ACCOUNTING (ACC)

ACC 101  
Accounting Principles I  
A grade of C or above is required for 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 and Finance for Non-Financial Managers  
A grade of C or above is required for this course.  
This course provides an overview of essential accounting and financial concepts that have an impact upon resources in a profit/not-for-profit organization. The focus will be to provide students with a basic foundation for understanding an organization’s accounting reports, financial statements, ratio analysis, budgets, and cost/volume/profit relationships.

ACC 201  
Financial Accounting  
A grade of C or above is required for 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 for 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 for 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 inventories, fixed assets, and liabilities.

ACC 222  
Managerial Accounting  
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  
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
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.

ACC 304
Computerized Accounting
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
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
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*
Prerequisite: 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 990 form.

ACC 425
Special Topics — Accounting
A grade of C or above is required for this course.
Prerequisites: ACC 204, ACC 225, ACC 301, ACC 303, and FIN 401 courses must be completed or concurrently enrolled.
Students will research special topics that will change based on current events and issues in the field of accounting. The topics are intended to prepare the student for the workplace and graduate school. Due to their ongoing importance in business, cases in professional ethics and issues in international accounting will receive special attention.
BUSINESS (BUS)

BUS 100
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 for this course.
Prerequisites: ACC 101, ACC 102, BUS 100, 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, the Major Field Test (MFT) in Business, to measure their academic achievement in the business curriculum. The MFT in Business contains multiple-choice items designed to measure students’ ability in the following areas: accounting, economics, management, and marketing.

BUS 440
Applied Business Research
A grade of C or above is required for this course.
Prerequisites: ACC 105, MAT 105, 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 methods to problem solving.

BUS 450
Policy and Strategy Formulation
A grade of C or above is required for 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, the Major Field Test (MFT) in Business, to measure their academic achievement in the business curriculum. The MFT in Business contains 120 multiple-choice items designed to measure students’ ability in the following areas: accounting, economics, finance, law, management, marketing, and quantitative analysis.
BUSINESS INFORMATION SYSTEMS (BIS)

BIS 109
Information Searching and Presentation
Enhance the ability to effectively locate, evaluate and use online information. Keyword selection, Boolean logic operators, wildcards, and other search tips will be included. Students will develop presentations using Microsoft PowerPoint and practice effective presentation design and delivery. Students who complete this course will have the fundamentals needed to prepare for the Microsoft Office Specialist certification exam on Microsoft PowerPoint. This course is intended for students familiar with basic word processing and Internet use.

BIS 111
Application Software Fundamentals
Prerequisite: BIS 109
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 desktop operating system along with Microsoft PowerPoint, Excel, Access, and Outlook. Students will learn the practical application of these programs in business contexts and learn to make effective decisions when selecting where and how to use these applications.

BIS 201
HTML and the World Wide Web
Prerequisite: BIS 109
Experience a hands-on introduction to website design and implementation. Students will learn HTML markup, basic website administration, and key web design principles to enable them to use the web to communicate information effectively.

BIS 215
Spreadsheet Intermediate Concepts
Prerequisite: BIS 111
Move on to intermediate concepts of spreadsheets using Microsoft Excel and apply these concepts to projects designed for the workplace. Students will be exposed to subject matter tested on the Microsoft Office Specialist exam for Microsoft Excel.
This course is being retired. The 2011–2012 academic year is the last year in which it will be offered.

BIS 216
Database Intermediate Concepts
Prerequisite: BIS 111
Students will be exposed to intermediate database concepts and techniques using Microsoft Access. Topics covered include database design, querying, maintenance, and the creation of forms and reports. The practical application of these concepts is emphasized through projects designed for the workplace. Material covered includes subject matter tested on the Microsoft Office Specialist exam for Microsoft Access.
This course is being retired. The 2011–2012 academic year is the last year in which it will be offered.

BIS 224
Concepts in Desktop Programming
Prerequisites: BIS 109 and ITN 100
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.
BUSINESS INFORMATION SYSTEMS (BIS)

BIS 235
Database Management Systems
Prerequisites: BIS 112 or HIA 330
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, and normalization techniques. Provides hands-on exercises for applying these techniques to real-world problems.

BIS 314
Word Processing Advanced Concepts
Prerequisite: BIS 111
Advanced concepts of word processing using Microsoft Word are presented. Students will apply these concepts to projects designed for the workplace and will be exposed to subject matter tested on the Microsoft Office Specialist exam for Microsoft Word.

This course is being retired. The 2011–2012 academic year is the last year in which it will be offered.

BIS 315
Spreadsheet Advanced Concepts
Prerequisite: BIS 215
Students will apply advanced concepts of spreadsheets using Microsoft Excel to projects designed for the workplace, and will be exposed to subject matter tested on the Microsoft Office Specialist exam for Microsoft Excel.

Students who have taken either BIS 315 or BIS 316 but not both should take the other course this year. The 2011–2012 academic year is the last year in which both will be offered.

BIS 316
Database Advanced Concepts
Prerequisite: BIS 216 or BIS 235
Use Microsoft Access to explore advanced concepts of databases and apply these concepts to projects designed for the workplace. Topics include the Structured Query Language (SQL), database administration, and application development components of Access including switchboards, macros, and Visual Basic for Applications. Students will be exposed to subject matter tested on the Microsoft Office Specialist exam for Microsoft Access.

Students who have taken either BIS 315 or BIS 316 but not both should take the other course this year. The 2011–2012 academic year is the last year in which both will be offered.

BIS 322
Intermediate Office Applications
Prerequisite: BIS 111
Building on the introduction provided in BIS 111, introduces intermediate applications of office productivity applications including word processing, electronic spreadsheets and desktop database software. Word processing topics include the creation of a variety of formal business documents. Database topics covered include database design, querying, maintenance as well as the creation of forms and reports. Spreadsheet topics include techniques to solve a wide range of business and financial problems. The practical application of these tools and techniques is emphasized throughout. Students who have taken BIS215 and BIS216 cannot take this class.

BIS 323
Computer Programming II
(Formerly BIS 224)
Prerequisite: BIS 112
Builds on the introduction to computer programming provided in BIS 112. Topics include program structure and design, control flow, modularization and documentation. Student will learn how to take a business problem, analyze and represent its requirements, and apply good design practices to solve it. This course is currently taught in the Python programming language.
BUSINESS INFORMATION SYSTEMS (BIS)

BIS 324
Application Development I
(Formerly BIS 245)
Prerequisite: BIS 323 or BIS 224
Students learn to program an application development solution, currently using Visual Basic .NET. Program design, graphical user interfaces, variables, constants, data types, and expressions are covered.

BIS 325
Using Visual Basic in Application Development II
Prerequisite: C or above in BIS 245 or BIS 324
Topics covered in this course are intermediate VB.NET programming details and techniques. Students will program application development solutions that require decision making, iteration, multiple forms, menus, common dialogs, functions, and arrays. Debugging and creating executable files are also included.

BIS 327
Automating Office Applications
Prerequisites: C or above in BIS 111 and BIS 323
Develop the skills and knowledge for application development using the programming features of Microsoft Office by completing exercises using Microsoft Excel, Microsoft Word, Microsoft Access, and Microsoft PowerPoint. Learn about the Visual Basic Editor, object models, variables, and programming structures such as case statements, do...loop, for...next, and other statements. Use the Visual Basic for Applications programming language to create professional applications in a hands-on programming environment.

BIS 330
JavaScript Programming
Prerequisites: BIS 201 and BIS 325
Expand on the knowledge gained in BIS 201 and BIS 325 by further investigating the development of web pages using JavaScript programming language. Some of the topics explored include how to create banners, rollovers, slide shows, status bar messages, new windows, form validations, and random quotes using JavaScript.

BIS 345
Using ASP.NET in Application Development
Prerequisites: BIS 201 and BIS 325
Students will develop web applications using ASP.NET and VB.NET, web programming concepts, ASP.NET techniques and related tools and technologies are covered.

BIS 402
Systems Analysis and Design
Prerequisite: MIS 302
Discover the principles, practices, and tools of modern systems analysis and design. Established and evolving methodologies for the development of business-related computer information systems are presented. Students are exposed to the full software development lifecycle, with an emphasis on requirements analysis and the creation and representation of design specifications. The roles of systems analysts, computer programmers, and end users in the development, installation, and maintenance of an information system are investigated.

BIS 403
Applied Systems Design
Prerequisite: BIS 402
Use the systems development skills learned in BIS 402 and apply them to a business problem. Working in teams, students analyze a business problem and design a systems-based solution. Teams make presentations highlighting their proposed designs and deliver a final system analysis report to the management of a hypothetical client.
### 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.
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: BIS 322
Addresses advanced applications of office productivity applications including word processing, electronic spreadsheets and desktop database software. Focus is on application integration and automation to enable sophisticated analysis and representation in support of evidence-based organizational decision-making. Students who have taken BIS 315 and BIS 316 cannot take this class.

### BIS 425
**Using Databases in Application Development**
A grade of C or above is required in this course.
Prerequisite: BIS 345
Program an application development solution using SQL, ASP.NET and VB.NET. Testing and debugging concepts are covered as well as expanding the application development solution to include a sophisticated database.

### BIS 445
**Extensible Markup Language (XML)**
Prerequisite: BIS 201
Use the Extensible Markup Language (XML) to create and structure documents to be delivered over the Web. Projects will cover validation using Documentation Type Definitions (DTD) and XML Schemas, formatting with Cascading Style Sheets and XSLT, and the creation of Computational Style Sheets.
COMMUNICATION (COM)

COM 112
Effective Speech Communication
Study and practice oral communication, written speech construction, rhetorical devices, and presentational skills. Organization and development of ideas, diction, clarity of expression, and the interaction of verbal and non-verbal behavior are all emphasized.

COM 202
Intercultural Communication
Prerequisite: A grade of C or above in ENG 101.
Examine the concept of valuing differences by developing skills in understanding and working with persons from backgrounds different from student’s own, including differences in work ethic, ethnicity, gender, age, socioeconomic status, education, and sexual orientation. Through class assignments, this course also requires students to apply, in their day-to-day activities, the intercultural communication skills they have acquired during the class.

COM 345
Advanced Communication Skills
Prerequisite: Two English and/or Communication classes, one of which must be ENG 101
Refine and reinforce both oral and written communication skills appropriate for academic and professional settings. Requirements include, but are not limited to, oral presentations and written assignments particular to program majors. Knowledge of PowerPoint and research skills is also emphasized. Prior completion of BIS 109 and/or BIS 111 is strongly recommended.
Cooperative Work Experience (CWE) Education

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. 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 Program 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 Program 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 Code</th>
<th>Pre-Co-op Workshop Days/Times</th>
<th>Degree</th>
<th>Credits</th>
</tr>
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<tr>
<td>CWE 098 AT</td>
<td>Pre-Co-op Workshop</td>
<td>associate</td>
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<tr>
<td>CWE 099 BW</td>
<td>Pre-Co-op Workshop</td>
<td>bachelor's</td>
<td>0</td>
</tr>
<tr>
<td>CWE 104 A3</td>
<td>Business Administration / Management</td>
<td>associate</td>
<td>3</td>
</tr>
<tr>
<td>CWE 116 A3</td>
<td>Paralegal Studies</td>
<td>associate</td>
<td>3</td>
</tr>
<tr>
<td>CWE 304 A3</td>
<td>Business Administration / MGT/HRM/ENT/Professional Studies</td>
<td>bachelor's</td>
<td>3</td>
</tr>
<tr>
<td>CWE 306 A3</td>
<td>Business Administration / Marketing</td>
<td>bachelor's</td>
<td>3</td>
</tr>
<tr>
<td>CWE 310 A3</td>
<td>Business Administration / Business Law</td>
<td>bachelor's</td>
<td>3</td>
</tr>
<tr>
<td>CWE 320 A3</td>
<td>Information Technology / Technology Management</td>
<td>bachelor's</td>
<td>3</td>
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<tr>
<td>CWE 324 A3</td>
<td>Information Technology / Desktop Applications for Business</td>
<td>bachelor's</td>
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<td>CWE 325 A3</td>
<td>Information Technology / Programming and Application Development</td>
<td>bachelor's</td>
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<tr>
<td>CWE 326 A3</td>
<td>Information Technology / Networking, Administration, and Security</td>
<td>bachelor's</td>
<td>3</td>
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<tr>
<td>CWE 406 A3</td>
<td>Accounting</td>
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<td>CWE 416 A3</td>
<td>Paralegal Studies</td>
<td>bachelor's</td>
<td>3</td>
</tr>
<tr>
<td>CWE 425 A3</td>
<td>Healthcare Administration</td>
<td>bachelor's</td>
<td>3</td>
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</table>
ECONOMICS (ECO)

ECO 101
Macroeconomics
Macroeconomics is a principles course that focuses on the aggregate economic variables of employment, output, and prices. The course serves as both an introduction to economics and as a survey of basic models of macroeconomic analysis. Topics include an investigation of the nature, scope, and methodology of economics; elementary models of supply, demand, and comparative statics; national income accounting; the business cycle, employment, and price level determination; fiscal policy; money and banking; and monetary policy.

ECO 102
Microeconomics
Microeconomics is a principles course that focuses on the behavior of households and firms as economic agents. Topics include a review of the basics, including the nature of the economics discipline, elementary models of supply and demand and comparative statics; an extension of supply and demand analysis through own-price elasticity with applications; the theory of consumer choice and utility maximization; the theory of the firm under perfect competition and pure monopoly; resource pricing and input decisions, and the microeconomic aspects of international trade.

ECO 340
International Economics
Prerequisites: ECO 101 and ECO 102 with a C or above. MAT 102, MAT 109, and MAT 210 are recommended.
International Economics presents an in depth study of international trade. Students will analyze why nations trade and invest, the gains from trade and investment, and the magnitude of these activities. Topics include trade restrictions, the costs of protection, foreign exchange markets, and the balance of payments.

ECO 350
Managerial Economics
Prerequisites: ECO 101 and ECO 102 with a C or above. MAT 102, MAT 109, and MAT 210 are recommended.
Managerial Economics applies microeconomic theory to practical business applications, focusing on pricing, production, and resource allocation issues useful in decision-making. Topics include demand, the theory of the firm, production and costs, pricing decisions, demand estimation, game theory, and the theory of risk.
ENG 101
English Composition
A grade of C or above is required for this course.
Students will develop clear, logical, and forceful expository writing skills with emphasis on planning, structuring, developing, and documenting essays. Readings, observations, and discussions provide students with a basis for writing about themselves and their world. Research techniques are also included. This course is required of all students.

ENG 202
Introduction to Literature
Prerequisite: A grade of C or above in ENG 101
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 for this course.  
*Prerequisite: BUS 100*  
Students explore entrepreneurial processes and outcomes in this introductory course. Opportunity identification through analysis of industry niches will be reviewed. Students will develop the skills needed in order to turn a business opportunity into reality. Business plans, launch decisions, and obtaining risk capital will be studied.

**ENT 225**
Accounting, Finance, and Tax for Smaller Businesses  
*Prerequisite: ACC 102*  
Accounting systems, financial plans, and budgets for small businesses are some of the material covered in this course. Financing sources for start-up and growing businesses are examined. Income tax considerations in choosing a type of business organization are discussed.

**ENT 280**
Entrepreneurial Marketing  
A grade of C or above is required for this course.  
*Prerequisite: MKT 101*  
Focus is placed on marketing concepts as applied in the real world by entrepreneurs. Entrepreneurial marketing topics are presented, including customer segmentation, product/service development, marketing promotion, and sales channel development.

**ENT 401**
Entrepreneurial Strategies and Tactics  
A grade of C or above is required for this course.  
*Prerequisites: ENT 200 and ENT 225*  
Students will consider the various types of entrepreneurial entry strategies, factors influencing the selection of an appropriate strategy, and the translation of that strategy into effective tactics.

**ENT 425**
Special Topics — Entrepreneurship/Small Business Management  
A grade of C or above is required for this course.  
*Prerequisites: ENT 200 and ENT 225*  
This course will cover special topics that will change based on current events and issues of importance to the entrepreneur or small business manager. The topics are intended to prepare the student for a leadership role in operating a successful small business. Due to their ongoing importance in business, cases in professional ethics and issues in international management will receive special attention.
FINANCE (FIN)

FIN 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 201
Introduction to Finance
A grade of C or above is required for 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 for 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.
HEALTH INFORMATION TECHNOLOGY (HIT)

HIT 101
Introduction to Health Information Management (HIT Only)
A grade of C or above is required for this course.
Prerequisite: Membership in AHIMA
This course introduces the Health Information Technology (HIT) student to health data collection, data abstraction, enhanced coding, and monitoring, maintenance, and reporting activities while maintaining the highest standards of data integrity, confidentiality, and security. This course serves as a guide to the breadth of knowledge and competencies required of HIT professionals.

HIT 125
Medical Terminology (HIT/HIM/HCA)
A grade of C or above is required for 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 200
Healthcare Statistics
A grade of C or above is required for this course.
Prerequisites: HIT 101, HIT 125, and MAT 105 must be completed or concurrently enrolled
This course introduces the student to vital, health, and descriptive 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. Students are introduced to the role of the Institutional Review Board, associated processes and policies, national guidelines regarding human subject research, and research protocol monitoring. Methods of data collection, interpretation, and presentation are explored relative to quality management, utilization management, risk management, and other patient care related studies.

HIT 215
Legal Issues in Health Information Management (HIT/HIM)
A grade of C or above is required for this course.
Prerequisites: COM 112, HIT 101
This overview of the legal issues facing the health information professional will cover topics such as civil procedure, the medical record as evidence, legal precedents, labor law, medical staff organization, risk management, quality improvement, and compliance. The student will learn how to respond to requests for uses and disclosures of health information and how to protect patient information.

HIT 218
Healthcare Reimbursement (HIT/HIM/HCA)
A grade of C or above is required for this course.
Reimbursement methodologies are studied as they relate to a variety of healthcare settings, payers, and patient populations. Case mix analysis, charge master description, revenue cycle management, claims processing, and fraud and abuse are discussed. This course will provide the student with an overview of accounting and financial terms used by healthcare managers.

HIT 220
ICD-9-CM Coding (HIT/HIM)
A grade of C or above is required for this course.
Prerequisites: SCI 270, HIT 101 & 125, BIS 109
Designed as a comprehensive introduction for the health information student, this course covers the basic principles and conventions of ICD-9-CM coding and illustrates the application of coding principles with examples and exercises based on actual case documentation. The course also addresses the upcoming implementation of ICD-10-CM/PCS, along with the similarity and differences between the two systems.
HIT 225
CPT/Outpatient Coding (HIT/HIM)
A grade of C or above is required for this course.
Prerequisites: SCI 270, HIT 101 & 125, BIS 109
This course provides basic training and practice in the application of procedural codes from the Current Procedural Terminology (CPT) and the Healthcare Procedural Coding System (HCPCS), including the location and formation of CPT codes and CPT coding conventions. The student will learn to apply coding guidelines from the American Medical Association (AMA) and the Centers for Medicare and Medicaid Services (CMS) to ensure accuracy and proper documentation in code assignment.

HIT 230
Intro to Computer Systems for HIT
A grade of C or above is required for this course.
Prerequisites: BIS 109, HIT 101, HIT 125, and HIT 215
This course provides an introduction to computer systems for health information technology. Topics covered include: the history of computers in health care, 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: radiology, laboratory, nursing, pharmacy, and patient monitoring. Emerging technologies such as telehealth, smart cards, and biometrics are explored. AHIMA’s Virtual Lab is used extensively.

HIT 250
Quality and Performance Improvement in HIM (HIT/HIM)
A grade of C or above is required for this course.
Prerequisites: HIT 101, HIT 200, SOC 240 must be completed or concurrently enrolled
This course provides the health information student with a comprehensive view of quality and performance improvement programs in healthcare today and includes hands-on-practice in applying analytical and graphic tools used in performance and quality improvement.

HIT 297
HIT Professional Practice Workshop
Prerequisite: 30 credits in the program completed.
A student enrolled in the Associate in Science degree program in Health Information Technology must take this workshop in preparation for HIT 299 Professional Practice II. The HIT student will enroll in the HIT 297 workshop after 30 credits in the program have been completed and in the semester prior to enrolling in HIT 299.

HIT 298
Professional Practice I
A grade of C or above is required for this course.
Prerequisites: HIT 101 and HIT 297
In this course, the student will use the AHIMA VLab for supervised professional practice in Health Information Technology. This hands-on approach will give the student the knowledge and experience needed to develop competency in the following areas: data management, chart deficiency, chart tracking systems, ICD-9-CM and CPT coding, release of information, and transcription.

HIT 299
Professional Practice II
A grade of C or above is required for this course.
Prerequisites: HIT 218 and HIT 250 must be completed or concurrently enrolled, HIT 298 and approval of healthcare site
In this course, the student will use various clinical sites for supervised professional practice in Health Information Technology. This hands-on approach will allow the student to apply all Entry Level Competencies and Knowledge Clusters that were learned in the HIT courses and apply them to real life situations in the Health Information Management department.
HEALTHCARE ADMINISTRATION (HCA)

HCA 101
Introduction to Healthcare Administration
This introductory course includes an overview of the healthcare administration. The course will assist the student in developing the necessary foundation for professional development in healthcare administration. Topics such as quality care, healthcare planning and policy making, and ethics are also covered.

HCA 210
Healthcare Delivery in the United States (HIT/HIM/HCA)
A grade of C or above is required for Healthcare Administration students.
Prerequisite: HCA 101
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 health care delivery system.

HCA 217
Facility Planning
This course will provide an overview of the legal and regulatory challenges of facility planning and development. Students will analyze facility designs, explore healthcare consumer utilization trends, and study regulatory compliance requirements.

HCA 218
Healthcare Reimbursement
Reimbursement methodologies are studied, as they relate to a variety of health care settings, payers and patient populations. Case mix analysis, charge master description, revenue cycle management, claims processing and fraud and abuse are discussed. This course will provide the student with an overview of accounting and financial terms used by health care managers.

HCA 219
Chart Auditing
Prerequisite: HIT 125
This course applies the skills and knowledge learned in medical coding to auditing patient-visit documentation. The course will define the role of clinical documentation in the delivery of quality care for the patient. The students will explore the development of a Clinical Documentation Improvement (CDI) Program in the collecting, analyzing, and reporting of clinical data.

HCA 302
Legal Issues in Healthcare
A grade of C or above is required for this course
Prerequisite: All required 100 & 200 level HCA/HIT courses must be completed.
This course presents an overview of the legal issues facing the health care industry. It provides students with a basic working knowledge of health law. It is a comprehensive and inclusive review of a wide variety of health care legal issues. Students are provided with a realistic knowledge of health law and its application to the real world.

HCA 330
HIPAA for the Healthcare Manager
A grade of C or above is required for this course
Prerequisite: 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.
Healthcare Administration (HCA)

HCA 405
Financing Healthcare
A grade of C or above is required for this course
Prerequisites: ACC 105, All required 100 & 200 level HCA/HIT courses must be completed.
The course is designed to introduce nonfinancial students and managers to the fundamental concepts and skills necessary to succeed as managers in an increasingly competitive employment environment. The focus of this course extends beyond the hospital. The course outlines financial management and the tax status of healthcare organizations. In addition, the course examines third party payers and payment methodologies, cost accounting and analysis, and rate setting are explored in detail. Moreover, management and financing of working capital, materials management, accounts receivable, strategic and financial operational planning, and financial statements and managerial reporting are detailed in the book for the healthcare professional.

HCA 413
Healthcare Management Strategies
A grade of C or above is required for this course
Prerequisite: MGT 210, All required 100 & 200 level HCA/HIT courses must be completed.
The fundamental concepts of management theory as applied to healthcare are explored. This course examines the organizational structure of the healthcare delivery system and administrative processes such as planning, problem solving, and decision making. Students will explore major issues and problems confronting healthcare administrators and how to create and sustain a quality and productive environment.

HCA 415
Healthcare Marketing
A grade of C or above is required for this course
Prerequisite: All required 100 & 200 level HCA/HIT courses must be completed.
This course provides a comprehensive overview of the role of marketing in healthcare. Topics included will encompass the history of marketing in the healthcare industry, contributions of marketing to the strategic goals of organizations, and the effects of marketing on public relations. Students will examine the traits, trends, and needs of the consumer and consumer literature and web sources for readability and implications for selecting products and services.

HCA 420
Health Information Systems Administration
A grade of C or above is required for this course
Prerequisite: All required 100 & 200 level HCA/HIT courses must be completed.
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.

HCA 430
Healthcare Ethics
A grade of C or above is required for this course
Prerequisite: All required 100 & 200 level HCA/HIT courses must be completed.
This course will examine ethical issues in areas such as chronic care, beginning and end of life, distributive justice, and the right to healthcare. Responsibilities and challenges of managing patients whose ethics may be divergent are identified. Students will examine their personal ethics with regarding healthcare issues.
HCA 440  
Public & Community Health  
A grade of C or above is required for this course  
Prerequisite: All required 100 & 200 level HCA/HIT courses must be completed.  
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 health.

HCA 450  
Healthcare Quality Management  
A grade of C or above is required for this course  
Prerequisite: 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.

HCA 460  
Healthcare Planning & Policy Development  
A grade of C or above is required for this course  
Prerequisites: ECO 101 & 102, All required 100 & 200 level HCA/HIT courses must be completed.  
The role of economic theory, special interest groups, and key governmental and non-governmental participants involved in planning and policy making will be studied. Students will learn the intricacies of public policy making and its influence on society. The history of policy making will be evaluated and future challenges will be examined.

HCA 480  
Capstone in Healthcare Administration  
A grade of C or above is required for this course  
Prerequisites: all HCA/HIT courses required for the bachelor’s degree must be completed or concurrently enrolled.  
The fundamental concepts of strategic management theory as applied to healthcare are explored as the final course in HCA. The course will define and explore knowledge and skills of strategic management. Students will explore major issues and problems confronting health care managers. The students will apply knowledge and experience from all courses in order to complete the Capstone Project.

HCA 490  
Selected Topics in Healthcare  
A grade of C or above is required for this course  
(Prerequisites: all HCA/HIT courses required for the bachelor’s degree must be completed or concurrently enrolled.  
The professor of this course will identify a special topic that will change based on current events and issues in the field of healthcare administration. Students are encouraged to choose projects that will benefit both themselves and their existing or potential employer. In addition, 2 weeks will be utilized to discuss careers opportunities and identity theft. The remaining topics are to be defined as the course is scheduled.
## 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**
This class covers the important civilizations of the western and non-western world from early antiquity to 1500 C.E. The course examines the contributions of Asians, Africans, and Europeans in terms of cultural and religious attitudes, artistic achievements, socio-economic developments, and the growth of world trade.

### HIS 260
**Global Cultures II**
The course explores the important civilizations of the western and non-western world from 1500 C.E. to the present by examining the contributions of Asians, Africans, Europeans, and Amerindians in terms of cultural and religious attitudes, artistic achievements, socio-economic developments, and the expansion of world trade. The course also includes the spread of Marxism and impact of western ideas on non-western nations.

### HIS 320
**African Civilizations**
A survey of Africa’s contributions to world history and civilizations from 5000 B.C.E. to 1800 C.E. is presented with an intensive analysis of the major issues in African civilizations. Students will learn about different African civilizations and what roles these civilizations played in other world civilizations.
HRM 301 (Formerly MGT 303)  
Human Resource Management  
A grade of C or above is required for this course.  
Prerequisite: All 100 and 200 level ACC, ECO, FIN, BUS, LAW, & MGT courses must be completed prior to taking this course.  
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 for 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  
A grade of C or above is required for this course.  
Prerequisite: HRM 301  
This course will assist students with evaluating the strategies of performance management that will enable them to develop effective employee performance plans. Performance management is a style of management designed to encourage desired performance levels and to maintain a relationship with employees in order to sustain the desired performance levels.

HRM 330  
HR Information Systems  
A grade of C or above is required for this course.  
Prerequisite: HRM 301  
This course focuses on the identification of issues involving the creation, implementation and maintenance of human resource systems. The advantages and disadvantages of having a human resource system will be evaluated. Key models such as staffing, employee development, position management, total compensation, outsourcing options, and professional development are examined.

HRM 370  
Employee Recruitment & Selection  
Prerequisite: HRM 301  
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 & Employee Relations  
*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 relation 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  
*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 for this course.*  
*Prerequisite: HRM 301*  
Study in-depth the design, administration, and effective communication of employee benefits and work/life balance programs in this upper-division course. Topics presented include measuring the marketplace, selecting and utilizing surveys, developing a competitive benefits program, legal requirements, pros and cons of flexible benefits, impact of federal regulations, controlling the cost of health insurance, aligning retirement programs with organizational objectives, self-insuring, and evaluating and implementing flexible work options such as telecommuting, and alternate work schedules.

HRM 410  
Organizational Development  
*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.

HRM 420  
Global HR & Diversity  
*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.
HUMAN RESOURCE MANAGEMENT (HRM)

HRM 425
Special Topics — Human Resource Management
A grade of C or above is required for this course.
Prerequisite: HRM 301
The professor for this course will identify a special topic, which will change based on current events and issues in the field of human resource management. Students are encouraged to choose projects that will benefit both themselves and their existing or potential employers.

HRM 450
HRM Capstone
Prerequisites: 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 Human Resources management perspective. Course materials and case studies will explore strategic alignment, balanced scorecard principles and analysis. Students will also complete a research-based strategic Human Resources capstone 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 225
Music and Art of the 20th Century
This course will introduce the various movements in music and art of the 20th century. The course will expose students to the primary figures of 20th century music and art as well as the relationship that exists between the two disciplines.

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.
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 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, construction and use of keys, and digital signatures to ensure the confidential transmission of data. Finally, students will understand how cryptographic methods support the standards of data integrity, authenticity, and non-repudiation.

ISc 420
Business Continuity & Disaster Recovery Planning
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 (Environment) Security and Operations Security domains of the CISSP® CBK. Students will learn to describe the elements involved in choosing a secure site, its design and configuration, and the methods for securing the facility against unauthorized access. Students will also learn to plan for the prevention of equipment and information theft, and for measures to secure the environment and safety of the people, the facility, and its resources.

ISc 440 (Formerly Application & System Development Security)
Security Models and Application Development
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.
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+ Essentials and IT Technician certifications. Operating system coverage includes installing and configuring Microsoft Windows as well as troubleshooting common software issues. Hardware coverage includes understanding the operation of the system board, mass storage devices, power supplies, and peripheral devices as well as troubleshooting fundamentals.

ITN 130
Networking Fundamentals
Learn the fundamentals of data communications and networking. Focus will be placed on hardware and software components for the implementation of transmission media, local area networks (LANs), and wide area networks (WANs), network interconnections, network management, protocols, and related technologies. Exam objectives related to CompTIA's Network+ certification are presented. After completing this course, students should be able to apply their understanding of data communication technologies to real-life situations graduates will encounter in the field.

ITN 144
Introduction to Network Security
Students will develop a basic understanding of the network security field and will be prepared for more advanced security topics in the Network Security concentration. Topics covered include general security concepts, data communication security, infrastructure security, and cryptography. The concepts presented in this course map to the exam objectives for CompTIA's Security+ exam.

ITN 200
Server Administration
Prerequisite: ITN 130
Students get a comprehensive overview of the features and functions of Microsoft Windows workstation and server operating systems; this includes an examination of the installation, configuration, management, and networking functionality of Windows in a stand alone as well as large and small network environments. The course objectives are designed around the job-related tasks a support professional must perform using new or modified features in Microsoft Windows. By the end of the course, students will have the ability to configure and support environments running Windows Professional and Server, as well as the requisite knowledge to prepare for the associated Windows Microsoft certification exams.

ITN 220
Help Desk and Customer Support Concepts
Prerequisite: ITN 200
Students will delve into the material related to an IT Help Desk along with effective customer support concepts. Students will learn to recognize the skills, processes, technology, and information needed to run a successful help desk. Using real world computer support examples and case studies, students will learn how to support computer systems, software, and the customers who use them. Troubleshooting and customer service skills are emphasized so that students can apply these skills when they are in the field.Assigned research projects, using the Internet and other resources, provide the opportunity to explore help desk problems and solutions encountered in industry.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>ITN 264</td>
<td>Wireless Network Security</td>
<td>ITN 144</td>
<td>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.</td>
</tr>
<tr>
<td>ITN 312</td>
<td>Network Routing &amp; Switching</td>
<td>ITN 200</td>
<td>Students will gain hands-on experience in the installation, configuring, operation, and troubleshooting of medium-size routed and switched networks. Course also addresses basic security threat mitigation. Upon completion of this course, students will have the fundamentals needed to prepare for the CCNA certification exam.</td>
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<tr>
<td>ITN 300</td>
<td>Linux Administration</td>
<td>ITN 200</td>
<td>This course provides hands-on experience in the installation, operation, troubleshooting, and administration of the Linux operating system for both workstations and servers. Focus will be on the Red Hat distribution, with some discussion of alternate vendors. After completing this course, students will have the fundamentals needed to assist them in preparing for CompTIA's industry standard Linux+ certification exam.</td>
</tr>
<tr>
<td>ITN 350</td>
<td>Administering Networking Infrastructure</td>
<td>ITN 200</td>
<td>In this course, students will plan and build a stable and secure Windows Server network, including planning and configuring the deployment of TCP/IP, WINS, DNS, DHCP, IPSec, routing, remote access, load balancing, clustering, and network security. This course covers the objectives for the Microsoft Planning and Maintaining a Windows Server Network Infrastructure certification exam, Exam 70-293.</td>
</tr>
<tr>
<td>ITN 302</td>
<td>Linux Networking and Security</td>
<td>ITN 144 and ITN 300</td>
<td>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.</td>
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<tr>
<td>ITN 404</td>
<td>Network Security and Defense</td>
<td>ITN 144</td>
<td>Develop a solid foundation in network security fundamentals with an emphasis on intrusion detection. Students will learn which techniques deter attacks, how to detect intrusion attempts, how to identify vulnerabilities and take appropriate countermeasures, how to respond to break-ins, and how to assess the damage of an attack. The material covered in this course is related to the Security Certified Network Professional (SCNP) Certification exam.</td>
</tr>
</tbody>
</table>
**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 Active Directory structure for an organization. Topics covered include design concepts, name resolution, replication, and group policy. This course helps to prepare students for the Windows Active Directory certification exam.

**ITN 425**  
**IT Capstone in Networking, Administration, and Security**  
*A grade of C or above is required for this course.  
Prerequisite: All IT classes required for the bachelor’s degree must be completed or concurrently enrolled.*  
The capstone serves as a final assessment of the program outcomes for the Networking and Network Security concentrations. Students assimilate the knowledge and skills they have acquired throughout their degree program. Working in teams, they analyze a case study, design and implement a network for the case company, and develop a security plan for the network they have designed. Project teams prepare a written proposal summarizing their findings and present their recommendations to classmates.

**LAW (LAW)**

**LAW 103**  
**Business Law**  
A survey of the basics of the legal system as it applies to the legal environment of business is presented. The course covers basic business law concepts, including contract law, business forms and formation, the Uniform Commercial Code, and the regulatory environment of business.

**LAW 113**  
**Law in America**  
Provides an introduction to, and overview of, the American legal system and how the law affects individuals on a daily basis. Topic coverage includes the various sources of law, legal reasoning, the courts and dispute resolution, the legal profession, governmental power, individual rights, criminal wrongs, family relationships, civil wrongs, contracts, business relationships, and property. Students will be able to distinguish civil law from criminal law and gain a thorough understanding of the litigation process and its objectives and goals.

**LAW 120**  
**Legal Research for Business Majors**  
*A grade of C or above is required for 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 for 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 (LAW)

LAW 425
Special Topics — Business Law
A grade of C or above is required for this course.
Prerequisites: All required LAW and PLG courses, MGT 310, MGT 404, and HRM 306 must be completed or concurrently enrolled.
This course identifies a special topic, which will periodically change based on current events and issues in the field of business law. This course requires students to actively engage in research, writing, and discussion to produce a detailed written analysis of the special topic. Students are encouraged to develop material that will benefit both themselves and their existing or potential employers.

MANAGEMENT (MGT)

MGT 204
Production and Operations Analysis
A grade of C or above is required for 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 for this course.
Prerequisite: BUS 100
Study management theory and functions, leadership, decision-making, organizations as systems, and organizational structure and design. The role of the manager as a planner, organizer, and director will also be discussed.

MGT 304
Business Ethics
Prerequisite: MGT 210 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.
MANAGEMENT (MGT)

**MGT 306  
Organizational Dynamics**
A grade of C or above is required for 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 business organizations and workplace cultures.

**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.

**MGT 405  
Strategic Management**
A grade of C or above is required for this course.  
*Prerequisites: 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/vision, analysis of internal and external conditions, development of long-term goals and strategies, implementing strategies, and evaluating their results.

**MGT 425  
Special Topics — Management**
A grade of C or above is required for this course.  
*Prerequisites: MGT 310 and HRM 301*  
The professor for this course will identify a special topic, which will change based on current events and issues in the field of 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 concentration courses must be completed or concurrently enrolled. Students will be prepared to manage information systems projects. Students learn the processes and techniques involved in project planning, budgeting, scheduling, and control. Through a case study, students follow a project implementation lifecycle, providing a step-by-step analysis of the management process. Through the use of Microsoft Project, students will gain hands-on experience applying project management techniques. The course provides the fundamental skills needed to prepare for the Project Management Institute (PMI) Certification Exam.

MIS 425
IT Capstone in Technology Management
A grade of C or above is required for this course. Prerequisite: All IT classes required for the bachelor's degree must be completed or concurrently enrolled. The professor for this course will identify a special topic, which will change based on current events and issues in the field of technology management. Students are encouraged to choose projects that will benefit both themselves and their existing or potential employers.
MARKETING (MKT)

MKT 101
Introduction to Marketing
A grade of C or above is required for this course.
This is a survey course that covers the evolution of marketing, the variables that enter into marketing management decision-making, and the impact of both controllable and uncontrollable factors in the environment. Emphasis is placed on the marketing mix: product, price, promotion, and distribution.

MKT 201
Selling Strategies
Prerequisite: MKT 101
Learn the fundamentals of selling with emphasis on “one sale” selling and relationship selling. The steps in the selling process are examined, including ethics in selling, prospecting, analyzing buying motives, sales presentations, closing, follow-up, and service.

MKT 202
Consumer Behavior
Prerequisite: MKT 101
Study consumer behavior with applications for marketing strategy development. Explore the cultural, social, and psychological influences on consumers and the consumer decision-making process.

MKT 204
Advertising Principles
Prerequisite: MKT 101
Explore concepts of mass communications in developing selected markets and audience appeal, along with the techniques, methods, and formats used to create persuasive messages and psychological appeals. Compare various advertising and promotional media. Current government and industry regulations and truth-in-advertising, along with the special benefits of publicity, are also examined.

MKT 208
Internet Marketing
Prerequisite: MKT 101
The integration of traditional bricks and mortar methods with Internet marketing concepts will be explored. The seven-stage cycle of Internet marketing will be discussed, as well as the developing necessity of adopting a successful Internet marketing strategy by small and large firms alike. The role of third-party Internet infrastructure facilitators will be examined. Develop and create a successful Internet marketing plan.

MKT 209
Business to Business Marketing
Prerequisite: C or above in MKT 101
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.

MKT 301
Marketing Research
Prerequisite: MKT 101
Study the most up-to-date business techniques and methods to collect, record, analyze, and report marketing data and information and learn how this data is used in product planning and design, pricing policies, audience appeal, promotion policies, and the development of new marketing strategies and policies.

MKT 305
International Marketing
Prerequisite: MKT 101
Current multinational marketing policies and concepts involving both consumer and industrial market structures are examined. International channels of distribution, pricing policies, competitive strategies, and regulations are important components of this course.
MARKETING (MKT)

MKT 308
Customer Relationship Management
Prerequisite: MKT 101
Topics presented include creating a customer relationship management (CRM) culture, building a CRM infrastructure, managing customer information, assessing customer lifetime value, managing the customer life cycle, and creating customer loyalty programs. Emphasis will be placed on devising a market intelligence system; understanding techniques of customer acquisition, retention, loyalty, and segmentation; identifying and satisfying unmet customer needs; and creating opportunities for cross selling.

MKT 401
Marketing Management
Prerequisite: MKT 101
Develop a deeper awareness of the institutions and methods employed in the marketing of goods and services. Such topics as marketing strategies, opportunity and environmental analysis, new product development, and pricing are discussed.

MKT 425
Special Topics — Marketing
A grade of C or above is required for this course.
Prerequisites: MKT 101, MKT 305, and MGT 210 or BUS 250
The professor for this course will identify a special topic, which will change based on current events and issues in the field of marketing. Students are encouraged to choose projects that will benefit both themselves and their existing or potential employers.

MATHEMATICS (MAT)

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

MAT 101
Introduction to College Mathematics
Content begins with basic mathematical foundations and extends to include topics from finance and algebra such as simple and compound interest, investments, and loans. Concepts are interwoven with practical applications.

MAT 102
College Algebra
Designed to provide the student with a solid foundation in quantitative thinking, this is a course in real number algebra that focuses on operations and properties. Abstract and practical problems are solved using algebraic methods. The course provides practice in the use of variables in expressions and equations, reading and writing mathematical symbols, algebraic problem-solving, functional analysis, and interpreting and creating graphs.

MAT 105
Probability and Statistics
Content focuses on descriptive statistics and discrete probability. Topics covered are statistical studies, statistical graphs, frequency distributions, measures of central tendency, measures of variation, measures of position, expectation, counting, probability, and probability distributions. Students learn to solve a variety of probability and statistical problems.
MATHEMATICS (MAT)

MAT 109
Business Statistics I
A grade of C or above is required for this course.
Students will be introduced to quantitative reasoning for solving a variety of statistical problems, including business-related problems. Content focuses on statistical studies, statistical graphs, descriptive statistics, elementary discrete probability, discrete probability distributions, continuous probability distributions, and estimation of unknown parameters by confidence intervals. Students learn to calculate measures of central tendency and variation, use probability to make statistical decisions, and interpret graphical and quantitative data. Use of the computer for processing data and interpretation of computer output is required.

MAT 210
Business Statistics II
A grade of C or above is required for this course.
Prerequisite: MAT 109
Business Statistics II focuses on inferential statistics and the logic and application of hypothesis testing, correlation, simple regression, and multivariate analysis. Although parametric statistics is the focus, an introduction to several nonparametric methods may be included. Building on 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 for 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 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.
PARALEGAL (PLG)

PLG 100
Introduction to the Paralegal Profession
Students receive an overview of key legal topics which will prepare students for more in-depth coverage that occurs in the upper-level paralegal courses. Additionally, the course introduces students to typical paralegal duties and functions through hands-on paralegal assignments.

PLG 102
Legal Research
A grade of C or above is required for 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 for 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.
Learn about the civil litigation process in both the federal and state court systems, emphasizing the paralegal role in that process. Students will learn practical skills related to preparing and conducting client and witness interviews; drafting pleadings, discovery, and settlement documents; and preparing for deposition and trial. The civil litigation paralegal’s professional ethical responsibilities will be closely examined. This course will also introduce students to the basics of contract, tort, and evidence law in order to examine the civil litigation process effectively.

PLG 204
Family Law
Prerequisite: All required 100-level paralegal courses must be completed.
Explore substantive as well as procedural aspects of such topics as marriage, divorce, support, alimony, custody, equitable distribution, and protection from abuse through the study of statutes, case law, and rules of civil procedure. Students will apply knowledge through hands-on paralegal assignments.

PLG 205
Real Estate Law
Prerequisite: 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.
PLG 206
Tort Law
Prerequisite: 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
Prerequisite: All required 100-level concentration courses must be completed.
Develop a basic understanding of the nature, purpose, principles, and doctrines of criminal law. Students will study the criminal justice process from arrest through trial, sentencing, and appeal, including an overview of the juvenile process. Students will learn the roles of the various participants in the criminal justice system. Students will explore the general principles of criminal liability, the material elements of substantive crimes, criminal defenses, and the constitutional rights of the accused. Students will perform various tasks undertaken by the paralegal in criminal practice, such as preparing pleadings, motions to suppress evidence, and protecting the constitutional rights of the accused.

PLG 208
Estate Law
Prerequisite: All required 100-level paralegal courses must be completed.
Focus on the concepts and tools of estate law and practice, emphasizing the paralegal role in that process. The course provides hands-on practice in dealing with estate planning and administration through lectures, demonstrations, and projects that require working with the language and forms common in the planning, probate, and administration of an estate.

PLG 209
Business Organizations
Prerequisite: 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
Prerequisite: All required 100-level paralegal courses must be completed.
Develop professional legal writing skills by building on the practical work begun in the Legal Writing I and Legal Research classes. This course emphasizes the development of those critical writing and revision skills necessary for professional legal writing through the drafting of case briefs and legal memoranda, as well as pleadings and discovery documents. The basic principles of grammar and spelling, task-specific formatting, and the rules of legal citation will be reviewed and incorporated into each of the student’s several practical application exercises.

PLG 215
Professional Legal Responsibility
Prerequisite: All required 100-level paralegal courses must be completed.
Gain an understanding of the rules of professional responsibility. Students will analyze the rules, case applications of the rules, and related professional conduct forms and procedures. Students will learn to identify situations in which the rules apply and to formulate strategies to ensure the rules are not violated.
PARALEGAL (PLG)

PLG 219
Legal Technology
Prerequisites: BIS 109, BIS 111, and all required 100-level paralegal courses must be completed.
Use legal databases and develop a clear understanding of how these databases are utilized through practical application projects. Students will receive instruction concerning electronic filing and information tools such as the federal PACER system, state and local electronic filing, and docket systems. Students will be introduced to concepts and theories behind the creation, employment, and management of litigation support databases, and the most commonly used litigation database programs. In addition, students will learn the basics of some commonly used software that is particular to certain areas of legal practice.

PLG 220
Associate in Science Paralegal Studies Capstone Project
Prerequisite: All required 100-level paralegal courses must be completed.
This course is designed to facilitate assimilation of the skills and knowledge students have obtained from the PLG courses required for the associate degree. Students will have the opportunity to refresh and solidify their legal writing, legal research, and communication skills. Essential ethical issues will also be addressed. Students will examine different areas of legal practice, different work situations, professional organizations, legal publications, and electronic databases. Students will research and investigate job opportunities available for paralegal associate degree graduates and develop an employment plan. They will also assess individual strengths, weaknesses, and career goals. This course will give students an opportunity to craft professional letters to businesses to obtain informational interviews and job interviews. Networking, cover letters, resumes, and interviewing will also be explored in detail.

PLG 306
Employment Law
Prerequisite: All required 100-level paralegal courses must be completed.
Students will examine the legal framework of the employer/employee relationship and the current law’s practical application, emphasizing the paralegal role in that process. The course concentrates on the statutory requirements of today’s labor laws, discrimination laws, hiring and firing restrictions and mandates, privacy in the workplace issues, sexual harassment regulations, and workplace safety rules.

PLG 307
Advanced Criminal Law
Prerequisites: All required 100-level paralegal courses and PLG 207 must be completed.
Build on the student's knowledge and skills acquired in PLG 207. Topics in the course will include a detailed discussion of criminal law statutes. Students will gain exposure to many aspects of a criminal law case, including the paralegal's duties with attorneys involved in the case, prosecutors, police, the client, and correctional agencies. Students will explore the criminal justice system including the pre-trial stage, lineups, trial, and other relevant procedures. A prerequisite for this course is a working knowledge of The Bill of Rights of the U.S. Constitution, and in particular, how it relates to the rights of the accused.

PLG 308
Workers Compensation
Prerequisite: 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.
PLG 310
Bankruptcy Law
Prerequisite: 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
Contracts Law
Prerequisite: 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
Prerequisite: All required 100-level paralegal courses and PLG 205 must be completed.
Examine the various federal and state statutes applicable to real property law from a practicing paralegal's perspective, including the Real Estate Settlement Procedures and the Truth in Lending Acts. Students will examine and analyze the typical tasks involved in a real estate transaction by preparing relevant documents such as an Agreement for Sale of Real Estate, a HUD-1 settlement sheet, and related tax documents. Students will learn how to professionally read and analyze deeds, title run downs, mortgage instruments, and other relevant documents related to real estate ownership and transactions.

PLG 419
Intellectual Property
Prerequisite: All required 100-level paralegal courses must be completed.
Explore the legal concepts that underlie patents, trademarks, and copyrights. Students will learn methods used to research various intellectual property questions and become familiar with the forms most commonly employed in intellectual property.
PLG 430
Bachelor of Science Paralegal Studies
Degree Capstone I: Advanced Civil Litigation
A grade of C or above is required for this course.
Prerequisite: All PLG courses (with the exception of PLG 440) required for the bachelor’s degree either completed or concurrently enrolled.
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 the legal concepts and skills encountered previously in their paralegal program, emphasizing the practical aspects of the 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 for this course.
Prerequisite: All PLG courses required for the bachelor’s degree either completed or concurrently enrolled.
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 Certification 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.
PEIRCE NEW STUDENT ORIENTATION (PRC)

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

POLITICAL SCIENCE (PSC)

PSC 101
Introduction to American Government
Investigate American government and politics, emphasizing constitutional development, political development, civil rights, political parties, pressure groups, and contemporary issues.

PSC 255
Politics of Industrializing Countries
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.

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. A practical project linking electronics to the personal computer is a requirement. Easy-to-do home experiments comprise extra credit assignments.

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 & Physiology II
A grade of C or above is required for this course.
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 this course.
Prerequisites: HIT 125 & 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.

SPANISH LANGUAGE (SPA)

SPA 120
Introduction to Spanish
This class can count in the ENG/COM or HUM/HIS category in the CORE Curriculum or as a General Education elective.
This course focuses on developing basic proficiency in the Spanish language. The goal is to develop the basic skills necessary to negotiate in a Spanish language environment. There will be an emphasis on understanding the basic rules of grammar and developing both written and oral communication skills by building a foundation in Spanish vocabulary.