



Not Every Classroom Has 4 Walls

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# Windsor University

## STUDENT CATALOG

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Academic Year: **2024-2025**

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*Windsor University*

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## Windsor University is operating under the Higher Education Licensure Commission [HELC]

Windsor University received the post-secondary provisional institutional license from the Higher Education Licensure Commission in August 2021. In October 2022, and 2023 Windsor University received the renewed institution license. Windsor University promises to maintain HELC's operation standards by following the commission's rules & regulations.

### Windsor Licensing Page



### Licensed By HELC



### HELC Full Information

Service Contact: Higher Education Licensure Commission [HELC]

Contact Phone: +1 (202)-727-6436

Contact TTY: 711

Office of the State Superintendent of Education (OSSE) – Higher Education Licensure Commission (HELC)

Address: 1050 1<sup>st</sup> Street NE, Washington DC, District of Columbia, 20002

Website: <https://helc.osse.dc.gov/>

E-mail: [OSSE.Elcmail@dc.gov](mailto:OSSE.Elcmail@dc.gov)

## Organizational Membership

Name of the Organization	Organization Function
Moodle Platform	Learning Platform
Internet Archive	Digital Library
Microsoft 365 Membership	Office Suite
Safe Exam Browser	Examination Browser
Microsoft Teams	Webinars Platform
Turnitin	Plagiarism Checker
ProctorU	Proctoring Assessments
Inmotion	Server Hosting



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## Message from the President

*Dear Windsor University Students,*

*We have a dream to provide convenient and affordable high-quality online education. Recently, people around the world do not have the time or money to spend on higher education. We promise to provide degree and non-degree programs recognized by the most prestigious accrediting bodies in the United States of America.*

*We promise to operate with standards that satisfy the Higher Education Licensure Commission (HELC) in Washington DC and other licensing commissions in the United States.*

*Instructions are delivered via the latest technologies and methods, adding to the accessibility of the academic program. In addition, our students worldwide will receive adequate knowledge and experience that develop their tools and techniques. Lastly, we believe the acquired skills will help the graduates meet the ever-changing labor market demands and lead the market.*

**Chief School Administrator**

**Amr Abbas**

## Mission & Goal

### Mission

At Windsor University, our purpose is to provide a transformative educational experience through high-quality distance education that meets the needs of our diverse student body and stakeholders. We are dedicated to delivering convenient, accessible, and academic programs that empower students to excel in their chosen fields and make a positive impact in the global labor market.

### Goal

Windsor University's **goal** is to globally deliver a quality of online education similar to traditional education to academically qualified students. In addition, Windsor University aims at providing an online learning environment that facilitates the exchange of knowledge and experience between instructors and students.



## The History & Development of Windsor University

Windsor University was established to meet the increasing demands on high-quality online academic education in today's competitive global markets. Utilizing the latest technologies in providing well-designed programs includes the knowledge and skills required today and in the future.

Our programs are on par with the quality of prestigious traditional universities and facilitate the students' helpful learning experience and allow the active exchange of knowledge and highly qualified instructors' support.

Although the University's central concept was conceptualized in 2016, Windsor LLC was established in 2017, and on October 23, 2018, Windsor LLC was established in Washington DC. Finally, in 2019, Windsor LLC obtained the trade name Windsor University.

We started offering free courses through our LMS platform while preparing to apply to the Higher Education Licensure Commission HELC for the Provisional Post-Secondary License, granted in 2021. Finally, on August 5, 2021, Windsor University obtained the License for Post-Secondary Education from the – **Higher Education Licensure Commission (HELC)** of the **Office of the State Superintendent of Education (OSSE)**. On October 6, 2022, and October 5<sup>th</sup>, 2023 respectively, Windsor University received the annual renewed institution license.

## Types of Instruction

Students will receive their instruction **online; synchronously**, students should attend at least 50% of the sessions; however, **all sessions** will be recorded for students to be available **asynchronously**.

**Notice:** Windsor University reserves the right to modify the academic program, modes of delivery, or courses provided as it deems necessary.

## Purpose of the Academic Program

Windsor University facilitates a quality learning experience to all social and intellectual levels worldwide by utilizing the latest technology; hence instructions are effectively and efficiently received. As a result, students worldwide will have access to convenient, affordable, and outstanding Master's Degree in Business Administration.

## Public Holidays

Holiday Name	Date
Martin Luther King Jr. Day	Mon, January 20, 2025
President's Day	Mon, February 17, 2025
Emancipation Day	Wed, April 16, 2025
Memorial Day	Mon, May 26, 2025
Independence Day	Fri, July 4, 2025
Labor Day	Mon, September 1, 2025
Veterans Day	Tue, November 11, 2025
Thanksgiving	Thu, November 27, 2025
Christmas Day	Thu, December 25, 2025

## Academic Calendar

### MBA intakes

Semester No.	Semester Starts	Semester Ends
1	14-Sep-24	31-Dec-24
2	18-Jan-25	30-Apr-25
3	17-May-25	31-Aug-25
4	13-Sep-25	31-Dec-25
5	17-Jan-26	30-Apr-26

Notice: Between each semester is a two-week vacation period. The ending dates for each semester vary but usually end on the 30<sup>th</sup> day of the month.

## Accelerated MBA Program Intakes

Semester No.	Semester Starts	Semester Ends
1	10-Aug-24	10-Oct-24
2	26-Oct-24	26-Dec-24
3	11-Jan-25	11-Mar-25
4	27-Mar-25	27-May-25
5	12-Jun-25	12-Aug-25

Notice: Between each semester is a two weeks' vacation period.

Notice: Students will be given the option to choose between the MBA program (20 months duration) and the Accelerated MBA program (12 months) with the same courses and credit hours.

## Professional Development Courses intakes

Course	Start
AI Fundamentals	Oct-24
Cybersecurity for Everyone	Oct-24
Cybersecurity for Managers	Dec-24

## System Requirements

All computers	Minimum	Recommended
Display	15" display True color 1024 x 768 resolution	17" display True color 1920 x 1080 resolution
Camera	1 Megapixels	2 Megapixels
Internet connection	2mbps	5mbps
Window Computers	Minimum	Recommended
Operating system	Windows 8.1	Windows 10
Web browser	Microsoft Edge Mozilla Firefox (latest version) Google Chrome (latest version)	Microsoft Edge Mozilla Firefox (latest version) Google Chrome (latest version)
Window Computers	Minimum	Recommended
Operating system	Mac OS X 10.12 Sierra	Mac OS 10.15 Catalina
Web browser	Safari (latest version) Mozilla Firefox (latest version) Google Chrome (latest version)	Safari (latest version) Mozilla Firefox (latest version) Google Chrome (latest version)
Tablets/ Smartphones	Minimum	Recommended
Operating System	iOS 11.0 Android 8.1	iOS 12 Android 9
Web browser	Safari (latest version) Mozilla Firefox (latest version) Google Chrome (latest version)	Safari (latest version) Mozilla Firefox (latest version) Google Chrome (latest version)
<b>Adobe Reader Plug-in</b>		



## Online Facilities and Services

### Learning Management System (LMS)

Students can log into the University's LMS platform to view courses, syllabus, coursework, grades, and other educational stuff and submit assignments. As for Exams, students should access the Platform via *the Safe Exam Browser* Application. In addition, links and schedules of the webinars will be available on the LMS platform and updated regularly.

The Platform also provides the *Turnitin* feature for students to test their work for similarity before submission. Below is a link to access the Platform: [Moodle.WindsorUniversity.US](https://Moodle.WindsorUniversity.US)

**Notice:** Students should download the **Safe Exam Browser** before taking the quizzes or the exams via the LMS Platform. Additionally, students must check the similarity of their submissions using the **Turnitin** plug-in before submitting the documents.

### Office Suite

Students should produce their academic content using the compatible and applicable Microsoft Office software. If students cannot purchase a suitable Microsoft Office, they may use the free and open-source office suite called LibreOffice. Students can use this link to download the software: [www.libreoffice.org/download](http://www.libreoffice.org/download). Students should save their work in either Microsoft-compatible format or PDF format. Additionally, Students may use an online office suite such as Office online from Microsoft or Google Apps from Google.

### ProctorU

Students will be monitored while conducting their assessments via their cameras by using artificially intelligent software called ProctorU.

### Online Library

Windsor University has subscribed to Internet Archive to provide the students & faculty members with online digital library resources and services associated. Internet Archive is a non-profit library of millions of free books, movies, software, music, websites, and more. What Internet Archive offers:

1. Huge collections: more than 20 million digital books, e-books, and texts.  
Students can either access or borrow them.

2. Bookreader: online access to books that are scanned so students can access and be able to read them online.
3. Other services that include audios, videos, blogs, projects, job and volunteering opportunities, and more.

**Notice: Windsor University provides the students with login details for the digital libraries when they are enrolled in the University.**

## Professional Development Courses Offered by the University

- AI Fundamentals (Artificial Intelligence course)
- Cybersecurity for Everyone Course
- Cybersecurity for Business Professionals Course

## Academic Programs Offered by the University

- Master of Business Administration [MBA]

## Hours of Operation

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8	8	8	8	8	8	8

## Admission

### Admissions Policy

At Windsor University, our admission policy is designed to ensure accessibility and transparency for all prospective learners. We celebrate diversity within our community and strive to provide equal opportunities to all qualified applicants. Our comprehensive evaluation process is fair, meticulous, and conducted online for convenience.

### Admission Criteria

### Application Process

Prospective students can apply online using an active email account. The application process is straightforward, and applicants will receive notification of their admission status within three working days of submitting the required documentation and application fee.

## Open Application Policy

We welcome applications throughout the year, allowing applicants to choose their preferred intake during the application process. Moreover, applicants who wish to change their intake preference can do so without resubmitting the application, provided their information and documentation remain the same.

## Documentation Requirements

Applicants must submit all required documents with their application. The Student Affairs Department will email the applicant if any documents need to be included. False information or documentation may lead to the application's rejection.

## Evaluation Process

Each application is meticulously evaluated to ensure fairness and transparency. We consider all submitted documents and assess applicants based on their qualifications and suitability for the program, leaving no stone unturned in our evaluation.

## Admission Decision

Applicants who are not accepted will receive clear reasons for the decision and guidance on any further steps they may need to take if they choose to reapply.

Our admission policy reflects our commitment to providing a comprehensive and accessible educational experience while maintaining transparent and considerate evaluation processes.

## Admission Requirements

### Master's in Business Administration

The following are the admission requirements for this academic program:

- Latest Degree Certificate (at least Bachelor's Degree or its equivalent) and Transcript
- Resume
- Proof of English Proficiency or refer to the [English Proficiency Exemption Policy](#) for more information

## Professional development Course

### AI Fundamentals

The following are the admission requirements for this professional development course:

- **Educational Background**
  - A bachelor's degree or its equivalent in a tech-related field such as Computer Science, Information Technology, Engineering, Mathematics, or a related discipline.
- **Professional Experience**
  - Experience in the IT sector, AI, or technological advancements is preferred. This experience can come from working on relevant projects, internships, or professional roles in technology-focused organizations.
- **Certifications**
  - Any certifications related to computer software, IT sector, or AI are preferred. Relevant certifications might include:
    - CompTIA IT Fundamentals (ITF+)
    - Microsoft Certified: Azure AI Fundamentals
    - Google AI Certification
    - IBM AI Engineering Professional Certificate
- **Soft Skills**
  - Basic problem-solving skills.
  - Ability to follow instructions and work independently.
  - Good communication skills, both written and verbal.
- **Recent Resume**
- Proof of **English Proficiency** or refer to the [English Proficiency Exemption Policy](#) for more information

## Cybersecurity for Everyone

The following are the admission requirements for this Professional development course:

While there are no formal educational or professional prerequisites, participants should possess a foundational understanding of general business processes and basic IT concepts. This knowledge is crucial to ensure they can grasp the content of the course, which covers various aspects of cybersecurity in a business context.

- **Foundational Knowledge in Business Processes:**
  - Understanding of basic business operations, such as how businesses function, common business terminology, and general business practices.
  - Familiarity with different business departments (e.g., finance, HR, marketing) and their roles within an organization.
- **Basic IT Concepts:**

- Basic knowledge of computer systems, including hardware and software components.
- Understanding of operating systems (e.g., Windows, macOS, Linux).
- Familiarity with common office software (e.g., Microsoft Office, Google Workspace).
- Basic understanding of the internet, networking, and common IT terminology.
- **Soft Skills:**
  - Basic problem-solving skills.
  - Ability to follow instructions and work independently.
  - Good communication skills, both written and verbal.
- **Recent Resume**
- Proof of **English Proficiency** or refer to the [English Proficiency Exemption Policy](#) for more information

## Cybersecurity for Business professionals

This is a course tailored more to a specific audience:

- IT managers
- Business managers and directors
- R&D staff interested in developing cybersecurity tools

The following are the admission requirements for this Professional development course:

- **Educational Background:**
  - A bachelor's degree or its equivalent in a tech-related field such as Computer Science, Information Technology, Engineering, or a related discipline.
- **Professional Experience:**
  - Experience in IT or a management role within a technology-focused organization.
  - Familiarity with business operations and IT infrastructure
- **Certifications:**
  - Any certifications related to cybersecurity, IT management, or network administration are preferred. Relevant certifications might include:
    - Certified Information Systems Security Professional (CISSP)
    - Certified Information Security Manager (CISM)
    - CompTIA Security+
    - Certified Ethical Hacker (CEH)

- **Soft Skills:**
  - Basic problem-solving skills.
  - Ability to follow instructions and work independently.
  - Good communication skills, both written and verbal.
- **Recent Resume**
- Proof of **English Proficiency** or refer to the [English Proficiency Exemption Policy](#) for more information

**More information about some of the documents is listed below:**

### Degree and Transcript

Applicants should have obtained at least a Bachelor's Degree. Windsor University may request applicants to notarize their Degree from a relevant entity and/or contact the entity from which the applicant graduated.

### Resume

Applicants should submit their most recent resumes noting all relevant experience to the program applied to.

### Proof of English Proficiency

Applicants should either:

- Be native English speakers
- Have obtained at least a Bachelor's degree or its equivalent, which was taught in English (providing some kind of documentations and proof for that)
- Have got a minimum score in any of the following English Proficiency exams (no more than two years):

English Proficiency Qualification	Minimum Score Required for Graduate Students
Duolingo English Test	100
Michigan English Test (MET)	55
Michigan Examination for the Certificate of Competency in English (ECCE)	650/LP
Michigan Examination for the Certificate of Proficiency in English (ECPE)	650/LP
Pearson Test of English Academic Score Report	50

Internet Based Test (iBT)	71
English as a Foreign Language (TOEFL PBT)	60
International English Language Test (IELTS)	6.5

Windsor University may request the applicant notarize the supporting documents and/or contact the entity from which the applicant received the proof.

### English Proficiency Exemption Policy

Windsor University may provide the academic program in languages other than English, depending on the enrolled students' demand. However, each course's tuition fee will increase by 25% up to 50% since the University will need to provide instructors who can communicate with the preferred language. This policy is valid for all courses and extends to one year after the mentioned students' graduation.

Upon submitting proof of English Proficiency, Students will be subjected to regular tuition fees. Also, students must submit proof of English Proficiency before the expiry of this policy to receive their graduation certificate. Students failing to submit such evidence will only obtain a certificate of attendance for the academic program.

## Admission Process

### Application

Applicants should:

- ❖ Complete the online application
- ❖ Upload the supporting documents
- ❖ Pay the non-refundable application fees via the University's website using this link: <https://Admission.WindsorUniversity.US/>

This process's deadline is usually 1-2 weeks before the start of the semester.

### Verification & Review

Windsor University will verify the submitted documents. Then, the University will process the verified documents and reply to the applicants within 21 days. If the applicant has fulfilled all the admission requirements, the Institute will e-mail them with the Enrollment Agreement. This form should be filled in and sent back within 21 days.

Applicants having difficulties and/or complaints should e-mail the Student Affairs Department at [Student.Affairs@WindsorUniversity.US](mailto:Student.Affairs@WindsorUniversity.US).



## Enrollment

### Academic Program: MBA

Windsor University has 3 intakes per year (January, May, and September).

Students should enroll for two core courses in semester 1, two core courses in semester 2, two core courses in semester 3, two core courses + capstone/thesis in semester 4, and one elective course + the capstone/thesis in semester 5.

Upon enrollment, students will receive their unique username and password, which they can use to access the University's LMS platform, Digital Library, and other online facilities provided by the Institute. Students are responsible for the privacy of their academic login information. Students facing difficulties logging into any university's online services should inform the technical support staff at [Technology@WindsorUniversity.US](mailto:Technology@WindsorUniversity.US).

## Transfer of Credit

Windsor University's Admission Office reviews official transcripts for transfer credit eligibility. During the admission form process, learners wishing to seek transfer credit must have official transcripts sent from the issuing institution directly to Windsor University at [admission@windsoruniversity.us](mailto:admission@windsoruniversity.us). Acceptance of transfer credits is determined by Windsor University. Transfer Credits can only be granted before the learner's enrolling into the course.

## Graduate Transfer Credit

Graduate courses accepted for transfer credit require a grade of "C" or above. Windsor University may award a maximum of 50% for a graduate degree program. Therefore, Windsor University will apply no more than 15 credits toward the completion of a Master's degree. Capstone courses must be completed through Windsor University.

## Transfer Credits Appeals

The University may re-review applications of rejected credits from students who wish to appeal the transfer credit decision by emailing the Admission Office at [admission@windsoruniversity.us](mailto:admission@windsoruniversity.us). Windsor University will only re-review courses once.

## Transfer Your Credits

Learners who wish to transfer their credits from Windsor University to another institution may request their official transcript to be sent directly from Windsor University to the receiving institution by emailing the Admission Office at [admission@windsoruniversity.us](mailto:admission@windsoruniversity.us).



Please note, it is the decision of the receiving institution to determine which credits will be accepted.

Applicants who are found to have plagiarized or falsified any part of their application will not be granted admission. If any submissions are found to be misleading, the application will be automatically denied. Should any misleading submissions come to light after an applicant has been admitted, this will result in immediate expulsion from Windsor University.

### **Professional Development Courses:**

Windsor University currently offers 3 Professional development courses, where the first intake will start in October, then December of the same year. The next intakes will depend on the rate of students.

### **Grading Requirements (Regular Assessment and Coursework)**

#### **Academic Program MBA**

- Each course consists of **100** points.
- Through Moodle, the professor requires discussions, projects, case studies, and/or presentations from the students throughout the semester that weigh 60%.

#### **In the case of projects, case studies, and presentations:**

- They should be individual to accommodate students' different time zones and should not exceed one (project or case study) and one presentation per the whole course.
- The student has the right to perform any presentation in a recorded mode if they cannot perform it live during the sessions due to time differences.
- In case any student is at risk of failing this assessment, the professor should contact them to help the student make adjustments in their project/case study and resubmit it.

#### **The instructor should hold either:**

- No more than two assessments in the form of assignments or quizzes (open-book) that weigh 20% throughout the course duration.
- Alternatively, 1 midterm exam (open-book) in the middle of the semester that weighs 20% throughout the course duration.

## Final assessments:

The Professor has the right to hold either:

- A final exam that weighs 20% at the end of the semester (to be an open-book exam)
- Or replace it with the mentioned discussions/project/case study/presentation to weigh 80% instead of 60%, In this case, the project/case study can be divided into parts and the student should be able to complete the final part at the end of the semester or hold a presentation/engage in discussions at the end of the semester that reflect gaining the skills and outcomes needed from this course.

## Notes:

- ❖ All the coursework should be held on the University's platform (Moodle). Each required coursework assessment should be open for students for at least 7 days.
- ❖ The instructor should get all the resources for all the coursework from the McGraw-Hill account provided by the University on Moodle.
- ❖ The table below describes the evaluation procedure for each course.

Assignment	Possible Points
Discussions/Presentations/ Projects/ Case Study	60
Assignments/ Quizzes/ Midterm Exam	20
Final Exam (open book)	20
Total	100

## Evaluation Due Date

All assignments, quizzes, coursework, or any other assessment of a similar nature will be evaluated within 21 days.

## Minimum Requirements for Each Course

Students must meet the minimum requirements for all courses respectively while fulfilling the program's graduation conditions. Students who failed a course or cannot graduate due to their lack of grades should retake and pass the courses with the lowest required grade to achieve the graduation requirements. Below are the minimum requirements for each course type and the academic program as a whole:

Minimum Requirements for each Course Type		
Course Type	Minimum Attendance Rate	Minimum Grade
CORE/ELECTIVE	50%	C-, 70%, 1.67
THESIS	50%	C-, 70%, 1.67
MBA	50%	1.67 CGPA

## Core and Elective Courses

Students' attendance throughout the courses will be monitored and moderated. Windsor University obligates all Instructors to carefully record students' attendance during the courses' webinars as they should meet each course's attendance requirements.

## Capstone Course

Students should follow up with their supervisors and instructors during the allocated online review sessions. Attendance will be measured based on how many sessions the students attended. The minimum attendance rate for the capstone course is 50%.

## Academic Program

Students' attendance throughout the academic program will be monitored and recorded. Therefore, they should have an overall minimum attendance rate of 50%.

Students' final grade for each course is always rounded up to the nearest whole number. Next, the grade for each course is converted using the grade scale system to its corresponding GPA score on a GPA scale of 4 based on the table below:

Percent Grade	Letter Mark	4.0 Scale
97-100	A+	4.00
93-96	A	3.9
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
Below 70	F	0

Lastly, each course's GPA score is multiplied by its corresponding credit hours divided by the academic program's total credit hours (30 credit hours). The result is rounded to the next Letter Mark. For example, a student who has a calculated GPA score for the program is 3.1. Based on the table above, this score is rounded up to the next Letter Mark ceiling, resulting in the student obtaining a Letter Mark B+.

## Professional Development Course

### AI Fundamentals

The requirements or criteria of assessment for attaining the *AI Fundamentals course* certificate successfully will be estimated according to the following throughout the course period:

- Projects, case studies, group activities, presentations, hands-on applications, and written essays (80%)
- Hands-on discussions and debates throughout the course which will be held on the LMS platform and in the live sessions that reflect the learners' feedback and their grasp of the course content (20%)

These assessments constitute 100% of the course. The learner is expected to pass the course successfully by 70% minimum according to the mentioned assessments which mainly focus on practical activities.

## Cybersecurity for Everyone

The requirements or criteria of assessment for attaining the *Cybersecurity for Everyone course* certificate successfully will be estimated according to the following throughout the course period:

- Projects, case studies, group activities, presentations, hands-on applications, and written essays (80%)
- Hands-on discussions and debates throughout the course which will be held on the LMS platform and in the live sessions that reflect the learners' feedback and their grasp of the course content (20%)

These assessments constitute 100% of the course. The learner is expected to pass the course successfully by 70% minimum according to the mentioned assessments which mainly focus on practical activities.

## Cybersecurity for Business

The requirements or criteria of assessment for attaining the *Cybersecurity for Business course* certificate successfully will be estimated according to the following throughout the course period:

- Projects, case studies, group activities, presentations, hands-on applications, and written essays (80%)
- Hands-on discussions and debates throughout the course which will be held on the LMS platform and in the live sessions that reflect the learners' feedback and their grasp of the course content (20%)

These assessments constitute 100% of the course. The learner is expected to pass the course successfully by 70% minimum according to the mentioned assessments which mainly focus on practical activities.

## Leave of Absence

Windsor University identifies the following types of absences:

- Excused: Absence due to death of a family member, sickness, or catastrophic event.
  - Death: students may be required to submit a copy of a notarized death certificate to the Student Affairs Department.
  - Sickness: students may be required to submit a copy of a notarized medical report to the Student Affairs Department
  - Catastrophic event: students may be required to submit the necessary supporting documents to the Student Affairs Department.
- Unexcused: Absence that cannot be excused
- Late Arrival: Students joining classes 15 minutes after a webinar has begun
- Early Dismissal: Students leaving classes 15 mins before the end of a webinar.
- Class Absence: Not having access to the Internet is not an excuse students may use to justify their tardiness. Every four late arrival/early dismissal is counted as an absent day.

Windsor University obligates all students to meet the minimum attendance requirements. Students who fail to do so, regardless of their grades, should re-enroll with the next intake. Students have only two trials to meet the said requirements.

## Granting Leave of Absence

Students requesting a leave of absence should e-mail the Student Affairs Department with the purpose, supporting documents, and the leave duration. The Student Affairs Department will forward the student's e-mail to the President, the Chief Academic Officer, or both. The maximum allowed leave of absence is four consecutive weeks per semester. Students who do not show up at the return date will be dismissed from the program, and no refund will be allowed.

## Extension

Students may request an extension of up to two weeks per semester to their academic assessments after e-mailing the supporting documents to the corresponding instructor, their Academic Advisor, and the Chief Academic Officer for approval.

## Transcript and Certificate Request

After the end of each semester, the student can request an official transcript from the University's website online. Students can access their updated transcripts after each semester and file a ticket for any issue or concern they might have to be checked by the student affairs department and solved on time by filling in their university username (ID) and password via the following portal:

<https://portal.windsoruniversity.us/>

## Attendance

Upon meeting the attendance requirement for a course/program, students may preview and download the certificate of attendance for the said course/program.

## Completion

Upon meeting the passing grade for a course/program, students may preview and download the course/program completion certificate.

## Graduation

### Academic Program: MBA

Upon graduation, students should pay the non-refundable certificate of completion/attendance fee of \$660 (excluding shipping fees) to receive their notarized Graduation Certificate. They need to have met the [graduation requirements stated below](#). Additionally, they should have



no pending issues, i.e., they paid their due fees and submitted proof of English Proficiency if applicable. Suppose students request a notarized Official Transcript. In that case, they should pay the non-refundable Official Transcript fees of \$100 (excluding shipping and notarization fees). Then, they should confirm their payment by e-mailing the Student Affairs Department ([Student.Affairs@WindsorUniversity.US](mailto:Student.Affairs@WindsorUniversity.US)) the online receipt and their request.

### **Withdrawal**

Students withdrawing from the program can still print their certificate of attendance and completion for their respective courses.





## Contact & Credit Hours

### Definition

Three credit hours equals three contact hours per week for fifteen weeks for 45 contact hours.

### Core, & Elective Courses

Each course will be taught weekly in a 3-hour webinar throughout the semester (15 weeks). This adds up to 45 contact hours for each course.

### Capstone Course

A three-hour online meeting will be held every week between the student and their corresponding advisor throughout the fifth semester. This adds up to 45 contact hours.

### Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	\$ 660	3

## Satisfactory Academic Policy (SAP)

Windsor University implements and consistently applies a satisfactory academic progress policy and discloses this policy to students.

Standards for measuring satisfactory academic progress include qualitative and quantitative standards used for the evaluation of student progress.

The institution takes appropriate action if students fail to meet the institution's minimum standards of progress.

Students are informed of their academic progress and standing in the program at regular intervals throughout their enrollment.

## Quantitative Standards Completion Rate

### Definition

The percentage of courses that are completed as compared to attempted courses.

### Criteria

The student must complete not less than sixty-seven (67%) of the attempted courses. This is done by dividing the sum of the number of credit hours that a candidate has completed by the credit hours attempted.

### Time Frame

This must be as follows, the minimum time that the students are allowed within the university to complete the MBA program is 20 months but has an allowed time of 30 months at most. This is usually defined as 150 percent of the metrics set for the standard program duration.

In respect of the accelerated 12-month MBA program, it has an allowed time of 18 months to complete at most. This is usually defined as 150 percent of the metrics set for the standard program duration.

The student can also refer to the [Grading Requirements \(Regular Assessment and Coursework\)](#).



## Qualitative Standards

### Academic Performance, Engagement, and Participation

Students must maintain a minimum cumulative GPA of 1.67 (C-) on a 4.0 scale

### Feedback and Improvement

Regular Feedback from faculty is a key part of the qualitative standards. Students are expected to use this feedback to improve their performance continually. Success advisors also play a role in providing guidance and support to help students address any academic difficulties they encounter.

### Depth of understanding

Instructors make sure that students completely understand the targeted course throughout the engagement.

### Critical Thinking, Analysis, Communication Skills, Engagement, and Collaboration

Engagement in courses evaluates the student's extent of analyzing content, which enhances critical attributes that pertain to thinking as well as communication skills.

### Mentoring

When the students register, they will be assigned to a faculty mentor who will guide them. Students, in need of educational, occupational, or personal guidance and counseling, are guided by their respective supervisors. This can be the case since some students may be assigned to work under the same supervisor.

### Career Guiding Workshops

Windsor University will offer career-guiding workshops that will provide comprehensive and knowledgeable steering tools to boost the students' elements relevant to the business world. These workshops will be accessible to students upon enrollment and will always be available to them after graduating.



## Monitoring and Support

### Progress Tracking

Students' performance at Windsor University is managed through data analysis concerning their academic progress. This also enables instructors to identify the students who may be experiencing difficulties in a given course to ensure that they can be offered assistance to ensure that they have a sound SAP status.

### Advising and Resources

Open and consistent support of the faculty ensures that the students can consult their instructors and receive assistance on different aspects of their learning process. Advisors help students with the organization of their schedules, with course content, tackling difficulties that students face, and putting them back on track.

## Evaluation and Consequences

### Evaluation Period

Based on the current policies of the university, SAP is assessed at the end of each semester or academic period.

### Academic Warning

Students, who do not meet SAP standards, shall be put on academic warning for the next semester.

### Appeal Process

It should be noted that academic suspension is not the same as academic probation, the former means students cannot register for the course(s) while the latter entails limited registration privileges. Students may appeal an academic suspension by submitting an appeal letter to the office of the registrar that outlines the circumstances that led to the failure. To adhere to SAP standards, new information to support their case, and a framework in which they will improve their academic standing.

These standards ensure that students at Windsor University are consistently meeting both the qualitative and quantitative measures of academic success, thereby maintaining their eligibility to continue their studies and achieve their educational goals.

## Students' Voice

Students are encouraged to fill out the evaluation surveys anonymously. These questionnaires assess several aspects of the Institute, including but not limited to: courses, instructors, management, Library, etc...

## Dismissal

Students who frequently violate the University's policies and codes of conduct will be dismissed from the program. Furthermore, students must meet the minimum requirements for all courses respectively while fulfilling the program's graduation conditions. Therefore, students who failed a course or are unable to graduate due to their lack of grades or attendance should re-enroll in the required courses by the next intake to achieve the graduation requirements. However, students who failed only the capstone course may request an extension that will be decided upon case-by-case; proportional tuition fees will be charged. Students may enroll/re-enroll a total of 2 times. Afterward, they will be dismissed. Dismissed students may be readmitted after three years from the date of dismissal. These students will be under a prohibition period, which will be decided case-by-case.

## Grievances Policy

### Policy Brief & Purpose

Windsor University's grievance procedure policy explains how students can constructively voice their complaints. University staff should be well aware of matters that annoy students or hinder their work to resolve the issue promptly. Students should follow the grievance procedure to be heard and avoid conflicts.

The Institute encourages students to communicate their grievances. That way, Windsor University can foster a supportive and pleasant learning environment for students and staff members.

### Policy Elements

#### Grievance Definition

Windsor University defines a grievance as any student complaint, problem, or concern regarding their grades, learning environment, or relationship with students or staff members. Students can file grievances for any of the following reasons:

- Learning environment harassment
- Health and safety
- Student or staff member's behavior
- Adverse changes in enrollment conditions

This list is not exhaustive. However, students should try to resolve less important issues informally before they resort to a formal grievance.

### Students who file grievances can:

- Reach out to their academic advisor or Student Affairs Department
- File a grievance letter to the **Grievance Officer** at [Grievance@windsoruniversity.us](mailto:Grievance@windsoruniversity.us) stating the following:
  - **The Recipient:** The Letter's recipient must be carefully considered to ensure that the grievance is addressed and redressed. The recipient may depend on the nature of the complaint and the person against whom the complaint is being made.
  - **The Actual Issue:** This is the core of the Letter and must be thoroughly detailed out. The complete information helps the recipient to make the correct decisions. Concealing information or misrepresenting facts weakens the purpose of writing the Letter.
  - **Supporting Evidence:** This section is essential. This evidence must be in the form of events (in chronological order) with dates or a proper reference. Students having supporting documents to their claim should attach a copy with the filed Letter.
  - **Proposed Solution:** The recipients find it better to address letters containing complaints and options seen as a solution by the complainant. This helps the employer with a starting point for the discussion to address the concern.

### Students who face allegations have the right to:

- Receive a copy of the allegations against them
- Respond to the allegations
- Refuse to attend formal online meetings on their own

### The Institute is obliged to:

- Have a formal grievance procedure in place

- Communicate the procedure
- Investigate all grievances promptly
- Treat all students who file grievances equally
- Preserve confidentiality at any stage of the process
- Resolve all grievances within 45 calendar days after receiving the official complaint
- Respect its non-retaliation policy when students file grievances to the Institute or the Higher Education Licensure Commission (HELC)

## Procedures

Students are encouraged to talk to their assigned advisor or the Student Affairs Department to resolve their problems. However, when this is not possible, students should know how to file a grievance:

- Communicate informally with their assigned advisor. The advisor will try to resolve the problem. When students want to complain about their advisor or instructor, they should first discuss and resolve it. In that case, they are advised to request an informal meeting. Advisors and instructors should try to resolve any grievance as quickly as possible. When they cannot do so, they should refer to [Grievance@windsoruniversity.us](mailto:Grievance@windsoruniversity.us) and cooperate with all other procedures.
- Suppose the grievance relates to a staff member's behavior that can bring disciplinary action (e.g., sexual harassment or violence). In that case, students should refer directly to [Grievance@windsoruniversity.us](mailto:Grievance@windsoruniversity.us), then the President.
- Accommodate the procedure outlined below:

The **Grievance Officer** will follow the procedure below:

- Talk with the student to ensure the matter is understood completely
- Provide the respondent(s) immediately with a copy of the grievance
- The respondent(s) is/are given 15 calendar days upon receiving formal notice within which to submit a written response
- Non-participation is not assumed to imply culpability, but the inquiry will proceed in the absence of a reply, leading to a determination being rendered
- Organize mediation procedures (e.g., arranging a formal meeting)
- The Grievance Officer will initiate an investigation or ask the help of an adequate/relevant investigator when needed of the complaint 15 days after the

respondent(s) is/are notified of the complaint, with or without a response from the respondent(s).

- All the information gathered in the process of the investigation will be considered confidential and shared only with the involved parties.
- Keep students informed throughout the process
- Communicate the formal decision to all students involved
- After discussing with and receiving approval from the President or the Chief Academic Officer, take actions to ensure the formal decision is adhered to
- The determination will be provided within 45 calendar days after receiving the official complaint, and it will be conveyed to the complainant and the respondent(s). Any necessary disciplinary measures against the respondent(s) will be expeditiously implemented.
- Deal with appeals by gathering more information and investigating further
- Keep accurate records

## Appealing the Finding

- 1- Both the grievant and the respondent(s) have the right to appeal the final decision. The appeal must be submitted to [Grievance@windsoruniversity.us](mailto:Grievance@windsoruniversity.us) within 10 calendar days of issuance of the formal finding. The Grievance officer will then communicate the appeal to the **Appeals Committee**, the **Appeal Committee** will consist of unbiased, competent, and objective members.
- 2- Appeals will only be considered in instances where:
  - a. The appealing party has new information that was previously unavailable during the investigative process;
  - b. The appealing party has identified procedural irregularities of a magnitude that would change or affect the finding; or,
  - c. The appealing party believes the finding and/or disciplinary action to have been inconsistent with the facts of the situation.
- 3- Subsequently, the Appeals Committee will exercise its judgment to ascertain:
  - a. The fairness of the Formal Complaint procedure.
  - b. The reasonableness of the decision based on established facts.



- c. The appropriateness of the imposed sanction.
- 4- The appeal Committee will abstain from initiating a new inquiry and will render its decision within 20 calendar days from receiving the appeal forwarded by the Student Affairs Department. The decision of the Appeals Committee is final.

This procedure may vary according to the nature of a grievance. For example, if a student or staff member is found guilty of racial discrimination, the Institute will begin disciplinary procedures.

Suppose the Institute's solution was unappealing to the student. In that case, they may forward their grievance letter to the Higher Education Licensure Commission (HELC) via the following contact information:

### **HELC is the agency of last resort in the grievance process**

According to its written grievance policy, complaints that the University's direct negotiation cannot resolve may be forwarded to the Higher Education Licensure Commission [HELC].

### **HELC Full Information**

Service Contact: Higher Education Licensure Commission [HELC]

Contact Phone: (202)-727-6436

Contact TTY: 711

Office of the State Superintendent of Education (OSSE) – Higher Education Licensure Commission (HELC)

Address: 1050 1<sup>st</sup> Street NE, Washington DC, District of Columbia, 20002

Website: <https://helc.osse.dc.gov/>

E-mail: [OSSE.Elcmal@dc.gov](mailto:OSSE.Elcmal@dc.gov)

## Student Retention

### Notice Program

Windsor University will continuously and closely monitor students' attendance throughout each course and the academic program as a whole. The University will also remind the absentees about the minimum attendance requirements they should meet to pass.

If students were at risk of failing the course or the academic program, or both, an e-mail would be sent to them one day before each webinar as a further reminder. Moreover, the corresponding instructor will be asked to follow up with their students should they be at risk of being omitted from the course.

Lastly, suppose the student's attendance is lacking throughout the academic program or a course. In that case, students will be transferred to their corresponding qualified personnel or technical assistants, whichever they may need.

Currently, student records are automatically handled using Moodle. It's integrated into the Learning Management System (LMS).

### Motivational Examples

Instructors will present students with video recordings from alumni. Alumni may give comments about certain aspects of the program. Also, they may state their opinion about a specific instructor. Lastly, they may describe how the program improves their careers and how they profit from their knowledge.

### Regular Assessment and Coursework

Students will attend frequent examinations and conduct regular assignments for each course, graded and incorporated into their final marks. This procedure will ensure that the students are not falling behind. It is worth mentioning that these exams and assignments will be controlled so as not to be overwhelmed.

### Orientation

An orientation session will be held for the new students before every course. The instructor will state details about their course, such as its learning outcomes, outline, the grading system, webinars schedule, etc... Also, students will be presented with statistics collected from previous students that include: completion rate for the course, average mark for the course, highest and lowest mark for the course, etc.

## Limited Number of Students per session

Students will be divided into small groups. These groups will attend webinars and online lectures separately, thus ensuring a clear communication line between the instructor and the students and among the students themselves. Also, there will always be instant feedback among the participants.

## Peer Tutoring

An instructor might ask alumni if they are willing to provide any assistance. This support can be in the form of an online lecture, notes taken or found by them, or a learning source they used or are still using.

## Thesis Checkpoints

Students will be referred to an instructor who will supervise their thesis writing during their Capstone course. Supervisors will assign checkpoints that their attendees should reach. These deadlines will be used to segment their thesis. Each part will be graded separately, hence ensuring that the students are not lagging or overwhelmed.

## Job Placement

Each student will be registered automatically under our Alumni Department once they graduate. In addition, the Alumni Department will have updated Alumni records that include their employment location, salary estimate, and their progress throughout their careers. These records shall be confirmed by contacting the corresponding student's employer and asked to review our graduate and our curriculum as a whole.

## Student Services

### Orientation

Windsor University will organize several online orientation sessions for the students to facilitate their acclimation into the Institute. These orientations will be recorded and uploaded on the LMS page of each student.

### General Orientation

Before the beginning of the academic year, Windsor University will organize an online orientation session during which the Institute's governing and administrative bodies introduce

themselves and state their roles. The University will also provide orientation regarding its technology, such as its LMS platform, office suite programs, etc...

## Program Orientation

Before the program beginning, the Faculty will organize an online orientation session. During this session, the Faculty will state the program's purpose and learning outcome and present statistics describing the program, such as employment rate, completion rate, etc... Moreover, the Faculty members will also introduce themselves, stating their Faculty roles and courses. The Faculty may display a short video recording of alumni stating their opinion about the program or Faculty members.

## Course Orientation

At the beginning of each course's first webinar, the corresponding instructor will organize a short orientation session describing their related course. Then, after each student and the instructor introduce themselves, the instructor will state facts about the course, such as the course outline, learning outcome, evaluation procedure, etc...

The instructor will also present statistics about the course, such as average grade, highest and lowest grade obtained, completion rate, students' satisfaction levels, etc... In addition, the instructor may display a short video recording of alumni stating their opinion about the course or instructor.

## Mentoring

Upon enrolling, students will be allocated to a Faculty member who will act as their advisor. Students requiring educational, occupational, or personal guidance and counseling may seek advice from their corresponding supervisors. It is worth mentioning that several students may be allocated to the same supervisor.

## Career Guiding Workshops

Windsor University will offer career guiding workshops that will provide comprehensive and knowledgeable steering tools to boost the students' elements relevant to the business world, including:

- Resume Building
- Cover Letter Writing

- Job Hunting Skills
- Interviewing Techniques
- Networking Skills
- Career Route Designing

These workshops will be accessible to students upon enrolling and will always be available to them after graduating.

### Internship Requiring

Windsor University may require students to attain a minimum internship period that provides adequate experience to the referred course for some courses. Therefore, this practicum will be monitored and marked, and the grade will be incorporated into the course's final score.

### Students' Voice

Students are encouraged to fill out the evaluation surveys anonymously. These questionnaires assess several aspects of the Institute, including but not limited to: courses, instructors, management, library, etc...

### ADA COMPLIANCE

The Americans with Disabilities Act (ADA) of 1990 states that all individuals have equal accessibility, including online instructional opportunities. In addition, ADA states that all online courses be fully compliant from the start of the study, which can be challenging. Windsor University is obligated to provide the necessary support to all individuals in the Institute by the Americans with Disabilities Act (ADA) of 1990. Disabled applicants and students are advised to contact the **Student Affairs Officer** regarding any issues they face. Windsor University is obligated to provide the necessary support to aid them in their educational program without violating any federal or governmental law. Windsor University will maintain the confidentiality of this process.

The following are standards and techniques that will be taken to ensure the online facilities are compliant with the Americans with Disabilities Act:

### Links

- All links will be appropriately worded instead of the "Click Here" statement.
- Text descriptions will be used alongside links.

## Text

- Sans Serif fonts will be used for easy readability.
- Dark font colors will be used on a light background (i.e., black text on a white background).
- Extremely bright colors as background colors will be avoided.
- Overuse of all CAPS, bold or italics, will be avoided.
- Underlining words will be avoided as the screen reader can mistake it for a navigation link.

## Images

- Images will be clear.
- Images files will be optimized for efficient loading.
- The use of animated images will be limited to only those contributing to the course content's learning experience.
- Animated or blinking images, text, or cursors will be avoided since these can cause seizures for some people.
- All images will have alt texts/long descriptions attached to them.

## Audio

- Audio quality will be clear.
- Audio file length will be adequate to meet the activity's goals without being too large to restrict users' ability to download the file on computers with all audio files.
- A written transcript will be provided with all audio files.
- Audio file length will be adequate to meet the goals of the activity without adding unnecessary information.
- Audio player requirements will be compatible with multiple operating systems and require only a standard, free plug-in.

## Video

- Video quality will be clear.

- Video file length will be adequate to meet the activity's goals without too large to restrict users' ability to download the file on computers with all audio files.
- Closed-captioning or text-based scripts will be provided for all videos.
- Video file length will be adequate to meet the goals of the activity without adding unnecessary information.
- Video player requirements will be compatible with multiple operating systems and require only a standard, free plug-in.

## Student Records

### Safety & Privacy Measures

- Windsor University frequently backup student records.
- This backup will be accessed only by the designated individuals responsible for operating the Institute's servers and managing these records.
- Software engineers will monitor the server's activities and immediately identify the automated alert system that notices suspicious activities.
- Each user (student, instructor, or administrator) will have certain privileges based on the nature of their work
- Information stored or transferred from the student records will be encrypted.
- Student records are purged frequently.

### Accessibility Measures

To ensure that the student records are well-protected, the University will assign different access levels (privileges) for each individual within the Institute. This procedure will help preserve the student records' confidentiality and help identify the leakage source as soon as possible.

### Academic/Financial Records

Windsor University updates students' transcripts once the instructors input the students' grades. Students can view and print their transcript; however, they will not edit it since the PDF file will be un-editable. Students requesting other records should access <https://portal.windsoruniversity.us/> and fill in their unique username and password.

## Accessibility for Students

Students can obtain a copy of their academic and financial records by logging into their profile on the University's portal using their unique username and password. This portal contains a summary of their academic and financial records. Students requesting a more comprehensive record should e-mail the Student Affairs Department, stating the desired details to be displayed on the record.

Currently, student records are automatically handled using Moodle. This Student Information System is integrated into the Learning Management System (LMS).

## Exception Policy

Windsor University respects, honors, and protects the applicants' privacy, students and staff members, and records. Therefore, Windsor University will not reveal any of its institutional records to any individual or entity unless:

- They are a student/applicant who wishes to view their record.
- They are a staff member (Faculty, Administration, Board, etc.) whose duties depend on these records
- The university has the right to share the necessary information of applicants, students, and staff members to protect them.
- Government entities suspecting illegal activities in the Institute will be provided the needed access to the University's records' after submitting the necessary documents.

Students, applicants, and staff members are responsible for the accuracy of their records. The University has the right to take disciplinary action against any institution that intentionally provides misleading information. Suppose a student, applicant, or staff member suspects that the University has breached their privacy. In that case, they should file a complaint directly to the President [President@WindsorUniversity.US](mailto:President@WindsorUniversity.US) to resolve their issues. Lastly, students may report to the [Higher Education Licensure Commission \(HELIC\)](#) using the previously mentioned grievance policy. Disciplinary actions will be taken on all privacy breaches for students, applicants, or staff members.



## Student Records Retention

### Admission Records

#### Admissions Records for Applicants Who Do Enroll

Series Title	Description	Minimum Retention
Admission Letters	Notices of admission, waitlist, and denials	<b>3 years after graduation term or of last term of attendance</b>
Correspondence, relevant		
Degree	Bachelor Degree Certificate	
Transcripts (previous universities)		
Application for admission or readmission	Admission application graduate admittance	<b>1 year after first term of enrollment</b>
Passport number		
Statement of Educational Costs	Estimate of total school year costs	
Statement of Financial Responsibility	Evidence of adequate financial resources	
Letters of Recommendation (admissions)	may also include other evaluative records	<b>Until admitted</b>

#### General Records Related to Admission & Admission Process

Series Title	Description	Minimum Retention
Annual Reports	Annual Statistical Reports concerning admissions activities, enrollment statistics, etc.	<b>Permanent</b>
Recruitment Materials	May include brochures, catalogues, etc. dealing with admissions, programs, and scholarships	

## Students' Academic Records

### Academic Program Records

### Certification/Verification Records

Series Title	Description	Minimum Retention
Enrollment verifications	Verification of enrollment, graduation, GPA, and other related academics	Until administrative need is satisfied
Teacher certifications		
Transcript requests (students)	Official transcript requests by student	

### Degree & Certification Records

Series Title	Description	Minimum Retention
Application for Degree or Other Credential	Degree application, record of degree name	3 years after graduation term or of last term of attendance
Degree Audit records	Degree audits in support of graduation clearing	
Graduation Lists		Permanent

### Grade & Scholarship/Deficiency Records

### Miscellaneous Records

Series Title	Description	Minimum Retention
Name change authorizations		Until administrative need is satisfied
Personal data information forms	Change of address, race/ethnicity questionnaires, and other demographic data	
Transfer credit evaluations		3 years after graduation term or of last term of attendance; Permanent if part of academic transcript
State Bar Verification Forms	Form from other states' bar boards used to verify presence or absence of disciplinary actions against students	Permanent

## Registration & Enrollment Records

Series Title	Description	Minimum Retention
Class schedules (students)	Student schedules for each term	Until administrative need is satisfied
Class lists	Record of class rosters for each term	
Course repeat form/approval		
Credit/no credit, audit or pass/no pass approvals	Authorization for various enrollment options	
Enrollment changes	Record of student add/drop/withdraw from class	
Hold or encumbrance authorizations	Registration and transcript holds	
Registration/enrollment records	Initial registration forms, current enrollment records	
Withdraw/cancellation of enrollment records	Record of request to withdraw from all classes	

## Institutional Records

### Students Records Electronic Data

Series Title	Description	Minimum Retention
Data Change Logs	Electronic log of changes to enrollment and other data, including date/time stamp information and user that changed data if that data is maintained separately in the system	10 years
Enrollment data	Electronic record or enrollment in classes, including records of drop, add, and enrollment change activity	
Student demographic information	Electronic student data including student characteristics, date of birth, former names, address information, photo ID and ethnic information	50 years
Email data/information	Emails and other electronic communication that authorize academic/enrollment actions and/or provide directory/non directory information about a student	Until administrative need is satisfied

## Publications, Statistical Data, & Institutional Reports

Series Title	Description	Minimum Retention
Catalogs	Published annually or bi-annually, record of courses, degrees, and programs of study offered	Permanent
Degree statistics	Record of degrees granted by institution per graduation term and/or annually	
Grade distribution and other grade statistics	Report of grades given, including summary grade point statistics by class	
Race/ethnicity reporting	Report of student enrollment, graduation, and other metrics by race and ethnic origin	
Instructor Evaluations (by students)		Until administrative need is satisfied

## Family Educational Rights & Privacy Act (FERPA) Records

Series Title	Description	Minimum Retention
Request for formal hearings	Student initiated request for formal hearing regarding amendment of educational record	Permanent
Requests for and disclosures of personally identifiable information	Necessary for compliance with recordkeeping requirements in FERPA	
Requests for nondisclosure of directory information	Student request to opt-out of directory information disclosure	
Written consent for records disclosure	Student signed (electronic or paper) authorization for disclosure of educational record	
Waivers for rights of access	Covers confidential letters and statements of recommendations related to the student's admission; application for employment; or receipt of an honor or honorary recognition (section 99.12(b)(3))	

## Federal Disclosure Record

Series Title	Description	Minimum Retention
College costs, accreditation, textbook information, transfer credit policy	Complies with Higher Education Opportunity Act	3 years from date of required disclosure
Crime statistics/security reports	Complies with Higher Education Opportunity Act	
Graduation/completion, Transfer-out Data	Complies with Higher Education Opportunity Act	
Institutional information (cost of attendance, withdrawal procedures, accreditation, etc.)		



## Federal Student Financial Aid (SFA) Records

### SFA Program Records

Series Title and Description	Minimum Retention
Accrediting and licensing agency review, approvals, and reports	3 years from award year
Audit reports and school responses	
Records pertaining to financial responsibility and standards of administrative capability	
Program participation agreement	
Self-evaluation reports	
State agency reports	

### SFA Fiscal Records

Series Title and Description	Minimum Retention
Bank statements for accounts containing SFA funds	3 years from award year
Federal work-study payroll records	
Ledgers identifying SFA transactions	
Records of SFA program transactions	
Records of student accounts	
Records supporting data on required reports (SFA program reconciliation reports, audit reports and school responses, Pell Grant statements of accounts, accrediting and licensing agency reports)	

### SFA Recipient Records

Series Title and Description	Minimum Retention
Application data submitted to the Dept. of Education or lender by the school on behalf of the student	3 years from award year
Data used to establish student's admission, enrollment status, and period of enrollment	
Date and amount of disbursements	
Documentation of student's eligibility	
Documentation of student's satisfactory academic progress	
Documentation of student's program of study and enrolled courses	
Documentation related to the receipt of aid, such as the amount of the grant, loan, or FWS award, and calculations used to determine amounts	
Documentation of initial or exit loan counseling	
Documentation supporting the school's calculation of its completion/graduation or transfer-out rate	
Documents used to verify applicant's data	
Financial aid history for transfer students	
Reports and forms used for participation in the SFA program	
Student Aid Report (SAR) or Institutional Student Information Record (ISIR)	



## Curriculum Development Process

Windsor University obligates all Faculty members (instructors, professors, etc.) to coordinate with the President and the Chief Academic Officer in the curriculum development process. This dynamic process includes several stages: planning and preparing, designing and developing, implementing, evaluating, revising, and improving.

### Planning & Preparing

During this stage, The Faculty identifies/updates the curriculum's objectives and learning outcomes. In addition, faculty members should know the ever-changing labor market's demands and update the curriculum to supply these needs.

### Designing & Developing

During this stage, the Faculty identifies/updates the curriculum's content and learning materials. These references should complement the curriculum's objectives and learning outcome. Therefore, faculty members should know the latest learning materials and update the appropriate new content into the curriculum.

### Implementing

During this stage, the Faculty identifies/updates the curriculum's online teaching method and mapping. These methods and schedules should facilitate the delivery of the curriculum to the students. Faculty members should know the recent instructing methodologies and implement the relevant techniques into the curriculum.

### Evaluating

During this stage, the Faculty identifies the curriculum's strengths, weaknesses, opportunities, and threats. In addition, faculty members should be knowledgeable of the latest methods of evaluating the curriculum.

### Strengths

The Faculty identifies the curriculum's strong points regarding its objectives and learning outcomes, content and learning material, online teaching method, etc... Faculty members should be well-aware of the latest means to emphasize these assets.

## Weaknesses

The Faculty identifies the curriculum's weak points regarding its objectives and learning outcomes, content and learning material, online teaching method, etc... Faculty members should be well-aware of the latest means to limit or eliminate these imperfections.

## Opportunities

The Faculty identifies the curriculum's opportunities. These are aspects, if reinforced, will evolve and progress the curriculum. Therefore, faculty members should continuously seek to identify new growth opportunities for the curriculum and suggest the correct process and procedure to promote and facilitates these prospects.

## Threats

The Faculty identifies the curriculum's threats. These are aspects, if kept unchecked, that may deteriorate or hinder the progress of the curriculum. Therefore, faculty members should continuously identify these threats and suggest adequate processes and procedures to prevent these dangers.

## Revising & Improving

After discussing with the President and the Chief Academic Officer, the Faculty apply the approved curriculum changes during this final stage. Faculty members should continuously revise the curriculum and observe its compliance with the labor market's changing demands.

## Tuition & Fees

The following tables summarize the prepaid tuition plan students should follow

Sem #	Dates & Duration					Course Names			Tuition Fees	
	Sem. Start	Sem. End	Months	Weeks	Payment Deadline	Course 1 (C1)	Course 2 (C2)		C1	C2
Sem 1	14-Sep-24	31-Dec-24	4	15	11-Sep-24	Project Management	Human Resources		\$660	\$660
Sem 2	18-Jan-25	30-Apr-25	4	15	15-Jan-25	Economics	Accounting & Finance		\$660	\$660
Sem 3	17-May-25	31-Aug-25	4	15	14-May-25	Marketing and Sales Management	Business Law & Ethics		\$660	\$660
Sem 4	13-Sep-25	31-Dec-25	4	15	10-Sep-25	Research & Development Management	Entrepreneurship	Thesis	\$660	\$660
Sem 5	17-Jan-26	30-Apr-26	4	15	14-Jan-26	Elective	Capstone/ Thesis		\$660	\$660
5 Sems	14-Sep-24	30-Apr-26	20	80		Total Number of Courses	10		Total Tuition	\$6,600

Fees Type	Fees
Application Fees	\$50
Graduation Certificate Fees	\$660
Official Transcript Fees	\$100
<b>Non-Refundable</b>	



## Tuition Fee Plan for the Accelerated MBA Program

Sem #	Dates & Duration					Course Names		Tuition Fees		
	Sem. Start	Sem. End	Months	Weeks	Payment Deadline	Course 1 (C1)	Course 2 (C2)	C1	C2	
Sem 1	10-Aug-24	10-Oct-24	2.4	8	5-Aug-24	Project Management	Human Resources	\$300	\$300	
Sem 2	26-Oct-24	26-Dec-24	2.4	8	21-Oct-24	Economics	Accounting & Finance	\$300	\$300	
Sem 3	11-Jan-25	11-Mar-25	2.4	8	9-Jan-25	Marketing and Sales Management	Business Law & Ethics	\$300	\$300	
Sem 4	27-Mar-25	27-May-25	2.4	8	22-Mar-25	Research & Development Management	Entrepreneurship	Thesis	\$300	\$300
Sem 5	12-Jun-25	12-Aug-25	2.4	8	7-Jun-25	Elective	Capstone/ Thesis	\$300	\$300	
5 Sems	10-Aug-24	12-Aug-25	12	40		Total Number of Courses	10	Total Tuition	\$300	

Fees Type	Fees
Application Fees	\$50
Graduation Certificate Fees	\$500
Official Transcript Fees	\$100
<b>Non-Refundable</b>	



## Regular Tuition Policy

### Academic Program: MBA

Students are expected to apply and pay the application fees before Sep 11, 2024. This non-refundable fee of \$50 includes the application fees and the admission fees if accepted into the University. The tuition fee for each semester is \$1320 since it consists of two courses, each costing \$660. The payment deadline for semester one is Sep 11, 2024. The payment deadline for semesters 2 and 3 is January 15, 2025, and May 14, 2025, respectively. The payment deadline for semesters 4, and 5 is Sep 10, 2025, and January 14, 2026.

Students should pay the non-refundable certificate fee, which is \$660, to receive their graduation certificate.

### Accelerated MBA Program

Students are expected to apply and pay the application fees before Aug 5, 2024. This non-refundable fee of \$50 includes the application fees and the admission fees if accepted into the University. The tuition fee for each semester is \$600 since it consists of two courses, each costing \$300. The payment deadline for semester one is Aug 5, 2024. The payment deadline for semesters 2 and 3 is October 21, 2024, and January 9, 2025, respectively. The payment deadline for semesters 4, and 5 is March 22, 2025, and June 7, 2025.

Students should pay the non-refundable certificate fee, which is \$500, to receive their graduation certificate.

Tuition Fees can be paid using the University's payment portal:

<https://windsoruniversity.us/payment/>

## Professional Development course

### AI Fundamentals

The tuition fee for the AI Fundamentals course is \$200. Students are expected to pay \$20 for the registration fee and \$25 for other supplies in the course. The course's total is \$245.

### Cybersecurity for Everyone

The tuition fee for the Cybersecurity for Everyone course is \$50. Students are expected to pay \$20 for the registration fee. The course's total is \$70.



## Cybersecurity for Business Professionals

The tuition fee for the Cybersecurity for Business Professionals course is \$100. Students are expected to pay \$20 for the registration fee and \$25 for other supplies in the course. The course's total is \$145.

## Refund Policy

### Cancellation

Newly admitted students have five (5) calendar days after signing the enrollment agreement to cancel enrollment in writing at [admission@windsoruniversity.us](mailto:admission@windsoruniversity.us) and receive a full refund of all monies paid to Windsor University. Once the cancellation request has been received and processed, a notification will be sent to the Finance department to complete a refund. The refund will be made to the student to the same payment card the student has registered within the admission form within 30 days of the student's notice of cancellation.

### Withdrawals

Students wishing to withdraw from the university should send their withdrawal request to [admission@windsoruniversity.us](mailto:admission@windsoruniversity.us). If a student withdraws before starting their enrolled course(s) for a term, they will receive a 100% tuition refund for that term's payments to Windsor University. Students who withdraw from a term after commencing their studies are eligible for a refund based on their last date of academic activity or withdrawal date. Refunds are prorated according to the student's last academic activity date.

Once the withdrawal request is received and processed, the finance department will be notified to determine the student's eligibility for a refund. The finance department will then contact the student to request the necessary account information for processing the refund. Students can expect to receive their refund within 30 days of notifying the university of their withdrawal.

Withdrawing students will receive a partial refund based on the table below:

Percentage of Refundable Tuition Restored to the Student	
Week 1	80%
Week 2	70%
Week 3	60%
Week 4	50%
Week 5	40%
Week 6	30%
Week 7	20%
Week 8	10%
Week 9	0%

## Tuition Refund Appeal Process

In the event that a student's request for a tuition refund is denied due to failure to meet the conditions outlined in this policy, they have the option to initiate an appeal for reconsideration. To request reconsideration, students are required to provide a written explanation of the circumstances they believe warrant an exception to the university's refund policy as detailed herein. These exceptional circumstances may encompass situations such as severe illness or injury. In order for an appeal to be considered for reconsideration, it must include supporting documentation that substantiates the validity of the claimed exceptional circumstances. In case of termination, the student cannot apply for any refund.

Appeals should be submitted in written form to [admission@windsoruniversity.us](mailto:admission@windsoruniversity.us).

## Scholarship Policy

Windsor University has several scholarships/discounts that depend on students' merits (grades), country of occupation, register queue, and payment time.

### Discount for Groups

Groups willing to enroll in the University will receive additional discounts, depending on the number of students in that group. This discount will be decided on a case-by-case basis and is highly advised for **Government Sector Employees** and **Veterans**.

### Dean's List

In one semester, the top 5% scorers in an intake in the program receive a **25%** scholarship to their tuition fees for the following semester. Additionally, the next top 5% will receive a **10%** scholarship to their tuition fees for the following semester. Therefore, students wishing to preserve their scholarship status should sustain their rank amongst their classmates.

### Privilege Scholarship

Applicants will receive a scholarship based on their latest country of occupation. This policy is valid as long as the applicant's occupation country did not change outside these categories.

### Low – Income Economies

Applicants whose country of latest occupation is any of the following 29 countries will receive a **25%** scholarship of their academic program's tuition fees:

Afghanistan	Guinea-Bissau	Sierra Leone
Burkina Faso	Haiti	Somalia
Burundi	Korea, Dem. People's Rep.	South Sudan
Central African Republic	Liberia	Sudan
Chad	Madagascar	Syrian Arab Republic

Congo, Dem. Rep	Malawi	Tajikistan
Eritrea	Mali	Togo
Ethiopia	Mozambique	Uganda
Gambia, The	Niger	Yemen, Rep.
Guinea	Rwanda	

### Lower Middle – Income Economies

Applicants whose country of latest occupation is any of the following 50 countries will receive a 10% scholarship of their academic program's tuition fees:

Angola	Honduras	Papua New Guinea
Algeria	India	Philippines
Bangladesh	Kenya	São Tomé and Príncipe
Benin	Kiribati	Senegal
Bhutan	Kyrgyz Republic	Solomon Islands
Bolivia	Lao PDR	Sri Lanka
Cabo Verde	Lesotho	Tanzania
Cambodia	Mauritania	Timor-Leste
Cameroon	Micronesia, Fed. Sts.	Tunisia
Comoros	Moldova	Ukraine
Congo, Rep.	Mongolia	Uzbekistan
Côte d'Ivoire	Morocco	Vanuatu

<b>Djibouti</b>	<b>Myanmar</b>	<b>Vietnam</b>
<b>Egypt, Arab Rep.</b>	<b>Nepal</b>	<b>West Bank and Gaza</b>
<b>El Salvador</b>	<b>Nicaragua</b>	<b>Zambia</b>
<b>Eswatini</b>	<b>Nigeria</b>	<b>Zimbabwe</b>
<b>Ghana</b>	<b>Pakistan</b>	

## Master in Business Administration Curriculum

The academic program will consist of five semesters. The duration of each semester will be three and a half months (15 weeks). There will be two weeks break between each semester. During each semester, students will take two courses. Supposedly:

### Semester 1

This semester will begin on Sep 14, 2024, and students will attend these courses in parallel:

- Project Management (PM)
- Human Resources

### Semester 2

This semester will begin on Jan 18, 2025, and students will attend these courses parallel to one another:

- Accounting & Finance
- Economics

### Semester 3

This semester will begin on May 17, 2025, and students will attend these courses parallel to one another:

- Marketing and Sales Management
- Business Law & Ethics

## Semester 4

Semester 4 will start on Sep 13, 2025, and students will attend these courses parallel to one another:

- Research & Development Management
- Entrepreneurship
- Capstone/ Thesis

## Semester 5

Semester 5 will begin on January 17, 2026, and students will attend the following course parallel to the Capstone/ Thesis. Consequently, semester 5 will include the following:

- Elective Course
- Capstone/ Thesis

**Notice:** Students will write their theses starting from semester 4 ending in the last semester (5).



## Core Courses

### Project Management

#### The Objective of the Course

This course prepares students to be project managers.

#### Learning Outcomes

Upon completion of the Project Management course, the student will be able to:

- Identify the components and steps of the project initiation, planning, execution, control, monitoring, and closure phases.
- Analyze project feasibility, costs, benefits, and risks to align expectations and support key stakeholders.
- Develop a project charter and create a plan to manage stakeholder engagement and communication.
- Construct plans to effectively manage project scope, costs, schedules, and delegate tasks.
- Identify strategies to effectively manage procurement, quality, and schedules during the project execution stage.
- Select tools and metrics to efficiently control and monitor project scope, processes, and risk.
- Propose strategies for responding to schedule and process changes, risk exposure, and alterations to scope.
- Facilitate project closure by transferring ownership of deliverables, obtaining feedback from stakeholders, and reviewing

## Human Resources

### The Objective of the Course

Qualify students to know all about the HR management.

### Learning Outcome

Students will learn how to use integrated coaching, organizational development, career planning, and counseling skills to design, manage, and evaluate plans that improve an individual's productivity, employability, and job satisfaction, as well as organizational effectiveness, employment, management development, customer service, and quality management.

This course includes psychology, structure behavior, adult education principles, activity counseling, ability testing and evaluation, program design, consulting practice, structure development, and applications to issues. After finishing, students will be able to answer questions such as:

- Role of the human resources department
- Time and change management
- Policies and procedures
- Recruitment and selection
- Employee relations and communication
- Compensation and benefits for employees
- Staff training and development
- Health, security, and safety in the workplace

### About the Exam

The HR Exam includes six sections that are weighted accordingly:

- H.R. Administration (22%)
- Recruitment & Selection (22%)
- Employee Relations & Communication (20%)
- Training & development (15%)
- Compensation & Benefits (14%)
- Health, Safety, & Security (7%)

## Economics

### Course Description

Students will learn about applying economic principles to analyzing business enterprises' organization and operation in this course. By the end of this course, students should have acquired knowledge in financial theory, banking and money systems, the speculation of competition, valuation theory, wage and salary/incentive theory, analysis of markets, and applications of economics and quantitative ways to the study of explicit businesses and business issues.

## Accounting and Finance

### Course Description

This course prepares students to function as accountants, financial managers, or analysts using an integration/combination of accounting and financial fundamentals.

#### Accounting

Managerial Accounting is the study of accounting that generates management data for economic decision-making. It studies cost-benefit criteria and behavioral implications of actions and methods for setting long and short-range goals. It explores the method of manufacturing monetary in operation data for structure workers and managers. Students will learn to use an information system that collects operational and financial data, processes, stores, and reports the data to users for feedback on their performances. Management accounting produces information for managers in a corporation. It sets apart approach, measuring, accumulating, analyzing, preparing, interpreting, and communicating information that helps managers achieve organizational objectives.

#### Finance

This course introduces students to the concepts and theories of corporate finance that underlie the techniques offered as aids for understanding, evaluating, and resolving financial problems. This course highlights the building blocks of economic management that are of primary concern to managers and all the considerations needed to make financial decisions inside and outside firms. Financial management focuses on ratios, equities, and debts. In addition, it helps portfolio management, distribution of dividends, capital raising, and searching and hedging fluctuations in foreign currency and product cycles.

Financial managers are the folks that can do analysis, support the study, decide what sort of capital is needed to fund the Institute's assets, and increase its worth for all the stakeholders.

It also refers to the economic and effective management of cash (funds) in such a fashion to accomplish the organization's objectives. Finally, it is the specialized perform directly related to the highest power.

The performance's significance is not seen within the line and the 'Staff' capability in a corporation's overall. It has been outlined otherwise by totally different specialists within the field. The term usually applies to an institute or institute's monetary strategy. At the same time, personal finance or financial life management refers to an individual's management strategy. It includes the way to raise the capital and allot capital, i.e., capital budgeting. Not only for long-term budgeting but also for allocating the short term have had resources like current liabilities. It also deals with the dividend policies of the shareholders. Marketing and Sales Management

## Course Description

The marketing part will prepare students to undertake and manage shopper audiences' methods and move products from producers to shoppers. This includes instruction in purchaser behavior and dynamics, the principle of selling analysis, demand analysis, cost-volume, and profit relationships, valuation theory, promoting the campaign and strategic designing, market segments, advertising ways, sales operations, and management, shopper relations, retailing, and applications to specific product and markets. The sales part prepares students to possess the skills to directly upgrade products and services to potential customers and perform freelance sales delegates and managers. This course includes instruction in client science, image projection, speaking, social communications, sales organization and operations, client relations, professional standards, applicable and ethics, and technical skills.

## Business Law & Ethics

### Course Description

#### Business Ethics

This course stresses the spatial relation of moral values like honesty, trust, respect, and fairness within individual and structure effectiveness. The course explores the concepts of developing ethical reasoning and, therefore, the interaction of ethical judgment victimization 3 Models of Management Ethics. The intent is to demonstrate the breadth of responsibility of the individual manager, organization, and corporation in creating "ethical" selections. The

methodology focuses on analyzing case studies, role-playing, and experiential exercises to present the learner differently.

Such topics embrace personal and structured ethics, moral problems within the world arena, business' influence on government and politics, clients and consumer stakeholders, the connection between the natural environment and business, and therefore the relationship between business and workers—including the New Social Contract and changes within the geographic point associated with employee rights.

Additionally, students are inspired to challenge their perceptions of moral values mentioned in the course and examine their actions related to the models' conferred.

### **Business law**

This course will provide the student with foundational info regarding the U.S. system, dispute resolution, and their business impact. The most crucial content areas can embrace general principles of law, the connection of business and, therefore, the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, belongings, and business law within the world context. The purpose of this course is to:

- Outline elementary legal language concerning contracts, torts, property, and wills
- Differentiate between business ethics and legal issues
- Determine and make a case for needed components of torts, needs of contracts, sales contracts, firms, partnerships, agency, creditors' rights, bankruptcy, and industrial paper
- Examine numerous client laws as applied to business and people.

Upon completing the course, students should be able to:

- Describe the U.S. system and, therefore, the legal surroundings of business.
- Describe the connection between ethics and law in business.
- Outline relevant legal terms in business.
- Make a case for basic principles of law that apply to business and business transactions.
- Describe business law within the world context.
- Describe current law, rules, and rules associated with subsiding business disputes.

## **Research and Development Management**

### **Course Description**

This course prepares students to manage approaches, programs, and organizations involving basic and applied analysis or specialized technology applications within the public or private sectors. Also, it contains instruction in all sides of business management applied to the

leadership and management of scientific, clinical, engineering, and social scientific enterprises; the management of coupled operational, security, and logistical issues; and technical competence in one or more research disciplines.

## Entrepreneurship

### Course Description

This course prepares students to perform development, selling, and management functions related to owning and operating a business. It will also offer students a start in learning concerning what they will own and operate an undefeated business. Students can explore making a company arrange, funding a business, and valuation product and services.

Entrepreneurship is an interdisciplinary course designed to teach students how to think and act entrepreneurially. Students find out how to start up and operate a business, hence turning their learning into earning. The course will rely on cross-curricular tutorial skills by integrating inquiry-based learning and business tools to enable students to analyze, create, develop, and pilot small businesses in a safe campus environment.

Those who manage and operate small businesses can bring their product on to the buyer via the native marketplace or gift venture to potential investors for funding. A strong emphasis on hands-on experiences reinforces concepts and skills. The course includes applications to society, people, and the uses of technology. The condition of this course is in coupling with the connection for Teaching Entrepreneurship.

## Elective Courses

### Logistics and Supply Chain Management

#### Course Description

This course prepares students to manage the associated coordination of all logistic functions in an enterprise, from gaining and handling through the inner distribution of resources to process units to the treatment and delivery of output. Includes instruction in procurement and buying, internal control, storage and handling, just-in-time producing, supplying coming up with shipping and delivery management, transportation, internal control, budgeting, and resource estimation and allocation.

## Evaluation & Percentage

This course consists of 300 points. Therefore, students need a minimum of 210 points to pass this course. The table below describes the evaluation procedure for this course.

## Real Estate

### Learning Outcome

Students will go over numerous subjects within the field, including real estate financing, the transfer of real property, property ownership forms, and more. In addition, upon completing the course, students will acquire knowledge in the following:

- Handling encumbrances in real estate
- Describing and surveying land
- Laws and regulations of land use
- Real estate agencies
- Appraising property
- Fair Housing and consumer protection laws
- Forms of leases and property management
- Investing in real estate
- Property condition disclosure
- Principles and responsibilities of practicing real estate brokers
- Contracts and closing procedures

### About the Exam

The Real Estate Exam is a multiple-choice question exam composing of seven subjects:

- Property Ownership & Land Use Controls and Regulations (15%)
- Laws of Agency & Fiduciary Duties (17%)
- Property Valuation & Financial Analysis (14%)
- Financing (9%)

- Transfer of Property (8%)
- The Practice of Real Estate & Disclosures (25%)
- Contracts (12%)

## Organizational Behavior Studies

### Course Description

This course concentrates on the scientific study of people's behavior and motivations in organized teams and their implementation in business and industrial settings. Contains instruction in organization theory, industrial and structure scientific correction, psychology, the social science of organizations, build up and incentive theory, worker relations methods, structure power and influence, organization accordance and hierarchy, leadership designs, and applications of research and alternative methodologies to structure analysis.

## Credit Management

### Course Description

This course will prepare students to perform and manage personal and corporate credit, collateral, loan processing, and related financial agency communications. This course generally contains finance and banking principles, insurance, property, taxation, business law and rules, quantitative ways, money pc systems applications and implementation, direction, communications skills, business and workplace management, and professional standards and ethics.

## Telecommunications Management

### Course Description

This course prepares students to use business skills to vogue, implement, and manage organizations' voice, video, and data networking systems. This course includes instruction in telecommunication ideas and technologies, network operations and management, wireless communications and mobile computing,





cybersecurity, regulation, public policy, business practices, management, and written and oral communications.

## Auditing

### Course Description

This course prepares students to perform internal and external evaluations to judge structure financial and operational activities, guarantee compliance with laws and policies, safeguard assets, and promote effective coming up with and resource allocation. It contains instruction in advanced accounting, audit techniques, tools, risk, sampling, and management. Audit springs up with management, rules, law, environmental auditing, data technology applications, professional standards, ethics, and specific business and repair sector issues.

## Franchising and Franchise Operations

### Course Description

This course prepares students to manage and operate franchises. It also includes instruction in legal necessities, set-up prices and capitalization necessities, financing, and applications to specific franchise opportunities.

## Small Business Administration/Management

### Course Description

This course prepares students to develop and manage small businesses. It also includes instruction in business administration, enterprise planning, entrepreneurship, start-up, small business operations, problems, personnel supervision, capitalization and investment, taxation, business law and regulations, e-commerce, home business operations, application-specific sectors, products, etc. services.

## Construction Management

### Course Description

This course prepares students to manage, coordinate, and supervise the development method from idea development through project completion on a

timely and economic basis. Includes instruction in business, residential, mechanical, highway/heavy civil, electrical, environmental, industrial, and specialty construction; facilities management; project planning; budgeting and value control; supply and materials management; personnel management and labor relations; website safety; construction contracting; construction processes and techniques; organization and scheduling; and applicable codes and rules.

## Organizational Leadership

### Course Description

This course focuses on leadership skills applicable to a business, government, non-profit, or academic setting. This course includes instruction in structure designing, leadership dynamics, finance, team building, conflict resolution and mediation, communication, and alternative management skills.

## Thesis

### Definition

The MBA thesis is written proof that the student understood the program well enough to write about it on a significant academic level. In this course, students will receive guidance on how to write a proper research paper.

### Description

#### Structure

In coordination with their respective instructors and supervisors, students are expected to plan their theses since they will be graded separately in each thesis segment. Therefore, the thesis may be divided and weighed as such:

- Abstract – 10%
- Introduction – 10%
- Method – 20%
- Literature Review – 20%
- Results & Discussion – 20%
- Conclusion, Reference, & Appendix – 20%

The advisor will assign each student the submission date for each section of their respective thesis.

### Abstract

In the abstract, students should state:

- What are they investigating?
- What is the importance of such an investigation?
- What are they expected to find?

### Introduction

In the introduction, students should state:

- What are they researching?
- Why are they conducting this research?
- Where are they researching (in what field/area)?
- Which questions are they expecting to answer?
- How are they going to find these answers?

### Literature Review

This section includes a summary of other researchers' approaches & discoveries that the student was used as a reference when doing their research.

### Methodology

In this section, students should state:

- How they gathered the data?
- Why was this a reliable and valid way to gather the data required?
- How this approach suited the questions asked?
- Why did they choose a particular method over another? (For example, quantitative essay rather than qualitative case study)
- How do they intend to analyze the data?
- Which tests or procedures are they going to use?
- What are the limitations to their method, and how did they attempt to overcome them?

## Results & Discussion

Students will reconstruct the outcomes they received from processing the collected data using the mentioned methods, whether the results were anticipated, and answer their questions. Also, they should discuss surprising results.

## Conclusion

In this segment, students should state what they concluded from their theses, the limitations they faced, recommendations for other researchers, and areas that require further research.

## Reference

Students should state the source of all statistics, studies, researches, and other informative scripts they incorporated into their theses.

## Appendix

The appendix should include an organized collection of the raw data the researcher used during their investigation.

## Format

The MBA thesis is the last challenge for students towards a desired Master's Degree in Business Administration. Students should demonstrate a high level of research and writing skills and effectively apply their subject knowledge. When preparing their MBA research project, students should follow the requirements listed below:

1. The thesis should incorporate 15,000 to 20,000 words. This word count does not cover appendices, glossary, and references. Do not embrace symbols and technical terms during this limit similarly.
2. Students should number the pages sequentially, putting the primary range on the page if there are no alternative necessities.
3. Numbers should be at the bottom right corner of the page.
4. Number the figures and tables sequentially within each chapter.
5. Equations ought to even be numbered consecutive, with the numbers put in parentheses.
6. Each table and figure should have a title and should be explained and referred to in the document.
7. Cite the sources consistently throughout the text. Whether it is a quotation or a table taken from the other scholar's original research, make sure to mention the MBA paper source.
8. Students should follow the citation format recommended by their advisors.

9. Students should format the cover and title pages to include the following details:
  - a) Title of their paper
  - b) Name of program
  - c) Student's name
  - d) Advisor's name
  - e) Date
10. Students should follow the structure and the page numbers of their paper in the table of contents. For example, the Master's degree thesis table of contents typically consists of 3 hierarchical levels.
11. The student should place the summary section in the introductory part of the MBA paper. It usually follows the table of contents and, in brief, informs of the objectives, methods, and conclusions of the work (not more than 300 words).
12. If the paper has many tables and figures, the students should tabulate them accordingly.
13. Students should structure the primary parts of their paper correctly. For example, it ought to incorporate the introduction, the thesis chapters, and the conclusion.
14. Students should cover the critical aspects of the MBA paper in their chapters.
15. Literature review and methodology should necessarily be included in the main chapters of their work.
16. The references ought to be organized in alphabetical order and given in compliance with the suggested format vogue.

## Evaluation & Percentage

Instructors will assign the weight of each portion of the thesis and evaluate it accordingly.

## Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	\$ 660	3

## Occupational skills students will learn

- Effective communication skills.
- Expert problem-solving skills.
- Network know-how.

- Deal with pressure.
- Strategic research and analysis.

MBA programs help students develop the abilities needed to stand out as business executives, like the power to quickly and accurately analyze massive amounts of data and, therefore, develop intelligent solutions to business problems.

MBA programs conjointly teach students a way to inspire and encourage individuals and command respect. This ability is significant for people who wish to tackle bold business comes that needs cooperation.

### Type of Employment for Which Graduates Will Be Qualified

A Master's Degree prepares people for several styles of careers. In keeping with the Graduate Management Admissions Council survey, sixty-fourth of 2012, Master's degree graduates used their Master's Degree to varied careers. Typical jobs associate with a Master's Degree include:

<b>Healthcare Administrator Manager</b>	<b>Business Operations Manager</b>
<b>Information Systems Manager</b>	<b>Management Analyst</b>
<b>Operations Research Analyst</b>	<b>Market Research Analyst</b>
<b>Finance Manager</b>	<b>Project Manager</b>
<b>Operations Manager</b>	<b>Information Technology Director</b>
<b>Securities Analyst</b>	<b>Budget Analyst</b>
<b>Health info Manager</b>	<b>Purchasing Manager</b>
<b>Health Policy Analyst</b>	<b>Revenue Manager</b>
<b>Logistics Manager</b>	<b>Sports Management</b>
<b>Marketing Manager</b>	<b>H.R. Manager</b>
<b>I.T. Director</b>	<b>Top government</b>
<b>Marketing Manager</b>	<b>Product Manager</b>



## Contact & Credit Hours

Course Name	Course Type	Semester Number	Duration (wks.)	Cost	Contact Hrs./Wk.	Total Contact Hours	Credit Hours	CIP Code
Project Management	Core	1	15	\$660	3	45	3	McGraw-Hill
Human Resources	Core	1	15	\$660	3	45	3	McGraw-Hill
Economics	Core	2	15	\$660	3	45	3	52.0601
Accounting & Finance	Core	2	15	\$660	3	45	3	52.0304
Marketing and Sales Management	Core	3	15	\$660	3	45	3	52.1401
Business Law & Ethics	Core	3	15	\$660	3	45	3	38.0103
Research & Development Management	Core	4	15	\$660	3	45	3	52.0210
Entrepreneurship	Core	4	15	\$660	3	45	3	52.0701
Logistics & Supply Chain Management	Elective	5	15	\$660	3	45	3	52.0203
Real Estate	Elective	5	15	\$660	3	45	3	McGraw-Hill
Organizational Behavior Studies	Elective	5	15	\$660	3	45	3	52.1003
Credit Management	Elective	5	15	\$660	3	45	3	52.0809
Telecommunications Management	Elective	5	15	\$660	3	45	3	52.2101
Auditing	Elective	5	15	\$660	3	45	3	52.0303
Franchising & Franchise Operations	Elective	5	15	\$660	3	45	3	52.0702
Small Business Administration	Elective	5	15	\$660	3	45	3	52.0703
Construction Management	Elective	5	15	\$660	3	45	3	52.2001
Organizational Leadership	Elective	5	15	\$660	3	45	3	52.0213
Capstone/ Thesis	Thesis	4, 5	15	\$660	3	45	3	Capstone
<b>Program Total</b>	<b>10 Courses</b>	<b>5 Semesters</b>	<b>80</b>	<b>\$6,600</b>		<b>450</b>	<b>30</b>	



## Professional Development Course Curricula

### AI Fundamentals

#### AI Fundamentals Course Overview

1. **Comprehensive Introduction:** Exploring the building blocks of artificial intelligence, covering key concepts like machine learning, neural networks, and algorithmic foundations.
2. **Hands-On Learning:** Engaging with real-world examples and interactive projects to solidify the student's understanding of AI basics.
3. **Future-Ready Skills:** Equipping the student with the foundational AI knowledge essential for advancing to more specialized areas and applications.

#### AI Fundamentals Course Outline

**Objective:** To provide a foundational understanding of artificial intelligence concepts, technologies, and their applications.

#### Week 1: Introduction to AI

- **Key Topics:** Definition and scope of AI, history and evolution, types of AI (Narrow vs. General AI).
- **Learning Objectives:** Understand what AI is, its historical development, and the differences between Narrow and General AI.
- **Activities:** Introductory videos, class discussions, and readings on AI history.

#### Week 2: Fundamentals of Machine Learning

- **Key Topics:** Introduction to machine learning, supervised vs. unsupervised learning, basic algorithms (e.g., linear regression, decision trees).
- **Learning Objectives:** Gain a basic understanding of machine learning, differentiate between learning methods, and familiarize with foundational algorithms.
- **Activities:** Hands-on practice with algorithms, group classification activities, and case study analysis.

## Week 3: Deep Learning Basics

- **Key Topics:** Structure and function of neural networks, deep learning frameworks (TensorFlow, PyTorch), applications of deep learning.
- **Learning Objectives:** Understand neural network architecture, learn about deep learning frameworks, and explore real-world applications.
- **Activities:** Building neural networks, analyzing deep learning projects, and group discussions.

## Week 4: Natural Language Processing (NLP)

- **Key Topics:** Basics of NLP, key techniques and algorithms (e.g., tokenization, sentiment analysis), applications of NLP.
- **Learning Objectives:** Understand the importance of NLP, learn common techniques and algorithms, and explore NLP applications.
- **Activities:** Text analysis with NLP libraries, case studies, and mini-projects on sentiment analysis.

## Week 5: Computer Vision

- **Key Topics:** Fundamentals of computer vision, key techniques and algorithms (e.g., image classification), applications of computer vision.
- **Learning Objectives:** Understand computer vision concepts, learn important techniques, and explore practical applications.
- **Activities:** Building image classification models, analyzing case studies, and object detection projects.

## Week 6: Robotics and AI

- **Key Topics:** Basics of robotics, role of AI in robotics, real-world applications.
- **Learning Objectives:** Understand robotics fundamentals, learn AI integration in robotics, and explore various applications.
- **Activities:** Robotics simulation exercises, case studies on AI-powered robotics, and group projects on designing robots.

## Week 7: AI in Practice

- **Key Topics:** Case studies of AI applications, industry-specific AI applications (e.g., healthcare, finance).
- **Learning Objectives:** Analyze AI applications, understand the impact of AI in various industries, and learn about implementation challenges.
- **Activities:** Case study analysis, guest lectures, and group discussions.

## Week 8: The Future of AI

- **Key Topics:** Emerging trends in AI, ethical considerations, course conclusion.
- **Learning Objectives:** Explore future AI trends, understand ethical implications, and reflect on course knowledge.
- **Activities:** Group discussions on trends, debates on ethical issues, and final project presentations.

This outline provides a comprehensive yet concise overview of the curriculum and syllabi for each week, ensuring a structured learning path for students in the AI Fundamentals course.

## Cybersecurity for Everyone

### Structured Sequence of Topics:

The cybersecurity course is designed with a well-organized sequence of topics that progressively build students' knowledge and skills:

1. **Cybersecurity Foundations:**
  - Introduction to cybersecurity principles and the importance of digital safety.
  - Core concepts such as the CIA Triad (Confidentiality, Integrity, Availability).
  - **Topics Covered:**
    1. Definition and scope of cybersecurity
    2. Importance of cybersecurity in the digital age
    3. Basic principles and objectives of cybersecurity
2. **Internet Evolution:**
  - Understanding the structure and evolution of the internet.
  - Basic network protocols and their role in cybersecurity.
  - **Topics Covered:**
    1. History and development of the internet
    2. Key internet protocols
    3. Internet architecture and its vulnerabilities
3. **Threats and Actors:**
  - Identification of various cyber threats (malware, viruses, phishing).
  - Analysis of threat actors (hackers, cybercriminals, nation-states).
  - **Topics Covered:**
    1. Types of cyber threats (malware, phishing, ransomware)
    2. Profiles of threat actors (hackers, cybercriminals, nation-states)
    3. Basic threat mitigation techniques
4. **Risk Mitigation:**
  - Strategies to assess and mitigate risks to digital assets.
  - Best practices for cyber hygiene and implementing security measures.
  - **Topics Covered:**
    1. Stages of hacking (reconnaissance, scanning, gaining access, maintaining access, covering tracks)
    2. Common hacking tools and techniques
5. **Incident Response:**
  - Training on how to respond to potential hacking threats.
  - Techniques for recognizing and preventing data breaches.
  - Essential practices and tools for maintaining cybersecurity on a personal and organizational level.

- **Topics Covered:**
  1. Cyber hygiene and safe online practices
  2. Use of cybersecurity tools (antivirus, firewalls, VPNs)
  3. Importance of regular updates and patches
- 
- 6. **Cybersecurity Career and Certificates**
  - Preparation for roles such as Cybersecurity Analyst and Information Security Manager.
  - Insights into career paths in cybersecurity and the certifications required for various roles.
  - **Topics Covered:**
    1. Overview of cybersecurity career opportunities
    2. Key cybersecurity certifications
    3. Preparing for certification exams
- 7. **Security Standards**
  - Examination of various security standards and frameworks that guide cybersecurity practices.
  - **Topics Covered:**
    1. Introduction to security standards
    2. Implementation of security frameworks
    3. Importance of adhering to security standards
- 8. **Cyberlaw**
  - An introduction to the legal aspects of cybersecurity, including relevant laws and regulations.
  - **Topics Covered:**
    1. Overview of key cybersecurity laws
    2. Legal responsibilities and ethical considerations
    3. Compliance and regulatory requirements

## Course Structure and Requirements

- **Sessions:** The course includes weekly sessions totaling 4 hours per week.
- **Duration:** The total number of hours for the course is 16.
- **Attendance:** Participants are required to attend at least 70% of the sessions to meet the attendance requirement.
- **Assessment:** To successfully complete the course, participants must achieve a minimum of 70% in total for quizzes and assignments.

## Evidence of Competence:

- Students demonstrate competence through assessments, practical exercises, and projects that simulate real-world cybersecurity challenges.
- The course includes references to industry standards and best practices, ensuring students are prepared to meet professional expectations.

## Course Overview

This comprehensive cybersecurity course consists of a series of topics designed to provide foundational knowledge in cybersecurity. The curriculum is structured to prepare students for further specialized education or certifications in the field.

## Cybersecurity for Business

### Course Overview:

This comprehensive course is designed for IT and business managers in corporations, government agencies, and law enforcement agencies. It covers the cybersecurity landscape, including definitions, threat actors, laws, risk mitigation frameworks, and active cybersecurity research and software communities in the USA and internationally.

- Why Human Cybersecurity is Essential:
- Increased threats on corporate and government agencies.
- Strong requirements for improved cybersecurity resilience from risk mitigation to incident response and control.

### Course Learning Goals:

Attendees will learn to:

- Select appropriate cybersecurity tools and understand their benefits.
- Classify threat actors and types of threats.
- Mitigate risks effectively.
- Build a cybersecurity lab using open-source tools and GitHub capabilities.
- Develop a robust cybersecurity strategy.
- Implement the NIST CSF 2.0 risk model.
- Enhance organizational safety.
- Identify critical processes and procedures for organizational cybersecurity.
- Understand basic cybersecurity certifications.

### Course Outcomes:

- Internet and Its Evolution
- Threats, Threat Actors, and Threat Trends
- Mitigation Foundations
- Malware and Botnets
- Case Studies
- NIST Model: CSF 2.0
- Top 10 Risks Web Working Group: OWASP
- Mitre ATT&CK Framework
- Internet of Things (IoT)

- Software Defined Network (SDN)
- Malware Detection Algorithms
- Distributed Denial of Service (DDoS) Foundation and Detection
- Industrial Control Systems (ICS)
- Building a Cybersecurity Center
- Applications of AI and Machine Learning in Cybersecurity
- Final Project

## Course Structure and Requirements

- **Sessions:** The course includes weekly sessions totaling 4 hours each week.
- **Duration:** The total number of hours for the course is 16.
- **Attendance:** Participants must attend at least 70% of the sessions to meet the attendance requirement.
- **Assessment:** To complete the course, participants must achieve a minimum of 70% for quizzes and assignments.

## Competency

The curriculum outlined above provides a structured sequence of subjects designed to develop competencies appropriate to each level of study. The program ensures that:

- **Foundational Knowledge:** Students comprehensively understand the internet's evolution, threats, and mitigation strategies.
- **Advanced Skills:** Learners are trained in specialized areas such as malware detection, DDoS detection, and building cybersecurity labs.
- **Strategic Implementation:** The course emphasizes building and executing cybersecurity strategies, utilizing frameworks like NIST CSF 2.0, and leveraging AI and machine learning for cybersecurity.
- **Practical Application:** Through case studies and final projects, students apply theoretical knowledge to real-world scenarios, ensuring they are prepared for practical challenges in the field.





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