Accounting (ACC)

ACC 101
Accounting Principles
A grade of C or above is required in this course.
Prerequisite: Completion of a 3-credit college-level math course with a grade of C or above
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 105
Accounting for Non-Financial Managers
A grade of C or above is required in this course.
This course provides non-financial managers with an overview of accounting essentials and the skills and competencies they need to make informed and sound decisions based on hard financial data. Topics include: understanding financial information, analysis of financial statements, and decision making for improved profitability.

ACC 201
Financial Accounting
A grade of C or above is required in this course.
Prerequisite: ACC 101
This course builds on the basic skills that were developed in ACC 101. Topics include: analysis of the balance sheet, cash, inventories, investments, tangible fixed assets, liabilities, intangible assets and miscellaneous topics. 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 in this course.
Prerequisite: ACC 201
This course is a continuation of Financial Accounting. It begins with a review of fundamental accounting principles, and then moves on to an intensive study of financial statements, including the income statement, statement of cash flow and balance sheet and their interrelationship.

ACC 204
Intermediate Accounting II
A grade of C or above is required in this course.
Prerequisite: ACC 203
This course is a continuation of Intermediate Accounting I. It continues by providing a more in-depth analysis of a company’s balance sheet with the study of fixed assets, liabilities, investments in debt, and equity securities.

ACC 222
Managerial Accounting
A grade of C or above is required in this course.
Prerequisite: ACC 201
The course covers managerial accounting and how it is used by managers within organizations, to provide them with the basis to make informed operational business decisions. Topics emphasized are pro forma financial statements, budgets, cash flow analysis, forecasting, direct costing, break-even analysis, and capital expenditures.

ACC 301
Auditing
A grade of C or above is required in this course.
Prerequisite: ACC 204
This course 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
A grade of C or above is required in this course.
Prerequisite: ACC 204
This course covers 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.
Accounting (ACC)

ACC 304
Computerized Accounting
A grade of C or above is required in this course.
Prerequisite: ACC 204
This course studies accounting as it is practiced in a computer-based financial information environment. An important learning objective of this course is the completion of the accounting cycle, design, and management of integrated accounting systems, preparation of computer-generated financial statements, and various special reports. Integrated modules include those commonly found in computer-based accounting systems. Topics covered include general ledger, accounts receivable, accounts payable, inventory, depreciation, taxes, sales, purchases, financial statement analysis, payroll, internal controls, and system setup.

ACC 325
Taxation
A grade of C or above is required in this course.
Prerequisite: ACC 204
This course covers the Internal Revenue Code for corporate, individual, and partnership taxation. Topics include tax compliance, tax policy, financial planning, taxable income, allowable deductions, and filing requirements.

ACC 401
Advanced Accounting
A grade of C or above is required in this course.
Prerequisite: ACC 204
Students will study corporate and multinational consolidations in accounting, as well as international accounting standards, foreign currency transactions, interim reporting, and the Securities and Exchange Commission.

ACC 410
Government & Non-Profit Accounting
A grade of C or above is required in this course.
Prerequisites: ACC 204
This course examines the theories and practices of accounting for government and nonprofit entities. There will be an exploration of how accounting standards are met by utilizing the information and reporting requirements under the Generally Accepted Accounting Principles (GAAP). Students will have the opportunity to complete the form 990.

ACC 425
Special Topics in Accounting
A grade of C or above is required in this course.
Prerequisites: ACC 204, ACC 222, ACC 325, FIN 401
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.

ACC 450
Accounting Capstone
A grade of C or above is required for this course
Prerequisites: All 300 and 400-level accounting and finance courses must be completed.
The capstone course is a senior-level course designed to allow the student to review, analyze, and integrate the work the student has completed toward a degree in accounting. The students will examine a number of real-world cases that relate to auditing and accounting issues. Students will prepare an approved academic project or paper that demonstrates mastery of the accounting program and that assesses the stated outcomes of their degree requirements. A standardized test will be administered to measure academic achievement across the curriculum. Students must be proficient in Microsoft Word and Microsoft Excel.
Business Information Systems (BIS)

**BIS 111**  
*Application Software Fundamentals*  
Become familiar with software applications used in the workplace, and have hands-on practice with the fundamental aspects of these applications. This course will cover the essential concepts of Microsoft Word, Excel, and PowerPoint. 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. This course will also prepare students for learning intermediate concepts in these software packages.

**BIS 112**  
*Programming Concepts*  
*Prerequisite: MAT 102*  
This course introduces object-oriented programming. Topics explored include the concepts of objects, methods, functions, events, modularity, and logical structure. In this course, students will write, test, debug, and document their own basic computer programs. BIS 112 is currently taught using Alice, which provides a three-dimensional virtual world which students animate programmatically. Students will complete a team-based multi-week animation project that will include developing a script and storyboard, selecting and modifying characters, creating the required logic, and adding audio.

**BIS 201**  
*HTML and the World Wide Web*  
Experience a hands-on introduction to website design and implementation. Students will learn HTML5 & CSS markup, basic website administration, and key web design principles to enable them to use the web to communicate information effectively.

**BIS 224**  
*Concepts in Desktop Programming*  
*Prerequisites: 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 235**  
*Database Management Systems*  
*Prerequisite: BIS112 or HIA330*  
This course introduces fundamental relational database design and practical database system use. Topics include database design techniques using the entity-relationship approach, the relational model, commercial query languages such as SQL, and normalization techniques. This course provides hands-on exercises for applying these techniques to real-world problems.

**BIS 316**  
*Database Advanced Concepts*  
*Prerequisite: BIS 235*  
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 322**  
*Intermediate Office Applications*  
*Prerequisite: BIS 111*  
Building on the introduction provided in BIS 111, this course introduces intermediate applications of office productivity applications including word processing, electronic spreadsheets and presentation software. Word processing topics include the creation of a variety of formal business documents, including form letters and professional newsletters. Spreadsheet topics include techniques to solve a wide range of business and financial problems. Presentation topics covered include customized design templates and interactive graphics. The practical application of these tools and techniques is emphasized throughout the course. This course will also prepare students for learning advanced concepts in these software packages.

Students who have already taken BIS215 and BIS216 should not take this class.
BIS 323
Computer Programming II
Prerequisite: BIS 112 with a C or above
This course builds on the introduction to computer programming provided in BIS 112. Topics include program structure and design, data structures, files and exceptions, control flow, modularization and documentation. Students will learn how to take a problem, analyze and represent its requirements, and apply good design practices to solve it. This course is currently taught in the Python programming language with a fun approach that includes the use of game programs to demonstrate the key topics. The Visual Logic flowcharting tool is issued to create executable flowcharts to enhance student understanding of logic structures.

BIS 324
Application Development I
Prerequisite: BIS 323 or BIS 224
Students learn to program an application development solution in an integrated development environment widely used in industry. Concepts covered in the course include program design, graphical user interfaces, variables, constants, data types, and regular expressions. This course also prepares students for learning intermediate concepts in Visual Basic.

BIS 325
Application Development II
Prerequisite: C or above in BIS 324
Topics covered in this course are intermediate programming details and techniques using a professional integrated development environment. Students will program application development solutions that require decision making, iteration, multiple forms, menus, common dialogs, functions, and arrays. Debugging techniques and the creation of Windows executable files are also covered.

BIS 327
Automating Office Applications
Prerequisites: BIS 111 and a C or above in BIS 323
Students acquire the skills and knowledge for application development using the built-in programming features in Microsoft Office by building interactive Microsoft Excel spreadsheets. Learn about the Visual Basic Editor, object models, variables, and programming structures such as if statements, case statements, and various loop structures. Use the Visual Basic for Applications programming language to create professional Office applications.

BIS 330
JavaScript Programming
Prerequisites: BIS 201 and BIS 325
Students expand on the knowledge gained in BIS 201 and BIS 325 by further investigating the development of web pages using the JavaScript programming language. Using JavaScript, web pages can become dynamic, and interfaces can be enhanced with better modes of interaction. Some of the topics explored include how to create countdowns, monthly calendars, pull-down menus, banners, rollovers, slide shows, form validations, and cookies using external JavaScript files. An introduction to AJAX and jQuery is included.

BIS 345
Using ASP.NET in Application Development
Prerequisites: BIS 201 and BIS 325
Students will develop web applications in ASP.NET using Visual Studio. This course builds upon the techniques acquired in previous application development courses, while emphasizing web programming concepts, specific ASP.NET techniques, and related tools and technologies.
Business Information Systems (BIS)

BIS 402
System 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.

BIS 415
IT Capstone in Programming and Desktop Applications
A grade of C or above is required in this course. Prerequisite: All IT classes required for the bachelor’s degree must be completed or concurrently enrolled in. 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 422
Advanced Office Applications
Prerequisite: BIS322
Addresses advanced applications of office productivity applications including word processing, electronic spreadsheets and presentation software. The primary focus is on application integration and automation to enable sophisticated analysis and representation in support of evidence-based organizational decision-making.

Students who have already taken BIS314 or BIS315 should not take this class.

BIS 425
Using Databases in Application Development
A grade of C or above is required in this course. Prerequisite: BIS 345
Students program data-intensive web applications using SQL, ASP.NET, Visual Basic, and C#. Testing and debugging concepts are covered as well as expanding the application development solution to include complex database interactions.

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 (DTDs) and XML Schemas, formatting with Cascading Style Sheets and XSLT, and the creation of Computational Style Sheets.
BUS 100
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.

BUS 250
Associate Business Capstone Course
A grade of C or above is required in this course.
Prerequisites: BUS 100, ACC 201, ECO 101, ECO 102, and MKT 101
This associate level capstone course in business will examine management theory and functions, leadership, decision making, organizations as systems, and organizational structure and design. Theory will be applied to current management problems and issues through case studies. As a requirement for this course, students will take a standardized test to measure their academic achievement in the business curriculum. The test contains multiple-choice items designed to measure students’ ability in the following areas: accounting, economics, management, and marketing.

BUS 310
Concepts in e-Commerce
Prerequisites: BUS 100 and ENG 103
This course employs real world cases to explore the electronic commerce aspects of Internet-based business. Topics include online business strategies, payment systems, e-Marketing, e-Fulfillment, security, ethics, 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 contemporary issues in e-Commerce.

BUS 440
Applied Business Research
A grade of C or above is required in this course.
Prerequisites: ACC 105, MAT 109, and HRM 306
This course is designed to assist students with integrating research skills and professional business practices by providing an opportunity to apply current research to a business program. The purpose of business research is to assist managers in making more informed and responsible decisions. Therefore, students will be given the opportunity to sharpen critical thinking processes by studying and applying quantitative and qualitative methods to problem solving.

BUS 450
Policy and Strategy Formulation
A grade of C or above is required in this course.
Prerequisites: BUS 250, FIN 401, 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 to measure their academic achievement in the business curriculum. The test contains multiple-choice items designed to measure students’ ability in the following areas: accounting, economics, finance, law, management, marketing, and quantitative analysis.
Criminal Justice Studies (CJS)

**CJS 101**
Introduction to Criminal Justice
A grade of C or above is required in this course. This course is an introductory survey of the criminal justice system with an emphasis on the foundations of criminal law - including common law, statutory law, and case law. Students will explore the different components of the criminal justice system such as law enforcement, the courts, and corrections, as well as processes for arrest, trial, and sentencing. Finally, this course will provide students with an overview of terrorism, cyber crime, and the juvenile justice system.

**CJS 104**
Criminal Court Systems
A grade of C or above is required in this course. This course provides an overview of the operations of the criminal courts in state and federal jurisdictions and the significant stages in the criminal justice process. Students will engage in a detailed exploration of the roles of the individuals that make up the courtroom workgroup and extend this coverage to victims and their role in the criminal court system. Finally, students will focus on specialized courts and the future of the criminal court.

**CJS 107**
Criminology
A grade of C or above is required in this course. This course examines the nature and causation of crime. Its primary focus is the major theoretical perspectives that have been developed in an effort to explain how and why individuals break the law. Students will engage in an exploration of major theories of deviance as they apply to behavior viewed as criminal and how geographical patterns relate to that behavior. Lastly, this course conducts an investigation into the nature and extent of crime in our society, as well as how theories and understanding criminal behavior shape responses to crime and criminals.

**CJS 201**
Research Methods
Prerequisites: MAT 109, CJS 101, and either CJS 104 or CJS 107
This research-based course introduces the basic principles and issues imperative to understanding the application of the scientific method to research in the criminal justice field. Students will be exposed to the various types of criminal justice data such as the Uniform Crime Report, victimization surveys, court and prison statistics, evaluation studies, and agency reports. Students will apply knowledge of statistics to gain a deeper understanding of social science research methodology. Through application of computer based analysis of criminal justice data, students will examine the relationship between theory, hypotheses, empirical research, and differentiating between qualitative and quantitative methods.

**CJS 204**
Introduction to Criminal Law and Procedure
Prerequisites: CJS 101, CJS 104, and CJS 107
This course provides an introduction to substantive criminal law and procedures involved in the criminal justice system. Topics include: the elements of a crime, available defenses, complicity, causation, and inchoate crimes; as well as arrest, bail, detention, arraignment, preliminary hearings, guilty pleas, and trial.

**CJS 207**
Ethics in Criminal Justice
Prerequisites: CJS 101, CJS 104, and CJS 107
This course provides students with an opportunity to explore one of the most important issues in criminal justice, ethics. Students will be exposed to an in-depth exploration of practical ethical considerations for those who work in the criminal justice system. Through the use of case scenarios and the application of ethical decision-making tools, students will gain a deeper understanding of the importance of professional integrity and leadership skills.
CJS 210
Law Enforcement & Police in Society
Prerequisite: Students must have completed or be concurrently enrolled in CJS 101, CJS 104, and CJS 107
This course provides students with an overview of the history of police and their mission in contemporary society. Through an examination of typical police operations and the management of police organizations, students will gain an appreciation of the challenges facing policing today. Becoming well versed in the technology used in law enforcement, students will prepare for their role in the future of policing.

CJS 213
The Correctional System
Prerequisites: Students must have completed or be concurrently enrolled in CJS 101, CJS 104, and CJS 107
This course provides a comprehensive overview of the field of corrections. While incorporating the impact socio-economic conditions have on disparate sentencing and confinement, students will explore punishment and management philosophies. The role of judges in correctional affairs will be addressed as well as the nature of the prison experience and alternatives to incarceration. Students will also debate the effectiveness of rehabilitative programs.

CJS 217
Criminal Investigation
Prerequisites: Students must have completed or be concurrently enrolled in CJS 101, CJS 104, and CJS 107
Students will be introduced to the fundamentals of the criminal investigation process. This course examines the investigative process and provides students with an understanding of the process involved in identifying criminal suspects, proper procedures for recording, collecting, and presenting evidence, as well as preparing to present evidence in court. Students will gain an understanding and become well-versed in scientific and technological aids to criminal investigation.

CJS 221
Introduction to Private Security
Prerequisite: Students must have completed or be concurrently enrolled in CJS 101, CJS 104, and CJS 107
This course focuses on a growing industry, private security. Students will explore the historical and philosophical background of modern private security. Course content emphasizes the principles of security, risk management, and loss prevention in industrial, commercial, retail, and government settings.

CJS 224
Juvenile Court System
Prerequisites: Students must have completed or be concurrently enrolled in CJS 101, CJS 104, and CJS 107
This course provides an in-depth look at the juvenile justice system and the theoretical explanations for delinquency. Students will explore the delinquent behavior of juveniles, including gang activity and status offenses. Emphasis will be placed on the causes of juvenile crime, how the system differs from that of the adult system, and how the juvenile justice system approaches rehabilitation and the prevention of juvenile delinquency.

CJS 230
Criminal Justice Capstone
Prerequisites: CJS 101, CJS 104, CJS 107, CJS 201, CJ 204, and CJS 207
The Capstone course brings together all of the essential elements of the criminal justice system. Students will apply the information acquired in the core curriculum to engage in simulations involving various issues that arise in this field. Simulations focus on the roles of the parties involved in the day-to-day functioning of the criminal justice system, as well as the ethical issues faced by each party. As part of the simulation process, students will also focus on proposed resolutions. Writing assignments will be integrated into the simulations. These assignments are designed to enhance students’ understanding of the issues and proposed resolutions presented during classroom activities.
Communications (COM)

COM 112
Effective Speech Communication
This course provides study and practice in 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. Students taking this course online will need access to a webcam and a microphone.

COM 202
Intercultural Communication
Prerequisite: C or above in ENG 101
This course examines 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 that they have acquired during the class.

COM 345
Advanced Communication Skills
Prerequisites: ENG 101 and one English or Communications course
This course is designed to 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 Power Point and research skills are also emphasized. Prior completion of BIS 109 and/or BIS 111 is strongly recommended. Students taking this course online will need access to a webcam and a microphone.
Cooperative Work Experience (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 Pre-Co-op Workshop is 7 weeks in length and is held online. With the approval from the Career Development Services office, there is also a portfolio review option which can be completed in place of the Pre-Co-op Workshop. The Co-op is 14 weeks in length. Students should work with their Academic Advisor to be sure they plan ahead for the time requirements. The prerequisite workshop must be taken after 30 credits for the associate degree program and/or 90 credits for the bachelor’s degree program. Students are responsible for securing their co-op location; however, Career Development Services provides the student support.

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 are three credits (which requires 135 hours completed at the Co-op location). To participate in Co-op, students must consult their Academic Advisor and must contact Career Development Services once they are registered for the Pre-Co-op Workshop. Students must hold a 2.5 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. Please consult the College Catalog and your advisor to discuss Cooperative Work Experience (CWE) Education.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Prerequisites</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWE 098</td>
<td>Associate Pre-Cooperative Education Workshop</td>
<td>30 credits toward the associate degree credits must be completed.</td>
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<tr>
<td>CWE 099</td>
<td>Bachelor's Pre-Cooperative Education Workshop</td>
<td>30 credits toward the associate degree credits must be completed.</td>
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<tr>
<td>CWE 104</td>
<td>Business Administration/Management*</td>
<td>CWE 098</td>
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<tr>
<td>CWE 116</td>
<td>Paralegal Studies*</td>
<td>CWE 098</td>
<td>3</td>
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<td>CWE 227</td>
<td>Criminal Justice Studies*</td>
<td>CWE 098</td>
<td>3</td>
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<tr>
<td>CWE 304</td>
<td>Business Administration/Management**</td>
<td>CWE 099</td>
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<tr>
<td>CWE 306</td>
<td>Business Administration/Marketing**</td>
<td>CWE 099</td>
<td>3</td>
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<tr>
<td>CWE 310</td>
<td>Business Administration/Business Law**</td>
<td>CWE 099</td>
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<td>CWE 320</td>
<td>IT/Technology Management**</td>
<td>CWE 099</td>
<td>3</td>
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<td>CWE 324</td>
<td>IT/Desktop Applications for Business**</td>
<td>CWE 099</td>
<td>3</td>
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<td>CWE 325</td>
<td>IT/Programming and Application Development**</td>
<td>CWE 099</td>
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<td>CWE 326</td>
<td>IT/Networking, Administration, and Security**</td>
<td>CWE 099</td>
<td>3</td>
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<tr>
<td>CWE 406</td>
<td>Accounting**</td>
<td>CWE 099</td>
<td>3</td>
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<td>CWE 413</td>
<td>Paralegal Studies**</td>
<td>CWE 099</td>
<td>3</td>
</tr>
<tr>
<td>CWE 425</td>
<td>Healthcare Administration**</td>
<td>CWE 099</td>
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</tr>
</tbody>
</table>

*Associate-level co-op
**Bachelor's-level co-op
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 statistics; 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 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 010
Introduction to College Reading and Composition
A grade of C or above is required in this course.
This three-credit skills enhancement course is designed to increase students’ academic readiness for college-level English courses. The course reviews critical thinking, the principles of reading comprehension, expository and reflective writing, and an intensive grammar review. Computer-assisted instruction is employed to facilitate students’ abilities to engage in independent work. Additional recourses, such as tutoring, workshops, and mentoring will be mandatory for students to support both cognitive and non-cognitive skills. This course does not satisfy course requirements for any degree program.

ENG 101
English Composition
A grade of C or above is required in this course.
Prerequisite: A grade of C or above in ENG 010 or placement into college-level English.
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 103
Research and Rhetoric
A grade of C or above is required in this course.
Prerequisite: A grade of C or above in ENG 101
This course focuses on the shift from introductory modes of writing explored in English 101 to higher-order, objective, academic writing used in various disciplines and professions. Emphasis is placed on critical reading, thinking, writing, and research for different rhetorical modes and audiences. This course also introduces the research process and APA format as the basis for future collegiate coursework. This course is required for all majors after completing English 101 with a grade of “C” or above.

ENG 202
Introduction to Literature
Prerequisite: A grade of C or above in ENG 101
This course focuses on reading, writing, and discussion 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 interpretations of the texts.

ENG 205
American Literature
Prerequisite: A grade of C or above in ENG 101
This course will 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 selected texts.

ENG 325
Shakespeare in Context
Prerequisite: A grade of C or above in ENG 101
The course explores Shakespeare’s works in an historical, political, and social context and examines how and why his work still resonates with audiences. The course emphasizes discussion, application of literary theory, research, and creative and expository writing to analyze Shakespeare’s comedies, tragedies, histories, and sonnets. Students may be required to participate in dramatic readings and presentations as well as attend film and stage productions.

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 in 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 201 and ENT 200*
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 in this course. *Prerequisite: MKT 101 and ENT 200*
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 in this course. *Prerequisites: ENT 200, ENT 225, and ENT 280*
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 in this course. *Prerequisites: ENT 200, ENT 225, and ENT 280.*
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.
## FIN 100
### Introduction to Personal Finance
This course prepares students to become informed consumers of financial information and provides the skills and knowledge needed to effectively manage personal spending and make appropriate financial decisions. Topics presented include the following: the proper use of credit, funding education, insurance and risk management, budgeting skills, savings and checking account management, and the protection of assets and future income.

## FIN 105
### Finance for Non-Financial Managers
A grade of C or above is required in this course. 
**Prerequisite:** ACC 105
This course will provide students with a solid foundation in the principles of finance as they apply in the real world. Students will develop an understanding of business financial operations, financial performance measures, financial decisions and their impact upon performance, budget creation and management, and the use of finance skills to drive a business forward.

## FIN 201
### Introduction to Finance
A grade of C or above is required in this course. 
**Prerequisite:** ACC 201
This course covers the major concepts and techniques of financial management. The following topics will be emphasized: the time value of money, capital budgeting, financial statement analysis, financial forecasting, short-term financial management, and the role of financial management in the corporation.

## FIN 401
### Financial Analysis
A grade of C or above is required in this course. 
**Prerequisite:** FIN 201
This course helps students develop the skills they will need for making financial information management decisions in the context of planning and controlling the business enterprise. This course will emphasize the development of decision-making criteria in dealing with topics such as financial planning, capital budgeting, financing international trade, working capital, risk assessment, interest rates, debt and equity management.
Healthcare Administration (HCA)

HCA 101  
Introduction to Healthcare Administration  
A grade of C or above is required in this course.  
Prerequisite: ENG 101  
This introductory course is the first healthcare administration specific course a student takes on the journey towards a BS in Healthcare Administration at Peirce College. A broad overview of the business and healthcare educational knowledge skills and competencies to fill a variety of healthcare administrative and professional roles and functions in various healthcare organizations is provided. Topics covered include management, strategic planning, marketing, finance, health disparities, ethics, law, and risk management from the healthcare administration perspective.

HCA 210  
Healthcare Delivery in the US  
A grade of C or above is required in this course.  
Prerequisite: HCA101  
An introduction to the historical development, structure, and operation of major components of the American healthcare delivery system, this course reviews the evolution of the healthcare system’s features, the organization and delivery of healthcare services, health policy formulation, allocation of healthcare resources, and the relation of healthcare costs to measurable benefits. Other topics include the impact of medical technology, research findings, and societal values on the evolving American healthcare delivery system. Career opportunities in healthcare management will be explored in order to allow students to narrow their focus to better position for a specific career.

HCA 301  
Health Info Systems Administration  
A grade of C or above is required in this course.  
Prerequisites: HCA 210 and HIT100  
This course examines the processes used in selection, application, and evaluation of computer software and hardware and the integration of technology in the healthcare environment. Students will learn about making informed business decisions for the application and use of healthcare technology. This course will cover the skills needed to create business simulations, operate in an electronic health record, and work with other technologies.

HCA 302  
Healthcare Law  
A grade of C or above is required in this course.  
Prerequisites: LAW 103 and all 100 and 200 level HCA/HIT courses must be completed.  
This course provides a comprehensive overview of the laws and regulations surrounding the healthcare industry. Students will gain a working knowledge of health law from an administrative/management perspective. Comprehensive and inclusive review of a wide variety of healthcare laws and cases will be conducted. Health law issues will be explored including: the emergence of the US as a player in the healthcare industry; innovative new approaches to the payer/provider model; and the future of tailored therapeutics.

HCA 320  
Public and Community Health  
A grade of C or above is required in this course.  
Prerequisites: HCA 301  
Healthcare students will be introduced to the development of the public health system and will examine the impact of environmental factors on disease trends and communicable disease controls. Students will develop skills in community assessment and health promotion strategies. The course will explore population and community health.

HCA 340  
Financing Healthcare  
A grade of C or above is required in this course.  
Prerequisites: ACC 105, HCA 301 and HIT 200  
Financing Healthcare is designed to introduce students interested in non-financial healthcare administration roles to the fundamental concepts and skills necessary to manage the operations of healthcare organizations. This course prepares students to solve quantitative problems using realistic examples and case studies. At the end of the course, students will be able to apply quantitative skills for healthcare financial management using practiced concepts and skills.
Healthcare Administration (HCA)

HCA 413
Healthcare Management Strategies
A grade of C or above is required in this course.
Prerequisites: MKT 101, MGT 210, and all required
100 & 200 level HCA/HIT courses must be completed
This course explores the fundamental concepts of
management theory that enable healthcare managers
to ensure the organization’s mission is met, goals are
achieved, and high quality is maintained. This course
examines administrative processes such as planning,
problem solving, decision making, marketing, and
branding. Students will analyze major issues and
problems confronting healthcare administrators and
how to create and sustain a productive environment.
Students will gain the necessary skills, knowledge,
and confidence to be a successful healthcare
manager.

HCA 430
Healthcare Ethics
A grade of C or above is required in this course.
Prerequisites: HCA 302 and all required 100 & 200
level HCA/HIT courses must be completed
This course is designed to raise student awareness
of the high levels of personal and professional ethics
expected from healthcare professionals. Through the
knowledge, attitudes, and skills gained in this course,
students are expected to demonstrate ethics-based
decision making skills and to apply this knowledge
to their work as both a student in the program and
a professional in the ever-changing and demanding
world of healthcare management.

HCA 450
Healthcare Quality Management
A grade of C or above is required in this course.
Prerequisites: HCA 301 and all required 100 & 200
level HCA/HIT courses must be completed
Students will learn about the relationships between
healthcare quality and organizational performance
management. The course will introduce the
rationale for performance management and the
role of the governing body of the organization to
ensure compliance with accreditation standards
and regulations. Quality assurance in processes,
the management of outcomes, and the significance
and statistical application of measurement of
outcomes will be included in the course. The Lean
Six-Sigma implementation model is used to focus
on strategically directed action, developing a lean
organizational culture, and enhancing the care
delivery system.

HCA 460
Healthcare Planning and Policy
A grade of C or above is required in this course.
Prerequisites: HCA 301, 302 and 340
In this course, students work through detailed case
studies and solve complex healthcare problems from
the perspective of both a healthcare planner and a
board member. All steps of the strategic planning
process are explored and practiced. Students will
conduct a SWOT analysis, IT assessment, create a
detailed business plan, communicate progress, and
secure commitment to goals.
Healthcare Administration Capstone
A grade of C or above is required in this course. 
Prerequisites: All HCA/HIT courses required for the bachelor’s degree must be completed or concurrently enrolled. 
This course is the final healthcare administration specific course a student takes on the journey towards a BS in healthcare administration. A broad review of the business and healthcare educational knowledge skills and competencies to fill a variety healthcare administrative and professional roles and functions in various healthcare organizations is conducted. Topics covered include management, strategic planning, marketing, finance, health disparities, ethics, law and risk management from the healthcare administration perspective. The student will leave the course with a healthcare administration portfolio as well as personal branding tools to secure or maintain a position as a healthcare administrator, manager, supervisor, professional, or graduate student.

Selected Topics for Healthcare
A grade of C or above is required in this course. 
Prerequisites: All HCA/HIT courses required for the bachelor’s degree must be completed or concurrently enrolled. 
The topics covered in this course are based on current events and issues in the field of healthcare administration. Students choose a project that will benefit their existing or potential employer or the HCA program.
Health Information Administration (HIA)

HIA 310
Advanced Quality Management and Performance Improvement in Healthcare
A grade of C or above is required in this course.
Prerequisites: All required 100 & 200 level HCA/HIT courses must be completed.
This course focuses on the management of quality and performance improvement processes in healthcare. Topics covered include benchmarking, utilization and resource management, risk management, case management, and critical paths. Special emphasis is placed upon the measurement of outcomes and analysis of clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare.

HIA 320
HIPAA For The Healthcare Manager
A grade of C or above is required in this course.
Prerequisites: All required 100 & 200 level HCA/HIT courses must be completed.
This course is an introduction to HIPAA. It begins with a review of HIPAA regulations, and then moves on to an intensive study of implementation and compliance with HIPAA. The student will be introduced to the Privacy and Security HIPAA regulations as they apply to the healthcare setting.

HIA 340
Healthcare Research Methods
A grade of C or above is required in this course.
Prerequisites: All required 100 & 200 level HCA & HIT courses must be completed.
This course builds upon the principles of healthcare statistics and focuses on inferential statistics and research methodology principles. Research methods including survey, observational, experimental and quasi-experimental, and epidemiological research are examined as are methods of data collection, reporting, and presentation. The ethical, legal, and social implications of undertaking research on human subjects and role of the IRB are closely examined.

HIA 350
Electronic Health Records
A grade of C or above is required in this course.
Prerequisites: All required 100 & 200 level HCA & HIT courses must be completed.
This course is designed to prepare the health information manager with the necessary skills needed to operate in an electronic health record environment. In addition to EHR project management, goal setting and migration path development, the selection, implementation, and ongoing maintenance of EHR systems is explored.

HIA 360
HC Code Sets/Clinical Terminologies
A grade of C or above is required in this course.
Prerequisites: All required 100 & 200 level HCA & HIT courses must be completed.
Students enrolled in this course will gain a greater understanding of the latest developments in the growing field of health informatics. Multiple terminologies, vocabularies, code sets, and classification systems are examined in relation to how they support the EHR infrastructure. RxNorm, MEDCIN, LOINC, SNOMED, and National Drug Codes are among some of those examined in this course.

HIA 370
HIM Compliance
A grade of C or above is required in this course.
Prerequisites: All required 100 & 200 level HCA & HIT courses must be completed.
This course examines the elements of a compliance program including associated policies and procedures, training and education, and auditing and monitoring. Compliance principles for healthcare settings including hospital outpatient services, physician practices, long-term care facilities, inpatient rehabilitation, home health, long term acute care, and behavioral health are closely examined. Examples of audit tools including ambulatory coding review worksheets, audit summary sheets, and coding and DRG validation forms are discussed.
Health Information Administration (HIA)

HIA 380
Strategic Planning and Organizational Development in Healthcare
A grade of C or above is required in this course.
Prerequisites: All required 100 & 200 level HCA & HIT courses must be completed.
This course focuses on the application of general principles of management in the administration of health information services. Topics covered include organizational assessment and benchmarking, critical thinking, emotional intelligence, project and change management, consensus building, motivation techniques, and problem solving and decision making. Special emphasis is placed upon communication and interpersonal skills and professional development for oneself and staff.

HIA 497
HIA Professional Practice Workshop
Prerequisites: All required 300 level courses.
Students enrolled in the Bachelor of Science degree program in Health Information Administration must take this workshop in preparation for HIA 499 Professional Practice III. Students will enroll in the HIA 497 workshop after all 300-level courses in the program have been completed and in the semester prior to enrolling in HIA 499.

HIA 498
Health Information Administration Capstone
A grade of C or above is required in this course.
Prerequisites: HIA 497, Approval of Program Manager
This course is taken in the final session of study in the HIA program. Under the direction of a faculty member, students undertake an approved project within the scope of Health Information Administration. The approved project is designed to challenge the students understanding of critical thinking and problem-solving from a managerial perspective. Through successful completion of the project students will demonstrate synthesis and application of knowledge and skills acquired during the course of study.

HIA 499
Management Professional Practice Experience (PPE)
A grade of C or above is required in this course.
Prerequisites: HIA 497, Approval of Healthcare Site
This course, taken during the final term of study, requires the student to complete a HIM management-focused Professional Practice Experience (PPE) in a clinical or non-clinical healthcare setting. Through successful completion of the management PPE and associated project the student will apply and demonstrate program competencies.
Health Information Technology (HIT)

HIT 100 (FORMERLY HIT 125)
Medical Terminology
A C or above is required in this course.
This course examines the structure of the language of medicine with an emphasis on analysis of components, meaning, spelling, and pronunciation. The student will build a medical vocabulary applicable to body systems, the clinical laboratory, diagnostic testing, and healthcare in general.

HIT 101
Introduction to Health Information Management
A grade of C or above is required in this course.
Prerequisite: HIT 100
This course introduces the Health Information Technology (HIT) student to the discipline of Health Information Management (HIM). Emphasis is placed upon the history of healthcare, organization of healthcare delivery in the United States, and the evolution of the HIM profession including the exploration of career opportunities. Students are introduced to the medical record including types and content and health record documentation, documentation requirements, and the characteristics of data quality and integrity. The AHIMA Virtual Lab is used in this course.

HIT 100
Healthcare Statistics
A grade of C or above is required in this course.
Prerequisite: HCA 101 or HIT 101 must be completed. HIT 100 and MAT 105 must be completed or concurrently enrolled in.
This course introduces the student to basic descriptive, institutional, and healthcare vital statistics. Computation and interpretation of healthcare statistics covered in this course include: census, percent of occupancy, length of stay/discharge days, hospital mortality rates, obstetrical-related rates, autopsy rates and miscellaneous rates. Web-based resources, including MEDLINE, are used to evaluate health data and strengthen knowledge-based research techniques and data selection, interpretation, and presentation.

HIT 215
Legal Issues in Health Information Management
A grade of C or above is required in this course.
Prerequisite: HIT 101 must be completed or concurrently enrolled in.
This course builds upon the organization of healthcare delivery in the United States by introducing legal terminology and the legislative and regulatory processes within the scope of Health Information Management. Record retention laws and regulations such as release of information policies and procedures, patient rights and advocacy, professional and practice-related ethical issues, advanced directives, and privacy, confidentiality, and security are included. Special emphasis is placed upon external standards, regulations, and initiatives including licensure, certification, accreditation, HIPPA and ARRA. The AHIMA Virtual Lab is used in this course.

HIT 218
Healthcare Reimbursement
A grade of C or above is required in this course.
Prerequisite: HIT 220 and HIT 225 must be completed.
This course provides comprehensive coverage of commercial managed care and federal insurance plans and the associated regulatory, monitoring, and reporting guidelines. Payment methodologies and systems such as capitation, prospective payment systems and RBRVS are examined as are billing processes and procedures including claims, EOB, ABN and electronic data interchange.

HIT 220
ICD-9-CM Coding
A grade of C or above is required in this course.
Prerequisites: BIS 111 & HIT 101 must be completed. SCI 270 must be completed or currently enrolled in.
This course provides a comprehensive introduction to the principles and conventions of the ICD-9-CM and ICD-10-CM/PCS coding systems. Students will assign diagnostic and procedural codes, diagnostic groupings, including DRGs, and evaluate case mix analysis in accordance with current regulations and established guidelines. Special emphasis is placed upon coding compliance strategies, auditing, reporting, and coding quality monitors. The AHIMA Virtual Lab is used in this course.
**Health Information Technology (HIT)**

**HIT 225**  
CPT/Outpatient Coding  
A grade of C or above is required in this course.  
Prerequisites: BIS 111 & HIT 101 must be completed. SCI 270 must be completed or currently enrolled in.  
This course provides a comprehensive introduction to the principles and conventions of the CPT and HCPCS coding systems. Students will assign diagnostic and procedural codes and diagnostic groupings, including APCs, in accordance with current regulations and established guidelines. Special emphasis is placed upon coding compliance strategies, auditing, reporting, and coding quality monitors. The AHIMA Virtual Lab is used in this course.

**HIT 230**  
Computer Information Systems for HIT  
A grade of C or above is required in this course.  
Prerequisites: BIS 111 must be completed. HIT 101 must be completed or concurrently enrolled in.  
This course explores computer information systems utilized in Health Information Management. Topics covered in this course include: the history of computers in healthcare, hardware and software components, communication and internet technologies, and commonly used software applications. Administrative systems covered include: financial, human resource, decision support, MPI (master patient index), ADT (patient registration), scheduling, practice management, materials management, and facilities management. Clinical systems covered include: EHR, PHR, radiology, laboratory, nursing, pharmacy, and patient monitoring. Emerging technologies such as telehealth, smart cards, biometrics, and voice recognition are explored and data security and data integrity concepts are expanded upon. The AHIMA Virtual Lab is used in this course.

**HIT 250**  
Managing Quality and Performance Improvement in HIM  
A grade of C or above is required in this course.  
Prerequisites: HIT 200 must be completed or concurrently enrolled in.  
This course provides comprehensive coverage of the theory and practice of performance and quality improvement processes in healthcare organizations. The role of teamwork in performance improvement is examined as is the development of staff and human resources to support monitoring activities. Case studies and real-world scenarios are used to reinforce understanding of performance improvement concepts and issues and student learning is maximized with hands-on practice through analytical and practice tools. The AHIMA Virtual Lab is used in this course.

**HIT 297**  
HIT Professional Practice Workshop  
Prerequisite: 45 credits must be completed.  
A student enrolled in the Associate in Science degree program in Health Information Technology must enroll in this workshop after completing 45 credits and prior to enrolling in HIT 298. Students must secure required clearances necessary for Professional Practice Experience (PPE) placement. Behavioral and academic expectations are discussed in order to prepare students for a successful Professional Practice Experience.
HIT 298
Professional Practice Experience (PPE)
A C or above is required in this course.
Prerequisite: HIT 297
This course is the required Professional Practice Experiences (PPE) in the Health Information Technology program and is completed off campus, at an approved site, or virtually. Off campus PPEs are completed under the direction of a Clinical Site Supervisor and Clinical Site Coordinator. The student will demonstrate application of the AHIMA Associate Degree Entry-Level Competencies and AHIMA Knowledge Clusters for Health Information Management Associate Degree Programs. Students are required to pass selected portions of the RHIT mock exam (RHIT exam blueprint and current passing score available at www.AHIMA.org).
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, socioeconomic developments, and the growth of world trade.

HIS 260
Global Cultures II
This course explores the important civilizations of the western and non-western world from 1500 C.E. to the present by examining the contributions of the Asians, Africans, Europeans, and Amerindians in terms of cultural and religious attitudes, artistic achievements, socioeconomic 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.
Human Resource Management (HRM)

**HRM 301**  
**Human Resource Management**  
*Prerequisite: BUS 250 or MGT 210*  
This course is a survey of the management function from the human resources perspective, with an introduction and overview of human resources practice areas such as employment law and compliance, recruitment, selection, training and development of staff, compensation and benefits, motivation, and performance appraisal. Students will be challenged to examine human resources situations and apply their knowledge.

**HRM 306**  
**Managing Employment Law**  
*Prerequisite: HRM 301*  
This course explores government regulations and legal precedents affecting human resource management. The focus will be on how to maintain legal compliance in a business setting and is designed to inform students of the impact employment-related statutory and decisional law have upon human resource managers and employees. Case studies will broaden students’ exposure to the many ways compliance can affect a company’s morale, bottom line, and legal exposure.

**HRM 310**  
**Training Development and Design**  
*A grade of C or above is required in this course.*  
*Prerequisite: HRM 301*  
In this course, students will consider various theoretical models of training and development as well as the impact of effective training and development programs on successful organizations. The course will focus on needs assessment, performance based objectives, return on investment, and evaluation techniques. Students will identify ways in which training and development affect turnover, employee satisfaction, engagement, and morale.

**HRM 320**  
**Performance Management**  
*Prerequisites: HRM 301*  
This course reviews performance management strategies that are used to develop employee performance plans and evaluations. Students will examine human behavior, motivation, and the role of leadership in the assessment process, as well as the relationship between feedback and performance.

**HRM 330**  
**HR Information Systems**  
*Prerequisite: HRM 301*  
In this course, students will focus on selection, implementation, and maintenance of HR information systems. Key applications such as staffing, performance management, total compensation, compliance, and workforce planning will be examined.

**HRM 370**  
**Employee Recruitment & Selection**  
*Prerequisite: HRM 301*  
*A grade of C or above is required in this course.*  
This course focuses on the effective management of the flow of talent into and through organizations. Students will develop the skills and knowledge necessary to make appropriate and effective staffing decisions, especially as they relate to ethical and legal considerations. An important goal of the class will be to provide opportunities to develop hands-on skills that are relevant to managing talent flow.
Human Resource Management (HRM)

HRM 380  
Labor and Employee Relations  
A grade of C or above is required in this course.  
Prerequisite: HRM 301  
This course explores the bargaining relationship, arbitration techniques, collective bargaining content, and the use of mediation in resolving conflict, as well as relationship and conflict management. The course will review how the industrial relations system in the United States works in general, as well as specific areas such as the future of unions in the United States, comparisons with the industrial relations systems of other countries, relationships with human resource management models, various models of dispute resolution, issues in labor-management cooperation, and differences and similarities between public and private sector industrial relations. General business relationship management will also be explored.

HRM 390  
Compensation Management  
A grade of C or above is required in this course.  
Prerequisite: HRM 301  
This course examines compensation and reward systems as well as incentive plans to motivate employee performance. The course includes exploration of the application of compensation principles to organizational objectives; strategic use of compensation systems for attracting, motivating, and retaining employees; managerial aspects of paying employees at all organizational levels, and the management of employee compensation in contemporary organizations. Students will have the opportunity to develop and propose compensation programs that could be used in organizations.

HRM 401  
Employee Benefits  
A grade of C or above is required in 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 410  
Organizational Development  
A grade of C or above is required in this course.  
Prerequisite: HRM 301  
Organizational development is planned change designed to bring about a specific result, through an ongoing, systematic process. The course covers the history, and methods, of organizational development. Learners will examine the formal and informal functions of organizations based on a systems model. Learners will also learn to analyze and solve organizational problems using a step-by-step method of diagnosis and intervention.
### Human Resource Management (HRM)

#### HRM 420
**Global HR and Diversity**

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

*Prerequisite: HRM 301*

This course examines cultural differences in values and attitudes which may affect international HRM effectiveness, staffing, compensation, employee relations, law and compliance, as well as the challenges of managing a global workforce. Issues such as off-shoring, outsourcing, and asynchronous teamwork will be investigated. The course will place a special emphasis on diversity within domestic HRM as well as globally.

#### HRM 425
**Special Topics - Human Resource Management**

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

*Prerequisite: HRM 301*

Human Resources is a rapidly-changing environment. This course focuses on key special topics in human resources, with an emphasis on modern human resources, 21st century challenges, ethics, technology, and the economy. Students are encouraged to use news media and other sources to explore these concepts.

#### HRM 450
**HRM Capstone**

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

*Prerequisite: All 300 level HRM courses must be completed.*

As Human Resources evolves, it is vital that HR professionals be well-versed in strategic management in order to more closely align HRM with business objectives. This course emphasizes the strategic management process from the HR perspective. Course materials and case studies will explore strategic alignment, balanced scorecard principles, and analysis. Students will complete a research-based capstone paper as well as a hands-on human resources project.
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. The 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 226
The History Of 20th Century Art
This course will examine the major movements in art history from the Impressionist period to the present. Through the study of historically significant paintings, the course will trace the movement of art from the middle of the 19th century to the present showing how key artists contributed to the progress of art.

HUM 275
Leadership & Ethics
Prerequisite: ENG 101
This course opens an inquiry into the relationship between leadership and ethics. The course will offer an exploration of ethical and leadership theory grounded in philosophy, literature, and political theory from the ancient period to the present. Special attention will be given to the application of these theories to contemporary problems in leadership and ethics.

HUM 300
The Great Thinkers
This course introduces some of the great thinkers and their writings from a variety of historical periods. These great thinkers raised questions about humanity that are still relevant to the modern world. The course will explore different ways of thinking which can be applied to other coursework, as well as the student’s personal and professional life.

HUM 400
Western Intellectual History
Prerequisites: 60 credits including ENG 101 and one upper level Gen Ed core course.
This course will engage the major movements in thought from the Enlightenment and its historical antecedents to the 20th century. The course will examine progress made in mathematics, science, literature, philosophy and the social sciences during this historical period. This is a writing intensive course designed for students to engage in scholarly research and writing.
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
Prerequisite: ENG 101
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 develop, use and 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
Prerequisite: ENG 101
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 350
Telecommunications & Network Security
Prerequisite: ENG 101
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
Prerequisite: ENG 101
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, construct and use 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
Prerequisite: ENG 101
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
Prerequisite: ENG 101
Topics presented in this course will cover material from the Physical and Environmental 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.
Information Security (ISC)

ISC 440
Application & System Development Security
Prerequisite: ENG 101
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. Additionally, the 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 relationships to secure enterprise architecture. Finally, students will be able to identify security models and how secure systems are evaluated, certified, and accredited.
Information Technology Networking (ITN)

ITN 120
PC Fundamentals
This course introduces students to the maintenance, upgrade, and repair of PCs and will cover the exam objectives related to CompTIA's A+ certification. 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
Students will 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.

ITN 144
Introduction to Network Security
Prerequisite: ITN 130
Students will develop a basic understanding of the network security field. 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
Server Administration I
Prerequisite: ITN 130
Students get a comprehensive overview of the features and functions of a Microsoft Windows Server-based network; this includes an overview of networking in a Windows Server 2008 environment, along with the installation and configuration of important network components such as DHCP, DNS, file services, printing services, network policy and access services, security and monitoring. The course objectives are designed around the job-related tasks a support professional must perform using the latest Windows Server network operating system. Additionally, students will complete a course-long project comparing and contrasting various network operating systems, which will expand their knowledge base and help prepare them for the hybrid networks they are likely to face outside of the classroom. By the end of the course, students will have the ability to configure and support network environments running the Windows Server operating system, as well as the requisite knowledge to begin prepare for the associated Windows Server certification exam.

ITN 220
Help Desk and Customer Support Concepts
Prerequisite: ITN 200
Students will delve into the material related to operating 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.
### Information Technology Networking (ITN)

**ITN 264**  
Wireless Network Security  
*Prerequisite: ITN 144*  
Students will learn basic wireless network security including vulnerabilities, security options, and costs connected with implementing secure wireless networks. Topics covered include wireless WANs and LANs, Bluetooth, Voice Over Internet Provider (VOIP), wireless cryptography, and designing and implementing a secure wireless network.

**ITN 300**  
Linux Administration  
*Prerequisite: ITN 200*  
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 Ubuntu distribution, and coverage will include system administration, security, and the Linux Client/Server environment.

**ITN 302**  
Linux Networking and Security  
*Prerequisite: 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 312**  
Network Routing and Switching  
*Prerequisite: ITN 200*  
Using a state-of-the-art lab simulation program, Students will gain hands-on experience in the installation, configuring, operation, and troubleshooting of medium-size routed and switched networks. Administrative tasks involved in routing and switching for both local and wide area network environments will be addressed. Students will also learn basic security threat mitigation. Upon completion of this course, students will have the fundamentals needed to prepare for the Cisco Certified Network Associate (CCNA) certification exam.

**ITN 350**  
Server Administration II  
*Prerequisite: ITN 200*  
This course will build on the skills learned in ITN 200, Server Administration I. In this course, students will learn to plan and implement a stable and secure Windows Server network. Through the use of course projects and hands-on lab exercises, students will configure, manage, and troubleshoot various aspects of a Windows Server-based network including network protocols, hardware, performance options, environmental variables, power options, the registry, resource access, file systems, disk management and storage, and virtualization. This course includes an introduction to Windows Active Directory, which will be explored in much greater detail in ITN410, Administering Directory Services. At the completion of this course, students will have the knowledge and skills necessary to plan and administer a Windows Server-based network, and to begin to prepare for the associated Microsoft Windows Server Certification Exam.
Information Technology Networking (ITN)

**ITN 404**

Network Security and Defense  
*Prerequisite: ITN 144*  
Develop a solid foundation in network security fundamentals with an emphasis on perimeter defense including coverage of routers, firewalls, virtual private networks, intrusion detection, and wireless security. Students will learn which techniques deter attacks, how to detect intrusion attempts, how to identify vulnerabilities and take appropriate countermeasures, and how to harden a network against possible attacks and break-ins. Students will complete a session-long project in which they design all aspects of a secure, corporate network based on the stated requirements of an expanding organization. The material covered in this course is related to the Security Certified Network Specialist SCO-451 Tactical Perimeter Defense Exam.

**ITN 410**

Administering Directory Services  
*Prerequisite: ITN 350*  
This course provides an introduction to the skills necessary for planning, designing, installing, configuring, and administering a Windows Server 2008 Active Directory Infrastructure for an organization. Topics covered include design concepts including forests, site, domains, and trusts, name resolution, replication, certificate services, and group policy. This course helps to prepare students for the associated Windows Server Active Directory certification exam.

**ITN 425**

IT Capstone in Networking and Network Security  
*A grade of C or above is required in this course. Prerequisites: All IT Classes required for the bachelor’s degree must be completed or concurrently enrolled in.*  
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 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 120
Legal Research for Business Majors
A grade of C or above is required in this course.
Prerequisite: ENG 101
Students receive hands-on training in the use and application of primary and secondary legal sources to real world fact scenarios, emphasizing business law related skills and processes. The course covers all modern methods of legal research, including both traditional book-based legal research and electronic legal research tools.

LAW 125
Legal Writing for Business Majors
A grade of C or above is required in this course.
Prerequisite: ENG 101
Focus on technical writing skills, grammar, punctuation, proofreading, and legal writing principles for Business Law. Students will become familiar with legal writing principles through numerous writing assignments. Students will draft, revise, and critique various legal letters and internal memoranda relevant to Business Law. Assignments will utilize legal research skills and proper legal citation format.

LAW 425 (FORMERLY LAW 406)
Special Topics in Business Law
A grade of C or above is required in this course.
Prerequisites: All required LAW and PLG courses, MGT 310, MGT 404, HRM 306 must be completed or concurrently enrolled in.
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.
MAT 010
Arithmetic & Elementary Algebra
Course requires a grade of C or above.
This three-credit skills enhancement course is designed to increase students' academic readiness for college-level math courses. The course reviews computation and problem solving while concentrating on the concepts of beginning algebra. Percents, decimals, and fractions as well as signed numbers and powers (to include scientific notation) are covered. Beginning algebra topics of variables and expressions through solving linear equations, and the Cartesian coordinate system are included. Computer-assisted instruction is employed to facilitate students' abilities to engage in independent work. Students are expected to reflect back on the course content and seek additional means, through resources provided in this course, to continue restructuring thought patterns and reinforcing skills with regular practice. This course does not satisfy course requirements for any degree program.

MAT 101
Introduction to College Mathematics
Prerequisite: A grade of C or above in MAT 010 or placement into college-level 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
Prerequisite: A grade of C or above in MAT 010 or placement into college-level mathematics.
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 109
Statistics I
A C or above is required in this course.
Prerequisite: A grade of C or above in a college-level mathematics 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
Statistics II
A grade of C or above is required in this course.
Prerequisite: MAT 109
Statistics II focuses on inferential statistics and the logic and application of hypotheses testing, correlation, simple regression, and multivariate analysis. Although parametric statistics is the focus, an introduction to several nonparametric methods may be included. Building on the understanding of simple designs, students learn the basics of two of the main branches of multivariate methodology, namely multiple regression and analysis of variance.

MAT 213
Calculus I
A grade of C or above is required in this course.
Prerequisite: MAT 102 with a C or above.
This course provides 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.
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 355
Logical Reasoning
Prerequisite: Any 100 or 200 level Mathematics class; MAT 101 or MAT 102 is recommended
This course engages students in critical analysis of propositions for evaluation of truth or falsity and of arguments for evaluation of validity or invalidity. Students analyze elementary arguments and logical fallacies, design truth tables, and evaluate categorical, disjunctive, and hypothetical syllogisms in symbolic and linguistic form. Students solve problems in natural language and symbolic form in deductive propositional logic, deductive predicate logic, and inductive logic. Among the latter topics are Mill’s methods, arguments by analogy, statistical reasoning, and explanation. Students also investigate contributions of prominent logicians and interpret readings in logical analysis.

MAT 370
Applied Discrete Mathematics (Formerly MAT 251)
Prerequisite: C or above in MAT 102
This course engages students in logical thinking leading to analysis of algorithms in mathematics, programming, and graphical and tree structures. Although there is some mathematical theory in this course, emphasis is on the practical nature of discrete mathematics. Students solve problems on Boolean and arithmetic circuits, logical form and equivalence, valid and invalid arguments, elementary number theory and proof, mathematical induction and recursion, and graphs, trees, circuits, and paths. By way of mini-projects, students investigate Russell’s Paradox and The Halting Problem, the duality principle, the pigeonhole principle, finite-state automata, and algorithm efficiency.
## Management (MGT)

### MGT 204
Production and Operations Analysis  
A grade of C or above is required in this course.  
Prerequisite: BUS 100  
This course provides an introduction to the how operations managers handle the problems and issues they face on a daily basis. Students will have the opportunity to discuss the basic language, concepts, insights and tools that operations managers utilize in order to gain a competitive advantage for their organizations.

### MGT 210
Applied Management Concepts  
A grade of C or above is required in 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 (FORMERLY MGT 402)
Business Ethics  
Prerequisite: MGT 210 or BUS 250  
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 or BUS 250  
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 (FORMERLY MGT 403)
Organizational Dynamics  
A grade of C or above is required in this course.  
Prerequisite: MGT 210 or BUS 250  
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 topics relating to individual, interpersonal, team, and organizational dynamics.

### MGT 310
Ethical Leadership  
Prerequisite: MGT 210 or BUS 250  
This course will focus on the ways current and emerging leaders can assess the values that influence their actions. There will be an examination of the ethical dilemmas of leadership, the foundations and context of moral judgment, the moral implication of decision making within an organization and its impact upon staff, morale, personal integrity and citizens. Students will have the opportunity to evaluate the leadership role as it relates to the shaping of an organization's ethical culture. There will be an emphasis on critical thinking, normative decision making and the role of value in implementing policies and managing an ethical organization.

### MGT 404
Operations Management  
A grade of C or above is required for this course.  
Prerequisites: MGT 210 or BUS 250, 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.
Management (MGT)

MGT 405  
Strategic Management  
A grade of C or above is required in this course.  
Prerequisites: BUS 250 or MGT 210, HRM 301, and MGT 306  
This course will examine the strategic management process of achieving a company’s objectives by evaluating the following components: mission, analysis of internal and external conditions, development of long-term goals and strategies, implementing strategies, and evaluating their results. Students will participate in a case study that is facilitated through a business strategy game.

MGT 425  
Special Topics - Management  
A grade of C or above is required in this course.  
Prerequisites: HRM 301 and MGT 310  
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.
MIS 110
Usability Principles and Interaction Design
This course introduces students to the principles and practice of human-computer interaction (HCI), covering the design, layout and evaluation of effective user interfaces and exposing students to user analysis, usability testing and the role of HCI in the systems development lifecycle. Key topics include requirements data gathering, task analysis, human factors principles, graphical design, heuristic evaluation, and user testing.

MIS 205
Ethical Management of Information Technology
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: All 100 and 200 level IT courses must be completed or concurrently enrolled
Students will be prepared to focus on the management process and apply it to managing Information Systems projects. During this course, a running case study following a project implementation provides a step-by-step analysis of the management process. Assignments using Microsoft Project will allow students to practice hands-on what they are learning. The course provides the fundamental skills needed to prepare for the Project Management Institute (PMI) Certification Exam.

MIS 425
Special Topics - Technology Management
A grade of C or above is required in this course. 
Prerequisites: ALL IT courses required for the bachelor's degree must be completed or concurrently enrolled in.
The capstone serves as a final assessment of the program outcomes for the Technology Management concentration. Students assimilate the knowledge and skills they have acquired throughout their degree program. The course requires students to prepare a portfolio of case studies analyses, policy memos and strategic recommendations, focusing on a particular topic identified by the instructor, which will change over time based on current events and issues in the field of technology management.
# Marketing (MKT)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 101</td>
<td>Introduction to Marketing</td>
<td></td>
<td>A grade of C or above is required in 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.</td>
</tr>
<tr>
<td>MKT 202</td>
<td>Consumer Behavior</td>
<td>MKT 101</td>
<td>Study consumer behavior with applications for marketing strategy development. Explore the cultural, social, and psychological influences on consumers and the consumer decision-making process.</td>
</tr>
<tr>
<td>MKT 204</td>
<td>Advertising Principles</td>
<td>MKT 101</td>
<td>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.</td>
</tr>
<tr>
<td>MKT 208</td>
<td>Internet Marketing</td>
<td>MKT 101</td>
<td>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.</td>
</tr>
<tr>
<td>MKT 209</td>
<td>Business to Business Marketing</td>
<td>MKT 101</td>
<td>This course examines the strategies and tactics used in the marketing of products and services to business and commercial customers. Topics covered in this course include understanding the purchasing function, the organizational buying process, organizational buying behavior, sales and sales management, business marketing channels, supply chain management, pricing and negotiation, and customer retention.</td>
</tr>
<tr>
<td>MKT 301</td>
<td>Marketing Research</td>
<td>MKT 101</td>
<td>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.</td>
</tr>
</tbody>
</table>
## Marketing (MKT)

### 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.

### 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 in this course.*  
*Prerequisites: MKT 101, MKT 305, and BUS 250 or 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.
### Paralegal Studies (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**  
*A grade of C or above is required in this course.*  
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**  
*A grade of C or above is required in this course.**  
**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 in.**  
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**  
**Prerequisites: 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**  
**Prerequisites: For Paralegal Studies program students, all required 100-level PLG courses must be completed. For Business Law concentration students, all required 100-level LAW 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.
Paralegal Studies (PLG)

PLG 206
Tort Law
Prerequisites: All required 100-level paralegal courses must be completed.
Prove the causes of action and available defenses under the law of torts. It 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
Prerequisites: 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
Prerequisites: 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
Prerequisites: For Paralegal Studies program students, all required 100-level PLG courses must be completed. For Business Law concentration students, all required 100-level LAW 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 213
Legal Writing II
Prerequisites: 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
Prerequisites: 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.
Paralegal Studies (PLG)

PLG 219
Legal Technology
Prerequisites: 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.

PLG 220
Associate in Science Paralegal Studies Capstone
Prerequisites: 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
Prerequisites: 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
Worker’s Compensation
Prerequisites: For Paralegal Studies program students, all required 100-level PLG courses must be completed. For Business Law concentration students, all required 100-level LAW 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.
Paralegal Studies (PLG)

PLG 310
Bankruptcy Law
Prerequisites: For Paralegal Studies program students, all required 100-level PLG courses must be completed. For Business Law concentration students, all required 100-level LAW 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 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
Contract Law
Prerequisites: For Paralegal Studies program students, all required 100-level PLG courses must be completed. For Business Law concentration students, all required 100-level LAW 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
Prerequisites: 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.

PLG 419
Intellectual Property
Prerequisites: 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.
## Course Descriptions

### Paralegal Studies (PLG)

#### PLG 430

**Bachelor of Science Paralegal Studies Degree Capstone I: Advanced Civil Litigation**

A grade of C or above is required in this course.  
Prerequisites: All PLG courses (with the exception of PLG 440) required for the bachelor's degree either completed or concurrently enrolled in.

Providing a classroom simulation of a law office, this course will offer students hands-on experience with many of the practical and professional activities in which civil litigation paralegals typically engage. In addition to individual projects, students will be divided into plaintiff and defendant teams and work together on certain projects, simulating team projects in a law office. Students will conduct a client interview, draft legal memoranda, and draft and analyze pleadings, discovery documents, and motions. In addition, students will examine regulation trends and the NALA and NFPA paralegal certification exams and procedure, and will examine the testing techniques for the civil litigation portion of those exams. This course will give students an opportunity to review and enhance many of legal concepts and skills encountered previously in their paralegal program, emphasizing the practical aspects of legal research, legal writing, and civil litigation.

#### PLG 440

**Bachelor of Science Paralegal Studies Degree Capstone II: Practical Skills and Regulation**

A grade of C or above is required in this course.  
Prerequisites: All PLG courses required for the bachelor's degree either completed or concurrently enrolled in.

Expanding on the classroom simulation of a law office experience established in the PLG 430 Capstone I: Advanced Civil Litigation course, the PLG 440 Capstone II: Practical Skills and Regulation course will offer students hands-on experience with many of the practical and professional activities in which civil practice, non-litigation paralegals typically engage. Students will research and draft for hypothetical clients: estate planning documents, divorce documents, business organizational documents, and real estate transactional documents. Students will further examine the regulatory trends in the profession and the NALA and NFPA paralegal certification exams for the covered subject areas. This course will give students another opportunity to review and enhance many of the legal concepts and skills encountered while pursuing the undergraduate paralegal degree at Peirce, and will formally introduce students to the professional certification/regulation process for paralegals.
PRC 100
Student Success Seminar
A grade of C or above is required in this course. This 3 credit course will develop the academic and professional expertise of new students by focusing on study, note-taking, time management, research, computer, and critical thinking skills. Students will learn how to efficiently use the many resources of the college, from student support services and financial aid to career development services, from the online and on campus classroom and the Peirce library to career-specific student and professional organizations. This course will teach students how to acquire and develop lifelong learning skills by providing the tools and habits needed to achieve educational, career, and personal success.

PRC 101
Peirce College 101
Peirce College 101 is a one-credit orientation course. This course is designed to help students who have transferred or returned to Peirce College with 15 or more credits 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
This course focuses on the government and politics of the industrializing nations of Africa, Asia, Latin America, and Eastern Europe. Students will examine 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. Students will also explore how religion and culture impact on governmental systems.
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.

**PSY 270**
*Abnormal Psychology*
Prerequisite: PSY 101
This course introduces students to psychopathology, the scientific study of abnormal behavior, including diagnosis, epidemiology, etiology, and treatment. Students will be encouraged to think critically about the topics and draw from real life situations.
### Science (SCI)

**SCI 115**  
**General Physics**  
This course presents a conceptual approach to the study of matter and energy in our universe. Physical principles, such as those of motion, pressure, heat, electricity, sound, and light are explored through readings and discussions. Topics include Newton's Laws, atomic structure, and nuclear energy. Demonstrations by laboratory experiments or computer simulations enhance learning.

**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**  
*A grade of C or above is required for HIT students.*  
Focus is 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.

**SCI 250**  
**Anatomy and Physiology II**  
*A grade of C or above is required for HCA and HIT students.*  
*Prerequisite: SCI 240*  
A continuation of SCI 240, this course surveys the endocrine, lymphatic, cardiovascular, digestive, respiratory, reproductive, and urinary systems, as well as introducing human development, genetics, and immunology.

**SCI 270**  
**Pathophysiology**  
*A grade of C or above is required for HCA and HIT students.*  
*Prerequisites: HIT 101 and SCI 240*  
This course explores the process of disease in adults and children. Etiology, epidemiology, and pathophysiology, according to gender and age, are examined along with the clinical manifestation of disease and treatment. Cells and tissues are discussed as the central concepts of pathophysiology including gene-environment interaction (genetic diseases), mechanisms of self-defense (immunity and inflammation), and cellular proliferation (biology, clinical manifestations, and treatment of cancer). Pathophysiologic alterations are examined in the following systems: neurologic, endocrine, reproductive, hematologic, cardiovascular and lymphatic, pulmonary, renal and urologic, digestive, musculoskeletal, and integumentary.

**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.