



COLLEGE CATALOG

2007-2008



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School Closing Numbers
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Listen to radio station KYW (1060 AM) during inclement weather for school closing announcements. School closings are also announced on NBC 10 and Fox 29.

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Peirce College is an Equal Opportunity Institution. The College is committed to ensuring equal opportunity in all educational programs and activities (including but not limited to recruitment, admissions, access to programs and course offerings, counseling, financial aid and scholarships, employment, use of facilities, and College-sponsored extracurricular activities).

The College will not engage in or tolerate unlawful discrimination, harassment, or retaliation on account of age, sex, race, color, religion, creed, national origin, ancestry, citizenship, disability, sexual orientation, gender identity, marital status, veteran's status, military status, or membership in any other group protected under local, state, or federal law.

Inquiries or complaints relating to equal opportunity for prospective or current students may be directed to the Manager, Employee Relations/Equal Opportunity Representative, who is a member of the Human Resources Department and is available at 3R Alumni Hall (215-670-9328). If a prospective or current student believes he or she requires a reasonable accommodation or has a question regarding educational services, activities, programs, or facilities that are accessible to or usable by students with disabilities, please contact the Facilitator, Perkins Grant/Student Disability Services Coordinator, who is available at the Mary W. Walker '33 Center for Academic Excellence, 2nd Floor, Alumni Hall (215-670-9251).



**PEIRCE
COLLEGE**

Since 1865

www.peirce.edu

Mission Statement

Founded in 1865, Peirce College is a private, four-year specialized institution providing practical, leading-edge curricula to primarily working adult learners.

Accreditation

The College is authorized by the Pennsylvania Department of Education to award the Bachelor of Science and Associate in Science degrees. Peirce College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, 215-662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

The Bachelor of Science and Associate in Science degrees and the Certificate of Proficiency in Paralegal Studies are approved by the American Bar Association (ABA). The Association of Collegiate Business Schools and Programs (ACBSP) accredits Peirce College's Bachelor of Science and Associate in Science degrees and Certificate of Proficiency in Business Administration.

The College is approved for Veteran and Vocational Rehabilitation training. Eligible veterans, members of the National Guard, and the survivors and dependents of deceased and disabled veterans may be eligible to use their G.I. benefits. The Veterans Administration makes determination of benefits. The Dean, Enrollment Management is the College's certifying official for veterans' benefits.

The College is a member of the American Association of Collegiate Registrars and Admissions Officers (AACRAO), the National Association of Independent Colleges and Universities (NAICU), the National Association of College and University Business Officers (NACUBO), the Association of Independent Colleges and Universities of Pennsylvania (AICUP), and the Pennsylvania Association of Colleges and Universities (PACU).

The Peirce College Board of Trustees approves all bachelor's and associate degrees and certificate programs.

Disclaimer

This Catalog is not a contract and is for informational purposes only. The College reserves the right, in its sole discretion, to update, revise, amend, discontinue, withdraw, suspend, modify, interpret, or make changes of any nature to this document as well as to any other policies, procedures, or programs of the College including, without limitation, with respect to the College's degree and non-degree academic programs of study, offerings, and requirements, departments, courses, regulations, announcements, class hours and schedule, academic calendar dates, tuition rates, fee schedules, financial aid offerings, minimum charges applicable under its refund policy and/or graduation requirements, at any time, with or without prior notice to any current or prospective student or employee or any other person. The most up-to-date catalog information can be found at www.peirce.edu.

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DEGREE PROGRAMS

Introduction

Peirce College provides relevant, practical degree programs that educate students to work in an ever-changing economy. Advisory group meetings are held on a regular basis with industry leaders to ensure that Peirce College degree and certificate programs are current with the demands of the market. In order to be responsive to those demands, Peirce College reserves the right to update course requirements without notification. The course requirements published at the time of admission to the College guarantees the maximum number of courses a student will be required to take to complete a degree and/or certificate program. Courses may change based on the current needs of the market.

DEGREE PROGRAMS: Bachelor of Science and Associate in Science Degree Programs

Students may earn a bachelor's and/or associate degree in Business Administration with concentrations available in the following fields: Accounting, Business Law, Entrepreneurship/Small Business Management, Human Resource Management, Management, and Marketing. The bachelor's degree in Business Administration with a concentration in Real Estate Management and the bachelor's degree in Information Technology with a concentration in Information Security are also available. Bachelor's and/or associate degrees are offered in Information Technology with concentrations available in Desktop Applications for Business, Networking, Network Security, Programming and Application Development, and Technology Management. Students may earn a bachelor's and/or associate degree in Paralegal Studies. There are a variety of options for Peirce College students to expand their studies beyond a single concentration within their degree program. Students have the opportunity to pursue two courses of study at the same time as they earn their degree. Students should contact their Program Advisor to learn more about the options available as dual concentrations. A minimum of 61 credits is required to complete any associate degree program and 121 credits for any bachelor's degree program. Most courses are offered in the accelerated day, evening, on site, and online delivery options. Some courses are available in a 14-week format during the fall, spring, and summer.

Certificates of Proficiency

Peirce students may earn certificates of proficiency in the following areas: Business Administration with a concentration in Business Law; Information Technology with a concentration in Certified Information Systems Security Professional (CISSP®), .NET Programming, Windows Network Operating Systems, or Help Desk Technician; and Paralegal Studies. These certificate programs provide students with the practical training and skills they need for immediate employment

Outcomes-Based Curriculum

Peirce College offers an outcomes-based curriculum. For each course and for each degree program, faculty members have identified the specific outcomes students are expected to achieve. Course outcomes include the skills, competencies, and knowledge that indicate a student has mastered the subject. Program outcomes, as well as the outcomes of the core curriculum, are collectively and comprehensively demonstrated in the associate degree capstone course in the Paralegal Studies Program and in capstone courses at the bachelor's level in all concentrations with the exception of Information Security and Technology Management. In order to graduate from the College, each student must demonstrate mastery of those outcomes identified for his/her degree program.

Course Delivery Options

Peirce provides practical, high quality degree programs in an accelerated format. Most three-credit courses are seven weeks in length, meeting once per week, for four hours. Course study is offered in three interchangeable formats: on campus in Center City, Philadelphia, PA; on site at company and community locations throughout the region; and online through Internet mediated distance learning. All three formats employ the same professors, curricula, and syllabi and achieve the same learning outcomes.

For additional information, please visit our website at www.peirce.edu or www.peirceonline.net or contact the Admissions Office at 888-GO-PEIRCE, ext. 9214.

GENERAL EDUCATION

Mission Statement

General Education provides an academic and professional foundation to primarily adult learners by facilitating intellectual discovery, personal and professional growth, academic readiness, and the desire for lifelong learning and success.

Vision Statement

The General Education faculty established the Core Curriculum in support of Peirce College's Business Administration, Information Technology, and Paralegal Studies programs to strengthen critical, analytical, and quantitative skills with courses in the social sciences, humanities, mathematics, sciences, communication, and the arts.

Goals

The program-specific goals of the Core Curriculum are as follows:

1. strengthen students' oral and written communication skills
2. broaden students' social, political, historical, mathematical, and scientific knowledge
3. refine students' capacity for critical thinking, analysis, and problem-solving in qualitative and quantitative contexts
4. prepare students for continued work in their chosen academic fields
5. enrich students' roles in their communities, families, and professions
6. expand students' understanding of global interconnectivity

CORE CURRICULUM

The purpose of core courses is to expose students to a variety of the crucial building blocks needed in all fields of study. The following courses constitute the Core Curriculum for the associate degree and for the bachelor's degree:

Within the first 61 credits (associate degree)

- 2 English/Communication courses, one of which must be English 101
- 2 Mathematics courses
- 2 Social Science courses
- 1 Humanities/History course
- 1 Science course
- 1 Technology course

During the last 60 credits (bachelor's degree)

- 1 English/Communication course
- 2 Humanities/History courses
- 2 Social Science courses
- 1 Mathematics course
- 1 Science course
- 1 General Education course elective

The following courses make up the social science core: economics, political science, psychology, and sociology. The humanities/history core is made up of humanities and history courses. General Education electives may be selected from any of the Core Curriculum courses listed on pages 4 and 5, with the exception of those in the technology core area.

See page 5 to learn about the Core Curriculum Focus on International Studies.

Students should discuss Core Curriculum choices with their Program Advisor. Not all core courses are offered every session. See the 2007-2008 Course Schedule for class offerings.

2007-2008 CORE CURRICULUM COURSES

Course	Name	Prerequisite
English/Communication Core Area		
COM 112	Effective Speech Communication	
COM 202	Intercultural Communication	C or above in ENG 101
COM 345	Advanced Communication Skills	Two ENG/COM courses, one of which must be ENG 101
ENG 101	English Composition	All students are required to take ENG 101 and earn a C or above
ENG 202	Introduction to Literature	C or above in ENG 101
ENG 205	American Literature	C or above in ENG 101
ENG 219	The Essential Shakespeare	C or above in ENG 101
ENG 330	Contemporary Literature	C or above in ENG 101
Humanities/History Core Area		
HUM 105	World Religions	
HUM 107	Gender Issues	
HUM 108	Introduction to the African American Experience	
HUM 225	Art and Music in the 20th Century	
HIS 105	U.S. History I	
HIS 106	U.S. History II	
HIS 250	Global Cultures I	
HIS 260	Global Cultures II	
HIS 320	African Civilizations	
Mathematics Core Area		
MAT 101	Introduction to College Mathematics	
MAT 102	College Algebra	
MAT 105	Probability and Statistics	
MAT 109	Business Statistics I	
MAT 210	Business Statistics II	C or above in MAT 109
MAT 213	Calculus I	C or above in MAT 102
MAT 214	Calculus II	C or above in MAT 213
MAT 230	Symbolic Logic	
MAT 251	Discrete Mathematics	C or above in MAT 102
Science Core Area		
SCI 220	The Physical World	
SCI 240	Introduction to Anatomy and Physiology	
SCI 330	Environmental Science	
Social Science Core Area		
ECO 101	Macroeconomics	
ECO 102	Microeconomics	
ECO 340	International Economics	C or above in ECO 101 and ECO 102; MAT 102, MAT 109, MAT 210 recommended
ECO 350	Managerial Economics	C or above in ECO 101 and ECO 102; MAT 102, MAT 109, MAT 210 recommended
PSC 101	Introduction to American Government	
PSC 255	Politics of Industrializing Countries	
PSC 301	Comparative Government	
PSY 101	Introduction to Psychology	
SOC 101	General Sociology	
SOC 240	Sociology of Behavior and Illness	

2007-2008 CORE CURRICULUM COURSES

Course	Name	Prerequisite
Technology Core Area		
BIS 101	Introduction to Word Processing & the Internet	
BIS 109	Information Searching and Presentation	
BIS 111	Application Software Fundamentals	BIS 101 or BIS 109
BIS 201	Internet Concepts	BIS 101 or BIS 109
MIS 205	Ethical Management of Information Technology	ITN 100
MIS 404	Concepts in eBusiness	BIS 101 or BIS 109
ITN 100	Introduction to Information Technology	

Core Curriculum Focus on International Studies Description and Requirements

Description

This Core Curriculum Focus is designed for students enrolled in one of Peirce College's degree programs who have an interest in international studies. This focus benefits students in four ways: (1) Many of the Core Curriculum classes needed for a degree program can be completed by focusing on the major topic of International Studies; (2) Students will graduate from Peirce College with an additional distinction, an associate or bachelor's level International Studies Focus acknowledgement on their transcripts; (3) The bachelor's degree students will graduate with 33 credits in International Studies, the equivalent to a minor at many other colleges and universities; and (4) In our globally competitive marketplace, an International Studies Focus designation on a resume and emphasized in discussion during a job interview may be an excellent competitive advantage for job seekers.

Requirements

Requirements include completion of five courses for the associate level Core Curriculum Focus and an additional six courses for the bachelor's level, along with an international focus on the capstone project. English 101 is a prerequisite for many of the courses, and students are strongly recommended to complete ENG 101 and BIS 101 or BIS 109 before pursuing the requirements of this Core Curriculum Focus. All prerequisite requirements for desired courses must be met. Students should meet with their Program Advisor to discuss prerequisite requirements. INT 101, Introduction to International Business & Cultures, and MKT 305, International Marketing are among the courses a student may choose to fulfill this option, but these courses are not a requirement of some degree programs. Students choosing these two courses as part of this Core Curriculum Focus may complete a bachelor's degree with more than 121 credits required to graduate.

Requirements

Associate Level Core Curriculum Requirements for a Focus on International Studies

Choose 2 English/Communication

Choose 2 Social Science

Choose 1 Humanities/History

Participating in the above courses fulfills 5 of the 9 associate degree Core Curriculum requirements.

Bachelor's Level Core Curriculum Requirements for a Focus on International Studies

Must take the 5 courses above PLUS

Choose 1 English/Communication

Choose 2 Humanities/History

Choose 2 Social Science

Choose 1 General Education

Participating in the above courses fulfills 6 of the 8 bachelor's degree Core Curriculum requirements.

Completion of both the associate and the bachelor's level Core Curriculum requirements for a Focus on International Studies fulfills 11 out of 17 of the Core Curriculum courses in a Bachelor of Science degree.

2007-2008 CORE CURRICULUM FOCUS ON INTERNATIONAL STUDIES

Course	Name	Prerequisite
Humanities/History		
HUM 105	World Religions	
HUM 107	Introduction to Gender Issues	
HUM 108	Introduction to the African American Experience	
HUM 225	Music and Art of the 20th Century	
HIS 250	Global Cultures I	
HIS 260	Global Cultures II	
HIS 320	African Civilizations	
English/Communication		
COM 202	Intercultural Communication	C or above in ENG 101
ENG 202	Literature for Composition	C or above in ENG 101
ENG 219	The Essential Shakespeare	C or above in ENG 101
ENG 330	Contemporary Literature	C or above in ENG 101
Social Sciences		
PSC 255	Politics of Industrializing Countries	
PSC 301	Comparative Government	
ECO 101	Macroeconomics	
ECO 102	Microeconomics	
ECO 340	International Economics	C or above in ECO 101 and ECO 102; MAT 102, MAT 109, MAT 210 recommended
Science		
SCI 330	Environmental Science	
Other Courses		
INT 101	Introduction to International Business & Cultures	C or above in BUS 100
MKT 305	International Marketing	C or above in MKT 101

BUSINESS ADMINISTRATION PROGRAM

Mission Statement

The Business Administration program responds to the dynamic demands of today's business environment by teaching students the critical thinking and problem solving skills they will need to assume leadership roles at work and in the community.

Vision Statement

After obtaining a Business Administration degree with concentrations in Accounting, Business Law, Entrepreneurship/Small Business Management, Human Resource Management, Management, Marketing, or Real Estate Management, Peirce College graduates will be equipped to become effective leaders and managers in the competitive, global business community. The Business Administration Program provides a premier education in which students develop a strong knowledge base, learn to think critically, and apply practical problem solving skills. In our comprehensive curriculum, students will translate theoretical concepts into the practical solutions needed to address business problems in the field.

Goals

In the Business Administration program, our primary goal is to prepare students for successful, rewarding careers in business. Students in the Business Administration Program will be able to

1. conceptualize a complex business issue into a coherent written statement and oral presentation
2. comprehend core business disciplines including accounting, finance, management, and marketing, and be able to apply this understanding to business situations
3. understand and be able to use team building, collaborative behaviors, and project management in the accomplishment of group tasks
4. select and apply appropriate quantitative and qualitative tools and methodologies to make reasoned recommendations
5. recognize and analyze problems and choose and defend resolutions for practical situations that occur in businesses operating within a global economy
6. appreciate ethical issues in economic competition, managing organizations, and participating in the community

CONCENTRATION IN ACCOUNTING

Associate in Science Degree in Business Administration

The associate level accounting concentration provides a foundation for students requiring basic financial knowledge. This program supports success in entry level accounting positions.

Most associate degree graduates at Peirce continue their education and complete the bachelor's degree, opening the door to higher-level positions.

**A grade of C or above is required for this course.*

+Students who are already familiar with basic word processing and Internet use should take BIS 109 instead.

Bachelor of Science Degree in Business Administration

Graduates from this program move on to employment in accounting firms, businesses, non-profits, and government. Technical competence and critical thinking skills obtained in this program can lead to a challenging and exciting career in public or private accounting.

A bachelor's level Peirce Business degree with a concentration in accounting provides a strong foundation for graduate study in business and finance. The required credit hours for this concentration exceed the accounting and auditing education hours required for the following certifications:

- CPA (Certified Public Accountant)
- CIA (Certified Internal Auditor)
- CMA (Certified Management Accountant)
- CFE (Certified Fraud Examiner)

The Peirce Business Administration degree, with a concentration in accounting, opens up countless opportunities for a successful career.

**A grade of C or above is required for this course.*

#A grade of C or above is required for the capstone project.

Required Subjects		Credits
PRC 101	Peirce College Orientation	1
BIS 101+	Introduction to Word Processing & the Internet (TECH CORE)	3
ACC 101	Accounting Principles I*	3
ENG 101	English Composition* (ENG/COM CORE)	3
ACC 102	Accounting Principles II* (prerequisite: ACC 101)	3
FIN 201	Introduction to Finance* (prerequisite: ACC 102)	3
BUS 100	Introduction to Business	3
ACC 222	Managerial Accounting (prerequisite: ACC 102)	3
MGT 210	Applied Management Concepts* (prerequisite: BUS 100)	3
ECO 101	Macroeconomics (SOC SCI CORE)	3
ECO 102	Microeconomics (SOC SCI CORE)	3
MAT CORE	Mathematics Course (Recommended MAT 101)	3
LAW 103	Business Law	3
ACC 203	Intermediate Accounting I* (prerequisite: ACC 102)	3
MKT 101	Introduction to Marketing*	3
ACC 204	Intermediate Accounting II* (prerequisite: ACC 203)	3
HUM/HIS CORE	Humanities/History Course	3
ACC 225	Introduction to Taxation (prerequisite: ACC 102)	3
ENG/COM CORE	English/Communication Course	3
SCI CORE	Science Course	3
MAT 109	Business Statistics I* (MAT CORE)	3

Required Subjects		Credits
HRM 301	Human Resource Management* (prerequisite: MGT 210)	3
GEN ED CORE	General Education Course	3
MAT 210	Business Statistics II* (MAT CORE) (prerequisite: MAT 109)	3
SOC SCI CORE	Social Science Course	3
SCI CORE	Science Course	3
ENG/COM CORE	English/Communication Course	3
MGT 305	Concepts in Leadership (prerequisite: MGT 210)	3
MGT 304	Business Ethics (prerequisite: MGT 210)	3
HUM/HIS CORE	Humanities/History Course	3
MKT 401	Marketing Management (prerequisite: MKT 101)	3
FIN 401	Financial Analysis* (prerequisite: FIN 201)	3
MGT 306	Organizational Dynamics* (prerequisite: MGT 210)	3
MGT 404	Operations Management* (prerequisites: MGT 210, MAT 210)	3
SOC SCI CORE	Social Science Course	3
ACC 301	Auditing (prerequisite: ACC 204)	3
ACC 303	Cost Accounting I (prerequisite: ACC 204)	3
CWE 099	Pre Co-op Workshop (required if planning a Co-op)	
BUS 450	Policy & Strategy Formulation# (prerequisites: ACC 102, ECO 102, FIN 401, MGT 306, 404)	3
HUM/HIS CORE	Humanities/History Course	3
ACC 425	Special Topics - Accounting* (prerequisites: ACC 204, 225, 301, 303, FIN 401) (Must be completed or concurrently enrolled in)	3
CWE 305A3	Cooperative Work Education	3
	or	
ACC 401	Advanced Accounting (prerequisite: ACC 204)	3

CONCENTRATION IN BUSINESS LAW

Associate in Science Degree in Business Administration

This program provides a strong foundation for students who desire a working knowledge of legal and business terminology and topics. Graduates from this program move into support level positions in a variety of industries.

Most associate degree graduates at Peirce continue their education and complete the bachelor's degree, opening the door to higher-level positions.

**A grade of C or above is required for this course.*

+Students who are already familiar with basic word processing and Internet use should take BIS 109 instead.

Required Subjects		Credits
PRC 101	Peirce College Orientation	1
BIS 101+	Introduction to Word Processing & the Internet (TECH CORE)	3
ENG 101	English Composition* (ENG/COM CORE)	3
BUS 100	Introduction to Business	3
ACC 101	Accounting Principles I*	3
LAW 113	Law in America	3
ACC 102	Accounting Principles II* (prerequisite: ACC 101)	3
LAW 115	Legal Research & Writing for Business Majors (prerequisite: ENG 101)	3
FIN 201	Introduction to Finance* (prerequisite: ACC 102)	3
MAT CORE	Mathematics Course (Recommended MAT 101)	3
HUM/HIS CORE	Humanities/History Course	3
SCI CORE	Science Course	3
MKT 101	Introduction to Marketing*	3
LAW 103	Business Law	3
ECO 101	Macroeconomics (SOC SCI CORE)	3
ECO 102	Microeconomics (SOC SCI CORE)	3
PLG 209	Business Organizations (prerequisite: all required 100 level concentration courses must be completed)	3
MGT 210	Applied Management Concepts* (prerequisite: BUS 100)	3
ENG/COM CORE	English/Communication Course	3
PLG 205	Real Estate Law	3
	or	
PLG 210	Bankruptcy Law (prerequisite for either course: all required 100 level concentration courses must be completed)	3
MAT 109	Business Statistics I*(MAT CORE)	3

CONCENTRATION IN BUSINESS LAW

Bachelor of Science Degree in Business Administration

The bachelor's level Business Law concentration can add career potential to graduates' resumes. This powerful course of study is perfect for those aspiring to corporate management positions. Graduates are prepared with extensive knowledge of business and legal topics that can immediately be applied to the workplace, i.e. contract discussions and executions, vendor relationships, and more. For those who want to pursue a career as an attorney, this program provides a strong and effective foundation for law school. An optional internship program adds practical experience and job networking opportunities.

Graduates can enhance their business career options with the Business Law concentration.

**A grade of C or above is required for this course.*

#A grade of C or above is required for the capstone project.

Required Subjects		Credits
HRM 301	Human Resource Management* (prerequisite: MGT 210)	3
GEN ED CORE	General Education Course	3
MAT 210	Business Statistics II* (MAT CORE) (prerequisite: MAT 109)	3
SOC SCI CORE	Social Science Course	3
SCI CORE	Science Course	3
ENG/COM CORE	English/Communication Course	3
MGT 305	Concepts in Leadership	3
HRM 306	Managing Employment Law in Business (prerequisite: HRM 301)	3
MGT 304	Business Ethics (prerequisite: MGT 210)	3
HUM/HIS CORE	Humanities/History Course	3
MKT 401	Marketing Management (prerequisite: MKT 101)	3
FIN 401	Financial Analysis* (prerequisite: FIN 201)	3
MGT 306	Organizational Dynamics* (prerequisite: MGT 210)	3
MGT 404	Operations Management* (prerequisites: MGT 210, MAT 210)	3
SOC SCI CORE	Social Science Course	3
PLG 308	Workers Compensation (prerequisite: All required 100 level concentration courses must be completed)	3
CWE 099	Pre-Co-op Workshop (required if planning a Co-op)	
BUS 450	Policy & Strategy Formulation # (prerequisites: ACC 102, ECO 102, FIN 401, MGT 306, 404)	3
HUM/HIS CORE	Humanities/History Course	3
LAW 425	Special Topics - Law* (prerequisites: all LAW and PLG courses, MGT 304, 306, 404) (Must be completed or concurrently enrolled)	3
CWE 310A3	Cooperative Work Education	3
	or	
PLG 417	Contract Law (prerequisite: all required 100 level concentration courses must be completed)	3

CONCENTRATION IN BUSINESS LAW

Certificate of Proficiency in Business Administration

Prerequisite: A Bachelor of Science or Bachelor of Arts from an accredited college in a business subject.

The Certificate of Proficiency in Business Administration, concentration in Business Law, is designed for the student who has already completed a business-related bachelor's degree from an accredited college. This intensive program of study equips students with knowledge of the legal and regulatory aspects of business. This post-baccalaureate certificate can serve as the ideal preparation and foundation for pre-law school study because it exposes students to many of the topics and issues examined in the law school environment.

**Certificate of Proficiency students may satisfy the ENG 101 prerequisite by demonstrating that they successfully completed the course or an equivalent in their bachelor's degree program.*

Required Subjects		Credits
PRC 101	Peirce College Orientation	1
LAW 103	Business Law	3
LAW 113	Law in America	3
LAW 115	Legal Research & Writing for Business Majors (prerequisite: ENG 101)*	3
PLG 209	Business Organizations (prerequisite: all required 100 level concentration courses must be completed)	3
PLG 210	Bankruptcy Law (prerequisite: all required 100 level concentration courses must be completed)	3
PLG 205	Real Estate Law (prerequisite: all required 100 level concentration courses must be completed)	3
PLG 215	Professional Legal Responsibility (prerequisite: all required 100 level concentration courses must be completed)	3
HRM 306	Managing Employment Law in Business (prerequisite: HRM 301)	3
PLG 308	Workers Compensation (prerequisite: all required 100 level concentration courses must be completed)	3
PLG 417	Contract Law (prerequisite: all required 100 level concentration courses must be completed)	3

CONCENTRATION IN ENTREPRENEURSHIP/SMALL BUSINESS MANAGEMENT

Associate in Science Degree in Business Administration

The associate degree in Business Administration with a concentration in Entrepreneurship/Small Business Management can help graduates to start their own business or progress in the small business workplace. With interesting and useful courses covering the basics of business, like finance and marketing, students will be able to apply the knowledge gained in Peirce classes on the job immediately.

Most associate degree students at Peirce move on to a bachelor's degree program of study.

**A grade of C or above is required for this course.*

+Students who are already familiar with basic word processing and Internet use should take BIS 109 instead.

Required Subjects		Credits
PRC 101	Peirce College Orientation	1
BIS 101+	Introduction to Word Processing & the Internet (TECH CORE)	3
ENG 101	English Composition* (ENG CORE)	3
MAT CORE	Mathematics Course (Recommended MAT 101)	3
BUS 100	Introduction to Business	3
MGT 210	Applied Management Concepts* (prerequisite: BUS 100)	3
INT 101	Introduction to International Business & Cultures	3
MKT 101	Introduction to Marketing*	3
ENT 200	Introduction to Entrepreneurship* (prerequisite: BUS 100)	3
ECO 101	Macroeconomics (SOC SCI CORE)	3
LAW 103	Business Law	3
SCI CORE	Science Course	3
FIN 201	Introduction to Finance*	3
ENT 225	Accounting, Finance, and Tax for Small Businesses (prerequisite: ACC 102)	3
ECO 102	Microeconomics (SOC SCI CORE)	3
ACC 101	Accounting Principles I*	3
HUM/HIS CORE	Humanities/History Course	3
ACC 102	Accounting Principles II* (prerequisite: ACC 101)	3
ENT 280	Entrepreneurial Marketing* (prerequisite: MKT 101)	3
ENG/COM CORE	English/Communication course	3
MAT 109	Business Statistics I* (MAT CORE)	3

Bachelor of Science Degree in Business Administration

The bachelor's level Business Administration degree concentration in Entrepreneurship/Small Business Management will equip students with the skills necessary for success. This concentration has a strong foundation in business basics like finance and marketing and has an emphasis on the entrepreneur's and small business owner's unique challenges. Students will learn the techniques necessary for a successful start up, including capitalization, business plan development, competitive intelligence gathering, launch plans, and more. Students will learn the key success factors from experienced faculty who have owned or managed small businesses.

**A grade of C or above is required for this course.*

#A grade of C or above is required for the capstone project.

Required Subjects		Credits
HRM 301	Human Resource Management* (prerequisite: MGT 210)	3
GEN ED CORE	General Education Course	3
MAT 210	Business Statistics II* (MAT CORE) (prerequisite: MAT 109)	3
SOC SCI CORE	Social Science Course	3
SCI CORE	Science Course	3
MIS 404	Introduction to eBusiness (prerequisite: BIS 101 or BIS 109)	3
MGT 305	Concepts in Leadership (prerequisite: MGT 210)	3
MGT 304	Business Ethics (prerequisite: MGT 210)	3
HUM/HIS CORE	Humanities/History Course	3
MKT 401	Marketing Management (prerequisite: MKT 101)	3
FIN 401	Financial Analysis* (prerequisite: FIN 201)	3
MGT 306	Organizational Dynamics* (prerequisite: MGT 210)	3
MGT 404	Operations Management* (prerequisites: MGT 210, MAT 210)	3
SOC SCI CORE	Social Science Course	3
CWE 099	Pre Co-op Workshop (required if planning a Co-op)	
ENT 425	Special Topics - Entrepreneurship/Small Business Management* (prerequisites: ENT 200, 225, and MIS 404)	3
HUM/HIS CORE	Humanities/History Course	3
ENG/COM CORE	English/Communication Course	3
ENT 401	Entrepreneurial Strategies and Tactics* (prerequisite: ENT 200, 225)	3
BUS 450	Policy & Strategy Formulation # (prerequisites: ACC 102, ECO 102, FIN 401, MGT 306, 404)	3
CWE 304A3	Cooperative Work Education	3
	or	
BUS ELEC	Business Elective	3

CONCENTRATION IN HUMAN RESOURCE MANAGEMENT

Associate in Science Degree in Business Administration

The associate level Human Resource Management concentration prepares graduates for an entry-level position in the field. With practical courses offering the basics such as recruitment, personnel planning, and benefits, students will be able to apply the knowledge gained in Peirce classes on the job immediately.

Most associate degree graduates at Peirce move on to a bachelor's degree program of study.

**A grade of C or above is required for this course.*

+Students who are already familiar with basic word processing and Internet use should take BIS 109 instead.

Bachelor of Science Degree in Business Administration

Peirce students in Human Resource Management learn the critical thinking, problem solving, and strategic development skills required of the 21st century HR professionals, who are challenged to be business advisers, inspirational leaders, and consultants. Graduates of this program will learn how to use business knowledge to maximize talent pool effectiveness.

Achieving a bachelor's degree in this concentration, coupled with work experience, can assist graduates in pursuing the professional HR certification from the Society for Human Resource Management (SHRM).

**A grade of C or above is required for this course.*

#A grade of C or above is required for the capstone project.

Required Subjects

Credits

PRC 101	Peirce College Orientation	1
BIS 101+	Introduction to Word Processing & the Internet (TECH CORE)	3
ENG 101	English Composition* (ENG CORE)	3
MAT CORE	Mathematics Course (Recommended MAT 101)	3
BUS 100	Introduction to Business	3
INT 101	Introduction to International Business & Cultures (prerequisite: BUS 100)	3
MGT 210	Applied Management Concepts* (prerequisite: BUS 100)	3
MKT 101	Introduction to Marketing*	3
HRM 270	Employee Recruitment and Selection* (prerequisite: MGT 210)	3
ECO 101	Macroeconomics (SOC SCI CORE)	3
FIN 201	Introduction to Finance* (prerequisite: ACC 101)	3
LAW 103	Business Law	3
SCI CORE	Science Course	3
HRM 280	Labor Relations (prerequisite: MGT 210)	3
ECO 102	Microeconomics (SOC SCI CORE)	3
ACC 101	Accounting Principles I*	3
HUM/HIS CORE	Humanities/History Course	3
ACC 102	Accounting Principles II* (prerequisite: ACC 101)	3
HRM 290	Compensation Management *(prerequisite: MGT 210)	3
MAT 109	Business Statistics I* (MAT CORE)	3
ENG/COM CORE	English/Communication course	3

Required Subjects

Credits

HRM 301	Human Resource Management* (prerequisite: MGT 210)	3
GEN ED CORE	General Education Course	3
MAT 210	Business Statistics II* (MAT CORE) (prerequisite: MAT 109)	3
SOC SCI CORE	Social Science Course	3
SCI CORE	Science Course	3
HRM 310	Training Development and Design* (prerequisite: HRM 301)	3
MGT 305	Concepts in Leadership (prerequisite: MGT 210)	3
MGT 304	Business Ethics (prerequisite: MGT 210)	3
HUM/HIS CORE	Humanities/History Course	3
MKT 401	Marketing Management (prerequisite: MKT 101)	3
FIN 401	Financial Analysis* (prerequisite: FIN 201)	3
MGT 306	Organizational Dynamics* (prerequisite: MGT 210)	3
MGT 404	Operations Management* (prerequisites: MGT 210, MAT 210)	3
SOC SCI CORE	Social Science Course	3
CWE 099	Pre Co-op Workshop (required if planning a Co-op)	
HRM 425	Special Topics - Human Resource Management* (prerequisite: HRM 301)	3
HUM/HIS CORE	Humanities/History Course	3
ENG/COM CORE	English/Communication Course	3
HRM 401	Employee Benefits *(prerequisite: HRM 301)	3
BUS 450	Policy & Strategy Formulation # (prerequisites: ACC 102, ECO 102, FIN 401, MGT 306, 404)	3
CWE 304A3	Cooperative Work Education	3
	or	
HRM 306	Managing Employment Law in Business (prerequisite: HRM 301)	3

CONCENTRATION IN MANAGEMENT

Associate in Science Degree in Business Administration

This program offers a basic foundation in economics and business operations that will help graduates develop as leaders. With practical experience an important part of the Peirce educational model, students will quickly be able to apply classroom experience to the workplace.

Most associate degree graduates at Peirce continue their education and complete the bachelor's degree, opening the door to higher-level positions.

**A grade of C or above is required for this course.*

+Students who are already familiar with basic word processing and Internet use should take BIS 109 instead.

Required Subjects		Credits
PRC 101	Peirce College Orientation	1
BIS 101+	Introduction to Word Processing & the Internet (TECH CORE)	3
ENG 101	English Composition* (ENG/COM CORE)	3
MAT CORE	Mathematics Course (Recommended MAT 101)	3
MKT 101	Introduction to Marketing*	3
INT 101	Introduction to International Business & Cultures (prerequisite: BUS 100)	3
BUS 100	Introduction to Business	3
TECH CORE	Recommended BIS 111	3
MGT 210	Applied Management Concepts* (prerequisite: BUS 100)	3
LAW 103	Business Law	3
SCI CORE	Science Course	3
MAT 109	Business Statistics I* (MAT CORE)	3
ECO 101	Macroeconomics (SOC SCI CORE)	3
ELEC	Elective	3
ECO 102	Microeconomics (SOC SCI CORE)	3
ACC 101	Accounting Principles I*	3
ENG/COM CORE	English/Communication Course	3
ACC 102	Principles of Accounting II* (prerequisite: ACC 101)	3
HUM/HIS CORE	Humanities/History Course	3
CWE 098	Pre Co-op Workshop (required if planning a Co-op)	
FIN 201	Introduction to Finance* (prerequisite: ACC 102)	3
CWE 104A3	Cooperative Work Education	3
	or	
BUS ELEC	Business Elective	3

Bachelor of Science Degree in Business Administration

This concentration will help students develop the skills necessary to recognize, recruit, and manage talent; understand and construct effective organizations; and implement the company's vision and mission. Courses cover state-of-the art management techniques, leadership dynamics and team building, business ethics, and more. Equipped with critical thinking skills and strategic insight, graduates will be assets to employers who desire forward-thinking management.

**A grade of C or above is required for this course.*

#A grade of C or above is required for the capstone project.

Required Subjects		Credits
HRM 301	Human Resource Management* (prerequisite: BUS 100)	3
GEN ED CORE	General Education Course	3
MAT 210	Business Statistics II* (MAT CORE) (prerequisite: MAT 109)	3
SOC SCI CORE	Social Science Course	3
SCI CORE	Science Course	3
MGT 305	Concepts in Leadership (prerequisite: MGT 210)	3
MGT 304	Business Ethics (prerequisite: MGT 210)	3
HUM/HIS CORE	Humanities/History Course	3
MKT 401	Marketing Management (prerequisite: MKT 101)	3
FIN 401	Financial Analysis* (prerequisite: FIN 201)	3
MGT 306	Organizational Dynamics* (prerequisite: MGT 210)	3
MGT 404	Operations Management* (prerequisites: MGT 210, MAT 210)	3
SOC SCI CORE	Social Science Course	3
CWE 099	Pre Co-op Workshop (required if planning a Co-op)	
MGT 425	Special Topics – Management* (prerequisites: MGT 210, 304, 306 and HRM 301)	3
HUM/HIS CORE	Humanities/History Course	3
ENG/COM CORE	English/Communication Course	3
BUS 450	Policy & Strategy Formulation # (prerequisites: ACC 102, ECO 102, FIN 401, MGT 306, 404)	3
CWE 304A3	Cooperative Work Education	3
	and	
BUS ELEC	Business Electives	6
	or	
BUS ELEC	Business Electives	9

CONCENTRATION IN MARKETING

Associate in Science Degree in Business Administration

For students who have an interest in marketing and its specialties like advertising, promotions, public relations, and marketing research, the associate degree in Business Administration with a concentration in Marketing is the ideal choice. This program equips graduates to embark on marketing careers.

Peirce associate degree graduates usually pursue the bachelor's degree, as a strong foundation for future success in this field.

**A grade of C or above is required for this course.*

+Students who are already familiar with basic word processing and Internet use should take BIS 109 instead.

Required Subjects		Credits
PRC 101	Peirce College Orientation	1
BIS 101+	Introduction to Word Processing & the Internet (TECH CORE)	3
ENG 101	English Composition* (ENG CORE)	3
MAT CORE	Mathematics Course (Recommended MAT 101)	3
MKT 101	Introduction to Marketing*	3
MKT 204	Advertising Principles (prerequisite: MKT 101)	3
BUS 100	Introduction to Business	3
MKT 201	Selling Strategies (prerequisite: MKT 101)	3
MGT 210	Applied Management Concepts* (prerequisite: BUS 100)	3
ECO 101	Macroeconomics (SOC SCI CORE)	3
LAW 103	Business Law	3
SCI CORE	Science Course	3
ECO 102	Microeconomics (SOC SCI CORE)	3
ENG/COM CORE	English/Communication course	3
ACC 101	Accounting Principles I*	3
ACC 102	Accounting Principles II* (prerequisite: ACC 101)	3
HUM/HIS CORE	Humanities/History Course	3
MKT 202	Consumer Behavior (prerequisite: MKT 101)	3
FIN 201	Introduction to Finance*	3
MKT 208	Internet Marketing (prerequisite: MKT 101)	3
MAT 109	Business Statistics I* (MAT CORE)	3

Bachelor of Science Degree in Business Administration

With a Peirce business degree and a concentration in Marketing, graduates can pursue career-track positions in marketing management, advertising, promotions, and public relations. As companies become more competitive in the global business arena, finely honed marketing skills are in great demand. With courses that help develop critical thinking and strategic planning capabilities, the Peirce Marketing concentration will equip graduates with the knowledge and practical insight that employers desire.

**A grade of C or above is required for this course.*

#A grade of C or above is required for the capstone project.

Required Subjects		Credits
HRM 301	Human Resource Management* (prerequisite: MGT 210)	3
GEN ED CORE	General Education Course	3
MAT 210	Business Statistics II* (MAT CORE) (prerequisite: MAT 109)	3
SOC SCI CORE	Social Science Course	3
SCI CORE	Science Course	3
ENG/COM CORE	English/Communication Course	3
MGT 305	Concepts in Leadership (prerequisite: MGT 210)	3
MGT 304	Business Ethics (prerequisite: MGT 210)	3
HUM/HIS CORE	Humanities/History Course	3
MKT 401	Marketing Management (prerequisite: MKT 101)	3
FIN 401	Financial Analysis* (prerequisite: FIN 201)	3
MGT 306	Organizational Dynamics* (prerequisite: MGT 210)	3
MGT 404	Operations Management* (prerequisites: MGT 210, MAT 210)	3
SOC SCI CORE	Social Science Course	3
MKT 301	Marketing Research (prerequisite: MKT 101)	3
MKT 305	International Marketing (prerequisite: MKT 101)	3
CWE 099	Pre Co-op Workshop (required if planning a Co-op)	
BUS 450	Policy & Strategy Formulation # (prerequisites: ACC 102, ECO 102, FIN 401, MGT 306, 404)	3
HUM/HIS CORE	Humanities/History Course	3
MKT 425	Special Topics - Marketing* (prerequisites: MKT 101, MGT 210, MKT 305)	3
CWE 306A3	Cooperative Work Education	3
	or	
MKT 308	Customer Relationship Management (prerequisite: MKT 101)	3

CONCENTRATION IN REAL ESTATE MANAGEMENT

Bachelor of Science Degree in Business Administration

This unique concentration offered in partnership with the Institute of Real Estate Management (IREM®) equips students with the skills necessary to succeed in this competitive field.

The degree program is ideal for students who have earned their Certified Property Manager® (CPM®) designation or are planning to complete their CPM. CPMs can apply 30 credits from this designation to the achievement of a bachelor's degree. Those who have not yet completed the CPM program can study for the bachelor's degree and CPM simultaneously. IREM credits seamlessly transfer to expedite bachelor's degree completion.

Real Estate Management required subjects continued on next page.

+Students who are already familiar with basic word processing and Internet use should take BIS 109 instead.

**A grade of C or above is required for this course.*

#A grade of C or above is required for the capstone project.

**Requirement to be met by courses taken at IREM as defined in the Peirce College/IREM Articulation Agreement.*

Required Subjects		Credits
PRC 101	Peirce College Orientation	1
ENG 101	English Composition* (ENG/COM CORE)	3
MAT CORE	Mathematics Course (Recommended MAT 101)	3
BIS 101+	Introduction to Word Processing & the Internet (TECH CORE)	3
SCI CORE	Science Course	3
BUS 100	Introduction to Business♦	3
ENG/COM CORE	English/Communication Course	3
ACC 101	Accounting Principles I*	3
ACC 102	Accounting Principles II* (prerequisite: ACC 101)	3
MKT 101	Introduction to Marketing**	3
HUM/HIS CORE	Humanities/History Course	3
TECH CORE	Technology Course (Recommended BIS 111)	3
ELEC	Elective	3
ECO 101	Macroeconomics (SOC SCI CORE)	3
ECO 102	Microeconomics (SOC SCI CORE)	3
MGT 210	Applied Management Concepts** (prerequisite: BUS 100)	3
ELEC	Elective	3
FIN 201	Introduction to Finance** (prerequisite: ACC 102)	3
LAW 103	Business Law	3
ELEC	Elective	3
MAT 109	Business Statistics I* (MAT CORE)	3
HRM 301	Human Resource Management** (prerequisite: BUS 100)	3
MIS 404	Concepts in eBusiness (TECH CORE) (prerequisite: BIS 101 OR BIS 109)	3
MAT 210	Business Statistics II* (MAT CORE) (prerequisite: MAT 109)	3
SOC SCI CORE	Social Science Course	3
GEN ED CORE	General Education Course	3
SCI CORE	Science Course	3
MGT 305	Concepts in Leadership (prerequisite: MGT 210)	3
MGT 304	Business Ethics (prerequisite: MGT 210)	3
HUM/HIS CORE	Humanities/History Course	3
MKT 401	Marketing Management* (prerequisite: MKT 101)	3
FIN 401	Financial Analysis** (prerequisite: FIN 201)	3
MGT 306	Organizational Dynamics* (prerequisite: MGT 210)	3
MGT 404	Operations Management** (prerequisites: MGT 210, MAT 210)	3
SOC SCI CORE	Social Science Course	3
ENG/COM CORE	English/Communication Course	3
PLG 205	Real Estate Law	3
BUS 450	Policy & Strategy Formulation# (prerequisites: ACC 102, ECO 102, FIN 401, MGT 306, 404)	3
HUM/HIS CORE	Humanities/History Course	3
ELEC	Elective (Recommended PLG 418 Real Estate Settlement Procedures)*	3
MGT 425	Special Topics - Management** (prerequisites: MGT 210, 304, 306 and HRM 301)	3

PEIRCE COLLEGE/IREM ARTICULATION AGREEMENT

The following table contains the Peirce College courses and the equivalent IREM course(s). Students will receive credit toward their degree at Peirce College upon completion of the required IREM courses. Students who have the CPM designation will receive 30 credits toward the bachelor's degree.

Peirce Course	Peirce Credits	IREM Courses (IREM Credits)
MKT 101 Introduction to Marketing	3	MKL201 - Marketing and Leasing: Fundamentals (2) MKL405 - Marketing and Leasing: Multifamily Properties (2) <i>(Both courses required)</i>
BUS 100 Introduction to Business	3	RES201 Successful Site Management (5)
MGT 210 Applied Management Concepts	3	BDM601 - Maximizing Profit: Growth Strategies for Real Estate Management Companies (2) HRS603 - Leadership for Today's Real Estate Manager (1) ETH800 Ethics for the Real Estate Manager (1) <i>(All four courses required)</i> OR 701 Managing the Management Company (5) Offered through 1997 702 Advanced Management Practices and Techniques (5) Offered through 1997 <i>(Both courses required)</i>
FIN 201 Introduction to Finance	3	FIN201 - Introduction to Real Estate Management Finances (2) FIN402 - Managing Investment Real Estate: Financial Tools (2) <i>(Both courses required)</i>
HRM 301 Human Resource Management	3	HRS201 - Human Resource Fundamentals: Managing a Quality Workforce (2) HRS402 - Human Resource Essentials for Real Estate Managers (2) <i>(Both courses required)</i>
FIN 401 Financial Analysis	3	ASM603 - Commercial Real Estate Financing and Valuation - Part One (2) ASM604 - Commercial Real Estate Financing and Valuation - Part Two (2) ASM605 - Cash Flow Analysis: Practical Applications (1) <i>(All three courses required)</i> OR
MKT 401 Marketing Management	3	400 Managing Real Estate as an Investment (10) Offered through 1997 MKL406 - Marketing and Leasing: Office Buildings (2) MKL404 - Marketing and Leasing: Retail Properties (2) <i>(Both course required)</i>
MGT 404 Operations Management	3	MNT201 - Maintenance Operations Basics (2) MNT402 - Property Maintenance and Risk Management (2) <i>(Both courses required)</i> *statistical aspects of MGT404 will be covered in ASM603-605 required for FIN401 OR 301 Marketing and Management of Residential Properties (10) Offered through 1997 302 Leasing and Management of Office Buildings (10) Offered through 1997 303 Management and Leasing of Shopping Centers and Retail Space (10) Offered through 1997 305 Managing Government-Assisted Housing (10) Offered through 1997 <i>(Only one of the 300-level courses required)</i>
Elective	3	Elective to be determined on a case-by-case basis upon evaluation of coursework
MGT 425 Special Topics - Management	3	BDM602 - Property Management Plans: The IREM Model (6) AND MPSA01 - Management Plan Skills Assessment (management plan requirement) OR Management Plan (management plan requirement)

INFORMATION TECHNOLOGY PROGRAM

Mission Statement

The Information Technology (IT) program responds to the ever-changing demands of today's information technology professionals by providing students with the tools to learn the critical thinking, problem solving, and life-long learning skills needed to assume a technology, leadership, or management role.

Vision Statement

After obtaining an Information Technology degree with concentrations in Desktop Applications for Business, Information Security, Network Security, Networking, Programming and Application Development, or Technology Management, Peirce College graduates will be equipped to become effective technicians and leaders in the competitive information technology industry. The Information Technology Program will provide an education that is cutting-edge. Students will develop a strong knowledge base, learn to think critically, and learn to apply practical skills to solving real-world problems using state-of-the-art technology. In our comprehensive curriculum, students will translate theoretical concepts into the practical solutions needed to address technology and business issues in the field.

Goals

In the Information Technology Program, our primary goal is to prepare students for successful, rewarding careers in the IT industry. The program enables students to achieve the following outcomes by the time of graduation:

1. apply knowledge of computing and mathematics appropriate to the discipline
2. analyze a problem and identify and define the computing requirements appropriate to its solution
3. design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs
4. function effectively on teams to accomplish a common goal
5. understand professional, ethical, and social responsibilities
6. communicate effectively with a range of audiences
7. analyze the impact of computing on individuals, organizations, and society, including ethical, legal, security, and global policy issues
8. recognize the need for, and an ability to engage in, continuing professional development
9. use current techniques, skills, and tools necessary for computing practice
10. apply current technical concepts and practices in the core information technologies
11. identify and analyze user needs and take them into account in the selection, creation, evaluation, and administration of computer-based systems
12. effectively integrate IT-based solutions into the user environment
13. understand best practices and standards and their application
14. assist in the creation of an effective project plan

CONCENTRATION IN DESKTOP APPLICATIONS FOR BUSINESS

Associate in Science Degree in Information Technology

Students who choose this concentration will learn how to use the Microsoft® Office Suite of products (Word, Excel, Access, and PowerPoint) in the workplace. Courses in this concentration will cover introductory and intermediate levels of content, as well as introductory business concepts, to enhance their breadth and depth of knowledge. This concentration focuses on how students can solve business problems by utilizing the correct desktop applications. By the completion of the associate degree, students will have the fundamentals needed to assist them in the preparation for the industry standard certification exams for the Microsoft Office Specialist designation.

Most associate degree graduates at Peirce continue their education and complete the bachelor's degree, opening the door to higher-level positions.

**A grade of C or above is required for this course.*

Bachelor of Science Degree in Information Technology

Bachelor's students in this concentration focus on developing skills in critical thinking, problem solving, information management, resource management, and application synthesis. Students will work on projects and scenarios that they may encounter in the workplace using the Microsoft Office Suite of products. Projects are designed to provide tangible results that can be used by students to build a portfolio that demonstrates their abilities using the Microsoft Office applications.

#A grade of C or above is required for the capstone project.

Required Subjects		Credits
PRC 101	Peirce College Orientation	1
BIS 109	Information Searching and Presentation (TECH CORE)	3
ENG 101	English Composition* (ENG/COM CORE)	3
ITN 100	Introduction to Information Technology	3
BIS 111	Application Software Fundamentals (prerequisite: BIS 101 OR BIS 109)	3
BUS 100	Introduction to Business	3
MAT CORE	Mathematics Course	3
MIS 205	Ethical Management of Information Technology	3
ENG/COM CORE	English/Communication Course	3
ITN 130	Networking Fundamentals (prerequisites: ITN 100)	3
HUM/HIS CORE	Humanities/History Course	3
MAT CORE	Mathematics Course	3
BIS 201	HTML and the World Wide Web (prerequisite: BIS 109)	3
SOC SCI CORE	Social Science Course	3
ACC 101	Accounting Principles I*	3
BIS 112	Programming Concepts (prerequisite: ITN 100)	3
BIS 215	Spreadsheet Intermediate Concepts (prerequisite: BIS 111)	3
SOC SCI CORE	Social Science Course	3
BIS 216	Database Intermediate Concepts (prerequisite: BIS 111)	3
SCI CORE	Science Core	3
CWE 098	Pre Co-op Workshop (required if planning a Co-op and after 30 credits)	
CWE 124 A3	Cooperative Work Education	3
	or	
ELEC	Elective Course	3

Required Subjects		Credits
BIS 224	Concepts in Desktop Programming (prerequisite: BIS 112)	3
BIS 314	Word Processing Advanced Concepts (prerequisite: BIS 214)	3
MAT CORE	Mathematics Course	3
BIS 315	Spreadsheet Advanced Concepts (prerequisite: BIS 215)	3
HUM/HIS CORE	Humanities/History Course	3
BIS 316	Database Advanced Concepts (prerequisite: BIS 216)	3
SOC SCI CORE	Social Science Course	3
BIS 317	Visual Basic for Applications (prerequisites: BIS 224, 314, 315, 316)	3
SOC SCI CORE	Social Science Course	3
MIS 302	Information Systems Project Management (prerequisite: ITN 100)	3
HUM/HIS CORE	Humanities/History Course	3
BIS 402	Systems Analysis & Design (prerequisite: BIS 400)	3
ENG/COM CORE	English/Communication Course	3
BIS 403	Applied Systems Analysis (prerequisite: BIS 402)	3
SCI CORE	Science Course	3
BIS 445	Extensible Markup Language (XML) (prerequisite: BIS 201)	3
BIS 415	IT Capstone w/ Concentration in Desktop Applications for Business# (prerequisite: BIS 402)	3
GEN ED CORE	General Education Course	3
CWE 099	Pre Co-op Workshop (required if planning a Co-op)	
CWE 424 A6	Cooperative Work Education	6
	or	
IT ELEC	IT Elective Course	3
ELEC	Elective Course	3
	or	
CWE 324 A3	Cooperative Work Education	3
ELEC	Elective Course	3

CONCENTRATION IN INFORMATION SECURITY

Bachelor of Science Degree in Information Technology

This intensive program of study prepares the student for the (ISC)² management level Certified Information Systems Security Professional (CISSP) certification exam. The CISSP certification recognizes a mastery of an international standard in Information Security. Students can become a CISSP upon passing the certification exam and completing the requirements in industry experience. Prior to accumulating the necessary work experience, an Associate of (ISC)² designation may be earned. *Students may elect to enter this bachelor's degree concentration with an associate degree in any subject, but the best fit is for those who have earned Peirce College's associate degree with a concentration in Network Security.* Graduates who earn the bachelor's degree with this concentration are prepared for information security management positions in government and industry.

Required Subjects		Credits
PRC 101	Peirce College Orientation	1
ISC 310	Information Security Management	3
ENG/COM CORE	English/Communication Course	3
ISC 320	Access Control Systems & Methodology	3
SCI CORE	Science Course	3
ISC 330	Security Models & Architecture	3
HUM/HIS CORE	Humanities/History Course	3
ISC 340	Law, Investigation & Ethics	3
GEN ED CORE	General Education Course	3
ISC 350	Telecommunications & Network Security	3
MAT CORE	Mathematics Course	3
ISC 410	Management Level Cryptography	3
SOC SCI CORE	Social Science Course	3
ISC 420	Business Continuity and Disaster Recovery Planning	3
HUM/HIS CORE	Humanities/History Course	3
ISC 430	Physical & Operations Security	3
ELEC	Elective Course	3
ISC 440	Application & System Development	3
SOC SCI CORE	Social Science Course	3
ISC 450	CISSP Review Course	3
	(prerequisites: ISC 310, 320, 330, 340, 350, 410, 420, 430, 440)	
ELEC	Elective Course	3

CONCENTRATION IN CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL (CISSP)

Certificate of Proficiency in Information Technology

This intensive program of study prepares the student for the (ISC)² management level CISSP certification exam. The CISSP certification recognizes a mastery of an international standard in Information Security management. Students can become a CISSP upon passing the certificate exam and completing the requirements in industry experience. Prior to accumulating the necessary work experience, an Associate of (ISC)² designation may be earned.

Required Subjects		Credits
PRC 101	Peirce College Orientation	1
ISC 310	Information Security Management	3
ISC 320	Access Control Systems & Methodology	3
ISC 330	Security Models & Architecture	3
ISC 340	Law, Investigation & Ethics	3
ISC 350	Telecommunications & Network Security	3
ISC 410	Management Level Cryptography	3
ISC 420	Business Continuity & Disaster Recovery Planning	3
ISC 430	Physical & Operations Security	3
ISC 440	Application & System Development	3
ISC 450	CISSP Review Course	3
	(prerequisites: ISC 310, 320, 330, 340, 350, 410, 420, 430, 440)	

CONCENTRATION IN NETWORKING

Associate in Science Degree in Information Technology

This concentration prepares students to support and administer network operating environments. Students will learn how to support hardware, desktop software, and client connectivity. Students will learn skills for effective help desk and customer service support and basic network administration. This concentration begins preparation for the following industry standard certifications: CompTIA A+, Network+®, and Microsoft Certified Professional (MCP) in Windows Client and Server.

Most associate degree graduates at Peirce continue their education and complete the bachelor's degree, opening the door to higher-level positions.

**A grade of C or above is required for this course.*

Required Subjects		Credits
PRC 101	Peirce College Orientation	1
BIS 109	Information Searching and Presentation (TECH CORE)	3
ENG 101	English Composition* (ENG/COM CORE)	3
ITN 100	Introduction to Information Technology	3
BIS 111	Application Software Fundamentals (prerequisite: BIS 101 or BIS 109)	3
BIS 112	Programming Concepts (prerequisite: ITN 100)	3
ITN 120	PC Fundamentals (prerequisite: ITN 100)	3
MAT CORE	Mathematics Course	3
ITN 130	Networking Fundamentals (prerequisite: ITN 120 or ISC 110)	3
ENG/COM CORE	English/Communication Course	3
BIS 201	HTML and the World Wide Web (prerequisite: BIS 109)	3
HUM/HIS CORE	Humanities/History Course	3
SOC SCI CORE	Social Science Course	3
MAT CORE	Mathematics Course	3
ITN 144	Introduction to Network Security (prerequisite: ITN 130)	3
ITN 200	Windows Client and Server Administration (prerequisite: ITN 130)	3
MIS 205	Ethical Management of Information Technology (prerequisite: ITN 100)	3
ITN 220	Help Desk and Customer Support Concepts (prerequisite: ITN 100)	3
SOC SCI CORE	Social Science Course	3
SCI CORE	Science Course	3
CWE 098	Pre Co-op Workshop (required if planning a Co-op and after 30 credits)	
CWE 117 A3	Cooperative Work Education	3
	or	
ELEC	Elective Course	3

CONCENTRATION IN NETWORKING

Bachelor of Science Degree in Information Technology

In the bachelor's program, students will deepen their knowledge of network operating system environments and gain understanding of material needed to support Microsoft Windows in enterprise. Most acquire the fundamental knowledge to pursue the industry's premier Microsoft Certified Systems Engineer (MCSE) certification. They will also learn the Cisco® Certified Network Associate (CCNA™) curriculum and that of CompTIA's Linux+™. Students also have the opportunity to explore new security technologies and standards, while learning how to use resources to build critical thinking and problem solving skills. The concentration culminates in a capstone project that allows the student to highlight knowledge gained in this area of study.

#A grade of C or above is required for the capstone project.

Required Subjects		Credits
ITN 300	Linux Administration (prerequisite: ITN 130)	3
ITN 310	Cisco CCNA Routers (prerequisite: ITN 200 or NET 204)	3
MAT CORE	Mathematics Course	3
ITN 311	Cisco CCNA Switches (prerequisite: ITN 310)	3
SOC SCI CORE	Social Science Course	3
GEN ED CORE	General Education Course	3
ITN 340	Windows Network Management (prerequisite: ITN 200 or NET 204)	3
SCI CORE	Science Course	3
ITN 350	Planning and Maintaining a Windows Network (prerequisite: ITN 200 or NET 204)	3
MIS 302	Information Systems Project Management (prerequisite: ITN 100)	3
HUM/HIS CORE	Humanities/History Course	3
ITN 410	Windows Active Directory (prerequisite: ITN 350)	3
ENG/COM CORE	English/Communication Course	3
BIS 402	Systems Analysis & Design (prerequisite: MIS 302)	3
SOC SCI CORE	Social Science Course	3
BIS 445	Extensible Markup Language (XML) (prerequisite: BIS 201)	3
ITN 415	Windows Network Security (prerequisite: ITN 410)	3
ITN 425	IT Capstone in Networking and Net Security# (prerequisite: ITN 410 & 415)	3
HUM/HIS CORE	Humanities/History Course	3
CWE 099	Pre Co-op Workshop (required if planning a Co-op)	
CWE 417 A6	Cooperative Work Education	3
or		
ELEC	Elective Course	3

CONCENTRATION IN HELP DESK TECHNICIAN

Certificate of Proficiency in Information Technology

Designed to provide students with a firm background in the computer support industry, this certificate program covers the fundamentals of system support. Courses cover entry-level technical skills required to perform the job of a Help Desk Technician. Students may apply these credits to an associate degree in Information Technology with a concentration in Networking.

Required Subjects		Credits
PRC 101	Peirce College Orientation	1
ITN 100	Introduction to Information Technology	3
BIS 109	Information Searching and Presentation	3
BIS 201	HTML and the World Wide Web (prerequisite: BIS 109)	3
BIS 111	Application Software Fundamentals (prerequisite: BIS 101 or BIS 109)	3
ITN 120	PC Fundamentals (prerequisite: ITN 100)	3
ITN 130	Network Fundamentals (prerequisite: ITN 120 or ISC 110)	3
ITN 144	Introduction to Network Security (prerequisite: ITN 130)	3
ITN 200	Windows Client and Server Administration (prerequisite: ITN 130)	3
ITN 220	Help Desk and Customer Support Concepts (prerequisite: ITN 100)	3
ITN 300	Linux Administration (prerequisite: ITN 130)	3

CONCENTRATION IN NETWORK SECURITY

Associate in Science Degree in Information Technology

This concentration will offer students an introduction to network security. Students will learn why systems need to be secure, how to secure them on a basic level, and what to do to maintain that security. Students will learn administrative level skills to provide authorized access to users, how to secure network operating systems, cryptographic controls, and wireless technologies. This concentration builds the fundamentals needed to assist students in the preparation for the following industry standard certifications: CompTIA Network+ and Security+, Novell's CNA, and Microsoft Certified Professional (MCP) in Windows Client and Server.

As with most Peirce associate degree programs, students use this knowledge as a foundation to pursue a bachelor's degree.

**A grade of C or above is required for this course.*

Bachelor of Science Degree in Information Technology

Students in this concentration study higher-level concepts of network security. Students will learn Linux administration, firewall security techniques, upper level Microsoft design and security concepts, network defense and countermeasures, computer forensics, and disaster planning and recovery techniques. This concentration builds the fundamentals needed to assist students in preparation for the following industry standard certifications: Microsoft Certified Systems Engineer (MCSE) in Windows 2003, CompTIA Linux+™, and the Security Certified Network Professional (SCNP).

#A grade of C or above is required for the capstone project.

Required Subjects		Credits
PRC 101	Peirce College Orientation	1
BIS 109	Information Searching and Presentation (TECH CORE)	3
ENG 101	English Composition* (ENG/COM CORE)	3
ITN 100	Introduction to Information Technology	3
BIS 112	Programming Concepts (prerequisite: ITN 100)	3
MIS 205	Ethical Management of Information Technology (TECH CORE)	3
ITN 120	PC Fundamentals (prerequisite: ITN 100)	3
MAT CORE	Mathematics Course	3
ITN 130	Networking Fundamentals (prerequisite: ITN 120 or ISC 110)	3
ENG/COM CORE	English/Communication Course	3
HUM/HIS CORE	Humanities/History Course	3
SOC SCI CORE	Social Science Course	3
MAT CORE	Mathematics Course	3
ITN 144	Introduction to Network Security (prerequisite: ITN 130)	3
ITN 200	Windows Client and Server Administration (prerequisite: ITN 130)	3
BIS 201	HTML and the World Wide Web (prerequisite: BIS 109)	3
ITN 244	Operating System Security (prerequisite: ITN 144)	3
ITN 254	Introduction to Cryptography (prerequisite: ITN 144)	3
SOC SCI CORE	Social Science Course	3
SCI CORE	Science Course	3
CWE 098	Pre Co-op Workshop (required if planning a Co-op and after 30 credits)	
CWE 123 A3	Cooperative Work Education	3
	or	
ELEC	Elective Course	3

Required Subjects		Credits
ITN 300	Linux Administration (prerequisite: ITN 130)	3
MAT CORE	Mathematics Course	3
ITN 302	Linux Networking and Security (prerequisite: ITN 300)	3
SOC SCI CORE	Social Science Course	3
ITN 310	Cisco Routers & Switches I (prerequisite: ITN 200)	3
GEN ED CORE	General Education Course	3
MIS 302	Information Systems Project Management (prerequisite: ITN 100)	3
SCI CORE	Science Course	3
ITN 311	Cisco Routers & Switches II (prerequisite: ITN 310)	3
ITN 350	Planning and Maintaining a Windows Network (prerequisite: ITN 200)	3
ITN 404	Network Defense and Countermeasures (prerequisite: ITN 325)	3
HUM/HIS CORE	Humanities/History Course	3
ITN 410	Windows Active Directory Services (prerequisite: ITN 350)	3
ENG/COM CORE	English/Communication Course	3
BIS 402	Systems Analysis & Design (prerequisite: MIS 302)	3
SOC SCI CORE	Social Science Course	3
ITN 415	Windows Network Security (prerequisite: ITN 410)	3
ITN 425	IT Capstone in Network & Net Security # (prerequisites: ITN 410 or 404)	3
HUM/HIS CORE	Humanities/History Course	3
CWE 099	Pre Co-op Workshop (required if planning a Co-op)	
CWE 323 A3	Cooperative Work Education	3
	or	
ELEC	Elective Course	3

CONCENTRATION IN PROGRAMMING AND APPLICATION DEVELOPMENT

Associate in Science Degree in Information Technology

Students who choose this concentration will learn basic computer concepts, data communications, programming fundamentals, and the Visual Basic® programming language using Microsoft .NET technology. Students will learn how to use Visual Studio® integrated development environment and the Microsoft Office Suite of applications at a fundamental level. Students will also learn HTML and Web Page design.

Most associate degree graduates at Peirce continue their education and complete the bachelor's degree, opening the door to higher-level positions.

**A grade of C or above is required for this course.*

Bachelor of Science Degree in Information Technology

Graduates from this program make excellent candidates for positions as application developers, programmers, and systems analysts. Students are equipped to determine the customer's needs and design and implement a systems-based solution. Bachelor's students will study higher-level application development in the .NET environment involving courses in ASP, SQL, XML, and the component object model for application development. Students will also explore tools used in systems analysis such as Microsoft Project and Visio. This concentration culminates in a capstone project that requires the student to build a working program or prototype to demonstrate practical skills and knowledge gained in this area of study.

#A grade of C or above is required for the capstone project.

Required Subjects		Credits
PRC 101	Peirce College Orientation	1
BIS 109	Information Searching and Presentation (TECH CORE)	3
ENG 101	English Composition* (ENG/COM CORE)	3
ITN 100	Introduction to Information Technology	3
BIS 111	Application Software Fundamentals (prerequisite: BIS 109)	3
BUS 100	Introduction to Business	3
MAT CORE	Mathematics Course	3
BIS 112	Programming Concepts (prerequisite: ITN 100)	3
ENG/COM CORE	English/Communication Course	3
SOC SCI CORE	Social Science Course	3
HUM/HIS CORE	Humanities/History Course	3
MAT CORE	Mathematics Course	3
MIS 205	Ethical Management of Information Technology (prerequisite: ITN 100)	3
BIS 201	HTML and the World Wide Web (prerequisite: BIS 109)	3
ACC 101	Accounting Principles I*	3
BIS 224	Concepts in Desktop Programming (prerequisites: BIS 112)	3
ITN 130	Networking Fundamentals (prerequisite: ITN 100)	3
SOC SCI CORE	Social Science Course	3
BIS 245	Using VB.NET in Application Development I (prerequisite: BIS 224)	3
SCI CORE	Science Course	3
CWE 098	Pre Co-op Workshop (required if planning a Co-op and after 30 credits)	3
CWE 125 A3	Cooperative Work Education	3
	or	
ELEC	Elective Course	3

Required Subjects		Credits
BIS 325	Using VB.NET in Application Development II (prerequisite: BIS 245)	3
MIS 302	Information Systems Project Management (prerequisites: ITN 100)	3
MAT CORE	Mathematics Course	3
BIS 330	JavaScript Programming (prerequisites: BIS 201, 325)	3
BIS 335	Web Animation and Interactivity (prerequisite: BIS 330)	3
BIS 345	Using ASP.NET in Application Development (prerequisites: BIS 201, 325)	3
SOC SCI CORE	Social Science Course	3
HUM/HIS CORE	Humanities/History Course	3
BIS 402	Systems Analysis & Design (prerequisite: MIS 302)	3
IT ELEC	IT Elective Course	3
HUM/HIS CORE	Humanities/History Course	3
BIS 403	Applied Systems Analysis (prerequisite: BIS 402)	3
ENG/COM CORE	English/Communication Course	3
BIS 425	Using Databases in Application Development (prerequisite: BIS 345)	3
BIS 445	Extensible Markup Language (XML) (prerequisite: BIS 201)	3
BIS 415	IT Capstone-Programming & Desktop Applications # (prerequisite: BIS 402)	3
SCI CORE	Science Course	3
GEN ED CORE	General Education Course	3
SOC SCI CORE	Social Science Course	3
CWE 099	Pre Co-op Workshop (required if planning a Co-op)	3
CWE 325 A3	Cooperative Work Education	3
	or	
ELEC	Elective Course	3

CONCENTRATION IN .NET TECHNOLOGY

Certificate of Proficiency in Information Technology

This comprehensive, career-oriented certificate program is designed to provide students with a solid background in the methodology of application development. Topics presented include the justification, design, creation, and maintenance of complex computer systems. Students will learn how to assess information systems project feasibility through a business case analysis, gather requirements, create a functional specification document, and design and build graphical user interfaces. Students will also learn VB.NET, ASP, XML, and SQL as part of the broad implementation of the project.

Students may apply credits earned in the Certificate of Proficiency to the associate degree in Information Technology with a concentration in Programming and Application Development.

Required Subjects		Credits
PRC 101	Peirce College Orientation	1
BIS 109	Information Searching and Presentation (TECH CORE)	3
ITN 100	Introduction to Information Technology (TECH CORE)	3
BIS 112	Programming Concepts (prerequisite: ITN 100)	3
BIS 201	Internet Concepts (prerequisite: BIS 109)	3
BIS 224	Concepts in Desktop Programming (prerequisite: BIS 112)	3
BIS 245	Using VB.NET in Application Development I (prerequisite: BIS 224)	3
BIS 325	Using VB.NET in Application Development II (prerequisite: BIS 245)	3
BIS 345	Using ASP.NET in Application Development (prerequisites: BIS 201, 325)	3
BIS 425	Using Databases in Application Development (prerequisite: BIS 345)	3
BIS 445	Extensible Markup Language (XML) (prerequisite: BIS 425)	3

CONCENTRATION IN TECHNOLOGY MANAGEMENT

Associate in Science Degree in Information Technology

This concentration provides students with a combination of business and technology courses allowing them to use technology to solve business problems. Students will gain valuable knowledge in business fundamentals and ethics in information technology along with Microsoft Office fundamentals and network operating systems. Students will also learn how to integrate technology in the workplace to support business processes and functions. Key areas of study include Internet business applications and virtual teams.

Most Peirce associate degree holders move on to the bachelor's degree in this concentration.

**A grade of C or above is required for this course.*

Required Subjects		Credits
PRC 101	Peirce College Orientation	1
BIS 109	Information Searching and Presentation (TECH CORE)	3
ENG 101	English Composition* (ENG/COM CORE)	3
MAT CORE	Mathematics Course	3
BUS 100	Introduction to Business (Formerly MGT 101)	3
BIS 201	HTML and the World Wide Web (prerequisite: BIS 109)	3
MKT 101	Introduction to Marketing*	3
ITN 100	Introduction to Information Technology (TECH CORE)	3
MGT 210	Applied Management Concepts* (prerequisite: BUS 100)	3
ENG/COM CORE	English/Communication Course	3
HUM/HIS CORE	Humanities/History Course	3
LAW 103	Business Law	3
SCI CORE	Science Course	3
ITN 130	Networking Fundamentals (prerequisite: ITN 100)	3
ECO 101	Macroeconomics (SOC SCI CORE)	3
ACC 101	Accounting Principles I*	3
ECO 102	Microeconomics (SOC SCI CORE)	3
ACC 102	Accounting Principles II* (prerequisite: ACC 101)	3
BIS 112	Programming Concepts (prerequisite: ITN 100)	3
MAT 109	Business Statistics I* (MAT CORE)	3
FIN 201	Introduction to Finance* (prerequisite: ACC 102)	3

CONCENTRATION IN TECHNOLOGY MANAGEMENT

Bachelor of Science Degree in Information Technology

Students pursuing the bachelor's degree with this concentration learn applied management concepts, systems analysis and design, and project management. Students will take a variety of business, finance, and management courses to enhance their knowledge of business and the effective use of technology. They will also develop critical thinking skills that will be invaluable in technology management positions in business, industry, and government. Upon completion of this degree, students will be well on their way to a challenging career as a business technology supervisor, department liaison, or project lead.

**A grade of C or above is required for this course.*

#A grade of C or above is required for the capstone project.

Required Subjects		Credits
MAT 210	Business Statistics II* (prerequisite: MAT 109)	3
GEN ED CORE	General Education Course	3
MIS 302	Information Technology Project Management (prerequisite: MIS 205)	3
BIS 402	Systems Analysis and Design (prerequisite: MIS 302)	3
HUM/HIS CORE	Humanities/History Course	3
HRM 301	Human Resource Management* (prerequisite: MGT 210)	3
SOC SCI CORE	Social Science Course	3
SCI CORE	Science Course	3
MGT 305	Concepts in Leadership (prerequisite: MGT 210)	3
HUM/HIS CORE	Humanities/History Course	3
MGT 304	Business Ethics (prerequisite: MGT 210)	3
ENG/COM CORE	English/Communication Course	3
MKT 401	Marketing Management (prerequisite: MKT 101)	3
FIN 401	Financial Analysis* (prerequisite: FIN 201)	3
MGT 306	Organizational Dynamics* (prerequisite: MGT 210)	3
MGT 404	Operations Management* (prerequisites: MGT 210, MAT 210)	3
SOC SCI CORE	Social Science Course	3
MIS 425	Special Topics - Technology Management* (prerequisite: MIS 302)	3
BUS 450	Policy & Strategy Formulation# (prerequisites: ACC 102, ECO 102, FIN 401, MGT 306, 404)	3
CWE 099	Pre Co-op Workshop (required if planning a Co-op)	
CWE 320 A3	Cooperative Work Experience	3
	or	
ELEC	Elective	3

CONCENTRATION IN WINDOWS NETWORK OPERATING SYSTEM

Certificate of Proficiency in Information Technology

This career-oriented certificate program provides a foundation for students interested in the computer network industry. Upon completion of the certificate program, students will have studied a majority of the exam requirements related to the Microsoft Certified Systems Engineer (MCSE) certification.

Required Subjects/Recommended Sequence		Credits
PRC 101	Peirce College Orientation	1
ITN 100	Introduction to Information Technology (TECH CORE)	3
BIS 109	Information Searching and Presentation (TECH CORE)	3
ITN 120	PC Fundamentals (prerequisite: ITN 100)	3
ITN 130	Networking Fundamentals (prerequisite: ITN 120)	3
ITN 144	Introduction to Network Security (prerequisite: ITN 130)	3
ITN 200	Windows Client and Server Administration (prerequisite: ITN 130)	3
ITN 340	Windows Network Management (prerequisite: ITN 200)	3
ITN 350	Planning and Maintaining a Windows Network (prerequisite: ITN 200)	3
ITN 410	Windows Active Directory (prerequisite: ITN 350)	3
ITN 415	Windows Network Security (prerequisite: ITN 410)	3

PARALEGAL STUDIES PROGRAM

Mission Statement

The mission of the Paralegal Studies Program is to provide the foundation and academic credential base that will prepare students for rewarding careers as paralegal professionals in the legal industry.

Vision Statement

By approaching the study of law from a theoretical, conceptual, and practical perspective, the Peirce College Paralegal Studies Program will prepare students for the demands of the paralegal profession. Based on a curriculum that is focused on a full range of legal specialty practice areas and a broad scope of general education perspectives, students will obtain the critical thinking, analytical processing, and legal skill sets necessary to succeed as paralegals. As a means of assuring program quality and staying well-targeted to the dynamic demands of the legal profession, the College evaluates the program curriculum and student services on a continual basis and incorporates changes identified through the evaluation process. In collaboration with legal practitioners, employers, and professional associations, the College continues working toward the ultimate goal of improving and increasing the utilization of paralegal services.

Goals

In the Paralegal Studies Program, our primary goal is to prepare students for successful, rewarding careers in the legal industry. The program enables students to achieve the following outcomes by the time of graduation:

1. understand and utilize the concepts of critical and analytical thinking skills in paralegal work assignments
2. understand and demonstrate the importance of effective communication skills in relation to success as a paralegal professional
3. have a working use of the legal vocabulary required to function professionally within the legal community
4. understand the distinction and diversity of the different areas of legal practice
5. have a working knowledge of the federal and state court systems
6. be familiar with and capable of drafting the forms of documentation utilized in legal practice
7. be adept at computerized and manual legal research techniques
8. be familiar with legal computer software programs and technology utilized within the legal community
9. demonstrate professional caliber legal writing skills
10. understand and utilize the organizational skills required to develop and maintain effective case management
11. understand and utilize the concept of time management in their approach to assignment completion and workload demands
12. understand and utilize the principles of effective people skills to maintain professional client relationships, conduct client and witness interviews, and orchestrate the human resource demands of case management
13. understand and display a mastery of the rules of professional office etiquette
14. have an appreciation of, respect for, and sensitivity to persons of different cultures and other backgrounds
15. understand and abide by the Professional Rules of Responsibility/Ethical Conduct applied to the legal community (Most notably, students will understand and abide by the limitations on the practice of law by non-lawyers. Students will understand the principle that paralegals work under the direct supervision of lawyers.)
16. have an understanding of the emerging role of the paralegal and the place of the paralegal in expanding the delivery of legal services

PARALEGAL STUDIES PROGRAM

Associate in Science Degree in Paralegal Studies

This program is approved by the American Bar Association (ABA) and provides a foundation for students aspiring to a career in the paralegal profession. The associate degree serves as an important milestone in the credential base for a paralegal. Since legal employers more frequently require the bachelor's degree, Peirce associate graduates typically continue their studies to the next level.

Courses are available in Peirce's Online Program; however, the ABA requires students to take 10 credits in the classroom. Consult with a Program Advisor for a list of Paralegal courses offered online.

Paralegal courses not available online that must be taken in the classroom are noted in required subjects. See PLG 100, 102, 113, and 117.

**A grade of C or above is required for this course.*

***All required 100 level concentration courses must be completed.*

+Students who are already familiar with basic word processing and Internet use should take BIS 109 instead.

°The following courses do not meet the MAT CORE requirements for PLG majors: MAT 109 and MAT 210.

Required Subjects		Credits
PRC 101	Peirce College Orientation	1
BIS 101+	Introduction to Word Processing & the Internet (TECH CORE)	3
MAT CORE°	(Recommended MAT 101, 102, 105, or 230)	3
ENG 101	English Composition* (ENG/COM CORE)	3
PSC 101	American Government (SOC SCI CORE)	3
PLG 100	Introduction to the Paralegal Profession	3
PLG 102	Legal Research	3
PLG 113	Legal Writing I (prerequisite: ENG 101)	3
PLG 117	Civil Litigation (prerequisites: PLG 100, 102, 113 must be completed or concurrently enrolled)	3
MAT CORE°	(Recommended MAT 101, 102, 105, or 230)	3
SOC SCI CORE	Social Science Course	3
PLG 206	Tort Law**	3
PLG 207	Criminal Law**	3
BIS 111	Application Software Fundamentals (TECH CORE) (prerequisite: BIS 101 or BIS 109)	3
PLG 213	Legal Writing II**	3
ENG/COMCORE	English/Communication Course	3
CWE 098	Pre Co-op Workshop (required if planning a Co-op)	
PLG 215	Professional Legal Responsibility**	3
PLG 219	Legal Technology (prerequisites: BIS 101 or BIS 109, 111)	3
SCI CORE	Science Course	3
HUM/HIS CORE	Humanities/History Course	3
PLG 220	Paralegal Capstone **	3
	or	
CWE 116A3	Cooperative Work Education (prerequisite: CWE 098)	3

PARALEGAL STUDIES PROGRAM

Bachelor of Science Degree in Paralegal Studies

This program is approved by the American Bar Association (ABA) and provides the opportunity for paralegals to work closely with attorneys, judges, prosecutors, and public defenders. While assuming the ultimate responsibility for legal work, attorneys rely on paralegals in all phases of case management and trial preparation.

The paralegal profession encompasses a wide variety of assignments, projects, functions, and environments. Though many paralegals pursue a traditional career path of law firm employment, it is by no means the only avenue available. Paralegals work in government, court systems, consumer organizations, banks, finance companies, legal aid offices and clinics, accounting and engineering firms, insurance agencies, real estate and title companies, public relations and advertising agencies, entertainment production companies, and corporations.

Paralegals often specialize in a particular area such as family law, health care, personal injury, civil litigation, corporate law, estate planning, real estate, immigration, intellectual property, environmental protection, civil rights, and criminal law.

The bachelor's degree in Paralegal Studies from Peirce is a well recognized degree that will open doors for a career in the legal community. Students receive in-depth coverage in a full range of legal specialty areas that expand the students' skills and prepares them for the role of a paralegal. By approaching the study of law from a theoretical, conceptual, and practical perspective, students will be preparing themselves for all aspects of the paralegal profession. This degree can also serve as the ideal preparation and foundation for candidates looking to move on to law school after graduation.

#All Paralegal courses required for the bachelor's degree must be either completed or concurrently enrolled.

****A grade of C or above is required for this course.***

*****All required 100 level concentration courses must be completed.***

°The following courses do not meet the MAT CORE requirements for PLG majors: MAT 109 and MAT 210.

Required Subjects		Credits
PLG 205	Real Estate Law**	3
PLG ELEC	Paralegal Elective	3
ENG/COM CORE	English/Communication Course	3
SOC SCI CORE	Social Science Course	3
PLG 204	Family Law**	3
PLG 209	Business Organizations**	3
PLG ELEC	Paralegal Elective**	3
HUM/HIS CORE	Humanities/History Course	3
MAT CORE°	(Recommended MAT 101,102, 105, or 230)	3
PLG 208	Estate Law**	3
PLG 315	Advanced Legal Research (prerequisite: PLG 219)**	3
PLG 417	Contracts**	3
GEN ED CORE	General Education Course	3
SCI CORE	Science Course	3
TECH CORE	Technology Course	3
CWE 099	Pre Co-op Workshop (required if planning a Co-op)**	
PLG ELEC	Paralegal Elective	3
HUM/HIS CORE	Humanities/History Course	3
SOC SCI CORE	Social Science Course	3
PLG 420	Paralegal Capstone*#	6
	or	
CWE 416A6	Cooperative Work Education (prerequisite: CWE 099)	6

PARALEGAL STUDIES

Certificate of Proficiency

Prerequisite: A Bachelor of Science or Bachelor of Arts from an accredited college with a major other than Paralegal Studies.

Courses are available in Peirce's Online Program; however, the American Bar Association (ABA) requires students to take 10 credits in the classroom. Consult with a Program Advisor for a list of Paralegal courses offered online.

Paralegal courses not available online that must be taken in the classroom are noted in required subjects. See PLG 100, 102, 113 and 117.

The ABA approved Post-Baccalaureate Certificate Program in Paralegal Studies is designed for the individual who has already completed a bachelor's degree with a major other than Paralegal Studies and is looking to make a career transition into the field of law. The Certificate of Proficiency Program is built on a core group of legal specialty foundation courses that give graduates the skill sets necessary to thrive in the legal environment. This intensive program of study is comprised of 10 legal specialty courses that can be completed in one academic year, and will prepare students for the transition to a career in the paralegal profession.

For candidates looking to move on to law school, the Post-Baccalaureate Certificate in Paralegal Studies can serve as the ideal preparation and foundation for that career plan.

**All required 100 level Paralegal courses must be completed.*

▪Any Paralegal course not required for the certificate may be taken as the PLG Elective.

Required Subjects		Credits
PRC 101	Peirce College Orientation	1
PLG 100	Introduction to the Paralegal Profession	3
PLG 102	Legal Research	3
PLG 113	Legal Writing I	3
PLG 117	Civil Litigation (prerequisites: PLG 100, 102, 113) (Must be completed or concurrently enrolled)	3
PLG 206	Tort Law*	3
PLG 207	Criminal Law*	3
PLG 215	Professional Legal Responsibility*	3
PLG 219	Legal Technology* (prerequisites: BIS 101 or BIS 109, 111)	3
PLG ELEC	Paralegal Elective▪	3
PLG ELEC	Paralegal Elective▪	3

COURSE DESCRIPTIONS

Each course is worth three credits unless otherwise noted.

Accounting (ACC)

ACC 101 Accounting Principles I

A grade of C or above is required for this course.

This introductory course includes the theory and application of major accounting principles and procedures. The following topics and problems will be studied and practiced: journalizing, financial statements, adjusting and closing entries, and systems and controls.

ACC 102 Accounting Principles II

A grade of C or above is required for this course.

Prerequisite: ACC 101

Build on the skills that were developed in ACC 101. Material covered includes the utilization and interpretation of accounting principles, a detailed study of deferrals and accruals, plant and intangible assets, partnership and corporate forms of ownership, stocks and bonds, and their effect on business decisions, and financial statement analysis.

ACC 203 Intermediate Accounting I

A grade of C or above is required for this course.

Prerequisite: ACC 102

Begin with a review of fundamental accounting principles, and then move on to an intensive study of financial statements, including the income statement and balance sheet and their interrelationship.

ACC 204 Intermediate Accounting II

A grade of C or above is required for this course.

Prerequisite: ACC 203

Continue the analysis of a company's balance sheet with the study of inventories, fixed assets, and liabilities.

ACC 222 Managerial Accounting

Prerequisite: ACC 102

Learn the functional approach to the basic concepts of managerial accounting. Topics emphasized are pro forma financial statements, budgets, cash flow analysis, forecasting, direct costing, break-even analysis, and capital expenditures.

ACC 225 Introduction to Taxation

Prerequisite: ACC 102

An introductory tax course, ACC 225 covers the overall tax environment; Internal Revenue Service tax rules and regulations for the corporation and individual; tax planning; and basic corporate, individual, and partnership tax returns.

ACC 301 Auditing

Prerequisite: ACC 204

This is a course that covers the principles of auditing and other assurance services. It covers professional standards, professional ethics, audit evidence, audit planning, audit risk, audit reports, Sarbanes-Oxley Act, internal control, and the role of the Securities and Exchange Commission.

ACC 303 Cost Accounting I

Prerequisite: ACC 204

Students will learn the principles of cost concepts, cost behavior, and cost accounting techniques in manufacturing and service businesses, as well as how to determine the cost of products and services to set selling prices, bid on contracts, and analyze the relative profitability of various products and services. This course will help students understand how to use the accounting system as an effective information tool for management.

ACC 401 Advanced Accounting

Prerequisite: ACC 204

Explore corporate and multinational consolidations in accounting, as well as international accounting standards, foreign currency transactions, interim reporting, and the Securities and Exchange Commission.

ACC 425 Special Topics - Accounting

A grade of C or above is required for this course.

Prerequisites: ACC 204, ACC 225, ACC 301, ACC 303, and FIN 401 courses must be completed or concurrently enrolled.

Students will research special topics that will change based on current events and issues in the field of accounting. The topics are intended to prepare the student for the workplace and graduate school. Due to their ongoing importance in business, cases in professional ethics and issues in international accounting will receive special attention.

Business (BUS)

BUS 100 (Formerly MGT 101) Introduction to Business

Apply an interdisciplinary approach to study the role of the American business system in a global, political, and economic perspective. Topics include the historical development of the American business system; comparison of economic philosophies; functions of management, marketing, finance, and organizational structure; governments' intervention in business activity; the international business environment; and social responsibility.

COURSE DESCRIPTIONS

BUS 450 (Formerly MGT 450) Policy and Strategy Formulation

A grade of C or above is required for this course.

Prerequisites: ACC 102, ECO 102, FIN 401, MGT 306, and MGT 404

This capstone course will integrate business knowledge and concepts for the purpose of policy making and strategy formulation. Students will develop a total organization approach to problem solving through case studies and a management simulation. As a requirement for this course, students will take a standardized test, the Major Field Test (MFT) in Business, to measure their academic achievement in the business curriculum. The MFT in Business contains 120 multiple-choice items designed to measure students' ability in the following areas: accounting, economics, finance, law, management, marketing, and quantitative analysis.

Business Information Systems (BIS)

BIS 101 Introduction to Word Processing & the Internet

Students will learn the fundamental information and computer literacy topics needed by anyone who works with computers and how to use the Internet as a research tool, how to locate and evaluate information, and how to document their use of reference sources. Privacy and security issues pertaining to the Internet will be discussed. Additionally, the course will cover the basics of word processing in Microsoft Word, including editing, formatting, creating tables, and inserting graphics, borders, and images. This course is intended for students with little or no prior experience with computers or the Internet. Those already familiar with basic word processing and Internet use should take BIS 109 instead.

BIS 109 Information Searching and Presentation

Enhance the ability to effectively locate, evaluate, and use online information. Keyword selection, Boolean logic operators, wildcards, and other search tips will be included. Students will develop presentations using Microsoft PowerPoint and practice effective presentation design and delivery. Students who complete this course will have the fundamentals needed to prepare for the Microsoft Office Specialist certification exam on Microsoft PowerPoint. This course is intended for students familiar with basic word processing and Internet use. Those with little or no prior experience with computers or the Internet should take BIS 101 instead.

BIS 111 Application Software Fundamentals

Prerequisite: BIS 101 or BIS 109

Become familiar with software applications used in the workplace, and receive hands-on practice with the fundamental aspects of these applications. This course will cover the desktop operating system along with Microsoft PowerPoint, Excel, Access, and Outlook. Students will learn the practical application of these programs in business contexts and learn to make effective decisions when selecting where and how to use these applications.

BIS 112 Programming Concepts

Prerequisite: ITN 100

An introduction to object-oriented programming, topics explored include the concepts of objects, methods, events, modularity, and logical structure. In this course, students will write, test, debug, and document their own basic computer programs.

BIS 201 HTML and the World Wide Web (Formerly Internet Concepts)

Prerequisite: BIS 101 or BIS 109

Experience a hands-on introduction to website design and implementation. Students will learn HTML markup, basic website administration, and key web design principles to enable them to use the web to communicate information effectively.

BIS 215 Spreadsheet Intermediate Concepts

Prerequisite: BIS 111

Move on to intermediate concepts of spreadsheets using Microsoft Excel and apply these concepts to projects designed for the workplace. Students will be exposed to subject matter tested on the Microsoft Office Specialist exam for Microsoft Excel.

BIS 216 Database Intermediate Concepts

Prerequisite: BIS 111

Students will be exposed to intermediate database concepts and techniques using Microsoft Access. Topics covered include database design, querying, maintenance, and the creation of forms and reports. The practical application of these concepts is emphasized through projects designed for the workplace. Material covered includes subject matter tested on the Microsoft Office Specialist exam for Microsoft Access.

BIS 224 Concepts in Desktop Programming

Prerequisite: BIS 112

Learn about programming logic and design. Topics include program structure, looping, branching, modularization, and documentation. Students will learn how to take a business problem, conceptualize it, and apply good design practices to solve the problem.

BIS 245 Using VB.NET in Application Development I

Prerequisite: BIS 224

Learn to program an application development solution using Visual Basic.NET. Program design, graphical user interfaces, variables, constants, data types, and expressions are covered.

COURSE DESCRIPTIONS

BIS 314 **Word Processing Advanced Concepts**

Prerequisite: BIS 111

Advanced concepts of word processing using Microsoft Word are presented. Students will apply these concepts to projects designed for the workplace and will be exposed to subject matter tested on the Microsoft Office Specialist exam for Microsoft Word.

BIS 315 **Spreadsheet Advanced Concepts**

Prerequisite: BIS 215

Students will apply advanced concepts of spreadsheets using Microsoft Excel to projects designed for the workplace, and will be exposed to subject matter tested on the Microsoft Office Specialist exam for Microsoft Excel.

BIS 316 **Database Advanced Concepts**

Prerequisite: BIS 216

Use Microsoft Access to explore advanced concepts of databases and apply these concepts to projects designed for the workplace. Topics include the Structured Query Language (SQL), database administration, and application development components of Access including switchboards, macros, and Visual Basic for Applications. Students will be exposed to subject matter tested on the Microsoft Office Specialist exam for Microsoft Access.

BIS 317 **Visual Basic for Applications**

Prerequisites: BIS 314, BIS 315, BIS 316, and BIS 224

Develop the skills and knowledge for application development using the programming features of Microsoft Office by completing exercises using Microsoft Excel, Microsoft Word, Microsoft Access, and Microsoft PowerPoint. Learn about the Visual Basic Editor, object models, variables, and programming structures such as case statements, do...loop, for...next, and other statements. Use the Visual Basic for Applications programming language to create professional applications in a hands-on programming environment.

BIS 325 **Using VB.NET in Application Development II**

Prerequisite: BIS 245

Topics covered in this course are intermediate VB.NET programming details and techniques. Students will program application development solutions that require decision making, iteration, multiple forms, menus, common dialogs, functions, and arrays. Debugging and creating executable files are also included.

BIS 330 **JavaScript Programming**

Prerequisites: BIS 201 and BIS 325

Expand on the knowledge gained in BIS 201 and BIS 325 by further investigating the development of web pages using the of JavaScript programming language. Some of the topics explored include how to create banners, rollovers, slide shows, status bar messages, new windows, form validations, and random quotes using JavaScript.

BIS 335 **Web Animation and Interactivity** **(Formerly Web Animation)**

Prerequisite: BIS 330

An introduction to the basics of animation using Flash, a leading software product for creating animated, vector-based objects. Students will build animations that incorporate sound as well as interactivity.

BIS 345 **Using ASP.NET in Application Development**

Prerequisites: BIS 201 and BIS 325

Students will develop web applications using ASP.NET and VB.NET, web programming concepts, ASP.NET techniques and related tools and technologies are covered.

BIS 402 **Systems Analysis and Design**

Prerequisite: MIS 302

Discover the principles, practices, and tools of modern systems analysis and design. Established and evolving methodologies for the development of business-related computer information systems are presented. Students are exposed to the full software development lifecycle, with an emphasis on requirements analysis and the creation and representation of design specifications. The roles of systems analysts, computer programmers, and end users in the development, installation, and maintenance of an information system are investigated.

BIS 403 **Applied Systems Design**

Prerequisite: BIS 402

Use the systems development skills learned in BIS 402 and apply them to a business problem. Working in teams, students analyze a business problem and design a systems-based solution. Teams make presentations highlighting their proposed designs and deliver a final system analysis report to the management of a hypothetical client.

COURSE DESCRIPTIONS

BIS 415

IT Capstone in Programming and Desktop Applications

Prerequisite: BIS 402

A grade of C or above is required in this course.

The capstone serves as a final assessment of the program outcomes for the Programming & Application Development and Desktop Applications for Business concentrations. The capstone project provides students the opportunity to assimilate and apply the knowledge and skills they have acquired throughout their degree program. Students are encouraged to choose capstone topics that will benefit both themselves and their current or prospective employers.

BIS 425

Using Databases in Application Development

Prerequisite: BIS 345

A grade of C or above is required in this course.

Program an application development solution using SQL, ASP.NET, and VB.NET. Testing and debugging concepts are covered as well as expanding the application development solution to include a sophisticated database.

BIS 445

Extensible Markup Language (XML)

Prerequisite: BIS 201

Use the Extensible Markup Language (XML) to create and structure documents to be delivered over the Web. Projects will cover validation using Documentation Type Definitions (DTD) and XML Schemas, formatting with Cascading Style Sheets and XSLT, and the creation of Computational Style Sheets.

COM 202

Intercultural Communication

Prerequisite: A grade of C or above in ENG 101.

Examine the concept of valuing differences by developing skills in understanding and working with persons from backgrounds different from the student's own, including differences in work ethic, ethnicity, gender, age, socioeconomic status, education, and sexual orientation. Through class assignments, this course also requires students to apply, in their day-to-day activities, the intercultural communication skills they have acquired during the class.

COM 345

Advanced Communication Skills

Prerequisite: two English and/or Communication courses, one of which must be ENG 101.

Refine and reinforce both oral and written communication skills appropriate for academic and professional settings. Requirements include, but are not limited to, oral presentations and written assignments particular to program majors. Knowledge of PowerPoint and research skills is also emphasized. Prior completion of BIS 109 and/or BIS 111 is strongly recommended.

Communication (COM)

COM 112

Effective Speech Communication

Study and practice oral communication, written speech construction, rhetorical devices, and presentational skills. Organization and development of ideas, diction, clarity of expression, and the interaction of verbal and non-verbal behavior are all emphasized.

COURSE DESCRIPTIONS

Cooperative Work Education (CWE)

COOPERATIVE WORK EDUCATION (CWE)

Students planning to take cooperative work education (Co-op) for their associate or bachelor's degree must first take a preparatory workshop to prepare for the Co-op program. The prerequisite workshop must be taken after 30 credits for the associate degree program and/or 90 credits for the bachelor's degree program. All cooperative work experiences are optional. The supervised work experiences provide students with the opportunity to observe and

participate in actual organizational processes in their area of special interest. A comprehensive work report is required of all students. Co-op experiences may be either three or six credits. To participate in Co-op, students must consult their Program Advisor. Students must typically hold a 2.0 GPA to participate. Students who fall below the required GPA must obtain a waiver. Co-op is not available in every concentration and every degree program. Co-op experience is available in the following concentrations and programs:

Course Code	Pre Co-op Workshop Days/Times		Credits
CWE 098 AT	Pre Co-op Workshop – Tuesdays, 4:30 pm – 5:30 pm (associate)		0
CWE 099 BW	Pre Co-op Workshop – Wednesdays, 4:30 pm – 5:30 pm (bachelor's)		0
CWE 104 A3	Business Administration / Management	associate	3
CWE 116 A3	Paralegal Studies	associate	3
CWE 117 A3	Information Technology / Networking	associate	3
CWE 120 A3	Information Technology / Technology Management	associate	3
CWE 123 A3	Information Technology / Network Security	associate	3
CWE 124 A3	Information Technology / Desktop Applications for Business	associate	3
CWE 125 A3	Information Technology / Programming and Application Development	associate	3
CWE 304 A3	Business Administration / MGT/HRM/ENT	bachelor's	3
CWE 305 A3	Business Administration / Accounting	bachelor's	3
CWE 306 A3	Business Administration / Marketing	bachelor's	3
CWE 310 A3	Business Administration / Business Law	bachelor's	3
CWE 317 A3	Information Technology / Networking	bachelor's	3
CWE 320 A3	Information Technology / Technology Management	bachelor's	3
CWE 323 A3	Information Technology / Network Security	bachelor's	3
CWE 324 A3	Information Technology / Desktop Applications for Business	bachelor's	3
CWE 325 A3	Information Technology / Programming and Application Development	bachelor's	3
Course Code	Cooperative Work Experience – 6 Credits	Degree	Credits
CWE 416 A6	Paralegal Studies	bachelor's	6
CWE 424 A6	Information Technology/ Desktop Applications for Business	bachelor's	6

COURSE DESCRIPTIONS

Economics (ECO)**ECO 101****Macroeconomics**

Macroeconomics is a principles course that focuses on the aggregate economic variables of employment, output, and prices. The course serves as both an introduction to economics and as a survey of basic models of macroeconomic analysis. Topics include an investigation of the nature, scope, and methodology of economics; elementary models of supply, demand, and comparative statics; national income accounting; the business cycle, employment, and price level determination; fiscal policy; and money and banking and monetary policy.

ECO 102**Microeconomics**

Microeconomics is a principles course that focuses on the behavior of households and firms as economic agents. Topics include a review of the basics, including the nature of the economics discipline, elementary models of supply and demand and comparative statics; an extension of supply and demand analysis through own-price elasticity with applications; the theory of consumer choice and utility maximization; the theory of the firm under perfect competition and pure monopoly; resource pricing and input decisions, and the microeconomic aspects of international trade.

ECO 340**International Economics**

Prerequisites: ECO 101 and ECO 102 with a C or above. MAT 102, MAT 109, and MAT 210 are recommended.

International Economics presents an in depth study of international trade. Students will analyze why nations trade and invest, the gains from trade and investment, and the magnitude of these activities. Topics include trade restrictions, the costs of protection, foreign exchange markets, and the balance of payments.

ECO 350**Managerial Economics**

Prerequisites: ECO 101 and ECO 102 with a C or above. MAT 102, MAT 109, and MAT 210 are recommended.

Managerial Economics applies microeconomic theory to practical business applications, focusing on pricing, production, and resource allocation issues useful in decision-making. Topics include demand, the theory of the firm, production and costs, pricing decisions, demand estimation, game theory, and the theory of risk.

English (ENG)**ENG 095****English Prep for Business Administration, Information Technology, and Paralegal Studies**

A grade of C or above is required for this course.

This developmental course is designed to improve the vocabulary, conversation, and academic skills of English as a Second Language (ESL) learners enrolled in Business Administration, Information Technology, and Paralegal Studies degree programs. It is a one-credit course utilizing computer software, small class discussion, and tutorials to facilitate student success. ENG 095 is taken in conjunction with ENG 101 and a communication course and is offered during fall and spring sessions. This course does not count toward graduation or toward the student's grade point average.

ENG 096**Communication Skills for English as a Second Language (ESL)**

A grade of C or above is required for this course.

This developmental course is appropriate for ESL students who are studying temporarily in the United States, students who are currently seeking residency in the United States, and students who have already been naturalized. The course is designed for students needing to improve their English language skills, specifically for college-level studies. American English grammar is covered in detail. Key concepts in reading comprehension and composition are also examined. Verbal production skills are developed through the course's emphasis on student participation and discussion. This course should only be taken by ESL students. This course does not count toward graduation or toward the student's grade point average.

ENG 101**English Composition**

A grade of C or above is required for this course.

Students will develop clear, logical, and forceful expository writing skills with emphasis on planning, structuring, developing, and documenting essays. Readings, observations, and discussions provide students with a basis for writing about themselves and their world. Research techniques are also included. This course is required of all students.

ENG 202**Introduction to Literature**

Prerequisite: A grade of C or above in ENG 101

Focus on reading, discussing, and writing about significant works of literature through the genres of short fiction, drama, and poetry. Students will be introduced to literary terminology, thematic devices, and critical interpretation of the texts.

COURSE DESCRIPTIONS

ENG 205

American Literature

Prerequisite: A grade of C or above in ENG 101

Examine some of the most important literary trends in American literature with an emphasis on the relation of literature to American history and culture. The course provides a general introduction to literary theory and focuses on critical analysis of the selected texts.

ENG 219

The Essential Shakespeare

Prerequisite: A grade of C or above in ENG 101

Delve into Shakespeare's tragedies, comedies, histories, and sonnets through examining these works with intensive class discussion, creative and expository writing, and dramatic presentation. Additionally, explore the historical, political, and cultural influences that helped to shape many of Shakespeare's plays and poems. Finally, analyze why Shakespeare's plays continue to be read for academic and personal fulfillment and performed both on stage and in film.

ENG 330

Contemporary Literature

Prerequisite: A grade of C or above in ENG 101.

Experience the contemporary work (1970-present) of selected poets, fiction writers, and dramatists who have explored major societal issues such as sexuality, religion, and war. Students will be exposed to literary theory and will focus on major literary concepts such as aesthetic distance, art and morality, authenticity, and ambiguity. This course emphasizes discussion, debate, and written expression of themes, thematic devices, and critical analysis of the selected texts.

Entrepreneurship/Small Business Management (ENT)

ENT 200

Introduction to Entrepreneurship/Small Business Management

A grade of C or above is required for this course.

Prerequisite: BUS 100

Students explore entrepreneurial processes and outcomes in this introductory course. Opportunity identification through analysis of industry niches will be reviewed. Students will develop the skills needed in order to turn a business opportunity into reality. Business plans, launch decisions, and obtaining risk capital will be studied.

ENT 225

Accounting, Finance, and Tax for Smaller Businesses

Prerequisite: ACC 102

Accounting systems, financial plans, and budgets for small businesses are some of the material covered in this course. Financing sources for start-up and growing businesses are examined. Income tax considerations in choosing a type of business organization are discussed.

ENT 280

Entrepreneurial Marketing

A grade of C or above is required for this course.

Prerequisite: MKT 101

Focus is placed on marketing concepts as applied in the real world by entrepreneurs. Entrepreneurial marketing topics are presented, including customer segmentation, product/service development, marketing promotion, and sales channel development.

ENT 401

Entrepreneurial Strategies and Tactics

A grade of C or above is required for this course.

Prerequisites: ENT 200 and ENT 225

Students will consider the various types of entrepreneurial entry strategies, factors influencing the selection of an appropriate strategy, and the translation of that strategy into effective tactics.

ENT 425

Special Topics – Entrepreneurship/Small Business Management

A grade of C or above is required for this course.

Prerequisites: ENT 200, ENT 225, and MIS 404

This course will cover special topics that will change based on current events and issues of importance to the entrepreneur or small business manager. The topics are intended to prepare the student for a leadership role in operating a successful small business. Due to their ongoing importance in business, cases in professional ethics and issues in international management will receive special attention.

Finance (FIN)

FIN 201

Introduction to Finance

A grade of C or above is required for this course.

Prerequisite: ACC 102

Learn about the major concepts and techniques of financial management in this introductory course. The following topics will be emphasized: the time value of money, capital budgeting, financial statement analysis, financial forecasting, and short-term financial management.

FIN 401

Financial Analysis

A grade of C or above is required for this course.

Prerequisite: FIN 201

Further develop the skills to use financial information for management decisions in the context of planning and controlling business enterprise. There will be an emphasis on the development of decision-making criteria in dealing with topics such as financial planning, capital budgeting, financing international trade, working capital, risk, interest rates, debt, and equity management.

COURSE DESCRIPTIONS

History (HIS)

HIS 105
United States History I

In this course, students study United States history from the Age of Discovery/Exploration to the end of the Civil War, with emphasis on political developments, economic, social, intellectual, and cultural achievements. Students are encouraged to compare/contrast some of these developments/achievements to contemporary issues.

HIS 106
United States History II

Students will study United States history from Reconstruction to the 21st century with emphasis on political developments and economic, social, intellectual, and cultural achievements. To have a better understanding of these developments and achievements, students are encouraged to compare/contrast current political, economic, social, and cultural issues to those of the 21st century.

HIS 250
Global Cultures I

Learn about the important civilizations of the western and non-western world from early antiquity to 1500 C.E. The course examines the contributions of Asians, Africans, and Europeans in terms of cultural and religious attitudes, artistic achievements, socio-economic developments, and the growth of world trade.

HIS 260
Global Cultures II

Continue to explore important civilizations of the western and non-western world from 1500 C.E. to the present by examining the contributions of Asians, Africans, Europeans, and Amerindians in terms of cultural and religious attitudes, artistic achievements, socio-economic developments, and the expansion of world trade. The course also includes the spread of Marxism and impact of western ideas on non-western nations.

HIS 320
African Civilizations

A survey of Africa's contributions to world history and civilizations from 5000 B.C.E. to 1800 C.E. is presented with an intensive analysis of the major issues in African civilizations. Students will learn about different African civilizations and what roles these civilizations played in other world civilizations.

Humanities (HUM)

HUM 105
World Religions

The major world religions will be examined: Hinduism, Buddhism, Judaism, Christianity, and Islam as well as a few small scale traditional religions from around the globe. This course explores these religions as a combination of doctrine, concept, worship, traditions, socio-economic conditions, and environment from a perspective of intercultural appreciation and understanding.

HUM 107
Introduction to Gender Issues

Explore the cultural, religious, socio-economic, and political forces that have shaped and defined gender issues historically. Topics such as marriage and the family, gender and race relations, identity and socialization, and work-related issues are discussed.

HUM 108
Introduction to the African-American Experience

Discover the history, methodology, and relevance of Afrocentricity within academia and the workplace. Topics covered include an overview of African-American history, economics, politics, religion, and family. The understanding of these various topics fosters better race relations in America and the world.

HUM 225
Music and Art of the 20th Century

Examine the movement of thought in music and art of the 20th century. The course will expose students to the primary figures of 20th century music and art as well as the relationship that exists between the two disciplines.

Human Resource Management (HRM)

HRM 270
Employee Recruitment and Selection

A grade of C or above is required for this course.

Prerequisite: MGT 210

Develop the skills and knowledge required to make effective staffing decisions in this course. Emphasis is placed on the ethical and legal considerations involved in staffing decisions.

HRM 280
Labor Relations

Prerequisite: MGT 210

Students will review bargaining relationships, arbitration techniques, collective bargaining content, and the use of mediation in resolving conflict.

HRM 290
Compensation Management

A grade of C or above is required for this course.

Prerequisite: MGT 210

In this course, students will examine compensation and reward systems as well as incentive plans to motivate employee performance. Students will have the opportunity to develop and propose compensation programs that could be used in organizations.

COURSE DESCRIPTIONS

HRM 301 (Formerly MGT 303) Human Resource Management

A grade of C or above is required for this course.

Prerequisite: MGT 210

This course is a survey of the management function from the human resources perspective, with special emphasis on such personnel practices as recruitment, selection and training of staff, motivation and leadership, and performance appraisal.

HRM 306 Managing Employment Law in Business

Prerequisite: HRM 301

Students will study government regulations affecting human resource management; the focus will be on how to maintain legal compliance in a business setting.

HRM 310 Training Development and Design

A grade of C or above is required for this course.

Prerequisite: HRM 301

In this course, students will consider various theoretical models of training and development. Needs assessment, performance based objectives, and evaluation techniques will be evaluated.

HRM 401 Employee Benefits

A grade of C or above is required for this course.

Prerequisite: HRM 301

Study in-depth the design, administration, and effective communication of employee benefits and work/life balance programs in this upper-division course. Topics presented include measuring the marketplace, selecting and utilizing surveys, developing a competitive benefits program, legal requirements, pros and cons of flexible benefits, impact of federal regulations, controlling the cost of health insurance, aligning retirement programs with organizational objectives, self-insuring, and evaluating and implementing flexible work options such as telecommuting, and alternate work schedules.

HRM 425 Special Topics - Human Resource Management

A grade of C or above is required for this course.

Prerequisite: HRM 301

The professor for this course will identify a special topic, which will change based on current events and issues in the field of human resource management. Students are encouraged to choose projects that will benefit both themselves and their existing or potential employers.

International Business (INT)

INT 101

Introduction to International Business and Cultures

Prerequisite: BUS 100

Students will be introduced to the complexities of doing business in the global marketplace. The role of the World Trade Organization (WTO), regional trade agreements, protectionism, and cultural and language differences are a few of the topics to be studied. In addition, the evolution of modern international trade theory, as well as the effect of floating exchange rates on multi-national corporations and trading nations, and balance of payments will be examined.

Information Security (ISC)

ISC 310

Information Security Management

Material presented in this course comes from the Information Security and Risk Management domain of the CISSP CBK. Students will learn to define, describe, and discuss the planning, organization, and roles of individuals in identifying and securing an organization's information assets. Students will also learn to recognize policies, procedures, and guidelines used in information security and risk management. Finally, students should be able to explain, from a management perspective, human resource issues as they relate to confidential, proprietary, and private information.

ISC 320

Access Control Systems & Methodology

Material from the Access Control domain of the CISSP CBK will be covered in this course. Students will learn to identify and apply access control concepts and methodologies. They will also learn how to implement these controls within centralized and decentralized environments across the enterprise's computer systems. Finally, students will identify detective and corrective measures in order to apply them to risks, vulnerabilities, and exposures within a system.

ISC 330

Security Models & Architecture

Security Architecture and Design domain of the CISSP CBK will be presented in this course. Students will learn to identify physical components of IT architecture and the relationship between various uses of software. They will understand design principles and their relationship to secure enterprise architecture. Finally, students will be able to identify security models and how secure systems are evaluated, certified, and accredited.

COURSE DESCRIPTIONS

ISC 340

Law, Investigation & Ethics

Students will examine the fundamentals of law, investigation, and ethics, introducing students to these concepts as they pertain to computers and information systems' impact on organizations and society. This course covers computer crime laws, regulations, and ethical considerations that affect organizations, personnel, investigative measures, and techniques.

ISC 350

Telecommunications & Network Security

Material from the Telecommunications and Network Security domain of the CISSP CBK will be presented in this course. Students will learn the structure of the OSI reference model and TCP/IP protocols and understand their relationship to various types of network and telecommunication devices. They will also understand the techniques necessary to secure these networks and how to apply security policy to controls. Finally, students will learn to identify methods of attack, intrusion detection, data collection, and evidence preservation.

ISC 410

Management Level Cryptography

In this course, the Cryptography domain of the CISSP CBK will be covered. Students will become familiar with the basic concepts and application of cryptography, public and secret/shared key algorithms, algorithm types, key distribution and management, and methods of cryptographic attacks. They will also be able to define applications, construction and use of keys, and digital signatures to ensure the confidential transmission of data. Finally, students will understand how cryptographic methods support the standards of data integrity, authenticity, and non-repudiation.

ISC 420

Business Continuity & Disaster Recovery Planning

This course will cover material from the Business Continuity and Disaster Recovery Planning domain of the CISSP CBK. Students will learn to differentiate between business continuity and disaster recovery. The student will also learn how to plan, analyze, strategize, and implement a business continuity project. Finally, students will learn the associated terminology and steps needed to recover from a disaster.

ISC 430

Physical & Operations Security

Topics presented in this course will cover material from the Physical (Environment) Security and Operations Security domains of the CISSP CBK. Students will learn to describe the elements involved in choosing a secure site, its design and configuration, and the methods for securing the facility against unauthorized access. Students will also learn to plan for the prevention of equipment and information theft, and for measures to secure the environment and safety of the people, the facility, and its resources.

ISC 440

Application and System Development Security (Formerly Application & System Development)

Students will learn material from the Application Security domain of the CISSP CBK. Students will learn to describe the security and controls of the systems development process, system life cycle, application controls, change controls, program interfaces, and other concepts used to ensure data and application integrity, security, and availability.

ISC 450

CISSP Review Course

Prerequisites: ISC 310, 320, 330, 340, 350, 410, 420, 430, 440

All ten domains of the CISSP CBK will be reviewed in this comprehensive review course. Students will review key areas of knowledge for each of the ten domains. They will also take practice exams that cover the material from the key knowledge areas.

Information Technology Networking (ITN)

ITN 100 (Formerly NET 101)

Introduction to Information Technology

This survey course provides a broad-based introduction to information technology for IT students. Topics include an overview of hardware and software systems, networking and the Internet, network security, information systems, eBusiness, systems analysis and design, application programming, and database management. Social, legal, and ethical issues associated with the use and developments of information technology are also discussed.

ITN 120

PC Fundamentals

Prerequisite: ITN 100

This course introduces students to maintenance, upgrade, and repair of PCs and will cover the exam objectives related to CompTIA's A+ Essentials and IT Technician certifications. Operating system coverage includes installing and configuring Microsoft Windows as well as troubleshooting common software issues. Hardware coverage includes understanding the operation of the system board, mass storage devices, power supplies, and peripheral devices as well as troubleshooting fundamentals.

ITN 130

Networking Fundamentals

Prerequisite: ITN 100

Learn the fundamentals of data communications and networking. Focus will be placed on hardware and software components for the implementation of transmission media, local area networks (LANs), and wide area networks (WANs), network interconnections, network management, protocols, and related technologies. Exam objectives related to CompTIA's Network+ certification are presented. After completing this course, students should be able to apply their understanding of data communication technologies to real-life situations graduates will encounter in the field.

COURSE DESCRIPTIONS

ITN 144 (Formerly NET 104) Introduction to Network Security

Prerequisite: ITN 130

Students will develop a basic understanding of the network security field and will be prepared for more advanced security topics in the Network Security concentration. Topics covered include general security concepts, data communication security, infrastructure security, and cryptography. The concepts presented in this course map to the exam objectives for CompTIA's Security+ exam.

ITN 200 Windows Client and Server Administration

Prerequisite: ITN 130

Students get a comprehensive overview of the features and functions of Microsoft Windows workstation and server operating systems, this includes an examination of the installation, configuration, management, and networking functionality of Windows in a stand alone as well as large and small network environments. The course objectives are designed around the job-related tasks a support professional must perform using new or modified features in Microsoft Windows. By the end of the course, students will have the ability to configure and support environments running Windows Professional and Server, as well as the requisite knowledge to prepare for the associated Windows Microsoft certification exams.

ITN 220 Help Desk and Customer Support Concepts

Prerequisite: ITN 100

Students will delve into the material related to an IT Help Desk along with effective customer support concepts. Students will learn to recognize the skills, processes, technology, and information needed to run a successful help desk. Using real world computer support examples and case studies, students will learn how to support computer systems, software, and the customers who use them. Troubleshooting and customer service skills are emphasized so that students can apply these skills when they are in the field. Assigned research projects, using the Internet and other resources, provide the opportunity to explore help desk problems and solutions encountered in industry.

ITN 244 Operating Systems Security

Prerequisite: ITN 144

Topics presented in this course include an overview of a variety of operating systems, including Windows client operating system, Windows server operating system, Linux, Novell NetWare, and Mac OS. Students will learn to plan, implement, and audit security on computer operating systems. Case studies are used to reinforce security application in real-world situations.

ITN 254 Introduction to Cryptography

Prerequisite: ITN 144

Students will be introduced to the basics of cryptography. Cryptography is the foundation for all secure transactions between people and companies and is an important step in understanding advanced topics covered in later security courses. Topics covered include private and public key crypto methods, their strengths and weaknesses, and key distribution and digital certificates. In addition, real-world applications and crypto attacks are discussed.

ITN 300 Linux Administration

Prerequisite: ITN 130

This course provides hands-on experience in the installation, operation, troubleshooting, and administration of the Linux operating system for both workstations and servers. Focus will be on the Red Hat distribution, with some discussion of alternate vendors. After completing this course, students will have the fundamentals needed to assist them in preparing for CompTIA's industry standard Linux+ certification exam.

ITN 302 Linux Networking and Security

Prerequisites: ITN 144 and ITN 300

Build on skills obtained in ITN 300 and get hands-on experience in advanced Linux topics such as networking, administration, and security. The first part of the course will cover network technologies and protocols, Linux network configuration, and Linux server applications. The second part of the course focuses on security issues related to Linux, including protection of business assets, user privacy, encryption, VPNs, and network troubleshooting utilities.

ITN 310 Cisco CCNA Routers

Prerequisite: ITN 200 or NET 204

All aspects of networking as it relates to Cisco Routing and Switching and Cisco CCNA certification exam are presented in this course. Students will also gain hands-on experience in configuring Cisco routers. Upon completion of this course and ITN 311, students will have the fundamentals needed to prepare for the CCNA certification exam.

ITN 311 Cisco CCNA Switches

Prerequisite: ITN 310

Topics presented in this course expand upon the information presented in ITN 310. Students will learn more about Cisco routers, and be introduced to Cisco switches. Students will also gain valuable hands-on experience in the configuration and proper usage of both routers and switches. Upon completion of this course, students will have the fundamentals needed to prepare for the CCNA certification exam.

COURSE DESCRIPTIONS

ITN 340

Windows Network Management

Prerequisite: ITN 200

Students will be prepared to manage a Windows Server network. Topics covered include network infrastructure concepts, the OSI model, and network subnetting as well as the configuration of TCP/IP, DNS, DHCP, WINS, IPSec, and remote access. This course covers the objectives for the Microsoft Implementing, Managing, and Maintaining a Windows Network Infrastructure certification exam, Exam 70-290.

ITN 350

Planning and Maintaining a Windows Network

Prerequisite: ITN 200

In this course, students will plan and build a stable and secure Windows Server network, including planning and configuring the deployment of TCP/IP, WINS, DNS, DHCP, IPSec, routing, remote access, load balancing, clustering, and network security. This course covers the objectives for the Microsoft Planning and Maintaining a Windows Server Network Infrastructure certification exam, Exam 70-293.

ITN 404 (Formerly NET 404)

Network Defense and Countermeasures

Prerequisite: ITN 144

Develop a solid foundation in network security fundamentals with an emphasis on intrusion detection. Students will learn which techniques deter attacks, how to detect intrusion attempts, how to identify vulnerabilities and take appropriate countermeasures, how to respond to break-ins, and how to assess the damage of an attack. The material covered in this course is related to the Security Certified Network Professional (SCNP) Certification exam.

ITN 410

Windows Active Directory Services

Prerequisite: ITN 350

This course provides an introduction to the skills necessary for planning, designing, installing, configuring, and administering a Windows Active Directory structure for an organization. Topics covered include design concepts, name resolution, replication, and group policy. This course helps to prepare students for the Windows Active Directory certification exam.

ITN 415

Windows Network Security

Prerequisite: ITN 410

This course will help students prepare for the challenges of securing a Windows Server network. Topics covered include secure network design and management, secure implementation of Public Key Infrastructure, VPNs, Internet Information Services, network protocols, and Active Directory. This course covers material related to the Designing Security for a Windows Server Network certification exam.

ITN 425

IT Capstone with a Concentration in Network Security

Prerequisite: ITN 410 or ITN 404

A grade of C or above is required for this course.

The capstone serves as a final assessment of the program outcomes for the Networking and Network Security concentrations. Students assimilate the knowledge and skills they have acquired throughout their degree program. Working in teams, they analyze a case study, design and implement a network for the case company, and develop a security plan for the network they have designed. Project teams prepare a written proposal summarizing their findings and present their recommendations to classmates.

Law (LAW)

LAW 103

Business Law

A survey of the basics of the legal system as it applies to the legal environment of business is presented. The course covers basic business law concepts, including contract law, business forms and formation, the Uniform Commercial Code, and the regulatory environment of business.

LAW 113

Law in America

Provides an introduction to, and overview of, the American legal system and how the law affects individuals on a daily basis. Topic coverage includes the various sources of law, legal reasoning, the courts and dispute resolution, the legal profession, governmental power, individual rights, criminal wrongs, family relationships, civil wrongs, contracts, business relationships, and property. Students will be able to distinguish civil law from criminal law and gain a thorough understanding of the litigation process and its objectives and goals.

LAW 115

Legal Research & Writing for Business Majors

Prerequisite: ENG 101

Business students develop entry level training in legal research. Students receive hands-on training in the use and application of primary and secondary legal sources to real-world fact scenarios, with a distinct business emphasis. Students will be introduced to all modern methods of legal research, including both traditional book-based legal research and electronic legal research tools.

COURSE DESCRIPTIONS

LAW 425

Special Topics - Business Law

A grade of C or above is required for this course.

Prerequisites: All LAW and PLG courses, MGT 304, MGT 306, and MGT 404 must be completed or concurrently enrolled.

This course identifies a special topic, which will periodically change based on current events and issues in the field of business law.

This course requires students to actively engage in research, writing, and discussion to produce a detailed written analysis of the special topic. Students are encouraged to develop material that will benefit both themselves and their existing or potential employers.

Management (MGT)

MGT 210

Applied Management Concepts

A grade of C or above is required for this course.

Prerequisite: BUS 100

Study management theory and functions, leadership, decision-making, organizations as systems, and organizational structure and design. The role of the manager as a planner, organizer, and director will also be discussed.

MGT 304

Business Ethics

Prerequisite: MGT 210

Topics covered include classic ethical and moral dilemmas and their applications within the business community. A detailed examination of topical business issues and classical philosophies of ethics leads to an understanding of contemporary business ethics issues.

MGT 305

Concepts in Leadership

Prerequisite: MGT 210

Learn theories, issues, and characteristics associated with leadership. Issues related to assessing leadership effectiveness and followership behavior are explored. Environmental conditions that influence leadership styles and effectiveness are examined, as well as leadership attributes and skills.

MGT 306

Organizational Dynamics

A grade of C or above is required for this course.

Prerequisite: MGT 210

Examine the ways in which formal organizations function as unique cultures with their own norms, expectations of members, styles of leadership, organizational personalities, and relationships outside the organization. Special emphasis will be put on business organizations and workplace cultures.

MGT 404

Operations Management

A grade of C or above is required for this course.

Prerequisites: MGT 210 and MAT 210

Discover the direction and control of processes that convert resources into goods and services. Explore the broad areas of systems design, operation, and control. Operations management is the planning, control, and measuring of the progress of a project within the scope of a larger program body. As the global economy expands, these topics become increasingly important in the United States as we struggle to maintain our lead in productivity and competition.

MGT 425

Special Topics – Management

A grade of C or above is required for this course.

Prerequisites: HRM 301, MGT 210, MGT 304, and MGT 306

The professor for this course will identify a special topic, which will change based on current events and issues in the field of management. Students are encouraged to choose projects that will benefit both themselves and their existing or potential employers.

Management Information Systems (MIS)

MIS 205

Ethical Management of Information Technology

Prerequisite: ITN 100

Students are introduced to the enormous impact that ethical and legal issues play in today's information technology world. Students will think critically about the IT profession's responsibilities to its end users, clients, and to society at large. Topics addressed include the ethics of system and software development, privacy, security, intellectual property, and civil liberties. Students are provided with the foundation they need to face difficult and complex situations, make sound personal decisions, set organizational policies in difficult situations, and to make a positive impact in the IT field.

MIS 302

Information Systems Project Management

Prerequisite: ITN 100

Students will be prepared to manage information systems projects. Students learn the processes and techniques involved in project planning, budgeting, scheduling, and control. Through a case study, students follow a project implementation lifecycle, providing a step-by-step analysis of the management process. Through the use of Microsoft Project, students will gain hands-on experience applying project management techniques. The course provides the fundamental skills needed to prepare for the Project Management Institute (PMI) Certification Exam.

COURSE DESCRIPTIONS

MIS 404

Concepts in eBusiness

Prerequisite: BIS 101 OR BIS 109

This course employs real world cases to explain technical and business aspects of electronic business. Topics include business strategies, payment systems, eMarketing, eFulfillment, security, and legal issues of electronic business. Making extensive use of the Internet to link concepts in the course to real-life contexts, students will research current issues in eBusiness and build a business plan for an e-company. Students should choose to take this course during their final year of studies due to the rigor of the work involved.

MIS 425

Special Topics - Technology Management

A grade of C or above is required for this course.

Prerequisite: MIS 302

The professor for this course will identify a special topic, which will change based on current events and issues in the field of technology management. Students are encouraged to choose projects that will benefit both themselves and their existing or potential employers.

Marketing (MKT)

MKT 101

Introduction to Marketing

A grade of C or above is required for this course.

This is a survey course that covers the evolution of marketing, the variables that enter into marketing management decision-making, and the impact of both controllable and uncontrollable factors in the environment. Emphasis is placed on the marketing mix: product, price, promotion, and distribution.

MKT 201

Selling Strategies

Prerequisite: MKT 101

Learn the fundamentals of selling with emphasis on "one sale" selling and relationship selling. The steps in the selling process are examined, including ethics in selling, prospecting, analyzing buying motives, sales presentations, closing, follow-up, and service.

MKT 202

Consumer Behavior

Prerequisite: MKT 101

Study consumer behavior with applications for marketing strategy development. Explore the cultural, social, and psychological influences on consumers and the consumer decision-making process.

MKT 204

Advertising Principles

Prerequisite: MKT 101

Explore concepts of mass communications in developing selected markets and audience appeal, along with the techniques, methods, and formats used to create persuasive messages and psychological appeals. Compare various advertising and promotional media. Current government and industry regulations and truth-in-advertising, along with the special benefits of publicity, are also examined.

MKT 208

Internet Marketing

Prerequisite: MKT 101

The integration of traditional bricks and mortar methods with Internet marketing concepts will be explored. The seven-stage cycle of Internet marketing will be discussed, as well as the developing necessity of adopting a successful Internet marketing strategy by small and large firms alike. The role of third-party Internet infrastructure facilitators will be examined. Develop and create a successful Internet marketing plan.

MKT 301

Marketing Research

Prerequisite: MKT 101

Study the most up-to-date business techniques and methods to collect, record, analyze, and report marketing data and information and learn how this data is used in product planning and design, pricing policies, audience appeal, promotion policies, and the development of new marketing strategies and policies.

MKT 305

International Marketing

Prerequisite: MKT 101

Current multinational marketing policies and concepts involving both consumer and industrial market structures are examined. International channels of distribution, pricing policies, competitive strategies, and regulations are important components of this course.

COURSE DESCRIPTIONS

MKT 308

Customer Relationship Management

Prerequisite: MKT 101

Topics presented include creating a customer relationship management (CRM) culture, building a CRM infrastructure, managing customer information, assessing customer lifetime value, managing the customer life cycle, and creating customer loyalty programs. Emphasis will be placed on devising a market intelligence system; understanding techniques of customer acquisition, retention, loyalty, and segmentation; identifying and satisfying unmet customer needs; and creating opportunities for cross selling.

MKT 401

Marketing Management

Prerequisite: MKT 101

Develop a deeper awareness of the institutions and methods employed in the marketing of goods and services. Such topics as marketing strategies, opportunity and environmental analysis, new product development, and pricing are discussed.

MKT 425

Special Topics - Marketing

A grade of C or above is required for this course.

Prerequisites: MKT 101, MKT 305, and MGT 210

The professor for this course will identify a special topic, which will change based on current events and issues in the field of marketing. Students are encouraged to choose projects that will benefit both themselves and their existing or potential employers.

Mathematics (MAT)

Students who may be planning to apply for graduate school should be aware that many graduate programs require applicants to take a standardized graduate entrance exam, which includes concepts and problems in algebra.

MAT 101

Introduction to College Mathematics

Content begins with basic mathematical foundations and extends to include topics from finance and algebra such as simple and compound interest, investments, and loans. Concepts are interwoven with practical applications.

MAT 102

College Algebra

Designed to provide the student with a solid foundation in quantitative thinking, this is a course in real number algebra that focuses on operations and properties. Abstract and practical problems are solved using algebraic methods. The course provides practice in the use of variables in expressions and equations, reading and writing mathematical symbols, algebraic problem-solving, functional analysis, and interpreting and creating graphs.

MAT 105

Probability and Statistics

Content focuses on descriptive statistics and discrete probability. Topics covered are statistical studies, statistical graphs, frequency distributions, measures of central tendency, measures of variation, measures of position, expectation, counting, probability, and probability distributions. Students learn to solve a variety of probability and statistical problems.

MAT 109

Business Statistics I

A grade of C or better is required for this course.

Students will be introduced to quantitative reasoning for solving a variety of statistical problems, including business-related problems. Content focuses on statistical studies, statistical graphs, descriptive statistics, elementary discrete probability, discrete probability distributions, continuous probability distributions, and estimation of unknown parameters by confidence intervals. Students learn to calculate measures of central tendency and variation, use probability to make statistical decisions, and interpret graphical and quantitative data. Use of the computer for processing data and interpretation of computer output is required.

MAT 210

Business Statistics II

A grade of C or above is required for this course.

Prerequisite: MAT 109

This course is about parametric methods of inferential statistics. Topics include the logic and application of hypothesis testing for solving problems about one and two populations, correlation, linear regression, multiple regression, and analysis of variance. Chi-Square tests for goodness of fit and contingency tables may be included. Students learn to solve a variety of statistical problems, including business-related problems. Students also research such topics as time-series forecasting, Monte Carlo simulation, and statistical process control. Use of the computer for processing data and interpreting computer output is required.

MAT 213

Calculus I

A grade of C or above is required for this course.

Prerequisite: MAT 102 with a C or above.

An introduction to calculus, especially as it applies to business, economics, and the sciences. Topics presented include limits and continuity, techniques of differentiation, and exponential and logarithmic functions. Indefinite and definite integrals may also be covered. When possible, the computer will be used to enhance concept development.

COURSE DESCRIPTIONS

MAT 214 **Calculus II**

Prerequisite: MAT 213

Calculus II is a continuation of the study of calculus, especially as it applies to business, economics, and the sciences. Topics presented include techniques of integration, multivariable differentiation and integration, and an introduction to volumes of rotation and differential equations. When possible, the computer will be used to enhance concept development.

MAT 230 **Symbolic Logic**

This is a computer-enhanced course in deductive and inductive reasoning that includes symbolic logic. Emphasis is on the English language, its vocabulary, syntax, and semantics. Topics include analysis of concepts, definitions, and categorical, hypothetical, and disjunctive propositions, and evaluation of syllogisms and arguments by applying logical rules for validity and truth. Students are required to demonstrate competency in critical thinking, problem-solving, and self-directed learning.

MAT 251 **Discrete Mathematics**

Students will be introduced to a variety of mathematical concepts and algorithms needed in the study of computer networks and computer programming. Topics include algorithmic efficiency, sets, relations, functions, mathematical induction, graphs, matrices, trees, network flows, combinatorics, logical gates, and proofs.

Paralegal (PLG)

PLG 100 **Introduction to the Paralegal Profession**

Students receive an overview of key legal topics which will prepare students for more in-depth coverage that occurs in the upper-level paralegal courses. Additionally, the course introduces students to typical paralegal duties and functions through hands-on paralegal assignments.

PLG 102 **Legal Research**

Students receive hands-on training in the use and application of primary and secondary legal sources to real-world fact scenarios, emphasizing the paralegal role in that process. The course covers all modern methods of legal research, including both traditional book-based legal research and electronic legal research tools.

PLG 113 **Legal Writing I**

Prerequisite: ENG 101

Focus on basic writing skills, grammar, punctuation, proofreading, and legal writing principles. Students will become familiar with legal writing principles through numerous writing assignments. Students will draft, revise, and critique various legal letters and internal memoranda. Assignments will utilize legal research skills and proper legal citation format. Note taking and listening skills will also be developed through in-class exercises.

PLG 117 **Civil Litigation**

Prerequisites: PLG 100, PLG 102 and PLG 113 must be completed or concurrently enrolled.

Learn about the civil litigation process in both the federal and state court systems, emphasizing the paralegal role in that process. Students will learn practical skills related to preparing and conducting client and witness interviews; drafting pleadings, discovery, and settlement documents; and preparing for deposition and trial. The civil litigation paralegal's professional ethical responsibilities will be closely examined. This course will also introduce students to the basics of contract, tort, and evidence law in order to examine the civil litigation process effectively.

PLG 204 **Family Law**

Prerequisite: All required 100-level paralegal courses must be completed.

Explore substantive as well as procedural aspects of such topics as marriage, divorce, support, alimony, custody, equitable distribution, and protection from abuse through the study of statutes, case law, and rules of civil procedure. Students will apply knowledge through hands-on paralegal assignments.

PLG 205 **Real Estate Law**

Prerequisite: All required 100-level paralegal courses must be completed.

Discover real property law, with an emphasis on real estate transactions and the tasks performed by lawyers and paralegals in representing buyers and sellers in the transfer of real property interests. This course includes analyses and discussions of major issues in real property law related to possession and ownership, easements and licenses, surveys, title examinations, title insurance, contracts for the transfer of interests in real estate (including sales and leases), deeds, mortgages and other encumbrances, financing, closings, as well as the ethical responsibilities of the real estate paralegal.

COURSE DESCRIPTIONS

PLG 206

Tort Law

Prerequisite: All required 100-level paralegal courses must be completed.

Probe the causes of action and available defenses under the law of torts. This course includes a detailed examination of intentional torts, negligence, and strict liability law. The interaction of decisional and statutory law in the development of tort law will be discussed, as well as the role of insurance, and the ethical responsibilities of a practicing paralegal.

PLG 207

Criminal Law

Prerequisite: All required 100-level paralegal courses must be completed.

Develop a basic understanding of the nature, purpose, principles, and doctrines of criminal law. Students will study the criminal justice process from arrest through trial, sentencing, and appeal, including an overview of the juvenile process. Students will learn the roles of the various participants in the criminal justice system. Students will explore the general principles of criminal liability, the material elements of substantive crimes, criminal defenses, and the constitutional rights of the accused. Students will perform various tasks undertaken by the paralegal in criminal practice, such as preparing pleadings, motions to suppress evidence, and protecting the constitutional rights of the accused.

PLG 208

Estate Law

Prerequisite: All required 100-level paralegal courses must be completed.

Focus on the concepts and tools of estate law and practice, emphasizing the paralegal role in that process. The course provides hands-on practice in dealing with estate planning and administration through lectures, demonstrations, and projects that require working with the language and forms common in the planning, probate, and administration of an estate.

PLG 209

Business Organizations

Prerequisite: All required 100-level paralegal courses must be completed.

Learn the details of the law of business organizations and its practical application, emphasizing the paralegal role in that process. The course concentrates in detail on the variety of business formats (including sole proprietorships, partnerships, and publicly traded, professional, and close corporations), and the legal framework that governs formation, operation, and dissolution of business entities.

PLG 210

Bankruptcy Law

Prerequisite: All required 100-level paralegal courses must be completed.

Gain familiarity with federal bankruptcy law and practice through a close examination of the bankruptcy code and the applicable procedural rules as they relate to bankruptcy chapters 7, 11, and 13 filings. Students will examine and discuss the ethical concerns of a bankruptcy paralegal. This course emphasizes the practical application of the student's knowledge of bankruptcy law through the preparation of a complete bankruptcy petition and all the related documents typically required for filing with the U.S. Bankruptcy Court, as well as the preparation of common bankruptcy motions.

PLG 213

Legal Writing II

Prerequisite: All required 100-level paralegal courses must be completed.

Develop professional legal writing skills by building on the practical work begun in the Legal Writing I and Legal Research classes. This course emphasizes the development of those critical writing and revision skills necessary for professional legal writing through the drafting of case briefs and legal memoranda, as well as pleadings and discovery documents. The basic principles of grammar and spelling, task-specific formatting, and the rules of legal citation will be reviewed and incorporated into each of the student's several practical application exercises.

PLG 215

Professional Legal Responsibility

Prerequisite: All required 100-level paralegal courses must be completed.

Gain an understanding of the rules of professional responsibility. Students will analyze the rules, case applications of the rules, and related professional conduct forms and procedures. Students will learn to identify situations in which the rules apply and to formulate strategies to insure the rules are not violated.

PLG 219

Legal Technology

Prerequisites: BIS 101 or BIS 109, BIS 111, and all required 100-level paralegal courses must be completed.

Use legal databases and develop a clear understanding of how these databases are utilized through practical application projects. Students will receive instruction concerning electronic filing and information tools such as the federal PACER system, state and local electronic filing, and docket systems. Students will be introduced to concepts and theories behind the creation, employment, and management of litigation support databases, and the most commonly used litigation database programs. In addition, students will learn the basics of some commonly used software that is particular to certain areas of legal practice.

COURSE DESCRIPTIONS

PLG 220

Associate in Science Paralegal Studies Capstone Project

Prerequisite: All required 100-level paralegal courses must be completed.

This course is designed to facilitate assimilation of the skills and knowledge students have obtained from the PLG courses required for the associate degree. Students will have the opportunity to refresh and solidify their legal writing, legal research, and communication skills. Essential ethical issues will also be addressed. Students will examine different areas of legal practice, different work situations, professional organizations, legal publications, and electronic databases. Students will research and investigate job opportunities available for paralegal associate degree graduates and develop an employment plan. They will also assess individual strengths, weaknesses, and career goals. This course will give students an opportunity to craft professional letters to businesses to obtain informational interviews and job interviews. Networking, cover letters, resumes, and interviewing will also be explored in detail.

PLG 306

Employment Law

Prerequisite: All required 100-level paralegal courses must be completed.

Students will examine the legal framework of the employer/employee relationship and the current law's practical application, emphasizing the paralegal role in that process. The course concentrates on the statutory requirements of today's labor laws, discrimination laws, hiring and firing restrictions and mandates, privacy in the workplace issues, sexual harassment regulations, and workplace safety rules.

PLG 307

Advanced Criminal Law

Prerequisites: All required 100-level paralegal courses and PLG 207 must be completed.

Build on the student's knowledge and skills acquired in PLG 207. Topics in the course will include a detailed discussion of criminal law statutes. Students will gain exposure to many aspects of a criminal law case, including the paralegal's duties with attorneys involved in the case, prosecutors, police, the client, and correctional agencies. Students will explore the criminal justice system including the pre-trial stage, lineups, trial, and other relevant procedures. A prerequisite for this course is a working knowledge of The Bill of Rights of the U.S. Constitution, and in particular, how it relates to the rights of the accused.

PLG 308

Workers Compensation

Prerequisite: All required 100-level paralegal courses must be completed.

Students will examine the fundamentals of the Workers Compensation Act. Students will analyze workers' compensation law with respect to injury, notice, course and scope of employment, insurance coverage, basic medical terminology, and disability issues. This course will present various factual situations for purposes of discussion, analysis, and practice procedures.

PLG 315

Advanced Legal Research

Prerequisites: All required 100-level paralegal courses and PLG 219 must be completed.

Build on the knowledge and skills obtained in PLG 102. Topics include the organization and hierarchy of the different legal authorities and how each legal authority assists in the research process. Students receive advanced instruction on the use of computerized legal research tools, such as Internet searches, Westlaw, and LEXIS/NEXIS.

PLG 417

Contracts Law

Prerequisite: All required 100-level paralegal courses must be completed.

Gain an understanding of the requirements for a legally enforceable contract and the arguments most commonly used to nullify a contract. Students will perform research using formbooks and case law, write specific sections of contracts, and then write a complete contract and an analysis of the contract for a final project.

PLG 418

Real Estate Settlement Procedures

Prerequisite: All required 100-level paralegal courses and PLG 205 must be completed.

Examine the various federal and state statutes applicable to real property law from a practicing paralegal's perspective, including the Real Estate Settlement Procedures and the Truth in Lending Acts. Students will examine and analyze the typical tasks involved in a real estate transaction by preparing relevant documents such as an Agreement for Sale of Real Estate, a HUD-1 settlement sheet, and related tax documents. Students will learn how to professionally read and analyze deeds, title rundowns, mortgage instruments, and other relevant documents related to real estate ownership and transactions.

COURSE DESCRIPTIONS

PLG 419

Intellectual Property

Prerequisite: All required 100-level paralegal courses must be completed.

Explore the legal concepts that underlie patents, trademarks, and copyrights. Students will learn methods used to research various intellectual property questions and become familiar with the forms most commonly employed in intellectual property.

PLG 420

Bachelor of Science Paralegal Studies Degree Capstone Course

A grade of C or above is required for this course.

Prerequisite: All PLG courses required for the bachelor's degree either completed or concurrently enrolled.

This senior level six-credit course represents the culmination of a Bachelor of Science program of study in Paralegal Studies. It provides a classroom simulation of a law office, offering students hands-on experience with many of those professional activities in which paralegals typically engage. The course will give students an opportunity to review and enhance many of the legal concepts and skills encountered while pursuing their paralegal bachelor's degree, emphasizing the practical application of the skills learned in the student's legal research, legal writing, civil litigation, tort law, family law, estate law, real estate law, business organization, and professional ethics courses.

Peirce New Student Orientation (PRC)

PRC 101

Peirce College 101

Peirce College 101 is a one-credit online course required of all students. This online course is designed to help new students adjust to college study and establish skills that will assist them in being successful at Peirce College. This course must be successfully completed within the first 14 weeks of enrollment. Students must earn a P to pass this course.

Political Science (PSC)

PSC 101

Introduction to American Government

Investigate American government and politics, emphasizing constitutional development, political development, civil rights, political parties, pressure groups, and contemporary issues.

PSC 255

Politics of Industrializing Countries

Analyze the government and politics of industrializing nations of Africa, Asia, Latin America, and Eastern Europe. It examines the problems and issues facing these countries in their search for appropriate strategies and models of development.

PSC 301

Comparative Government

This course provides a comparative analysis of contemporary political institutions, parties, and processes in both western and non-western countries in terms of liberal democracies and social systems, communist governments, and theocracies. It also examines how religion and culture impact governmental structures and policies.

Psychology (PSY)

PSY 101

Introduction to Psychology

Discover the basic principles and theories of psychology with an emphasis on application and understanding of this information as it relates to us as individuals, members of the workforce, and members of society. The course also identifies some of the key figures in the discipline and their approach to the subject.

Science (SCI)

SCI 109

General Physics

While presenting a conceptual approach to the study of matter and energy in our universe, physical principles are explored through readings, discussions, and computer simulations. A term project linking electronics to the personal computer is a requirement.

SCI 220

The Physical World

The course content is an overview of the interrelated systems of the earth: astronomy, geology, oceanography, and meteorology. Because knowledge and understanding of our planet is critical to our social well-being and vital to our survival, the course provides experiences to enhance awareness of the scientific principles that influence our planet, its rocks, mountains, atmosphere, and oceans. This course is a meaningful, non-technical course promoting basic understanding of earth science principles and concepts.

SCI 240

Introduction to Anatomy and Physiology

Focus on both the structure and function of the human body. Anatomical terminology, the names of major body areas, and a brief overview of functions that must be performed to sustain life are included in this course. The study of organ systems begins with the largest organ, the skin, and progresses to an overview of the major systems of the human body and to the terminologies associated with them.

COURSE DESCRIPTIONS

SCI 330

Environmental Science

Topics such as global warming, alternate energy sources, nutrition, recycling, and environmental toxicology are covered in this course. Principles of chemistry are used to support the understanding of course content. The human impact on ecosystems and resource use along with the impact of ethics, economics, and politics on environmental decisions are explored.

Sociology (SOC)

SOC 101

General Sociology

Fundamental concepts of human relationships are explored, including class stratification and social mobility in America, the mass media, the family, religion, education, and global inequality. The course also focuses on how key sociological theories are applied.

SOC 240

Sociology of Behavior and Illness

Examine the relationship between social factors and health, interaction between practitioners and patients, and the impact of the health care delivery system on the individual's ability to adapt. The course will focus on how key sociological theories are applied to health, illness, and health care.



PEIRCE SCHOOL

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PEIRCE COLLEGE FULL-TIME FACULTY

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M.S., University of Pennsylvania
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*Professor, Business
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B.S., Temple University
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PEIRCE COLLEGE FULL-TIME FACULTY

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Certified JavaScript Programmer

Certified Web Design Concepts

Certified Flash MX

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Microsoft Certified System
Engineer

A+ Certification

Network + Certification

Certified Technical Trainer

James Tobin (1965)

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POLICIES

The following policies have been excerpted from the Peirce College Student Policy Handbook. The complete Student Policy Handbook may be found at www.peirce.edu under Current Students.

Student Responsibility

All students are responsible for familiarizing themselves with the College's academic policies, procedures, and regulations as stated in the following academic publications that are available at www.peirce.edu:

- Academic Calendar
- Schedule of Courses
- Student Policy Handbook
- College Catalog

If you have any questions about a particular policy, procedure, or regulation, please do not hesitate to contact Enrollment Services at 215-670-9380 or via email at info@peirce.edu. We are here to help you.

Any changes in your educational schedule could have an effect on your academic or financial status. It is your responsibility to ensure that you follow the appropriate academic policies and procedures when making or adjusting your educational plans. **Contact your Program Advisor and Financial Aid Specialist before making any decisions about your studies at the College.**

Admissions

In compliance with relevant federal, state, and local laws, the College does not unlawfully discriminate in its admissions decisions on the basis of age, sex, race, color, religion, creed, national origin, ancestry, citizenship, disability, sexual orientation, gender identity, marital status, veteran's status, military status, or membership in any other group protected under local, state, or federal law.

Peirce College has an open admissions policy. To be admitted to Peirce College as a matriculated student, all official documents must be on file with Peirce College. Students who have completed the admissions process but not yet submitted all required official documents are considered non-matriculated and may enroll for up to 15 credits.

Admissions Requirements

Peirce College has an open admissions policy, whereby the College will accept any student who applies and who submits the following documents:

- A completed application for admission with application fee
- An official transcript documenting high school graduation or a copy of the GED or state equivalency diploma and scores
- Official college transcripts for transfer evaluation if the student has previously attended college. The College reserves the right, in its sole discretion, to accept or deny credits.

Full-time Students

Full-time students enrolled in a degree or certificate program are required to take no fewer than 12 credit hours per 14-week period.

Part-time Students

Part-time students are enrolled in fewer than 12 credits per 14-week period.

Application Fee

A non-refundable application fee must be submitted with the application. The fee is valid for a one-year period.

Admissions Computer/Internet Requirements for All Students

Peirce College has consistently provided students with intellectual tools needed for success in the business world. A **Windows based** personal computer running Windows 2000 or later and Internet access are logical extensions of this toolset. Therefore, in keeping with Peirce College's quality, business focused education, all new and current students are required to own or have access to a personal computer with Internet access.

Students who do not own a personal computer and are using a computer, such as one at the College or at work, are responsible for ensuring that they have access to a computer at a time when work can be completed and must have rights to download and install software, as needed, for classes. As a service to students in support of this policy, Peirce College is extending several benefits to all current students.

- A full licensed copy of Microsoft Office Professional for Personal Computers is available upon request at no cost. To request a copy of the application form, please visit our website: www.peirce.edu/office.
- Peirce College is extending discounted educational pricing on personal computers. Students may visit the Peirce College Computer Store at: www.cdwg.com/peircecoll. Students may also purchase printers, cameras, and other technology.

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- Students who live in the Pennsylvania, New Jersey, and Delaware area may purchase unlimited yearly Internet access through SNIP.net for \$99.00 per year. Students wishing to take advantage of this offer may visit <http://snip.net/signup/signup-peirce.HTM> or call 1-888-764-7600.
- Students who qualify for federal financial aid may apply \$2,000 toward the cost of a one-time computer purchase. Full details and federal guidelines are available at www.peirce.edu.

Please note that Peirce College is extending these benefits to students but cannot provide technical support on services and products offered by the College's strategic partners, such as Microsoft and SNIP. Support issues will need to be directed to those vendors. The vendors, and not Peirce College, are solely responsible for the products, services, and costs outlined above, which are all subject to change.

Placement

Students who apply to the College without transfer credit (a grade of "C" or above) in English 101 and/or college-level mathematics are required to take a skills assessment. The College uses the assessment to place students in the appropriate level of English and/or mathematics. The assessment is generally administered on the computer and measures grammar and mathematics skills. A paper and pencil version of the assessment and special accommodations for disabled students are available.

Students who pass the assessment(s) will select college-level courses with the guidance of an Enrollment Representative and/or Program Advisor. Students who do not succeed on the assessment(s) are required to take English 101 and/or college level mathematics in a 14-week format. **Students that readmit to the College without transfer credit or who have not successfully completed English 101 and/or college-level mathematics must adhere to this policy.**

Students may waive the assessment(s) requirement, resulting in automatic enrollment in the 14-week format for English 101 and/or college level mathematics.

Readmittance

Students who have been on inactive status for a full calendar year may apply for re-admittance by completing and submitting a Student Readmit Form to the Admissions Office. This form is located on the Peirce College website at www.peirce.edu under Current Students (*Section IV of the Student Policy Handbook*). The Admissions Office, the Finance Office, the Student Financial Services, and the Dean of Students will review the application and determine, in their sole discretion, whether readmittance is appropriate.

Students reapplying who were never enrolled in classes must meet all current Peirce College entrance requirements.

Each readmitted student will meet with a Program Advisor to discuss the student's academic schedule. The student will return to the College under the most current degree program requirements and College policies.

For related information, see the Readmittance Policy (*Section IV of Student Policy Handbook* available at www.peirce.edu under Current Students).

For readmitted students, technical courses, such as computer courses, will be applied toward a student's degree program requirements only if the courses are not more than three years old. Courses more than three years old will be reviewed by the Faculty Chair, Information Technology to determine if credit will be granted. At the sole discretion of the College, general education, business, and legal courses may be applied toward a readmitted student's degree program requirements regardless of when they were taken.

For related information, see the Credit by Examination Policy (*Section II of Student Policy Handbook* available at www.peirce.edu under Current Students).

Students who were academically dismissed are restricted to no more than one re-admittance. In addition, students who were academically dismissed may be required to follow academic conditions determined by the Dean of Students. Students who fail to meet these conditions will be dismissed from the College.

Grading

Final grades are based on the performance of class requirements as stated in the course syllabus and/or modified during the course by the instructor. Grades submitted become part of the College's permanent student records. Some important information about grading follows:

- Grades are calculated and submitted by the instructor within 48 hours of the completion of a course.
- Failed courses in major subjects must be repeated at Peirce College.
- Courses in which grades of F, D-, D, D+, or C- are earned may be repeated.
- If a student enrolls to repeat a course but does not complete the course and receives an approved withdrawal, a "W" will appear on the student's transcript.
- Students must work with their Program Advisor to submit a request to take a course for a third time by completing a Repeat Course Request form. The Repeat Course form is available from Program Advisors or online at www.peirce.edu under Current Students (*Section I of the Student Policy Handbook*).

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For related information, see the Course Repeat Policy (*Section II of Student Policy Handbook* available at www.peirce.edu under Current Students).

- The original grade earned will remain on the transcript. The higher of the two grades will be computed in the grade point average.
- Courses for which a grade of “C” or above has been earned may not be repeated.
- Students must earn a grade of “C” or above in certain major courses and some prerequisite courses as listed in *Section I of the Student Policy Handbook* available at www.peirce.edu under Current Students.
- A student who wishes to contest a grade must do so within **30 calendar days** of receipt of the grade. For related information, see the Academic Grievance Policy (*Section I of Student Policy Handbook* available at www.peirce.edu under Current Students).
- It is the student’s responsibility to withdraw from a course.
- Instructors do not have the authority to enter a grade of “W.”
- A student who voluntarily withdraws by the withdrawal deadline as stated in the academic calendar will receive a “W.”
- Students who fail to attend a course for which he/she is registered and fails to withdraw properly will receive an “F” for the course and be charged for the course. For related information, see the Withdrawal from Class Policy (*Section I of Student Policy Handbook* available at www.peirce.edu under Current Students).
- The effective date of drop, add, or withdrawal is determined by the date the student phones, faxes, emails, or submits online or in person the request to the Program Advisor.

Student Disability Services

In its commitment to ensuring that no otherwise qualified student with a disability is subjected to unlawful discrimination in the context of his/her educational experience, Peirce College makes certain that students with disabilities are provided equal access to educational and career development programs and/or student activities. Consequently, the College will make, on behalf of qualified students with learning and physical disabilities of which the College is aware, reasonable accommodations that do not impose undue hardships on the College. If a student believes he/she requires a reasonable accommodation or has a question regarding educational services, activities, programs or facilities that are accessible to or usable by students with disabilities, please contact the Facilitator, Perkins Grant/Student Disability Services Coordinator in the Mary W. Walker '33 Center for Academic Excellence, 2nd Floor Alumni Hall (215-670-9251). All information associated with a disclosure of this nature is confidential, and the College will communicate this information to others only on a need-to-know basis.

The following chart illustrates the grading scale at Peirce College:

Letter Grade	Course Average	Grade Point Equivalent
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	<60	0.0
P	Passing	None
W	Voluntary Withdrawal	None
I	Incomplete	0.0



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for future
updates!**



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