

# TAKE A LOOK AT PEIRCE



# Peirce College®

## The Choice for Working Adults

### We're with You Every Step of the Way

Going back to school can be a big adjustment. Peirce makes the transition as smooth as possible, and helps you balance the demands of both studies and a busy schedule in a success-oriented environment. Dedicated personal advisors are assigned to you throughout your time at Peirce, and provide strong academic and career support, so that you never feel alone.

The first year for college students, especially working adults, can be the most challenging. The First Year Initiative (FYI) Team is available in addition to a dedicated program advisor to help you navigate your first academic year successfully and ensure that you get the most from your experience at Peirce. A host of support services including orientations, tutoring and workshops on study skills and time management are available to Peirce students.

Peirce has a range of study formats to fit your schedule. You can study on campus, on site at a corporate or community location or online—in fact, any combination you choose. Our accelerated, seven-week classes fit the schedules of even the busiest student. Peirce also has an excellent transfer credit policy, which allows you to transfer up to 90 credits toward a bachelor's degree from other institutions. Plus, your work experience may be applied to course credits.

### Preparing You for Success

Peirce offers practical, work-related degrees based on real-world experience. Our range of concentrations in Business Administration and Information Technology, and our rapidly expanding Paralegal Studies program, help students keep pace with a changing world, and prepare them for business and community leadership.

Our schedule is flexible to meet YOUR schedule. Small class sizes mean we can provide you with the attention you need to be successful. We partner with experts in business, industry and in the community to provide practical application of classroom knowledge and skills.

Plus, Peirce offers one of the lowest private college tuitions in Pennsylvania, as well as financial aid programs, scholarships and grants that can help reduce costs as you earn your degree.



IN TODAY'S WORKPLACE,  
A COLLEGE EDUCATION  
MATTERS MORE NOW THAN  
EVER BEFORE. WITH PEIRCE  
COLLEGE, START EARNING  
YOUR WAY TO THE POSITION  
AND INCOME YOU DESERVE.



# Why Do Students Choose Peirce?

Selecting the institution that meets **YOUR** personal needs—especially if you are a working adult—is one of the most important education decisions you will ever make.

Here are some of the many reasons why students choose Peirce:

- Accelerated bachelor's degree programs in Business Administration, Information Technology and Paralegal Studies.
- Knowledgeable and caring faculty and staff members who are focused on your academic success.
- Day, evening and Saturday classes that fit with your busy schedule.
- Multiple study formats—classes on campus, on site and online.
- Affordable tuition.
- Assistance in financing your degree with scholarships and grants.
- Easy transfer credit policy for prior learning and work experience.
- Tutoring and other support services.
- Dedicated education and career advisors to guide you through your time at Peirce.
- Co-op experiences that allow you to gain work experience associated with your academic concentration.

## What's Next?

As you put all the pieces in place to achieve your academic goals, it is important to take a look at how you are going to finance your education. On the next pages we give you some ideas, what to consider next and how Peirce can help you.

# Financing Your Education

*A college financial plan is a must. Peirce will help you put one together. When estimating what it is going to cost, be sure to consider:*

- Direct costs—tuition, fees and books.
- Indirect costs—transportation, computers and other personal expenses such as childcare.
- Financial aid assistance, scholarships and grants are funding opportunities that are available to finance your degree.

Peirce will help you identify available aid and how to obtain it. First, you must review your options:

## Federal Financial Aid

Includes the Pell Grant and Supplemental Educational Opportunity Grant (SEOG), as well as scholarships for unique qualifications. Federal Work-Study programs are also available for students.

## State Aid

The Pennsylvania Higher Education Assistance Agency (PHEAA) is for undergraduate Pennsylvania residents who will be enrolled full- or part-time. For more information, visit [www.pheaa.org](http://www.pheaa.org).

## Loans

Federal Stafford Subsidized Loans are available to students enrolled for at least six credit hours per semester. Unsubsidized Stafford loans provide students, who do not qualify for all or part of the Federal Stafford Subsidized Loan, the opportunity to borrow with a low interest loan. The Parent PLUS Loan is available for parents of dependent undergraduates. Parents may borrow up to the student's cost of attendance minus any estimated financial aid.

## Employer Tuition Reimbursement

Many employers provide tuition reimbursement. You should inquire with your employer to determine if such a program is available.

## Peirce Scholarships

Peirce offers several scholarship programs. Scholarship information and applications can be found at [www.peirce.edu/financialaid/scholarships.html](http://www.peirce.edu/financialaid/scholarships.html).

## Peirce Grants

Our Protect & Serve<sup>®</sup> Grant is available to first responders, i.e., military, fire, police, EMT and corrections officers, their spouses and dependent children. Information can be found at [www.protectandserveus.com](http://www.protectandserveus.com).

WHEN ESTIMATING THE COST OF EDUCATION, VISIT [HTTP://WWW.FINAIDFACTS.ORG/HOW\\_MUCH.HTM](http://WWW.FINAIDFACTS.ORG/HOW_MUCH.HTM) TO VIEW HELPFUL INFORMATION.



## APPLYING FOR FEDERAL AID

Complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The application process is outlined below. If you have any questions, contact Peirce's Student Financial Services at 888.GO.PEIRCE, ext. 9370.



### How to Apply for Financial Aid

A student must complete the FAFSA in paper or electronic form (FAFSA or Renewal FAFSA on the Internet) and submit it to the federal processor in order to apply for financial aid assistance for the upcoming year at Peirce. Both versions of FAFSA are available after January 1, prior to the start of the next academic year, which begins in September. New students and parents (if applicable) wishing to use the FAFSA on the Internet should apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

To expedite the filing process, the student and parent (if applicable) may sign electronically with a federal Personal Identification Number (PIN#). To apply for a pin, visit [www.pin.ed.gov](http://www.pin.ed.gov). If the student wishes to use the paper version of the FAFSA instead, it can be obtained from Student Financial Services at Peirce College, the public library or a high school guidance counselor.

Peirce College's school code for FAFSA completion is 003309.



### *Need help?*

*A Peirce admissions representative can assist you with completing your financial aid application.*

[www.peirce.edu/apply](http://www.peirce.edu/apply)

# Frequently Asked Questions



Still curious about how Peirce can help you achieve your academic and professional goals? Check out the following answers to students' most frequently asked questions about Peirce to learn about our commitment to your academic success, the application process, placement testing and more.

## Application and Acceptance

### *Who can I talk with to learn more about Peirce?*

Our Admissions Team will work with you to answer any questions you may have. Contact the Admissions Office at 888.GO.PEIRCE, ext. 9000.

### *When should I apply?*

You may apply at any time by visiting [www.peirce.edu/apply](http://www.peirce.edu/apply). Classes begin every month.

### *Can I get my transcripts evaluated?*

Yes. Please provide the Admissions Office with transcripts you have from any post-secondary school and we will complete a free unofficial evaluation of your credits. You could earn up to 30 credits toward an associate degree or up to 90 credits toward a bachelor's degree through any combination of transfer credits, credit by examination, work experience or portfolio assessment.

### *How long will it take me to finish my degree?*

Our accelerated classes allow full-time students to complete an associate degree in about 18 months and a bachelor's degree in about 36 months.

## College and Location

### *Where will I take my classes?*

You may take classes on campus at 1420 Pine Street in Center City Philadelphia, on site at a corporate or community location around the city or online.

### *Do I have to stay with one study format?*

No. Many of our students take a combination of online, on campus and on site classes.

## Class Experience

### *I haven't taken a college class in several years; can I be successful at Peirce College?*

Yes. Peirce understands the challenges faced by working adult learners. We specialize in offering quality education and excellent student support services to help you achieve your academic goals.

### *Can I get credit for my work experience?*

Yes. Students can earn credit in the following ways:

- Transfer credits from another college
- Advanced Placement (AP) Exams
- College-Level Examination Program (CLEP)
- Defense Activity for Nontraditional Educational Support (DANTES)
- Credit by Examination

- Credit for Work Experience
- IT Certifications
- Portfolio Assessment

***My schedule changes often. Is it still possible for me to take classes?***

Yes. Peirce helps fit class into your busy schedule by offering on campus, on site and online study formats. In addition, you may change your study format every seven weeks.

## Accreditation

***Is Peirce College accredited?***

Yes. Peirce is accredited through the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19101-2680, 215.662.5603. Our Business Administration program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP) and our Paralegal Studies program is approved by the American Bar Association (ABA).



***Think Peirce is the college for you? Read on to learn more about our three areas of study: Business Administration, IT and Paralegal Studies.***

## Placement Policy and Testing

***Is there an entrance exam?***

No. Students who apply to the College without transfer credit (a grade of “C” or above) in English 101 and/or college-level math may take a placement test or choose to take these courses in a 14-week format.

***When can I test?***

Contact the Admissions Office to schedule a time to take the placement test(s).

***Should I study for the Placement Test?***

Students may wish to review basic grammar and/or arithmetic before taking the placement test(s). After students are registered for the test, they will be able to view sample questions.

***How much time is given to take the Placement Test?***

Students have a maximum of one hour to complete each test.

***How are test scores used in placement?***

Students who score below 70 percent on the test(s) are required to take English 101 and/or college-level math in a 14-week format. Your results will remain valid for one year.

Students who do not pass English 101 and/or college-level math in the 14-week format must repeat these courses in the following academic session.



# Business Administration

*For over 140 years, Peirce College has offered business degrees. What distinguishes Peirce from other programs?*



TO ENROLL IN THE  
BUSINESS ADMINISTRATION  
PROGRAM, CALL  
888.GO.PEIRCE,  
EXT. 9000, OR VISIT  
[WWW.PEIRCE.EDU/APPLY](http://WWW.PEIRCE.EDU/APPLY).

**Apply  
Now!**

## Peirce Understands You

Peirce understands the working adult who wants to get a degree. Maybe you need the degree to get ahead at work, or you feel stalled in your job and want to move on with a new career direction. Perhaps you want a degree for personal fulfillment or to be a good example to your family. Whatever your reason, Peirce can help you achieve your goals.

## Peirce Provides a Well-Rounded Program

A Peirce Business Administration degree prepares you for success in a variety of work settings, and provides a balanced and broad-based education. You will develop confidence in your own abilities as Peirce provides you with useful and relevant business knowledge. With a focus on critical-thinking and problem-solving skills, Peirce professors concentrate on what you need to know to get ahead in business, and many graduates have found success in management and leadership positions.



## Peirce has a Successful Track Record

Peirce began providing training for business in the post-Civil War era and has continued to strengthen its business program to meet the needs of today's competitive business world. Peirce's alumni are well placed; having experienced success in the workplace, they continue to refer new students.

The Peirce College Business Administration program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP). ACBSP accreditation is achieved through demonstration of standards of excellence in business education and teaching.

## Peirce Brings the Real World to the Classroom

Many of the advantages of the Peirce Business Administration program cannot be found at other schools. As a Peirce student, you will benefit from:

- Real-world perspective delivered by faculty who hold prominent positions in business.
- Business case studies to help you experience situations that managers face in real life.
- Career-development and networking opportunities throughout the year.
- An exciting learning environment with small classes made up of working adults like you.
- Opportunities to participate in national business competitions that put your knowledge to the test.
- A choice of concentrations that focus on a particular business-related topic.

*Whatever your motivation or career choice, a Peirce education provides you with the confidence, skills and knowledge to succeed in today's business world.*

# CONCENTRATIONS IN BUSINESS ADMINISTRATION

The Peirce Business Administration program provides the skill set necessary for critical thinking and problem solving in today's business world. Combine this with your choice of business concentration to best meet your professional goals.

## ACCOUNTING

### *Associate in Science*

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

### *Bachelor of Science*

Graduates from this program move on to employment in accounting firms, businesses, nonprofits 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 Administration degree with a concentration in Accounting provides the required preparation for graduate study in business and finance. The required courses exceed the accounting and auditing education hours needed for the following certifications:

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

## BUSINESS LAW

### *Associate in Science*

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

### *Bachelor of Science*

The bachelor's level Business Law concentration can add significant career potential to your resume. This powerful course of study is perfect for those aspiring to corporate positions. Graduates are prepared with extensive knowledge of business and legal topics that can immediately be applied in the workplace, e.g., 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 also adds practical experience and job networking opportunities.

## ENTREPRENEURSHIP/SMALL BUSINESS MANAGEMENT

The largest growing segment of the business economy is small business.

### *Associate in Science*

The associate degree in Business Administration with a concentration in Entrepreneurship/Small Business Management can help you learn how to start your own business. For those who prefer to work in a small business environment versus a large corporation, this particular concentration allows you to develop the skill set necessary to understand and function in the culture and systems of a small business. With interesting and useful courses covering the basics of business, such as finance and marketing, you will be able to apply the knowledge you gain in Peirce classes in the business immediately.

*Peirce associate graduates typically continue on for their bachelor's degree to achieve their optimum career potential.*

### ***Bachelor of Science***

The bachelor's level Business Administration degree concentration in Entrepreneurship/Small Business Management will equip you 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. You will learn the techniques necessary for a successful start-up, including capitalization, business plan development, competitive intelligence gathering, launch plans and more. You will determine the key success factors from experienced faculty who have owned or managed small businesses.

## **HUMAN RESOURCE MANAGEMENT**

### ***Associate in Science***

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

### ***Bachelor of Science***

The management of human resources is a critical component of business growth. If you are looking for the necessary skills and education to thrive in this important business function, then this new concentration at the bachelor's level is the one for you. This program is ideal for those who want to play a key role in a company's talent recruitment, development and retention efforts.

Peirce students in Human Resource Management learn the critical-thinking, problem-solving and strategic-development skills required of 21<sup>st</sup> 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 you in pursuing the professional HR certification from the Society for Human Resource Management (SHRM).

FOR DETAILED COURSE REQUIREMENTS AND DESCRIPTIONS, PLEASE REFER TO THE COURSE CATALOG (AVAILABLE AT [WWW.PEIRCE.EDU/COURSECATALOG](http://WWW.PEIRCE.EDU/COURSECATALOG)).



# CONCENTRATIONS IN BUSINESS ADMINISTRATION



## MANAGEMENT

### *Associate in Science*

This program offers a basic foundation in economics and business operations that will help you develop as a leader. With practical experience, an important part of the Peirce educational model, you will be able to apply what you learn at your workplace.

### *Bachelor of Science*

If you are aiming for a career with maximum impact in business, the Peirce Business Administration degree with a concentration in Management is your path to success. As global business becomes more competitive, managers are challenged daily to make the best use of financial and human resources.

This concentration will help you 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 current management techniques, leadership dynamics and team building, business ethics and more. Armed with critical-thinking skills and strategic insight, you will be an asset to employers who desire forward-thinking management.

Successful Peirce graduates assume leadership positions in all areas of business. Opportunities also exist in government and nonprofits, where business skills are valuable in promoting efficient and effective organizations.

## MARKETING

### *Associate in Science*

If you have an interest in marketing, advertising, promotions, public relations and marketing research, the associate degree in Business Administration with a concentration in Marketing is ideal for you. This program equips you to embark on your marketing career.

### *Bachelor of Science*

One of the most visible and exciting fields in business is marketing. With a Peirce Business degree, concentration in Marketing, you 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 your critical-thinking and strategic-planning capabilities, the Peirce Marketing concentration will equip you with the knowledge and practical insight that employers desire.

Whether you are already working in marketing or you want to enter this high-potential, high-reward field, the Peirce Business degree with a Marketing concentration will give you a significant advantage as you launch your career.

*Peirce associate graduates typically continue on for their bachelor's degree to achieve their optimum career potential.*

## PROFESSIONAL STUDIES

### *Bachelor of Science*

The Peirce Professional Studies concentration provides a solid foundation in business. It is best suited for students who have a base of 30 credits.

This program offers a balanced combination of general studies, theoretical concepts and business foundation courses. Free electives allow students the flexibility to apply prior learning and work experience toward completing their degree.

Graduates from the program will typically move into management and administrative positions across a wide spectrum of business, and be able to apply the critical-thinking and problem-solving skills gained from the program to advance their careers.

A minimum of 30 transferable credits with a cumulative GPA of 2.0 or higher are required to enroll in this program.

**WHETHER YOU FEEL YOU NEED THE DEGREE TO GET AHEAD AT WORK OR MOVE IN A NEW DIRECTION, PEIRCE CAN HELP YOU ACHIEVE YOUR GOALS.**

### *Post-Bachelor Certificate in Business Administration*

#### CONCENTRATION IN BUSINESS LAW

### *Certificate of Proficiency*

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.

The current legal, economic, and regulatory environment of business makes exposure to the law much more valuable to employees and their potential

## REAL ESTATE MANAGEMENT

### *Bachelor of Science*

Do you want to pursue or enhance a career in property management? 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.

If you have earned your Certified Property Manager (CPM®), this Peirce degree program is ideal for you.

Plus, as a CPM, you can also apply 30 credits from this designation to the achievement of your bachelor's degree.

You must be enrolled in IREM's CPM program before you can enroll in this concentration. However, if you have not yet begun your CPM program, you can study for your bachelor's degree and CPM simultaneously—IREM credits seamlessly transfer to expedite the completion of your bachelor's degree.

Achieve new heights in your real estate career with a bachelor's degree in Business Administration with a concentration in Real Estate Management.



employers. The ability to spot legal issues before they cause problems for businesses and the knowledge to navigate the increasingly complex regulatory environment are valuable skills that are in demand in today's workplace.

This Post-Bachelor 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. Students gain exposure to legal topics, learn valuable skills, and test their aptitude for law school and the legal world.

# Information Technology

*Many IT professionals are finding that real career growth and fulfillment are linked to an IT degree.*

*If you are already working in IT or looking to enter the field and want a successful career path, Peirce College is the place for you.*

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PROGRAM, CALL  
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EXT. 9000, OR VISIT  
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## Peirce Keeps Pace with Technology

With a radar tuned to industry changes, the Peirce IT program capitalizes on the latest trends and prepares students to succeed in the fast-paced, ever-changing world of IT. Whether you are looking to enhance your practical skills or aspiring to IT leadership, a Peirce degree in Information Technology will work for you.

Cutting-edge courses with a strong foundation in critical thinking are delivered by dedicated IT professors with extensive real-world professional IT experience. A Peirce IT degree equips students for success through:

- Interactive exercises about real-world issues and challenges.
- Experienced faculty with practical, hands-on knowledge.
- State-of-the-art equipment and teaching tools including virtual labs and the most current software.
- A choice of concentrations that address current technology needs.
- The opportunity to take certification tests on site.
- A balance of theory and practice to fully explore the world of IT.



## Peirce Prepares You for Change

Do you embrace change? Are you open to learning the IT skills that will help you excel in the workplace? If so, this program is for you. Peirce IT courses include the latest technology topics and are delivered on campus and online, so you can select the format that fits best with your schedule and your life.

## Peirce Drives You to Succeed

With a strong foundation in technical concepts, and a thorough understanding of the business context of IT, Peirce graduates are well prepared for their chosen area of expertise. Selected concentrations also challenge students to develop strategic perspectives and project-management skills that serve them well in the workplace.

With more than 140 years of experience educating professionals, Peirce offers its students small classes, excellent support services and personalized attention. Bring your passion to learn to Peirce. With our cutting-edge IT curricula and rich educational heritage, Peirce provides the optimum environment for success.

Read on to learn more about Peirce's IT concentrations.

*Through cutting-edge courses with a strong foundation in critical thinking, a Peirce IT degree equips students for success.*



# CONCENTRATIONS IN INFORMATION TECHNOLOGY

Peirce offers a wide variety of concentrations that meet the real-world needs of IT professionals and those looking to enter the IT field.

## DESKTOP APPLICATIONS FOR BUSINESS

Desktop Applications for Business graduates find many career paths available in corporate settings. These include:

- Desktop Support Specialist
- Desktop Support Team Leader
- Systems Analyst
- Help Desk Technician
- Desktop Application Trainer

### *Associate in Science*

Students will learn how to use the Microsoft Office Suite of products (Word, Excel, Access and PowerPoint) in the workplace. Upon successful completion, you will have the fundamentals needed to assist in the preparation of the industry standard certification exams for the Microsoft Office Specialist designation.

### *Bachelor of Science*

This program focuses on developing skills in critical thinking, problem solving, information management, resource management and application synthesis. You will work on projects and scenarios that you may encounter in the workplace using the Microsoft Office Suite of products. Projects are designed to provide tangible results that can be used to build a portfolio that demonstrates your abilities using Microsoft Office applications.

## INFORMATION SECURITY

### *Bachelor of Science*

This intensive program of study is for students seeking a leadership role in assuring the confidentiality, integrity and availability of an organization's information. Prepares students for the (ISC)<sup>2</sup>® management-level Certified Information Systems Security Professional (CISSP)<sup>®</sup> certification exam. The CISSP certification recognizes a mastery of an international standard in Information Security. Students possessing the requisite industry experience may become CISSPs upon passing the certification exam; others may obtain the Associate of (ISC)<sup>2</sup> designation. Students who earn the bachelor's degree with this concentration are prepared for information security management positions in government and industry.

## NETWORKING, ADMINISTRATION & SECURITY

Prepares students to manage and support major network operating systems. Graduates are excellent candidates for:

- Help Desk Level Two or Higher Technician
- Network Administrator
- Network Documentation Specialist
- Network Engineer
- Network Operation Center Specialist
- Network or Technical Support Specialist
- Team Leader/Project Manager

### ***Associate in Science***

Learn how to support hardware, desktop software and client connectivity, as well as develop skills for effective help desk and customer service support, and basic network administration and security. Prepares you for these industry standard certifications: CompTIA's Network+, A+ and Security+, and Microsoft's MCP in Windows Client and Server.

### ***Bachelor of Science***

Deepen your knowledge of network operating system environments and gain understanding of material needed to support Microsoft® Windows and Linux in the enterprise. Acquire the fundamentals to pursue the industry's premier MCSE (Microsoft Certified Systems Engineer) certification, as well as learn Cisco's CCNA curriculum. You 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.

## **PROGRAMMING & APPLICATION DEVELOPMENT**

### ***Associate in Science***

Students will learn basic computer concepts, data communications, programming fundamentals and the Visual Basic programming language using Microsoft's .NET technology. Learn how to use Visual Studio and the Microsoft Office Suite of applications at a fundamental level. Students will also learn HTML and web page design.

### ***Bachelor of Science***

This program equips you to analyze customer needs, and to design and implement software based solutions. Students will study higher-level application development in the .NET environment involving courses on ASP, SQL, XML and the component object model for application development. Graduates from this program make excellent candidates for positions as systems analysts, application developers, programmers and business analysts.

## **TECHNOLOGY MANAGEMENT**

### ***Associate in Science***

Through a combination of business and technology courses, students use technology to solve business problems with practical case studies and coursework. You will gain valuable knowledge in business and information system fundamentals, along with foundations in networking and programming. Learn how to integrate technology in the workplace to support business processes and functions.

### ***Bachelor of Science***

You will learn applied management concepts, systems analysis and design, and information systems project management. This program enhances your knowledge of business and the effective use of technology, and develops critical-thinking skills that will be invaluable in technology management positions in industry and government.

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AND DESCRIPTIONS, PLEASE REFER TO THE  
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# CERTIFICATES OF PROFICIENCY IN INFORMATION TECHNOLOGY

## CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL—CISSP

### *Post-Bachelor Certificate*

Designed for the student who has already completed a bachelor's degree, this intensive program of study prepares you for the (ISC)<sup>2</sup> management-level CISSP certification exam.

The CISSP certification recognizes mastery of an international standard in Information Security management.

Students possessing the requisite industry experience may become CISSPs upon passing the certification exam; others may obtain the Associate of (ISC)<sup>2</sup> designation.

*A Certificate of Proficiency can be used toward your bachelor's degree.*

## HELP DESK TECHNICIAN

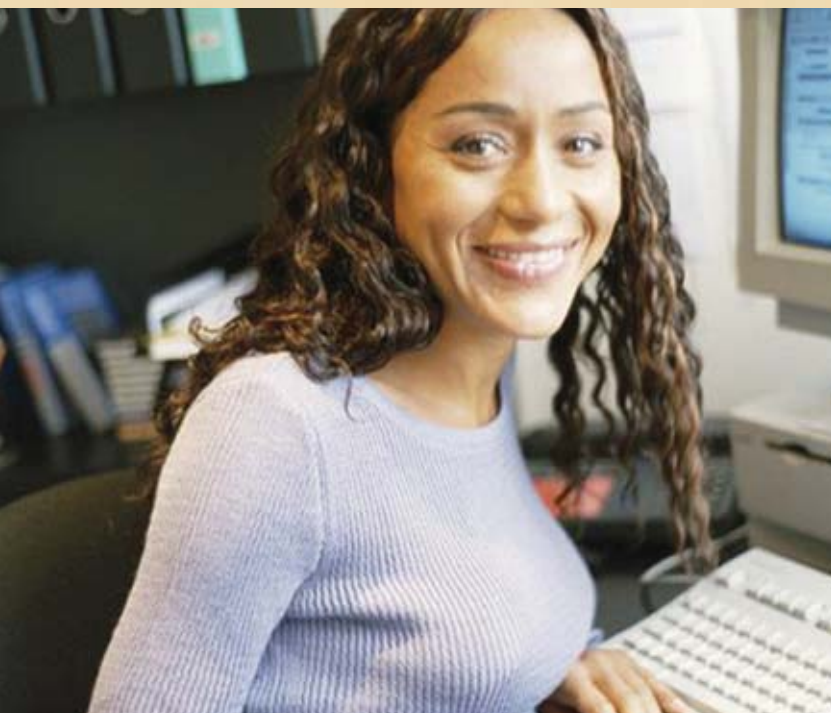
Designed to provide students with a firm background in computer and system support. You may apply these credits to an associate degree in Information Technology with a concentration in Networking.

## WINDOWS NETWORK OPERATING SYSTEM

Provides a foundation for students interested in the computer network industry. Upon successful completion, you will have studied a majority of the exam objectives for the Microsoft Certified Systems Engineer (MCSE) certification.

## .NET TECHNOLOGY

Provides students with a solid background in .NET application development and the justification, design, creation and maintenance of complex computer systems. You will learn how to pursue information systems projects through business case analysis; creating a functional specification document; designing and building graphical user interfaces; and flowcharting, pseudo-coding and programming using Microsoft's Visual Basic.NET. Students will also learn HTML, ASP, XML and SQL. Graduates are excellent candidates for positions in application development, programming and systems analysis. You may apply credits earned to the associate degree in Information Technology with a concentration in Programming and Application Development.



# Paralegal Studies



*Looking to make a difference?*

*Enter the exciting field of law with the Peirce College Paralegal Studies degree program.*



## Why Peirce Paralegal?

Peirce College offers the only ABA-approved bachelor's degree in Paralegal Studies in the Philadelphia region.

Whether you are currently working in a law office or looking to embark on an exciting path to the field of law, Peirce Paralegal Studies is the program for you.

Driven by dedicated faculty members who practice law and make it their mission to demystify the legal process, the Peirce Paralegal Studies program provides:

- Strong 14-week foundation-level courses and accelerated seven-week courses for the balance of the degree program.
- Ties to the legal community, affording students networking opportunities and job placement.
- A reputation for high-quality graduates who are prepared for the career challenges in the legal field.
- A diverse array of students who enliven classroom discussions with life and work experiences.
- A vibrant student association that provides networking and skill-building opportunities, encouragement and support.
- Professional connections at the local, regional and national levels including the Philadelphia Association of Paralegals, the Philadelphia Bar Association, the American Association for Paralegal Education and the American Bar Association.

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Now!



# The Role of a Paralegal

Paralegals work closely with attorneys, judges, prosecutors or 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, corporations and more...the list keeps growing.

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...just to name a few.

## Peirce Raises the Bar for Career Growth

Successful Peirce Paralegal students must have a strong sense of responsibility and personal ethics; significant motivation to excel; and the ability to inspire trust in others. Students will learn to hone their written and verbal communication skills in this challenging and rewarding program.

The Peirce environment embraces working adult learners, career changers and first-time college students. Every student can be sure of support services that will smooth their way to success.

Peirce also welcomes transfer students who complete paralegal foundation-level courses through another ABA-approved program.

## What's the Verdict?

The Peirce Paralegal Studies program is ideal for individuals who want to parlay their interest in law into a solid career. Peirce graduates enjoy career success in major law firms, corporate offices, business, government, industry or use their degree as a foundation for law school.

Enroll at Peirce to become one of the next generation of paralegal professionals and build a career that will make a difference in the lives of those you serve.

## Career Investment

The paralegal profession is one of the fastest growing in today's economy. Take advantage of this exciting career opportunity with a paralegal degree at Peirce. We prepare you with the substantive knowledge and practical skills necessary to meet the demanding standards of the legal profession and an effective way to capitalize on your educational investment.



## ABA-APPROVED PROGRAM GOALS AND OBJECTIVES

The primary goal of the Peirce Paralegal Studies program is to prepare students for rewarding careers in the legal industry as paralegal professionals working under the direct supervision of lawyers in the public and private sector. Peirce strives to prepare students with an understanding of the substantive knowledge and practical skills necessary to meet the standards of industry proficiency, professional integrity, and academic excellence that are expected and required to serve the legal community. As a means of assuring program quality, the College evaluates curricula and services on a regular 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.

# DEGREES IN PARALEGAL STUDIES

## *Associate in Science*

This program 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 are more frequently requiring the bachelor's degree, Peirce associate graduates typically continue their studies to the next level.



## *Bachelor of Science*

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 student's skill set and prepares him/her for the role of a paralegal. By approaching the study of law from this theoretical, conceptual and practical perspective, you will be preparing yourself 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.

FOR DETAILED COURSE REQUIREMENTS AND DESCRIPTIONS, PLEASE REFER TO THE COURSE CATALOG (AVAILABLE AT [WWW.PEIRCE.EDU/COURSECATALOG](http://WWW.PEIRCE.EDU/COURSECATALOG)).

## POST-BACHELOR CERTIFICATE IN PARALEGAL STUDIES

*Put your Post-Bachelor Certificate in Paralegal Studies to work in a challenging and exciting career in law.*

This Post-Bachelor Certificate program 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 in Paralegal Studies is built on a core group of legal specialty foundation courses that give you the skill sets necessary to thrive in the legal environment. This intensive program of study, comprised of 10 legal specialty courses that can

be completed in one academic year, will prepare you for the transition to a career in the paralegal profession.

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

By approaching the study of law from a theoretical, conceptual and practical perspective, you will be preparing yourself for the demands of a career in the paralegal profession.

# Our Paralegal Program Will Prepare You...

- To utilize the concepts of critical- and analytical-thinking skills in paralegal work assignments.
- To demonstrate the importance of effective communication skills in relation to success as a paralegal professional.
- To have a working use of the legal vocabulary required to function professionally within the legal community.
- To understand the distinction and diversity of the different areas of legal practice.
- To have a working knowledge of the federal and state court systems.
- To be familiar with and capable of drafting the forms of documentation utilized in legal practice.
- To be adept at computerized and manual legal research techniques.
- To be familiar with legal computer software programs and technology utilized within the legal community.
- To demonstrate professional-caliber legal writing skills.
- To utilize the organizational skills required to develop and maintain effective case management.
- To implement the concept of time management in the approach to assignment completion and workload demands.
- To apply the principles of effective people skills needed to maintain professional client relationships, conduct client and witness interviews and orchestrate the human resource demands of case management.
- To display a mastery of the rules of professional office etiquette.
- To 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.
- To have an understanding of the emerging role of the paralegal and the place of the paralegal in expanding the delivery of legal services.



**START YOUR DEGREE TODAY!**

*Here are three easy ways:*

- *Call 888.GO.PEIRCE, ext 9000*
- *Visit [www.peirce.edu/apply](http://www.peirce.edu/apply)*
- *Mail the enclosed application*





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