



TROY UNIVERSITY

A future of opportunities

University ORIENTATION

Class rules

- 1. Be on time, do not miss class**
- 2. Be respectful for others**
- 3. One speaks at a time**
- 4. Ask questions at any time you don't understand**
- 5. Do not cheat in quizzes, exams and assignments.**
- 6. Do not ask me to increase your points or offer you bonus quiz/exam**

TROY 101 syllabus

- **COURSE NAME** **UNIVERSITY ORIENTATION**
- **CODE** **TROY 101**
- **TERM** Summer 2025
- **LOCATION** **HANOI UNIVERSITY OF SCIENCE AND TECHNOLOGY**
- **CLASS MEETING TIME** Friday, 8:30 am to 12:15 pm
- **WORTH** 1 credit **PREREQUISITE** NONE
- **INSTRUCTOR** **Phuong Nguyen**, Troy coordinator in Hanoi
Email: **pnguyen59272@troy.edu** Phone: 0904120968

TROY 1101 syllabus

- **COURSE OBJECTIVES**

- Upon completion of this course, students should be able to:
- Have certain knowledge about Troy University. Describe the university's purpose, objectives.
- Have good understandings about bachelor program of Business Administration, academic regulations, policies and procedures, services, organizations, and resources.
- List the services and procedures pertaining to TROY information technology, including Self Service, Canvas, and e-mail.
- List the library services and materials available from TROY and the procedures for using them.
- Introduce and help students develop effective study skills.

TROY 1101 syllabus

STUDENT EVALUATION

Attendance	10 %
Quiz 1	20 %
Quiz 2	20 %
Final Exam	50 %

90-100 Grade A,
80-89 Grade B,
70-79 Grade C,
60 - 69 Grade D,
Under 60 Grade F.

REQUIRED TEXT

Troy 101 slides, Troy 2024-2025 undergraduate catalog

TENTATIVE SCHEDULE

Session 1	Course Welcome and Overview Understand Troy university and the program Understand Academic regulations
Session 2	Troy website Troy online support systems (E-library, Email, Canvas, Self Service, Helpdesk) Quiz 1
Session 3	Study skills, Student Handbook and Financial Policy. Work in groups Quiz 2
Session 4	Final Exam



TROY UNIVERSITY

A future of opportunities

Troy University
www.troy.edu

Troy University Alabama campuses



Troy Campus



Montgomery Campus



Dothan Campus



Phenix City Campus

Regional Accreditation

Southern Association of Colleges and Schools Commission on Colleges

Hiệp hội các Trường Cao Đẳng và Đại học phía Nam Hoa Kỳ (SACS)

Troy University Mission Statement

Troy University is a public institution comprised of a network of campuses throughout Alabama and worldwide. International in scope, Troy University provides a variety of educational programs at the undergraduate and graduate levels for a diverse student body in traditional, nontraditional and emerging electronic formats. Academic programs are supported by a variety of student services which promote the welfare of the individual student. Troy University's dedicated faculty and staff promote diversity and exploration of knowledge and its application to life-long success through effective teaching, service, creative partnerships, scholarship and research.

List of Colleges

College of Arts and Science

Sorrell College of Business

**College of Communication and
Fine Arts**

College of Education

**College of Health and Human
Services**

**Jack Hawkins Jr, Ph.D.
Chancellor
Troy University**

Dr. Jack Hawkins Jr, was named Chancellor of Troy University Sep 1, 1989.





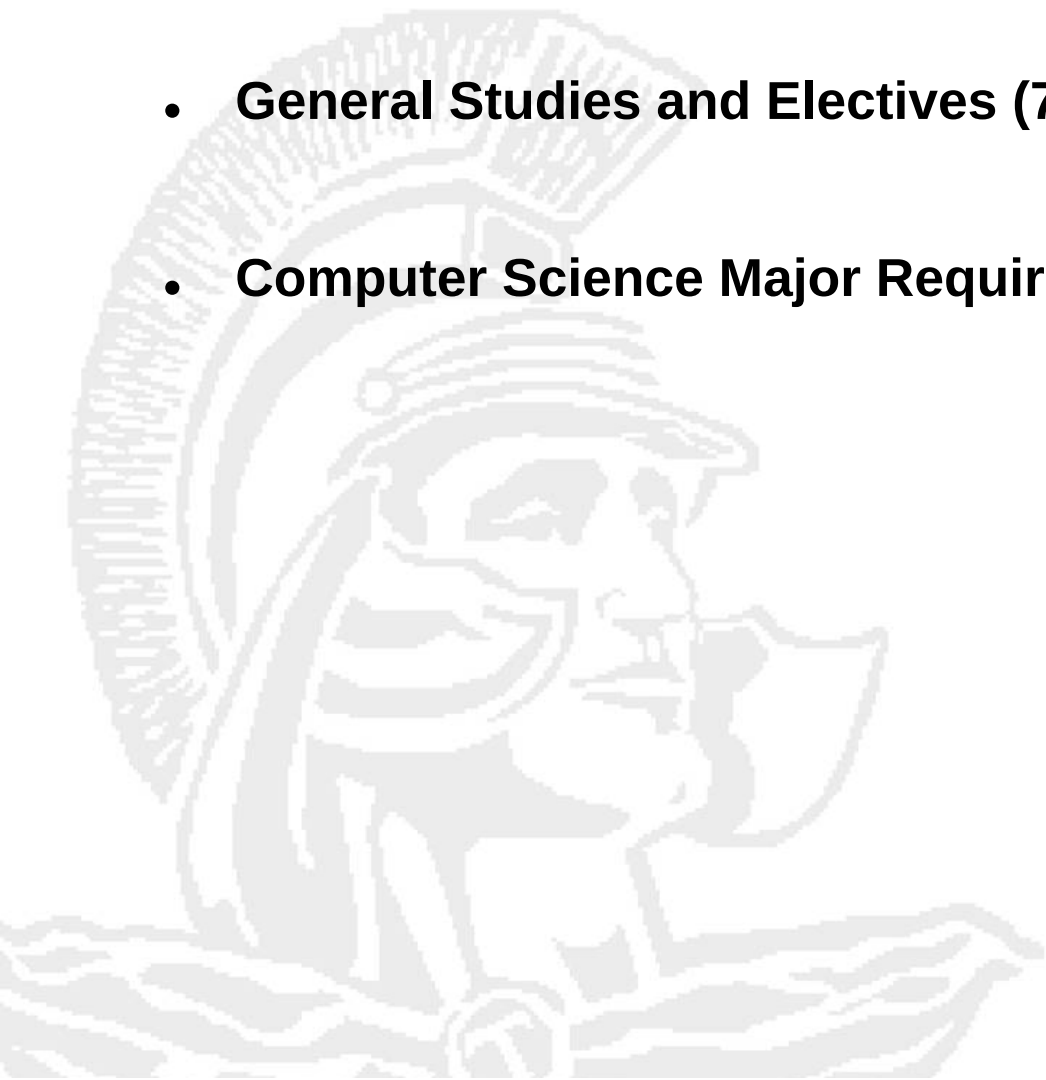
TROY UNIVERSITY

A future of opportunities

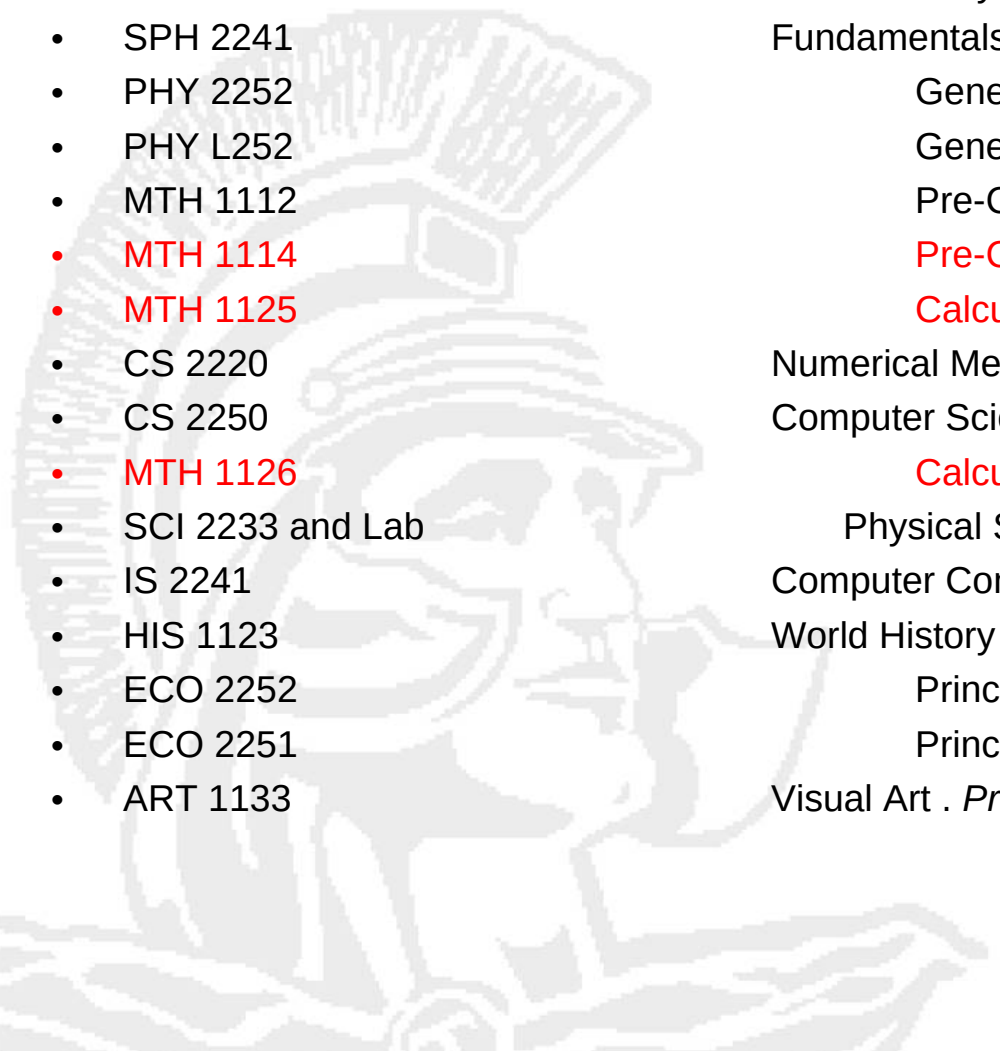
Bachelor of Science in Computer Science

CURRICULUM

- **General Studies and Electives (73 hours)**
- **Computer Science Major Requirement (48 hours)**

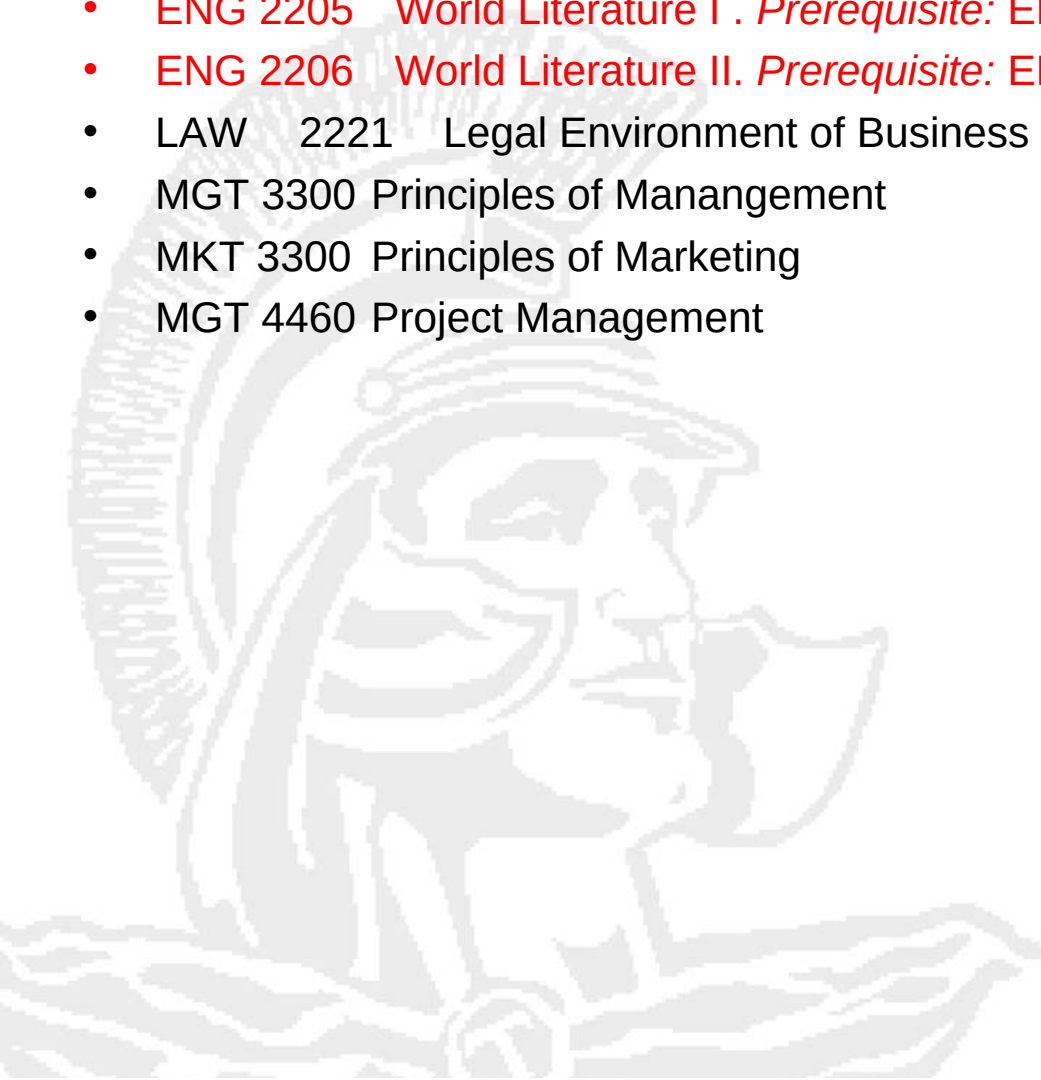


General Studies

- 
- TROY 1101 University Orientation. *Prerequisite: None*
 - MUS 1131 Music Appreciation. . *Prerequisite: None*
 - HIS 1122 World History I. *Prerequisite: None*
 - SPH 2241 Fundamentals of Speech. *Prerequisite: None*
 - PHY 2252 General Physics I 3 Credit Hour(s)
 - PHY L252 General Physics I Lab 1 Credit Hour(s)
 - MTH 1112 Pre-Calculus Algebra
 - MTH 1114 Pre-Calculus Trigonometry
 - MTH 1125 Calculus I 4 Credit Hour(s)
 - CS 2220 Numerical Methods in Computing 3 Credit Hour(s)
 - CS 2250 Computer Science I 3 Credit Hour(s)
 - MTH 1126 Calculus II 4 Credit Hour(s)
 - SCI 2233 and Lab Physical Science & Lab . *Prerequisite: None*
 - IS 2241 Computer Concepts and Applications . *Prerequisite: None*
 - HIS 1123 World History II . *Prerequisite: None*
 - ECO 2252 Principles of Microeconomics . *Prerequisite: None*
 - ECO 2251 Principles of Macroeconomics . *Prerequisite: None*
 - ART 1133 Visual Art . *Prerequisite: None*

General Studies

- ENG 1101 Composition and Modern English I. *Prerequisite: IELTS 5.5*
- ENG 1102 Composition and Modern English II. *Prerequisite: ENG 1101*
- ENG 2205 World Literature I . *Prerequisite: ENG 1102*
- ENG 2206 World Literature II. *Prerequisite: ENG 1102*
- LAW 2221 Legal Environment of Business
- MGT 3300 Principles of Management
- MKT 3300 Principles of Marketing
- MGT 4460 Project Management



COMPUTER SCIENCE MAJOR REQUIREMENT

- CS 2255 - Computer Science II 3 Credit Hour(s)
- CS 3310 - Foundations of Computer Science 3 Credit Hour(s)
- CS 3323 - Data Structures **3 Credit Hour(s)**
- CS 3329 - Analysis of Algorithms **3 Credit Hour(s)**
- CS 3332 - Software Engineering I **3 Credit Hour(s)**
- CS 3360 - Concepts of Object Oriented Programming I **3 Credit Hour(s)**
- CS 3365 - Introduction to Computer Organization and Architecture 3 Credit Hour(s)
- CS 3370 - Nature of Programming Languages 3 Credit Hour(s)
- CS 3372 - Formal Languages and the Theory of Computation 3 Credit Hour(s)
- CS 4451 – Computer Security
- CS 4445 - Data Communication and Networking **3 Credit Hour(s)**
- CS 4448 - Operating Systems **3 Credit Hour(s)**
- MTH 2201- Introductory Statistics 3 Credit Hour(s)
- MTH 2215 - Applied Discrete Mathematics **3 Credit Hour(s)**

Major Elective

- CS 3331 - Fundamentals of Artificial Intelligence 3 Credit Hour(s)
- CS 4410 -Introduction to Machine Learning

CURRICULUM

4th Semester – Fall (Every Year)

- CS 3310
- CS 2250 (transfer course)
- Math courses
- General Education (GE) courses

5th Semester – Spring (Every Year)

- CS 2220
- CS 2255 (transfer course)
- Math courses
- GE courses

CURRICULUM

6th Semester – Summer (Every Year)

- MTH 1126
- GE courses

7th Semester – Fall (Every Year)

- CS 3323 (Taught by Troy faculty)
- CS 3360 (Adjunct faculty)
- CS 3365 (Transfer course)

8th Semester – Spring (Every Year)

- CS 3329 (Taught by Troy faculty)
- CS 3332 (Adjunct faculty)
- CS 3370 (Transfer course)
- CS 4451 (Transfer course)

CURRICULUM

9th Semester – Summer (Every Year)

- CS 4410 (Taught by Troy faculty)
- CS 3372 (Transfer course)

10th Semester – Fall (Final Semester)

- CS 4445
- CS 4448
- CS 3331 (Transfer course)

Curriculum Bachelor of Science in Business Administration

General Studies (49 hours)

Business Core (37 hours)

Global Business Major Requirement (18 hours)

Management Concentration (18 hours)

Data Analytics Concentration (18 hours)

General Studies

TROY 1101	University Orientation. <i>Prerequisite: None</i>
MUS 1131	Music Appreciation. . <i>Prerequisite: None</i>
HIS 1122	World History I. <i>Prerequisite: None</i>
COM 2241	Fundamentals of Speech. <i>Prerequisite: None</i>
BIO 1100 and Lab L100	Principles of Biology. <i>Prerequisite: None</i>
MTH 1112	Pre-Algebra Calculus . <i>Prerequisite: None</i>
SCI 2233 and Lab	Physical Science & Lab . <i>Prerequisite: None</i>
IS 2241	Computer Concepts and Applications . <i>Prerequisite: None</i>
HIS 1123	World History II . <i>Prerequisite: None</i>
ECO 2252	Principles of Microeconomics . <i>Prerequisite: None</i>
ECO 2251	Principles of Macroeconomics . <i>Prerequisite: None</i>
ART 1133	Visual Art . <i>Prerequisite: None</i>
MTH 2201	Business Calculus . <i>Prerequisite: MAT 1092</i>
ENG 1101	Composition and Modern English I. <i>Prerequisite: IELTS 5.5</i>
ENG 1102	Composition and Modern English II. <i>Prerequisite: ENG 1101</i>
ENG 2205	World Literature I . <i>Prerequisite: ENG 1102</i>
ENG 2206	World Literature II. <i>Prerequisite: ENG 1102</i>

Bachelor of Science in Business Administration

Lower-level Business Core (18 Hours)

The following 2000-level courses must have a “C” or better

BSA 2001 (ACT 2291)	Principles of Accounting I. Prerequisite: none
BSA 2020 (ACT 2292)	Principles of Accounting II. Prerequisite: BSA 2001
BSL 2050 (LAW 2221)	Legal Environment of Business. Prerequisite: none
BSA 2004 (MGT 3300)	Principles of Management. Prerequisite: none
BSA 2002 (MKT 3300)	Principles of Marketing. Prerequisite: none
BSA 1053 (QM 2241)	Business Statistics. Prerequisite: MAT 1092

Upper-level Business Core (19 Hours)

Prerequisite: complete all the general studies and the lower level courses

BUS 3310	Advanced Excel	1
BUS 3382	Business Communications	3
IS 3310	Electronic Business and Data Analysis	3
FIN 3331	Managerial Finance	3
QM 3345	Operations Management	3
BUS 4474	Business & Society (pre: BUS 3382 and earned 90 credits)	3
BUS 4476	Strategic MGT (last semester)	3

CURRICULUM

GLOBAL BUSINESS MAJOR REQUIREMENT (18 HOURS)

Major Requirements (18 Hours)

ECO 4451

International Trade

MGT 375/TR (HRM 3375)

Global Human Resource Management

BSA 2025 (MGT 4471)

Leadership/Change

MKT 4468

Global Marketing

MGT 4478

Managing in a Global Environment

(Prerequisite : ECO 4451, HRM 3375, MGT 4471, MKT 4468)

BSA 3013 (MKT 4462)

Consumer Behavior (chosen by Troy)

MANAGEMENT (18 Hours)

Must take the following:

HRM 4481

Staffing

MGT 4472

Organizational Behavior

MGT 4450

Corporate Social Responsibility and Sustainability

BSA 2030 (MGT 4440)

Develop/Lead Effect Teams

BSA 3036 (MGT 4460)

Project Management

MGT 4479

MGT Seminar(capstone)

(Prerequisite: QM 3345, MGT 4440, 4472, 4450)

GRADING SCALE

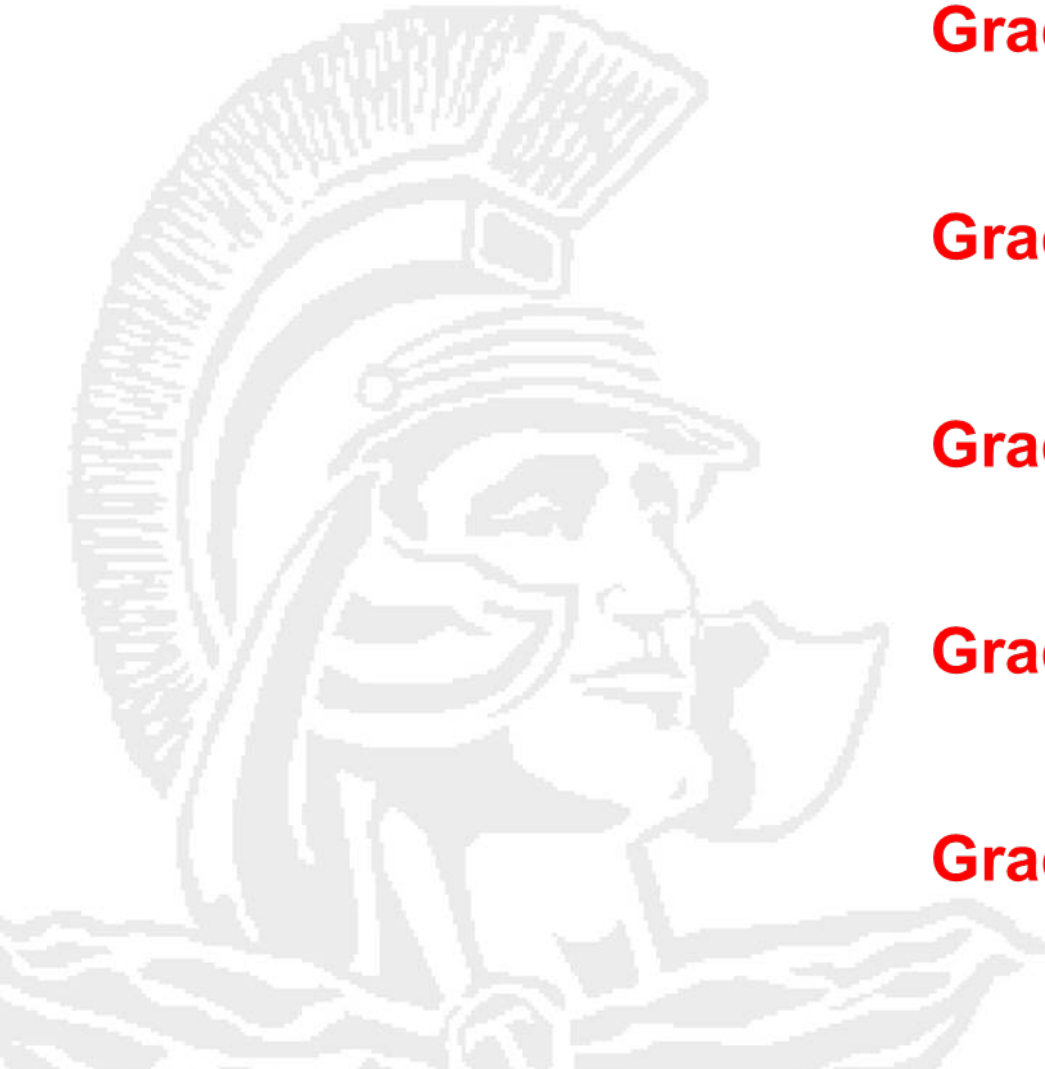
Grade A: 90-100

Grade B: 80-89

Grade C: 70-79

Grade D: 60-69

Grade F: under 60



Grade	Description	Credit	Grade points per credit hour
A	Excellent	Yes	4
B	Above Average	Yes	3
C	Average	Yes	2
D	Below Average	Yes	1
F	Failure	No	0
AU	Audit	No	0
DR	Dropped course prior to the published deadline	No	0
FA	Did not attend any classes	No	0
I	Incomplete	No	0
FI	Course requirements not completed by end of time limit for course assigned an Incomplete. Assigned by registrar. (Calculates as an F in the GPA)	No	0
NG	No grade reported by faculty at end of term (assigned by Registrar)	No	0
P	Pass	Yes	0
W	Withdrawal prior to the published deadline		No

Classification

<i>Credits/Hours Earned</i>	<i>Classification</i>
Less than 30	Freshman
30-59	Sophomore
60-89	Junior
90 or more	Senior

GPA Calculation

- Grade Point Average (GPA) is calculated using the grade points earned for courses taken and the number of credit hours of the courses taken.
- **Grade Point Average (GPA)**
The grade point average is computed by dividing the number of credit hours attempted into the total number of grade points earned.
The official transcript displays two GPA types:
(1) The institutional GPA is based on hours attempted with Troy University only;
(2) the Cumulative GPA is based on hours attempted with Troy University and transfer institutions.

Grade hour	Description	Credit	Grade points per credit
A	Excellent	Yes	4
B	Above Average	Yes	3
C	Average	Yes	2
D	Below Average	Yes	1
F	Failure	No	0

GPA Calculation

Course	Credits	Grade	Grade points
Music Appreciation (Troy course)	2	C	
ENG 1101 (Troy course)	3	B	
LAW	3	A	
Principles of Biology & Lab	4	D	

Total Grade Points =

Total Credits =

GPA =

Institutional GPA =

GPA Calculation

Course	Credits	Grade	Grade points
Visual Art	2	A	
ENG 1102 (Troy course)	3	C	
Pre-Algebra Calculus	4	B	
Law (Troy course)	2	F	
Physical Science & Lab	4	D	

Total Grade Points =

Total Credits =

GPA =

Institutional GPA =

Honor List

- **Chancellor's Honor List**

Full-time undergraduate students who are registered for 12 semester hours and who earn a grade point average of 4.00 qualify for the Chancellor's List, which is published at the end of each term. A Troy University part-time student who earns a 4.00 grade point average on 12 consecutive semester hours of credit will also be named on the Chancellor's List.

- **Provost's Honor List**

Full-time undergraduate students who are registered for 12 semester hours and who have a grade point average of 3.65 or higher qualify for the Provost's List, which is published at the end of each term. A Troy University part-time student who averages 3.65 or higher on 12 consecutive semester hours of credit will also be named on the Provost's List.

Degree Requirements

In order to receive the baccalaureate degree, the student must complete all requirements for the degree.

Credit Hours

The student seeking a baccalaureate degree must meet the following requirements:

A minimum of 120 semester hours.

Grade Point Average

A candidate for graduation must have **an overall institutional average of C (2.0 GPA).**

A candidate for graduation must have **an overall cumulative average of C (2.0 GPA).**

A candidate for graduation must have **an overall average C (2.0 GPA) in each major field.**

Course Registration

Numeric course sequencing

1100 sequence: Freshman level (*exceptions noted in course descriptions*)

2200 sequence: Sophomore level

3300 sequence: Junior level

4400 sequence: Senior level

Early registration:

May for Summer

August for Fall

January for Spring

Late registration

The first five days of a semester

Course Registration

Important Note:

Troy courses: register online via Self Service

HUST courses: follow the schedule

Drop Troy course(s)

Students may drop a course or courses online via Self Service.
The last day to drop a course will be assigned for each term.

Drop the only Troy course in a semester:
Fill in ADD/DROP form

Drop HUST course(s): contact HUST coordinator and fill Drop form

Withdrawal

Withdrawal from the University is defined as a removal or withdrawal from all courses for the current semester and/or term. The student is no longer enrolled in any course(s). The last day to withdraw will be assigned for each term.

Graduation

Students must complete degree requirements within eight years after first entering Troy University or student will be moved to the current catalog. Students not attending Troy University for two consecutive calendar years must meet all degree requirements of the current Catalog at the time of readmission.

Filing for Graduation

A Graduation Application must be filed according to the published dates.

Degree Plans / Academic Evaluations

Academic evaluations are available to students online through the Student Planning module. However, evaluations are not considered official unless issued by or stamped by an academic evaluator or designated representative of the University Registrar's office.

Academic Regulation

Undergraduate honor students are awarded differentiated diplomas as follows:

Cum Laude:

Grade point average of 3.40 - 3.59

Magna Cum Laude:

Grade point average of 3.60 - 3.79

Summa Cum Laude:

Grade point average of 3.80 - 4.0

Academic Regulation

Incomplete Grade

If a student is unable to complete all course grading requirements, the student may be eligible to request the assignment of an incomplete grade. An incomplete grade is not automatically assigned by the instructor, but must be requested by the student and approved by the instructor. The decision to approve or reject a student's request for an incomplete grade is at the discretion of the instructor using the following criteria:

- Student submits a completed “**Petition for an Incomplete Grade**” form prior to assignment of a course grade.
- Student's progress in the course is deemed satisfactory.
- Student is passing the course when the request is made.
- The circumstances that prevented the student's completion of course requirements are beyond the student's control, and adequate documentation is provided.

Time limit for removal of incomplete grade

The deadline must not exceed 9 weeks from the date of the end of the semester that the “I” was awarded.

Academic Regulation

Repetition of Courses

Troy courses may be **repeated once for grade forgiveness**. The grade of the first repeat will be forgiven (not calculated in the GPA). **The grades of courses repeated more than once will be calculated in the GPA**. If the course being repeated is required for the program, then the last grade for that course must meet the program requirements.

Filing for Graduation

An Intent to Graduate form must be filed according to the published dates. For more information, see the website at <http://www.troy.edu/records>.

Degree Plans / Academic Evaluations

Academic evaluations are available in the Record's Office. Unofficial academic evaluations are available to students on Trojan Web Express.

Academic Regulation

Probation

A student **must earn or maintain a 2.0 average or higher or be placed on probation**. A student on probation is limited to 13 semester hours (seven semester hours for accelerated terms) and must earn a minimum of a 2.0 average each subsequent term until the overall grade point average reaches the 2.0 level.

Suspension

A student on probation who fails to earn a term grade point average of 2.0 or higher will be suspended.

- A student's first academic suspension will be for one semester/term;
- the second suspension will be for two semesters/terms;
- and a third suspension will be for an indefinite period.

Readmission after Suspension

A student returning after a suspension will be readmitted on probation. A student must earn or maintain a 2.0 average or higher while on probation. Failure to meet the 2.0 term/semester GPA will result in further suspension.

Academic Regulation

Business Administration Program

GPA and Grade Requirements: Lower-level Business Program

Students must complete this 65-hour program with a 2.0 GPA (2.3 GPA for accounting majors) before they will be permitted to register for upper-level business courses. In addition, students must have a 2.0 average across all of the lower-level business courses in the General Studies Program and Lower Business Core before being permitted to register for upper-level business courses. The lower-level business courses are ACT 2291, ACT 2292, ECO 2251, ECO 2252, IS 2241, LAW 2221, MGT 3300, MKT 3300, and QM 2241.

GPA and Grade Requirements: Upper-level Business Courses

B.S.B.A. students must achieve a 2.0 average in the Business Core. The Business Core GPA calculation includes courses in the Lower Business Core, Professional Development and Engagement requirement, and Upper Business Core. Students must pass the capstone course, BUS 4476, with a grade of “C” or better. In addition, students must achieve a 2.0 average within their business major. Business students are allowed a maximum of three attempts at completing any business course with passing grade (A “D” is a passing grade unless otherwise specified). Failure to do so will result in being dropped from that major and/or concentration.

Forms

- **DROP form:** to drop all Troy courses or the only Troy course in one semester.
- **Readmission form:** to be back in the program after withdrawal
- **Petition for Incomplete Grade:** to be granted
Incomplete Grade
- **Graduation form:** to be reviewed for graduation
- **Transcript Order form:** to order transcript
- **Change Home Location form:** to transfer to Troy main campus in US.

Transfer to Troy main Campus

- IELTS minimum 5.5 with two semesters taking Troy courses
- Required GPA: at least 2.7
- Documents submitted: Change Home Location form, Scanned Passport, Financial Statement, Affidavit of Support
- Submission time: at least 3 months before each semester
- **Benefit: 50% tuition fee scholarship (with GPA 3.0)**

Support Systems

Troy email for communication.

Self Service for course drop/registration, grade records, program evaluation.

Canvas for interaction between faculty and students.

E-library for additional reading and research.

Helpdesk for IT support.

Helpful Videos/Links

Troy course Registration

<https://www.youtube.com/watch?v=ydqy7XeuJaE&t=60s>

Install Microsoft Authenticator

<https://helpdesk.troy.edu/TDClient/1924/Portal/KB/ArticleDet?ID=80980>

E-library Use Instruction

<http://troy.libguides.com/introduction>

Troy campus from the air

<https://www.youtube.com/watch?v=lcG4hC9KE2Q&t=4s>

This is My Troy

<https://www.youtube.com/watch?v=ocwHdKTNb3U>

How to get your User ID and Password to Support Systems

Step 1: Get your User ID

Go to: <https://my.troy.edu>

- Click: [What's my TrojanPass username?](#)
- Type Your **Last Name**
- Type your **student Troy ID**
- Type your **Date of Birth with format: MMDDYYYY**
- Click: Submit
- Remember your User ID for Future Use

Step 2: Get your Password

Your initial Trojan Pass password is your First Initial (capital) + Last Initial (lowercase) + 8 digit birthdate (MMDDYYYY). For example, if your name is Tran Van An and your birthdate is January 3, 2001 then your password will be At01032001

Difficulties when log in Troy systems

- Option 1: Contact Troy University via phone number: **001 800 414 5756**
(9pm to 5am, Vietnam time = 9am to 5pm, USA time)
- Option 2: Fill Helpdesk Ticket on Troy website

Tips for Effective Communication

- Try to **read carefully**
- Always identify yourself by **Name and Troy ID number**.
- **Use Troy email** to contact with Troy faculty
- Remember **sending email with Subject**

Effective Communication

- **Check Troy email, Self Service and Canvas daily.**
- **Dr. Teng only is your business academic advisor.**
- **Reply directly to the email Troy faculty sent you** so he/she can understand your issue
- **Contact the right person** who can help with your issue

Effective Writing Communication

Respect the recipient

Know your goal and state it clearly

Language needs to be simple. Remember to check spelling

Keep your email short with adequate information.

Good grammar and punctuation are very important.

Normal Error in Writing Communication

Nguyen La <languyen32145@gmail.com>

Wed 3/6, 7:48 AM

Phuong Thi Thuy Nguyen Inbox

Em chào cô ạ. Cô cho e hỏi là kì hè tổ chức môn chuyên gia là Bus3310 & IS mà e còn thiếu duy nhất 1 môn lower course, thì ko biết kì hè e có được học song song 2 môn ko ạ??

Sent from my iPhone

Normal Error in Writing Communication

Phuong Thi Thuy Nguyen
Mary Catherine Colley
Sent Items

Dr. Colley,

I will see you at 8:15 am on Monday, will you take your daughter to the class. I will love to meet her.

Best regards,

Phuong Nguyen

Mary Catherine Colley

Sun 3/3, 3:26 PM

Phuong Thi Thuy Nguyen Inbox

Phuong,

Will you be picking me up the first day or do I just meet you at university? If I just come straight to the university - should I be at UEB or HUST?

Thank you,

Dr. Colley

Simple Tips to Design Your PowerPoint Presentation Better

- * **Keep Your Slides Simple with limit words**
- * **Use High-Quality Photos and Graphics.**
- * **Remain EYE contact with the audience.**
- * **Speak at a good volume and a reasonable speed (do not talk too fast).**
- * **Avoid reading the slide or smart phone.**

Top strategies to be an effective university student

- * Study a little at a time and often**
- * Engage in active study vs. passive study**
- * Don't sacrifice sleep**
- * Attitude over Ability**
- * Don't postpone/delay things**

