wishes to appeal a change in status, an appeal should be filed in writing with the President.
- Provisional status is removed only when a graduate student's cumulative GPA equals or exceeds the minimum of 3.0 required to earn an MBV degree.

Extension Appeal Petitions

The MBV and MPM are 18-month sequential programs consisting of 34 credit hours. All students are expected to complete the entire program within 18 months from their starting month. A petition for extension can be filed with the President requesting an extension of time to complete the MBV program. These petitions will be granted for the purpose of enabling students to re-take a term. Decisions made by FUSE Administration regarding whether or not to approve the extension for reasons other than re-taking a term are final. Students not successfully completing the requirements for the MVB or MPM and not given an extension after 18 months from their starting month, as well as those students not successfully completing the degree requirements by the extension date, will be dismissed from the program.

Readmission Appeals

After dismissal from a FUSE program, students may appeal for readmission by submitting a written letter of appeal to the President. This letter of appeal for re-admittance must state the cause(s) of the student's academic problems, changes in the student's situation that may rectify those problems, and a proposed plan of action to ensure success in the program selected. Students may be readmitted on a probationary status for a one term sequence by the end of which the student must be in full compliance with the probationary plan approved by FUSE Administration. Students not successfully completing the degree requirements in full compliance with the approved probationary plan will be dismissed from the program. Decisions by FUSE Administration are final.

Leaves of Absence and Program Withdrawals

Students who intend to withdraw from either the MBV or MPM, or to take a leave of absence, must notify the President in writing.

Emergency Leave of Absence

When circumstances occur whereby a student feels that completion of a term sequence is not possible or in the student's best interest, the student may request a non-punitive grade of W (Withdrawn) be issued by the President. A student who wishes to withdraw from a term must submit a written request and submit supporting documentation of the student's serious illness or the serious illness of an immediate family member requiring the student's care. Refunds or reduction of tuition will be made according to the policies below. In the alternative, students

who are granted an approved Leave of Absence may opt to hold any balance in his/her account in abeyance for a period of up to one year from the date of issue. In such cases, the Leave of Absence will act as the equivalent of an approved extension appeal and the student will be permitted to complete the chosen program, subject to the current requirements and upon payment of $1,000 tuition to repeat the term sequence impacted by the withdrawal.

Withdrawal due to Military Call to Active Duty

Students may withdraw from a program and receive a 100% tuition refund for the current semester upon presenting to the President the original Armed Forces orders for a US military call to active duty. Non-punitive grades of W will be issued for all coursework. In the alternative, students may be granted an approved Leave of Absence and may opt to hold any balance in his/her account in abeyance for a period of up to one year from the date of issue. In such cases, the Leave of Absence will act as the equivalent of an approved extension appeal and the student will be permitted to complete their program, subject to the current requirements and upon payment of $1,000 tuition to repeat the term sequence impacted by the withdrawal.

ASSESSMENT POLICIES

Basic Testing Requirements

The testing of students' understanding of course material is an integral part and essential factor of any academic program. With this in mind, FUSE diligently operates to promote honesty, integrity, and fairness in all testing procedures. The following testing guidelines are intended to reflect positively on the institution, enhance the stature and visibility of the institution in the community and worldwide, increase enrollment by providing quality testing to potential students, and enhance the institution's mission and standards.

Testing options will include proctored examinations. Except for the portfolio requirements, the particular format of testing will be at the discretion of the topic instructor, based on the differing course requirements and circumstances. However, all assessments will follow the prescribed grading system described below.

 Proctored Examinations

Due to the high standards required by FUSE and the various valuation certification organizations, each semester students will complete at least one timed, proctored examination. This proctoring

is also mandated by IACVS and ISBA in order to grant the ICVS and BCA credentials respectively. These proctored exams may require students to be monitored via webcam or may necessitate scheduling times to take the tests under the supervision of a local proctor. The tests will be timed to ensure fairness to all students. However, the specific exam format and the access to materials will depend upon the discretion of the instructors.

Capstones

As part of the MBV graduation requirements, four major valuation reports will be completed by the students and will combine into a portfolio of student performance. Each report will be more complex than the previous. Nevertheless, FUSE will require all reports to be of utmost quality and they will be separately assessed. These reports may be reviewed by not only the course instructor(s) but by leading practitioners, such as graders of the ISBA BCA and IACVS ICVS credentials, to ensure professional quality standards are being applied. Both MPM and MSIT graduates complete a Capstone Project. This unique, integrated, applied approach will demonstrate to the faculty, and to future employers, the skill sets that each student has acquired.

Grading System

Each of the courses completed during a term will result in a grade. The cumulative results of these grades, weighted by credit hours, represent the overall GPA. Course and portfolio report grades will be available after each term via FUSE's Learning Management System. Federal law prohibits communication of grades by telephone. Students may access their grade report and/or print a grade report by logging on to the FUSE Learning Management System.

Grade	Description	Points
A	Outstanding	4.0
B+	Satisfactory	3.5
B	Satisfactory	3.0
C+	Less than satisfactory	2.5
C	Less than satisfactory	2.0
F	Fail	0.0
FN	Failure for non-attendance	0.0
I WF	Incomplete Withdrawal Failing	0.0
		0.0
W	Withdrawn	N/A

STUDENT SERVICES

Academic Advising

Each student will be assigned a member of the faculty as an academic advisor upon commencing the chosen program of study. Academic advising represents a shared relationship between the student and his/her Academic Advisor and a process of continuous improvement, clarification, and evaluation with the aim of assisting the student in achieving his/her goals. An Academic Advisor will assist the students with any educational concerns. They will offer guidance and insight throughout the entire program. A student may be required to maintain additional contact with his/her Academic Advisor as a result of academic or disciplinary difficulty. In addition to this representative program, students are encouraged to communicate regularly with other faculty and administration members to discuss academic matters and to determine progress toward degree completion.

If a student wishes to change his/her advisor, the student will need to contact the President and the request will be approved. Due to our intimate size, we will work with students on a personal basis. Our team is committed to our students' success. This success is measured one student at a time and the founders of FUSE will be completely engaged in ensuring this vision.

FUSE is committed to meeting the needs of its students through appropriate and timely use of Academic Advisors, instructors, and faculty members, all of whom are charged with the responsibility of encouraging students to continue their programs until such time as they demonstrate an inability to adequately make satisfactory progress. Monitoring of student progress will be conducted routinely so that individual attention can be given to students at those times that satisfactory progress is not maintained. A student's Academic Advisor will coordinate with other faculty members and administrators for the purpose of assisting the student with his/her personal, academic, and career development related to the student's study with the FUSE. The services can be rendered through emails, the internet, phone, fax or in person in Boca Raton, Florida. Please contact the President at (561) 440-0253 for additional information.

Student Assessment Services

FUSE provides student assessment services which are consistent with our grading polices as stated in this Catalog. FUSE is committed to providing students with accurate, fair, and consistently graded assessments of their progress in their course of study, including the assignment of an Academic Advisor and, as necessary, academic counseling by faculty members.

Career Services

FUSE has strong relationships with several valuation membership organizations, as well as executives in the field of project management, which will translate into opportunities for our graduates. A student's Academic Advisor, as well as other faculty members, and the President,

will facilitate potential career contacts. Please note that, although FUSE will assist with placement, it does not guarantee employment.

<u>Library Services</u>

Gale Cengage:
Business Collection
Business and Economic Theory Collection InfoTrac Business Collection
The Economist Archive
Business Insights: Global
Career Transitions
Small Business Collection
Small Resource Center
Business Insights: Essentials
General OneFile
Student Resources in Context
RDS Business Suite
RDS Business & Industry
RDS Business & Management
RDS Tablebase

Statista Databases

Skillsoft Books

IEEE Wiley eBook Frontlist

Thomson Reuters: Checkpoint (online)
PPC's Guide to Business Valuations (MBV students only)

Resources Provided by ISBA
BizComps
Quick Start Training programs
Access to an online Document Vault which contains: 1) IRS Revenue Rulings, 2) Uniform Standards of Professional Appraisal Practice, 3) Cost of Capital Tools, 4) Duff and Phelps Valuation Insights and 5) additional training materials

Resources Provided by IACVS:
ICVS Training Materials

Duff and Phelps Valuation Insights
BVR News

Project Management Institute (PMI) Publications:
FUSE pays student membership to the Project Management Institute for all MPM students. This membership allows students to get access to various resources including peer-reviewed journals (Project Management Journal), trends, lessons learned, and industry standards.

Project Management Body of Knowledge (PMBOK) 6ᵗʰ Edition
FUSE provides each MPM student with online access.

Scaled Agile Framework for Enterprise (SAFe)
Agile Project Management and System Development publications
FUSE provides online access to each IT Track MPM student.

Construction Management Association of America (CMAA) publications and standards
FUSE provides online access for each Construction track MPM student.

Technical Support

Technical support is available for our Learning Management System. Telephone support is available from 9:00AM-5:00PM Eastern and calls outside of normal support hours generally will be returned within 24 hours. Technical support outside of normal support hours can still be provided during evenings and weekends, if a set time and date are mutually agreed upon.

Account, login, and Technical issues:
Shady Grove Group LLC.
8561 Fenton Street, Suite 210 Silver Spring, MD, 20910
info@shadygrovegroup.com
Tel: 1-844-235-0220

Technical support only:
support@shadygrovegroup.com
Toll-free: 1-844-2350220 (Continental North America)
Direct: 1-240-670-7746

TUITION AND FEES

General Information

Tuition for the MBV, MSIT, or MPM program is $22,000. Tuition is paid in 3 installments. $9,000 is due for the first semester at the time of initial registration. The second instalment of $8,000 is

due upon registering for the second semester and the balance of $5,000 is due upon registering for the third semester. Textbooks are not included in the tuition costs of any program and must be purchased separately by the student.

Tuition Payment Policies and Deadlines

Full payment of each installment is due 10 days prior to the beginning of the semester. FUSE accepts credit card payments (processing fee added), personal checks drawn on a US bank account, money orders (bank drafts), wire transfers, and cash. Special payment arrangements can be approved by the President. Payments by check for online registration must be received by the due date in order to keep student's registration active. Checks should be made payable to "Florida University Southeast". Foreign currency checks are not accepted. If Student does not have a U. S. bank account, payment must be made in the form of a wire transfer, credit card, or money order, and payment must be in U.S. Dollars. FUSE accepts all major credit cards, however a processing fee of 2.75% will be applied to all credit card payments. Payments made by check, money order, or credit card, are final and may not be replaced by any type of tuition assistance. FUSE does not currently have a payment plan for students; however, special arrangements can be made by the President. FUSE does not offer any financial assistance.

Repetition of a Course

A student may be mandated to repeat a course because of unsatisfactory academic progress. If such is the case, the student will be required to pay an additional tuition fee of $1,000.00 per repeated class. This tuition fee is nonrefundable.

Cost of Required Books and Supplies

FUSE will try to minimize the cost of books by suggesting the purchase of electronic textbooks (e-texts) and other learning resources that are free. FUSE, via its instructors, may also recommend additional textbooks which might not come in e-text format. FUSE does not purchase textbooks from the sellers. It is the responsibility of the student to purchase the textbooks but FUSE will have its instructors provide their list of books as soon as possible, so students can obtain the books well in advance of class and seek the best pricing. Please see the Graduate Catalog for the list of other required equipment and supplies, including computer equipment and software, to be purchased by the student.

Business Related Fees

Fees are due when incurred.
- Application Fee (non-refundable): Up to $50
- NSF Check Processing Fee: $50
- Transcript Fees: First one free, additional ones $10 each
- Late Payment Fee: $50
- Graduation/Portfolio Fee: $500
- Course Repeat Tuition (non-refundable): $1000

<u>Refund Policies</u>

Students who withdraw from FUSE before the end of the first week of classes each semester will receive a full refund, less non-refundable fees, for that semester. After the end of the first week of each semester, refunds will depend upon the elapsed time since the student's Scheduled Semester Start Date. Any amounts determined to be owed FUSE as a result of these calculations are due in full on the effective date of the withdrawal. All monies, except the application fee (if required), will be fully refunded, if the application is not accepted or if the student cancels within three (3) business days after signing the enrollment agreement.

For students who withdraw after classes begin for each of the semesters, the following refund policies will apply:
- If a student withdraws during the first calendar week of classes and notifies the President in writing of his/her intent to withdraw, a full refund of tuition and fees will be made, except for non-refundable fees.
- If a student withdraws after the first week of classes, the College will refund tuition based upon a calculation of elapsed time from the student's Semester Start Date to the date of withdrawal.
  - If a student withdraws **prior** to completing 50% of the semester (the first term), 50% of the tuition for that semester will be refunded.
  - If a student withdraws **after** completing 50% of the semester (the first term), there will be no refund of tuition or fees for that semester.

Under exceptional circumstances, the President may approve an additional refund amount. However, no refunds will be given after the end of the first term of a semester, lacking a successful Tuition Appeal or absent one of the circumstances listed below.

Tuition and fees will be refunded in full for the current semester under the following circumstances:
-- During the one week drop period
-- Courses canceled by FUSE
-- Involuntary call to US active military duty
-- Documented death of the student

Determining Withdrawal Dates

Withdrawal dates are determined in two ways, either through student-initiated withdrawal or through FUSE administrative withdrawal. Student-initiated withdrawal occurs when the student notifies FUSE in writing of the intent to withdraw. Administrative withdrawal occurs when FUSE determines that the student is no longer enrolled based on a variety of reasons such as a student's lack of academic activity, failure to initiate a new topic, failure to communicate with the Academic Advisor or topic instructor, or failure to pay tuition.

Refunds

Once eligibility for a refund is determined, the President calculates tuition charges and arranges refunds, as applicable. Funds reimbursed to the student are reimbursed within 30 days from the date of withdrawal via the original payment method; i.e., tuition paid by check is refunded via check, and tuition paid by credit card is refunded to the credit card used for payment. In the case of third-party funds such as from employers, FUSE will first verify with the original payer for the appropriate handling of the refund. The student is responsible for any portion of the tuition and fees owed after refunds are given to payers.

Tuition Appeal

In the case of extenuating circumstances where a student is not entitled to a refund under the policies outlined above, the student may make an appeal for tuition considerations by submitting a written explanation of the circumstance that warrants an exception to the published refund policy. Extenuating circumstances might include incapacitating illness or injury. Credible supporting documentation to verify the circumstance is required. All appeals should be sent to the President.

Employer Assistance

Many employers provide financial assistance for graduate study. Programs differ, so interested students should contact the appropriate office at their place of employment. Depending on company policy, FUSE may be able to bill the employer directly for tuition. Students whose tuition is to be billed to their employers must submit complete and proper authorization to FUSE. Students should apply for their employer tuition assistance as soon as possible. Any portion of tuition that will not be paid by the employer must be paid by the student. FUSE will hold the student responsible for payments not received from the employer.

Financial Aid Advisement

While FUSE does not coordinate student financial aid, the President may be contacted to provide guidance regarding where to garner private educational funding.

INSTITUTIONAL POLICIES

Address, Phone, and Name Changes

It is the student's responsibility to have a current mailing address, email address, and phone number on record with FUSE and to regularly check their email from FUSE. Important notifications and information are frequently sent via email. The name, phone number, email address, and mailing address used by FUSE for a student are taken from the application for admission. It is the student's responsibility to make FUSE aware of name, phone number, and address changes. Changes in name, addresses, and/or phone numbers should be made in writing by the student through the President. In addition, in order to process a name change, a copy of a government issued photo ID, such as a driver's license, passport, or a court order that reflects the new name, are necessary. Written requests must include the last four digits of the student's social security number (the passport number for international students) and a signature.

Student Records

FUSE maintains permanent student records, including admission information, academic transcripts, and other relevant information. Current students may review the content of their files by notifying their Academic Advisor in writing. FUSE is committed to maintaining accurate student records, readily accessible to students or other persons authorized by law to review those records. These records will be maintained by FUSE for as long as they are needed or required by law to be maintained. Former students, please contact the President for information on the status of your student records.

Transcripts

A student's official academic record is maintained by the President at FUSE and is normally reflected through a transcript. All requests for transcripts must be in writing and should include the student's full name (or name used while attending FUSE), the last four digits of the student's Social Security number (or passport number for international students), current daytime telephone number, email address, and signature to ensure proper identification of the records requested. The President will accept this written permission in person, by fax (561) 477-0007, scan/email, or by US mail. There is no charge for the first transcript (additional ones are $10 each). Official transcripts will not be issued to students who fail to meet their financial obligations or agreements with FUSE.

Personal Conduct

Students are expected to uphold a high level of integrity and to meet the highest standards of academic and professional conduct. Students are expected to do their own work on examinations, class preparation, and assignments, and to conduct themselves professionally when interacting with fellow students, faculty, and staff. Academic and/or professional misconduct, such as the use of profane and abusive language or dishonesty, is subject to disciplinary action.

FUSE reserves the discretionary right to dismiss any student from FUSE for unacceptable academic, personal, and/or professional behavior. However, the student has the right to appeal in writing to the President. Legal recourse after these appeals is through binding arbitration conducted by a member of the American Arbitration Association.

Intellectual Property Rights

The writings, projects, research papers, and other academic activities that are assigned by FUSE faculty to students and connected to any course or research project of FUSE, are the property of FUSE. They may be used by FUSE for educational, academic, or administrative purposes.

Sexual Harassment Policy

It is the policy of FUSE that no male or female member - students, faculty, administrators, or staff may sexually harass any other member of FUSE. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when any of the following occurs:
- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would sense is an intimidating, hostile, or offensive employment, educational, or living environment.

Examples of sexual harassment may include:
- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, patting, or hugging
- Pressure for or forced sexual activity
- Unnecessary and unwelcome references to various parts of the body
- Belittling remarks about a person's gender or sexual orientation
- Inappropriate sexual innuendoes or humor
- Obscene gestures
- Offensive sexual graffiti, pictures, or posters
- E-mail and Internet use that violates this policy

Americans with Disability Act of 1990/Rehabilitation Act of 1973, Section 504I

FUSE complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1950. FUSE prohibits discrimination on the basis of any disability. It requires that reasonable accommodations be provided to qualified students with documented disabilities in all programs and activities within the control of FUSE. Determination of reasonable accommodations and compliance with the ADA and Rehabilitation Act for students are managed by FUSE Administration and documented in the student's academic file. No students shall be discriminated against for seeking accommodation under this policy.

Family Education Rights and Privacy Act of 1974 (FERPA)

The Family Education Rights and Privacy Act affords students certain rights with respect to their education, of which the detailed information is available from the President:

- The right to inspect and review the student education records within 45 days of the day the school receives a request.
- The rights to request the amendment of the education records that the student believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the United States Department of Education concerning alleged failures by FUSE to comply with requirements of FERPA.

Honor Code

The purpose of the FUSE Honor Code is to promote individual responsibility, respect, and integrity among all members, faculty, students, and staff alike. Honor code violations will be handled by the Vice President with the student having the subsequent right to appeal to the President. The Honor code deals specifically with cheating, plagiarism, disrespect, lying, and stealing.

Cheating encompasses the willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in academic work over other students. This may be accomplished by any means whatsoever, including but not limited to: fraud; deception; theft; having someone assist or take your exams or otherwise complete any assigned work; and the unauthorized use of study aids, memoranda, books, data, or other information.

Plagiarism encompasses using the exact words, opinions, ideas, or factual information from another person without giving that person credit. This includes all Internet sources. Writers must give credit through accepted documentation styles, such as parenthetical citation, footnotes, or endnotes; a simple listing of books and articles is not sufficient. Plagiarism is the equivalent of intellectual robbery and cannot be tolerated in an academic setting. There is often confusion regarding what should be cited. Some think that only direct quotations need to be credited.

While direct quotations do need citations, so do paraphrases and summaries of opinions or factual information formerly unknown to the writers or which the writers did not discover themselves. Exceptions include factual information which can be obtained from a variety of sources, the writers' own insights or findings from their own field research, and what has been termed common knowledge. What constitutes common knowledge can sometimes be precarious; what is common knowledge for one audience may not be so for another. In such situations, it is helpful, to keep the reader in mind and to think of citations as being "reader friendly." In other words, writers provide a citation for any piece of information that they think their readers might want to investigate further. Not only is this attitude considerate of readers, it will almost certainly ensure that writers will never be guilty of plagiarism.

Disrespect encompasses the use of rude, unpleasant, inappropriate, and/or unprofessional behavior. Students must hold themselves to the same level of decorum as is expected in a live classroom setting. Netiquette are rules we use to demonstrate respect for others and their opinions in an online learning environment. To avoid demonstrating disrespect, apply the following netiquette guidelines to your communications. Consider the privacy of others and ask for permission before forwarding someone's email messages to third parties. Choose the right tone and select your wording thoughtfully. Avoid sarcasm and the inclusion of inappropriate materials in your emails and discussions. Be forgiving, but mention the statements of others you find offensive directly to the instructor; the person contributing might not have intended your interpretation. Think about the content of your message before contributing it to the group. Stick to the subject of the lesson.

Lying encompasses the willful and knowledgeable telling of an untruth, as well as any form of deceit or fraud in an oral or written statement relating to academic work. This includes, but is not limited to lying to administration and faculty members and falsifying any FUSE document or supporting document by mutilation, forgery, addition, or deletion.

Stealing encompasses taking or appropriating without the permission, and with the intent to keep or to make use of wrongfully, property belonging to FUSE or any property located on the FUSE website, Student Portal, or at the FUSE office. This includes misuse of FUSE computer resources or other FUSE equipment, as well as copyrighted materials purchased by FUSE.

FUSE students engaged in any of the above such acts are subject to immediate suspension and a subsequent hearing, which may lead to dismissal from the MBV program.

Compliance with the FUSE Policies

FUSE seeks resolution of all issues through the process of reason and expects all members of the FUSE community to be governed by this principle and all FUSE policies. However, should a student, faculty member, staff member, visitor, invited guest, or other licensee, while participating with FUSE, engage in any act which disrupts or interferes with the functioning of FUSE, or disturbs the academic processes, and ignores or refuses to comply with official directives to desist, FUSE may seek to impose necessary penalties as provided by law. Where circumstances require, FUSE may employ injunctive procedures or call upon civil authority to maintain order. FUSE students, faculty, or staff engaged in such acts are subject to immediate suspension and a subsequent hearing, which may lead to expulsion.

Grievances

FUSE students, faculty, and staff all have the right to grieve any and all of the above policies and consequent actions as cited. Complaints should be sent directly to the President. In the event complaints or appeals are not resolved, students may submit their grievance to the Commission for Independent Education. Contact information is as follows: Executive Director, Commission for Independent Education, Florida Department of Education, 325 W. Gaines St, Suite 1414, Tallahassee, Florida 32399-0400, Phone: (850) 245-3200, Fax: (850) 245-3233.

Catalog Use

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Reasonable efforts are taken to ensure the accuracy, integrity, and currency of information and related materials provided by FUSE in this Catalog. However, information and related materials

are subject to change. Notice of such change will be promulgated to current FUSE students as soon as practicable by email. Individuals who are not registered FUSE students assume the risk that the information and materials may be incomplete, inaccurate, out of date, or may not meet your needs and requirements.

Questions or comments regarding the Catalog or other FUSE policies, practices, and procedures may be referred to the FUSE's senior administrative staff listed below under Institutional Governance.

Course Evaluations

Faculty members and administrative staff will routinely contact students, both during and at the conclusion of their studies, for the purpose of seeking evaluations of the instructional programs and instructional materials, as well as the delivery of instruction and other educational services of FUSE.

STATEMENT OF OWNERSHIP

Florida University Southeast is a fictitious name registered to Florida Institute of Finance College, LLC.

INSTITUTIONAL GOVERNANCE

Advisory Board

J. Richard Claywell, CPA, ICVS, ABV, CBA, CM&AA, ASA, ABAR
Senior Instructor, Member Board of Directors, and Director of Education, International Association of Certified Valuation Specialists (IACVS)

Senior Administration

Heidi E. DiCicco, JD, MBA, PMP
President

Dereje Tessema, PhD, PMP, PMI-ACP, CSM, CSP, CEA
Vice President

FACULTY

The FUSE Faculty listed below have been designated to teach the graduate courses for our programs.

Dereje Tessema, PhD, PMP, PMI-ACP, CSM, CSP, CEA

PhD, Applied Management and Decision Sciences, Walden University
MS, Information and Telecommunication Systems for Business, John Hopkins University

MS, Engineering, University of Suderbury
BA, Alemaya University

Getaneh Bitew Fenta, PhD, MCSD, MCDBA, MCITP
PhD, Computer Engineering, Technical University of Berlin (TU)
MSc, Information Engineering, University of Dresden

Tefera Beyene, PhD, CPA
PhD, Applied Management and Decision Science (Accounting), Walden University
MBA, Accounting and Finance, Dominican University
BA, Addis Ababa University

Bryan Champion, EDD, BCC, CEIC
EDD, Louisville Presbyterian
MA, Education, Howard University
MAEd, Educational Leadership, Howard University
BA, Howard University

Solomon Negash, PhD, MBA, PMP
PhD, Information Systems, Claremont Graduate University
MBA, Pepperdine University
MS, Mechanical Engineering, California State Polytech. U.
MS, Management of Information Systems, Claremont Graduate University
BS, Addis Ababa University

Seble Mengesha, PhD, PMP
PhD, Wireless Communications, Technical University Berlin
MS, Electrical Engineering, Addis Ababa University
BS, Addis Ababa University

Moses Gitonga Mwenda, MBV, BCA, ICVS-A, CFA
MBV, Florida Institute of Finance College
BC, Finance, Catholic University of Eastern Africa

Hailie Yeshaneh, DIA, MS, PMP
DIA, Information Assurance, University of Fairfax
MS, Management Information Systems and Economics, University of Maryland University College

Yelemzewd Nigussie, PhD, MSC
PhD, Economics, Wageningen University
MSC, Environmental and Natural Resources Economics, Addis Ababa University

BA, Addis Ababa University

Zelalem Chala, PhD
PhD, Economics, Virginia Tech University
MSc, Agricultural Economics, Oklahoma State University
BS, Alemaya University

Habtamu Berhanu Abera, PhD
PhD, Business Management, Osmania University, India
MBA, Addis Ababa University
BA, Accounting, Mekelle University

CONTACT INFORMATION

The information below provides contact information that you may need during your studies in the FUSE graduate program. While your primary source of information and guidance is your Academic Advisor, we invite you to contact the respective person(s) as required to address your questions or concerns.

Main Contact Information ………………………………………… Heidi DiCicco (561)440-0253/hdicicco@
FIFC.college