

UNDERGRADUATE COURSE DESCRIPTIONS

Accounting (ACC)

ACC 101

Accounting Principles

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

Prerequisite: Completion of a college-level math course with a grade of C or above

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

ACC 105

Accounting for Non-Financial Managers

Prerequisite: Completion of a college-level math course with a grade of C or above

This course provides non-financial managers with an overview of accounting essentials and the skills and competencies they need to make informed and sound decisions based on hard financial data. Topics include: understanding financial information, analysis of financial statements, and decision making for improved profitability.

ACC 201

Financial Accounting

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

Prerequisite: ACC 101

This course builds on the basic skills that were developed in ACC 101. Topics include: analysis of the balance sheet, cash, inventories, investments, tangible fixed assets, liabilities, intangible assets, and miscellaneous topics. Material covered includes the utilization and interpretation of accounting principles, a detailed study of deferrals and accruals, plant and intangible assets, partnership and corporate forms of ownership, stocks and bonds, and their effect on business decisions, and financial statement analysis.

ACC 203

Intermediate Accounting I

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

Prerequisite: ACC 201

This course is a continuation of Financial Accounting. It begins with a review of fundamental accounting principles, and then moves on to an intensive study of financial statements, including the income statement, statement of cash flow and balance sheet and their interrelationship.

ACC 204

Intermediate Accounting II

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

Prerequisite: ACC 203

This course is a continuation of Intermediate Accounting I. It continues by providing a more in-depth analysis of a company's balance sheet with the study of fixed assets, liabilities, investments in debt, and equity securities.

COURSE DESCRIPTIONS

ACC 222

Managerial Accounting

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

Prerequisite: ACC 201

The course covers managerial accounting and how it is used by managers within organizations, to provide them with the basis to make informed operational business decisions. Topics emphasized are pro forma financial statements, budgets, cash flow analysis, forecasting, direct costing, break-even analysis, and capital expenditures.

ACC 301

Auditing

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

Prerequisite: ACC 204

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

ACC 303

Cost Accounting

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

Prerequisite: ACC 204

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

ACC 325

Taxation

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

Prerequisite: ACC 204

This course covers the Internal Revenue Code for corporate, individual, and partnership taxation. Topics include tax compliance, tax policy, financial planning, taxable income, allowable deductions, and filing requirements.

ACC 401

Advanced Accounting

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

Prerequisite: ACC 204

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

COURSE DESCRIPTIONS

ACC 410

Government & Non-Profit Accounting

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

Prerequisite: ACC 204

This course examines the theories and practices of accounting for government and non-profit entities. There will be an exploration of how accounting standards are met by utilizing the information and reporting requirements under the Generally Accepted Accounting Principles (GAAP). Students will have the opportunity to complete the form 990.

ACC 450◆

Accounting Capstone

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

Perquisites: All 300 and 400-level Accounting and Finance courses must be completed.

The capstone course is a senior level course designed to allow the student to review, analyze, and integrate the work the student has completed toward a degree in accounting. The students will examine a number of real-world cases that relate to auditing and accounting issues. Students will prepare an approved academic project or paper that demonstrates mastery of the accounting program and that assesses the stated outcomes of their degree requirements. A standardized test will be administered to measure academic achievement across the curriculum. Students must be proficient in Microsoft Word and Microsoft Excel.

◆*Writing Intensive Course*

Business Information Systems (BIS)

BIS 111

Application Software Fundamentals

Become familiar with software applications used in the workplace, and have hands-on practice with the fundamental aspects of these applications. This course will cover the essential concepts of Microsoft Word, Excel, and PowerPoint. Students will learn the practical application of these programs in business contexts and learn to make effective decisions when selecting where and how to use these applications. This course will also prepare students for learning intermediate concepts in these software packages.

BIS 112

Programming Concepts

Prerequisite: MAT 101

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

BIS 201

HTML and the World Wide Web

Experience a hands-on introduction to both fixed and responsive website design and implementation. Students will learn HTML5 & CSS markup, basic website administration, and key web design principles to enable them to use the web to communicate information effectively.

COURSE DESCRIPTIONS

BIS 235

Database Management Systems

Prerequisite: BIS 111

This course introduces fundamental relational database design and practical database system use. Topics include database design techniques using the entity-relationship approach, the relational model, commercial query languages such as SQL, and normalization techniques. This course provides hands-on exercises for applying these techniques to real-world problems.

BIS 322

Intermediate Office Applications

Prerequisite: BIS 111

Building on the introduction provided in BIS 111, this course introduces intermediate applications of office productivity applications including word processing, electronic spreadsheets, and presentation software. Word processing topics include the creation of a variety of formal business documents, including form letters and professional newsletters. Spreadsheet topics include techniques to solve a wide range of business and financial problems. Presentation topics covered include customized design templates and interactive graphics. The practical application of these tools and techniques is emphasized throughout the course. This course will also prepare students for learning advanced concepts in these software packages. Students who have already taken BIS 215 and BIS 216 should not take this class.

BIS 323

Computer Programming II

A grade of C or above is needed for students planning/required to take BIS 324.

Prerequisite: A grade of C or above in BIS 112

This course builds on the introduction to computer programming provided in BIS 112. Topics include program structure and design, data structures, files and exceptions, control flow, modularization, object-oriented programming, and documentation. Students will learn how to take a problem, analyze and represent its requirements, and apply good design practices to solve it. This course is currently taught in the Python programming language.

BIS 324

Computer Programming III

A grade of C or above is needed for students planning/required to take BIS 325.

Prerequisite: BIS 323

Students apply various testing means to Python programs. Students write unit and acceptance tests using Nose, PyTest, DocTests, Behave, PyLint, and Coverage. As part of their study, they will learn about Test Driven Development (TDD) and Behavior Driven Development (BDD). Using the Command Prompt, creating Object-Oriented Design, using UML, applying multiple inheritance, and using polymorphism are also included.

BIS 325

Application Development

A grade of C or above is needed for students planning/required to take BIS 345.

Prerequisite: A grade of C or above in BIS 324

Topics covered in this course are intermediate programming details and techniques using a professional integrated development environment. Students will program application development solutions that require decision-making, iteration, multiple forms, menus, common dialogs, functions, arrays, and exception handling. Debugging techniques and the creation of Windows executable files are also covered. This course is currently taught in the C# programming language.

COURSE DESCRIPTIONS

BIS 330

JavaScript Programming

Prerequisites: BIS 201 and BIS 325

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

BIS 345

Advanced Application Development

Prerequisites: BIS 201 and a grade of C or above in BIS 325

Students will use C#, SQL, and ADO.NET to create database applications using Visual Studio. This course builds upon the techniques acquired in previous application development courses. Students will work with text files, binary files, and XML files. They will use LINQ to query databases, and they will use the Entity Framework to map objects of an application to a database.

BIS 402

System Analysis and Design

Prerequisite: MIS 302

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

BIS 403

Applied Systems Design

Prerequisite: BIS 402

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

BIS 415

IT Capstone in Programming

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

Prerequisite: All IT courses 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 concentration. 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.

COURSE DESCRIPTIONS

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 in this course.

Prerequisites: BUS 100, ACC 201, ECO 101, ECO 102, and MKT 101

This associate level capstone course in business will examine management theory and functions, leadership, decision making, organizations as systems, and organizational structure and design. Theory will be applied to current management problems and issues through case studies. As a requirement for this course, students will take a standardized test to measure their academic achievement in the business curriculum.

♦*Writing Intensive Course*

BUS 301

Global Dimensions in Business

Prerequisite: BUS 100

This course examines the economic, cultural, and political dimensions of the global world by evaluating the critical global issues that affect the economy and businesses on a global scale. A series of global case studies will be used throughout this course.

BUS 310

Concepts in e-Commerce

Prerequisites: BUS 100 and ENG 103

This course employs real world cases to explore the electronic commerce aspects of Internet-based business. Topics include online business strategies, payment systems, e-Marketing, e-Fulfillment, security, ethics, and legal issues of electronic business. Making extensive use of the Internet to link concepts in the course to real-life contexts, students will research contemporary issues in e-Commerce.

BUS 440

Applied Business Research

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

Prerequisites: MAT 109 and MGT 310

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 project. The purpose of business research is to assist managers in making more informed and responsible decisions. Therefore, students will be given the opportunity to sharpen critical thinking processes by studying and applying quantitative and qualitative methods to problem solving.

COURSE DESCRIPTIONS

BUS 450◆

Policy and Strategy Formulation

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

Prerequisites: MGT 210 or 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. As a requirement for this course, students will take a standardized test to measure their academic achievement in the business curriculum.

◆*Writing Intensive Course*

Competency Based Education (CBE)

CBE 101

Introduction to Competency Based Education

CBE is a one-credit course specifically designed and required for CBE students only. This course is intended for students to gain a deeper insight about the CBE program and review and strengthen useful tools that will impact their success in the program. This course also provides the student with a step-by-step process in the Learning Management System in which the students will complete their assignments. This course must be successfully completed within students' first term at Peirce in order to continue at the College.

Criminal Justice (CJS)

CJS 101

Introduction to Criminal Justice

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

This course introduces students to the criminal justice system and its three main components: law enforcement, the courts, and corrections. It reviews what constitutes a criminal offense, how crime is measured, and theories of crime causation. This course also looks at issues and challenges facing today's criminal justice system and examines possible future directions.

CJS 104◆

Criminal Court System

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

This course provides students with an overview of the criminal justice system and its processes. It examines the law, the structure of the American Court Systems, the function/roles of the courtroom work group, the pre-trial and trial processes, and sentencing.

◆*Writing Intensive Course*

CJS 107

Criminology

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

This course introduces students to the study of crime and criminal behavior, as well as to theories of crime causation. It reviews different types of crime and examines crime control policy.

COURSE DESCRIPTIONS

CJS 201◆

Introduction to Criminal Justice Research Methods

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

Prerequisite: All 100-level CJS courses

This research-based course introduces the basic principles and issues imperative to understanding the application of the scientific method to research in the criminal justice field. This course exposes students to the various types of criminal justice data such as the Uniform Crime Report, victimization surveys, court and prison statistics, evaluation studies, and agency reports. This course requires students to apply their knowledge of statistics to gain a deeper understanding of its application to social science research methodology. The student will become well versed in computer-based analyses of criminal justice data while examining the relationship between theory, hypotheses, and empirical research and differentiating between qualitative and quantitative methods.

◆*Writing Intensive Course*

CJS 204

Criminal Law

Prerequisite: All CJS 100-level courses

This course provides students with an historical understanding of criminal law, theories of criminal liability, an overview of general legal principles, including various crimes and possible defenses to a criminal charge, and an awareness of the fundamental nature of law.

CJS 207

Ethics in Criminal Justice

Prerequisite: All CJS 100-level courses

This course provides students with an opportunity to explore one of the most important issues in Criminal Justice: ethics. Through an in-depth exploration of practical ethical considerations for those who work in the criminal justice system and illustrations and application of ethical decision-making tools, students will gain a deeper understanding of the importance of professional integrity and leadership skills.

CJS 210

Law Enforcement & Police in Society

Prerequisite: All CJS 100-level courses

This course gives students an overview of the police and their mission. It examines the evolution of policing as well as methods, issues, and challenges to present-day policing. The course also looks at technology in the service of law enforcement and explores the future of policing.

CJS 213

The Correctional System

Prerequisite: All CJS 100-level courses

This course provides an overview of the field of corrections. Topics covered are prisons and jails, correctional policies, agencies, prison life, and challenges facing corrections.

CJS 221

Introduction to Public & Private Security

Prerequisite: All CJS 100-level courses

This course provides an overview of the field of security operations and management. The history, threats to, and legal aspects of security are included, as well as global considerations. In addition, coverage of budgeting; planning; career opportunities; and future trends. With a focus on career preparation, this course introduces students to the most popular security sectors.

COURSE DESCRIPTIONS

CJS 224

Juvenile Justice

Prerequisite: All CJS 100-level courses

This course gives students an overview of American juvenile justice in terms of both system and practice. It examines the juvenile offender, causes of juvenile crime, the juvenile court system, and juveniles in the adult court system. This course also looks at institutionalization, rehabilitation, the treatment of juveniles, and the future of juvenile justice in America.

CJS 230

Criminal Justice Capstone I

Prerequisites: CJS 204 and CJS 207

This course combines the knowledge gained within the criminal justice curriculum and prepares students for upper-division courses in the discipline or for entry-level career positions in the criminal justice system. The student will develop and prepare a research project that will result in an end of class presentation.

CJS 304

Advanced Criminal Law and Procedure

Prerequisite: CJS 204

This course will build upon the knowledge and skills acquired in CJS 204: Criminal Law. Students will explore criminal pre-trial, trial, and post-trial procedures, as well as examine the U.S. Constitution and leading case law that impacts the rights of the accused.

CJS 310

Victims and Victimization

Prerequisite: All CJS 100-level courses

This course examines the causes of victimization and looks at theories associated with violent victimization. It analyzes the offender-victim relationship and presents ideas on preventing violence and responding to victimization.

CJS 317

Criminal Investigation

Prerequisite: All CJS 100-level courses

This course focuses on criminal investigation by examining the processes involved in identifying and arresting criminal suspects, identifying the types of crimes and offenses, and in preparing for court.

CJS 318

Homeland Security

Prerequisite: All CJS 100-level courses

This course addresses the functions of homeland security, critical infrastructure, and asset protection as they relate to government, industry, and the community. The key functions of threat prevention, crisis response, and operations recovery are addressed from a variety of perspectives given that homeland security is a responsibility that is shared by government agencies, the private sector, and individuals, encompassing a broad spectrum of professional career positions throughout our society. This course provides an overview of the elements involved in the homeland security function, as well as the challenges critical infrastructure managers in government and industry can/will face while maintaining mission operations and staff accountability in the midst of multiple overlapping roles and responsibilities.

COURSE DESCRIPTIONS

CJS 322

Probation & Parole

Prerequisite: All CJS 100-level courses

This course focuses on adult and juvenile probation, parole, and related institutions. An historical review of trends in probation and parole such as the community-based programs in work release, halfway house contract program planning, therapeutic community, and treatment team concepts in probation and parole are examined. Modern trends, such as the justice model, determinate sentencing, restorative justice, 'broken windows' supervision, and intensive supervision in the adult and juvenile system are also examined.

CJS 411

Report Writing for CJS Majors

Prerequisite: All CJS 100-level courses

This course integrates technical writing skills and discipline specific report writing elements. With its emphasis on writing that covers ethics, investigative reporting, and interpersonal skills, this course demonstrates not only what information should go into reports, but also how to write this information well. This course is designed to enhance the knowledge of students by providing exposure to key elements of effective report writing communication methods and awareness. This course creates baseline awareness and actions to produce complete, concise, clear, correct, courteous, and legible reports. To augment report-writing strategies, engaging dialogue within the classroom will be initiated on seamless best practices in compliance with sample department guidelines and procedures.

CJS 424

Computer Crimes

Prerequisite: All CJS 100-level courses

This course examines all aspects of cybercrime from emerging global crimes of the Internet, to criminological perspectives on cybercrime, to investigating and prosecuting cybercrimes. It provides an overview of emerging global crimes, challenges faced by law enforcement, and the underlying reasons for the rise in such activities. Students will focus on the role of the cybercriminal, the victim, and the cybercriminal's impact on the criminal justice system.

CJS 440◆

Criminal Justice Capstone II

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

Prerequisite: All required CJS courses

Students will build upon concepts addressed in CJS 230: Criminal Justice Capstone I, and the entire CJS Curriculum bringing together all of the essential elements of the criminal justice system. This course is designed to develop leadership skills and to discuss and explore economic, social, cultural, and political trends in the Criminal Justice profession. Students will apply the information acquired in the core curriculum to engage in simulations involving various issues that arise in this field. Simulations focus on the roles of the parties involved in the day-to-day functioning of the criminal justice system, as well as the ethical issues faced by each party. As part of the simulation process, students will also focus on proposed resolutions. Writing assignments will be integrated into the simulations. These assignments are designed to enhance students' understanding of the issues and proposed resolutions presented during classroom activities.

◆*Writing Intensive Course*

COURSE DESCRIPTIONS

Communication (COM)

COM 112

Effective Speech Communication

This course provides study and practice in oral communication, written speech construction, rhetorical devices, and presentational skills. Organization and development of ideas, diction, clarity of expression, and the interaction of verbal and non-verbal behavior are all emphasized. Students taking this course online will need access to a webcam and a microphone.

COM 202

Intercultural Communication

Prerequisite: ENG 101

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

COM 312

Practical Reasoning

Prerequisites: BIS 111, ENG 103, COM 112, HUM 102, and MAT 101 or MAT 102

This course is an introduction to the basic principles of informal logic, practical reasoning, and argumentation. The course will build the core set of skills required to identify faulty reasoning, analyze arguments, and construct valid arguments.

Cooperative Work Experience (CWE)

CWE 098

Associate Pre Co-operative Education Workshop

Prerequisite: 30 credits toward the associate degree credits must be completed.

CWE 099

Bachelor's Pre-Cooperative Education Workshop

Prerequisite: 105 credits toward the bachelor's degree must be completed

CWE 104

Business Administration/Management (Associates) Cooperative Work Experience

CWE 116

Paralegal Studies (Associates) Cooperative Work Experience

CWE 221

Year Up Information Technology Cooperative Work Experience

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

CWE 222

Year Up Business Administration Cooperative Work Experience

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

COURSE DESCRIPTIONS

CWE 227

Criminal Justice Cooperative Work Experience

Prerequisites: CJS 101, CJS 104, and CJS 107

This elective course requires a supervised internship in an approved criminal justice setting. The Co-op is an excellent opportunity for students to put their working knowledge of the criminal justice system into action. By placing themselves in the environment where their learning comes to life, students will gain hands-on experience in the field of criminal justice.

CWE 304

Business Administration/Management (Bachelor's) Cooperative Work Experience

CWE 320

Information Technology/Technology Management (Bachelor's) Cooperative Work Experience

CWE 406

Accounting Cooperative Work Experience

Prerequisite: CWE 099

Students planning to take cooperative work education (Co-op) for their bachelor's degree must first take a preparatory workshop to prepare for the Co-op program. The prerequisite workshop must be taken after completion of 90 credits for the bachelor's degree program. All cooperative work experiences are optional. The supervised work experiences provide students with the opportunity to observe and participate in actual organizational processes in their area of special interest. A comprehensive work report is required of all students. To participate in Co-op, students must consult with their Program Advisor. Students must typically hold a 2.0 GPA to participate. Students who fall below the required GPA must obtain a waiver.

CWE 413

Paralegal (Bachelor's) Cooperative Work Experience

CWE 427

CJS Cooperative Work Experience

Prerequisites: All CJS 100-level courses and CWE 099

Economics (ECO)

ECO 101

Macroeconomics

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

ECO 102

Microeconomics

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

COURSE DESCRIPTIONS

ECO 340

International Economics

Prerequisites: A grade of C or above in ECO 101 and ECO 102. 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: A grade of C or above in ECO 101 and ECO 102. MAT 102, MAT 109, and MAT 210 are recommended.

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

English (ENG)

ENG 010

Introduction to College Reading and Composition

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

This three-credit skills enhancement course is designed to increase students' academic readiness for college-level English courses. The course reviews critical thinking, the principles of reading comprehension, expository and reflective writing, and an intensive grammar review. Computer-assisted instruction is employed to facilitate students' abilities to engage in independent work. Additional recourses, such as tutoring, workshops, and mentoring will be mandatory for students to support both cognitive and non-cognitive skills. This course does not satisfy course requirements for any degree program.

ENG 101

English Composition

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

Prerequisites: ENG 010 or placement into college-level English.

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

ENG 103♦

Rhetoric and Research

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

Prerequisite: ENG 101

This course focuses on the shift from introductory modes of writing explored in English 101 to higher order, objective, academic writing used in various disciplines and professions. Emphasis is placed on critical reading, thinking, writing, and research for different rhetorical modes and audiences. This course also introduces the research process and APA format as the basis for future collegiate coursework. This course is required for all majors after completing English 101 with a grade of C or above.

♦ *Writing Intensive Course*

COURSE DESCRIPTIONS

ENG 202

Introduction to Literature

Prerequisite: 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: 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: 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: 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

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

Prerequisites: ACC 201 and ENT 200

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

COURSE DESCRIPTIONS

ENT 280

Entrepreneurial Marketing

Prerequisites: MKT 101 and ENT 200

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

ENT 401

Entrepreneurial Strategies and Tactics

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

Prerequisites: ENT 200, ENT 225, and ENT 280

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

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 105

Finance for Non-Financial Managers

Prerequisite: ACC 105

This course will provide students with a solid foundation in the principles of finance as they apply in the real world. Students will develop an understanding of business financial operations, financial performance measures, financial decisions and their impact upon performance, budget creation and management, and the use of finance skills to drive a business forward.

FIN 201

Introduction to Finance

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

Prerequisite: ACC 201

This course covers the major concepts and techniques of financial management. The following topics will be emphasized: the time value of money, capital budgeting, financial statement analysis, financial forecasting, short-term financial management, and the role of financial management in the corporation.

FIN 401

Financial Analysis

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

Prerequisite: FIN 201

This course helps students develop the skills they will need for making financial information management decisions in the context of planning and controlling the business enterprise. This course will emphasize the development of decision-making criteria in dealing with topics such as financial planning, capital budgeting, financing international trade, working capital, risk assessment, interest rates, debt, and equity management.

COURSE DESCRIPTIONS

Healthcare Administration (HCA)

HCA 101

Introduction to Healthcare

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

Prerequisites: ENG 101, BIS 111, and COM 112

This introductory course includes broad overview of the business and healthcare educational knowledge skills and competencies to fill a variety of healthcare administrative and professional roles and functions in various healthcare organizations is provided. Topics covered include management, strategic planning, marketing, finance, health disparities, ethics, law, and risk management from the healthcare administration perspective.

HCA 210◆

Healthcare Delivery in the US

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

Prerequisites: HCA 101 and ENG 103

This course provides an introduction to the historical development, structure, and operation of the U.S. healthcare delivery system. Topics include the evolution of the health system, the organization and delivery of health services, health policy formulation and societal values, allocation of resources, and the examination of healthcare costs relative to measurable benefits. Career opportunities in healthcare administration are explored.

◆*Writing Intensive Course*

HCA 220

Cultural Awareness for Health and Human Services Professionals

Prerequisite: ENG 103

Cultural competence is a set of behaviors, knowledge, attitudes, and policies that enable professionals to perform effectively and ethically in cross-cultural situations. A strong body of evidence supports the existence of health disparities based on race, ethnicity, class, gender, sexual orientation, immigrant status, religion, and other social and cultural markers, making it critically necessary for healthcare professionals to be equipped to address the needs of a diverse population. Drawing from a multicultural competency model, this course will provide students with an overview of multicultural theories, issues, and practices in a healthcare setting (including both direct and indirect care settings). Additionally, this course facilitates an examination of students' own experiences, perspectives, and biases to further the development of multicultural awareness in their professional lives.

HCA 240

Healthcare Law and Ethics

Prerequisites: ENG 103 and HCA 210

This course introduces the student to the U.S. legal system and provides an overview of the laws and regulations applicable to healthcare. Special emphasis is placed on the criminal aspects of healthcare, medical ethics, information management, patient consent, and patient rights and responsibilities. Through case study analysis, students will learn how to interpret laws and apply the ethical principles of autonomy, nonmaleficence, beneficence, and justice to healthcare controversies.

HCA 320

Public and Community Health

Prerequisites: HCA 210 and HCA 220

This course examines the development of the public health system and the impact of environmental factors on disease trends and the control of communicable diseases. Topics include community assessment, health promotion strategies, and population and community health.

COURSE DESCRIPTIONS

HCA 340

Financing Healthcare

Prerequisites: All required 100 and 200-level HCA and HIT courses must be completed.

This course explores key concepts in financing healthcare including assets, liabilities and net worth, revenues, expenses, cost classifications, break-even analysis, inventory and depreciation, financial and operating ratios as performance measures, the time value of money, using comparative data, capital expenditure budgets, and variance and sensitivity analysis. Other key topics include the impact of different healthcare reimbursement mechanisms and the healthcare financial manager's role in strategic planning and understanding value-based programs.

HCA 460

Health Policy

Prerequisites: All required 100 and 200-level HCA and HIT courses must be completed.

In this course, students work through detailed case studies and solve complex healthcare problems from the perspective of both a healthcare planner and a board member. All steps of the strategic planning process are explored and practiced. Students will conduct a SWOT analysis, IT assessment, create a detailed business plan, communicate progress, and secure commitment to goals.

HCA 480

Healthcare Administration Capstone

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

Prerequisite: HIA 340

This course is the final healthcare administration specific course a student takes on the journey towards a BS in healthcare administration. A broad review of the business and healthcare educational knowledge skills and competencies to fill a variety healthcare administrative and professional roles and functions in various healthcare organizations is conducted. Topics covered include management, strategic planning, marketing, finance, health disparities, ethics, law, and risk management from the healthcare administration perspective. The student will leave the course with a healthcare administration portfolio as well as personal branding tools to secure or maintain a position as a healthcare administrator, manager, supervisor, professional, or graduate student.

HCA 490

Current Topics for Healthcare

Prerequisites: All HCA and HIT courses required for the bachelor's degree must be completed or concurrently enrolled.

The topics covered in this course are based on current events and issues in the field of healthcare administration.

Health Information Administration (HIA)

HIA 310♦

Advanced Quality Management and Performance Improvement in Healthcare

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

Prerequisites: All required 100 and 200-level HCA and HIT courses must be completed.

This course focuses on the management of quality and performance improvement processes in healthcare. Topics covered include benchmarking, utilization and resource management, risk management, case management, and critical paths. Special emphasis is placed upon the measurement of outcomes and analysis of clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare.

♦ *Writing Intensive Course*

COURSE DESCRIPTIONS

HIA 320

HIPAA For The Healthcare Manager

Prerequisites: All required 100 and 200-level HCA and HIT courses must be completed.

This course examines the Health Insurance Portability and Accountability Act (HIPAA) through an extensive study of implementation and compliance in healthcare settings.

HIA 340♦

Health and Human Services Research Methods

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

Prerequisites for HCA and HIA majors: All required 100 and 200-level HCA and HIT courses must be completed.

Prerequisites for HSL majors: MAT 109 and HSL 210.

This course builds upon the principles of healthcare statistics and focuses on inferential statistics and research methodology principles. Research methods including survey, observational, experimental, and quasi-experimental, and epidemiological research are examined as are methods of data collection, reporting, and presentation. The ethical, legal, and social implications of undertaking research on human subjects and role of the IRB are closely examined.

♦*Writing Intensive Course*

HIA 350

Electronic Health Records

Prerequisites: All required 100 and 200-level HCA and HIT courses must be completed.

This course is designed to prepare individuals with the essential skills needed to operate in an electronic health record environment. In addition to EHR project management, goal setting and migration path development, the selection, implementation, and ongoing maintenance of EHR systems is explored.

HIA 370

HIM Compliance

Prerequisites: All required 100 and 200-level HCA and HIT courses must be completed.

This course examines the elements of a compliance program including associated policies and procedures, training and education, and auditing and monitoring. Compliance principles for healthcare settings including hospital outpatient services, physician practices, long-term care facilities, inpatient rehabilitation, home health, long-term acute care, and behavioral health are closely examined. Examples of audit tools including ambulatory coding review worksheets, audit summary sheets, and coding and DRG validation forms are discussed.

HIA 400

Healthcare Data Analytics

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

Prerequisites: All 300-level courses must be completed or concurrently enrolled for healthcare majors and MAT 109 for non-healthcare majors.

This course introduces the student to computerized statistical packages used to compute and interpret descriptive and inferential statistics. Students will learn how to apply analytical results to facilitate decision-making, analyze data to identify trends that demonstrate quality, safety, and effectiveness of healthcare, and make institutional recommendations.

COURSE DESCRIPTIONS

HIA 480

Strategic Planning and Organizational Development in Healthcare

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

Prerequisites: All 300-level courses must be completed or concurrently enrolled.

This course focuses on the application of general principles of management in the administration of health information services. Topics covered include organizational assessment and benchmarking, critical thinking, emotional intelligence, project and change management, consensus building, negotiation techniques, and problem solving and decision-making. Special emphasis is placed upon communication and interpersonal skills and professional development for oneself and staff.

HIA 497

HIA Professional Practice Workshop

Prerequisites: All required 300-level courses must be completed.

Students enrolled in the Bachelor of Science degree program in Health Information Administration (HIA) must enroll in this workshop prior to enrolling in HIA 499 HIA Professional Practice Experience (PPE). Students must secure required clearances necessary for PPE placement. Behavioral and academic expectations are discussed in order to prepare students for a successful Professional Practice Experience. Students who reside outside of the Commonwealth of Pennsylvania must satisfy the requirements of the PPE through successful completion of an applied project.

HIA 498

Health Information Administration Capstone

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

Prerequisites: All 300 and 400-level courses must be completed or concurrently enrolled.

This course is taken in the final session of study in the HIA program. Students complete case studies within the scope of Health Information Administration designed to challenge the students' understanding of critical thinking and problem solving from a managerial perspective. Through successful completion of the case studies, students will demonstrate synthesis and application of knowledge and skills acquired during the course of study.

HIA 499

HIA Professional Practice Experience

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

Prerequisites: HIA 497, Approval of Healthcare Site and Approval of Faculty Chair

This course, taken during the final term of study, requires the student to complete a HIM management focused Professional Practice Experience (PPE) in a clinical or non-clinical healthcare setting or through the completion of an applied project demonstrating the application of the AHIMA Entry-Level Competencies for Health Information Management (HIM) at the Bachelor Degree Level. Students who reside outside of the Commonwealth of the Pennsylvania must complete an applied project.

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.

COURSE DESCRIPTIONS

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.

Health Information Technology (HIT)

HIT 100

Medical Terminology

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

This course examines the structure of the language of medicine with an emphasis on analysis of components, meaning, spelling, and pronunciation. The student will build a medical vocabulary applicable to body systems, the clinical laboratory, diagnostic testing, and healthcare in general.

HIT 101

Introduction to Health Information Management

Prerequisite: HIT 100

This course introduces the Health Information Technology (HIT) student to the discipline of Health Information Management (HIM). Emphasis is placed upon the history of healthcare, organization of healthcare delivery in the United States, and the evolution of the HIM profession including the exploration of career opportunities. Students are introduced to the medical record including types and content and health record documentation, documentation requirements, and the characteristics of data quality and integrity.

HIT 200

Statistical Applications in Healthcare

Prerequisites: BIS 111 and a grade of C or above in SCI 250

This course introduces the student to basic descriptive, institutional, and healthcare vital statistics. Computation and interpretation of healthcare statistics covered in this course include: census, percent of occupancy, length of stay/discharge days, hospital mortality rates, obstetrical related rates, autopsy rates, and miscellaneous rates. Web-based resources, including MEDLINE, are used to evaluate health data and strengthen knowledge based research techniques and data selection, interpretation, and presentation.

HIT 215

Legal Issues in Health Information Management

Prerequisite: HIT 101 must be completed or concurrently enrolled.

This course builds upon the organization of healthcare delivery in the United States by introducing legal terminology and the legislative and regulatory processes within the scope of Health Information Management. Record retention laws and regulations such as release of information policies and procedures, patient rights and advocacy, professional and practice-related ethical issues, advanced directives, and privacy, confidentiality, and security are included. Special emphasis is placed upon external standards, regulations, and initiatives including licensure, certification, accreditation, HIPPA and ARRA.

HIT 218

Healthcare Reimbursement

Prerequisites: HIT 220 and HIT 225 must be completed for HIT students. HCA 101 must be completed for HCA students.

This course provides comprehensive coverage of commercial managed care and federal insurance plans and the associated regulatory, monitoring, and reporting guidelines. Payment methodologies and systems such as capitation, prospective payment systems, and RBRVS are examined as are billing processes and procedures including claims, EOB, ABN, and electronic data interchange.

COURSE DESCRIPTIONS

HIT 220

ICD-10-CM Coding

Prerequisite: SCI 270

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

This course provides a comprehensive introduction to the principles and conventions of the ICD-10-CM/PCS coding system. Students will assign diagnostic and procedural codes, diagnostic groupings, including DRGs, and evaluate case mix analysis in accordance with current regulations and established guidelines. Special emphasis is placed upon coding compliance strategies, auditing, reporting, and coding quality monitors. The Optum 360 Encoder Pro is used in this course.

HIT 221

Advanced ICD Coding & Virtual PPE

Prerequisite: HIT 220

This course includes advanced concepts, principles, and conventions of the ICD-10-CM/PCS coding system. Students will assign diagnostic and procedural codes, diagnostic groupings, including DRGs, and evaluate case mix analysis in accordance with current regulations and established guidelines. Special emphasis is placed upon coding compliance strategies, auditing, reporting, and coding quality monitors. The AHIMA Virtual Lab is used in this course.

HIT 225

CPT/Outpatient Coding

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

Prerequisite: HIT 220

This course provides a comprehensive introduction to the principles and conventions of the CPT and HCPCS coding systems. Students will assign diagnostic and procedural codes and diagnostic groupings, including APCs, in accordance with current regulations and established guidelines. Special emphasis is placed upon coding compliance strategies, auditing, reporting, and coding quality monitors.

HIT 226

Advanced CPT Coding & Virtual PPE

Prerequisite: HIT 225

This course includes advanced concepts, principles, and conventions of the CPT and HCPCS coding systems. Students will assign procedural codes and groupings, including APCs, in accordance with current regulations and established guidelines. Special emphasis is placed upon coding compliance strategies, auditing, reporting, and coding quality monitors. The AHIMA Virtual Lab is used in this course.

HIT 230

Computer Information Systems for HIT

Prerequisites: HIT 101 or HCA 101 must be completed or concurrently enrolled.

This course explores computer information systems utilized in Health Information Management. Topics covered in this course include: the history of computers in healthcare, hardware and software components, communication and internet technologies, and commonly used software applications. Administrative systems covered include: financial, human resource, decision support, MPI (master patient index), ADT (patient registration), scheduling, practice management, materials management, and facilities management. Clinical systems covered include: EHR, PHR, radiology, laboratory, nursing, pharmacy, and patient monitoring. Emerging technologies such as telehealth, smart cards, biometrics, and voice recognition are explored and data security and data integrity concepts are expanded upon. The Neehr Perfect educational EHR is used in this course.

COURSE DESCRIPTIONS

HIT 250◆

Managing Quality and Performance Improvement in HIM

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

Prerequisites: ENG 103 must be completed and HIT 200 must be completed or concurrently enrolled.

This course provides comprehensive coverage of the theory and practice of performance and quality improvement processes in healthcare organizations. The role of teamwork in performance improvement is examined as is the development of staff and human resources to support monitoring activities. Case studies and real-world scenarios are used to reinforce understanding of performance improvement concepts and issues, and student learning is maximized with hands-on practice through analytical and practice tools.

◆*Writing Intensive Course*

HIT 297

HIT Professional Practice Workshop

Prerequisite: Approval of Faculty Chair required

Students enrolled in the Associate in Science degree program in Health Information Technology (HIT) must enroll in this workshop prior to enrolling in HIT 298 HIT Professional Practice Experience (PPE). Students seeking an off-site internship must secure required clearances necessary for PPE placement. Behavioral and academic expectations are discussed in order to prepare students for a successful Professional Practice Experience. Students completing an applied project as part of the PPE course are exempt from this workshop. Students who reside outside of the Commonwealth of Pennsylvania must satisfy the requirements of the PPE through successful completion of an applied project.

HIT 298

HIT Professional Practice Experience

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

Prerequisites: This course is taken in the final term of study in the HIT program. HIT 250 completed or concurrently enrolled. HIT 297 required for off-site PPE students.

This course, taken during the final term of study, requires the student to complete a HIM management focused Professional Practice Experience (PPE) in a clinical or non-clinical healthcare setting or through the completion of an applied project demonstrating the application of the AHIMA Entry-Level Competencies for Health Information Management (HIM) at the Associate Degree Level. Students who reside outside of the Commonwealth of the Pennsylvania must complete an applied project.

Human Resource Management (HRM)

HRM 201◆

Human Resource Management

A grade of C or above is required for HRM students.

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.

◆*Writing Intensive Course*

COURSE DESCRIPTIONS

HRM 306

Managing Employment Law

Prerequisite: HRM 201

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

Prerequisite: HRM 201

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 330

HR Information Systems

Prerequisite: HRM 201

In this course, students will focus on selection, implementation, and maintenance of HR information systems. Key applications such as staffing, performance management, total compensation, compliance, and workforce planning will be examined.

HRM 350

Human Capital Management

Prerequisite: HRM 201

Students will learn a strategic approach to managing employees. Recruitment and retention practices will be discussed. Legal requirements, case studies, and best practices will be utilized to determine how to apply diverse practices to specific situations including human resource planning process, forecasting methods, performance management, affirmative action, and succession planning.

HRM 380

Labor and Employee Relations

Prerequisite: HRM 201

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.

COURSE DESCRIPTIONS

HRM 395

Total Rewards

Prerequisite: HRM 201

Students will examine basic concepts and components of developing a total rewards system. Strategic and operational decisions in the design and coordination of a rewards system will be utilized. Topics will include job analysis, job evaluation, designing pay structures, pay-for-performance plans, performance appraisals, benefits, international pay systems, and legal issues in compensation.

HRM 410

Organizational Development

Prerequisite: HRM 201

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 and Diversity

Prerequisite: HRM 201

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 offshoring, outsourcing, and asynchronous teamwork will be investigated. The course will place a special emphasis on diversity within domestic HRM as well as globally.

HRM 450◆

HRM Capstone

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

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 HR perspective. Course materials and case studies will explore strategic alignment, balanced scorecard principles, and analysis. Students will complete a research-based capstone paper as well as a hands-on human resources project. A standardized test will be administered to measure academic achievement across the curriculum.

◆ *Writing Intensive Course*

Human Services Leadership (HSL)

HSL 101

Introduction to Human Services Leadership

Prerequisite: ENG 101

This course explores career opportunities in the field of human services, including, but not limited to, personal care administration, mental health support, and substance abuse services. Students will set professional goals, examine career trends, and receive an overview of current topics in the field of human services. Students will also gain a historical perspective of the human services profession to understand how the field has evolved, and the ways it has yet to evolve.

COURSE DESCRIPTIONS

HSL 105

Human Development

Prerequisite: PSY 101

This course examines the human lifespan from conception to death through a psychological, cultural, and biological perspective. Students will learn to recognize developmentally appropriate behavior, deviations from conventional wisdom regarding human development, and other cultural considerations for working with individuals and communities.

HSL 201

Basic Helping and Counseling Skills

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

Prerequisite: ENG 101

This course introduces the theory and knowledge bases of prevention, intervention, and maintenance strategies. Students will learn how to assess and analyze the needs of clients or client groups through observation, interviewing, and active listening. An emphasis is placed on the identification and use of appropriate resources and referrals, group facilitation, and the use of consultation.

HSL 210♦

Human Services Delivery Systems

Prerequisites: HSL 101 and ENG 103

This course covers the range and characteristics of human services delivery systems and organizations, populations served, and needs to be addressed by human services professionals. Among the topics covered are the significant models used to conceptualize and integrate prevention, maintenance, intervention, rehabilitation, and healthy functioning. Also examined are the systemic causes of poverty and its implications, national and global social policies and their influence on human service delivery, and constituency building, and other advocacy skills such as lobbying, grassroots movements, and community development and organizing.

♦ *Writing Intensive Course*

HSL 250

Case Management Skills

Prerequisite: HSL 210

This course builds on responding to human needs by examining the roles and responsibilities of human services case managers, and the role of effective communication, particularly in listening, responding to, and assessing client needs and strengths. Topics also include formats and standards used for clinical documentation of services provided, monitoring care based on identified goals, and coordinating care on a team.

HSL 280

Group Dynamics

Prerequisite: HSL 210

This course introduces theories associated with group behavior in organizations and society. Students will also learn about applications of group interventions as a therapeutic strategy in human services delivery.

COURSE DESCRIPTIONS

HSL 290◆

HSL Practicum I

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

Prerequisites: HSL 105, HSL 201, and HSL 210

Students enrolled in the Human Services Leadership program are required to complete a field experience such as a practicum or internship which occurs in a human services setting. The practicum is designed to provide an environment and context to integrate the knowledge, theory, skills, and professional behaviors that are concurrently being taught in the classroom. The field experience is no less than 250 clock hours.

◆*Writing Intensive Course*

HSL 320

Violence and Trauma in Society

Prerequisite: HSL 210

Students will learn about the prevalence of violence and trauma in society, as well as the impact that traumatic experiences have on one's growth and well-being. This course examines the neurological changes that take place after a person is exposed to trauma, and equips students with strategies for working with survivors of violence, abuse, and other stressors (both acute and chronic).

HSL 330

Ethics in Human Services Leadership

Prerequisite: HSL 210

Students will apply the ethical standards outlined by the National Organization for Human Services/Council for Standards in Human Service Education to specific case studies relevant to the field of human services. Students will also develop a personal code of ethics, which merges their personal values and professional expectations.

HSL 390

Current Trends and Treatment Approaches in Substance Abuse Care

Prerequisite: HSL 210

This course focuses on the ever-changing political, cultural, and scientific trends of substance abuse care in the United States. Students will use current research to build a repository of best practices in substance abuse intervention based on culturally sensitive resources.

HSL 400

Advanced Helping & Counseling Skills

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

Prerequisite: HSL 201

This course provides students an opportunity to develop advanced counseling techniques. Introduced throughout the course are complex ideas such as case formulation, therapeutic humor, and professional self-disclosure. Students are encouraged to study therapeutic techniques while also developing their natural voice and counseling style.

COURSE DESCRIPTIONS

HSL 401◆

HSL Practicum II

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

Prerequisites: HSL 290 and HSL 400

Students enrolled in the Human Services Leadership program are required to complete a field experience such as a practicum or internship, which occurs in a human services setting. The practicum is designed to provide an environment and context to integrate the knowledge, theory, skills, and professional behaviors that are concurrently being taught in the classroom. The field experience is no less than 350 (may include 250 from associate level) clock hours of field experience with at least 100 of these clock hours occurring in the junior and senior years.

◆*Writing Intensive Course*

HSL 410◆

Human Services Policy and Advocacy

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

Prerequisites: HSL 210 and HIA 340

Students will evaluate policies and create processes to effect social change through advocacy work at all levels of society, including community development, community and grassroots organizing, and local and global activism. Students will study social movements throughout the United States and create a personal “change agent plan” to implement as a human services professional.

◆*Writing Intensive Course*

Humanities (HUM)

HUM 102

Introduction to Ethics

Prerequisite: ENG 103

This course is an introduction to the nature of ethical thinking. The course will explore the methods and concepts associated with the field of ethics, which are required to make value judgments about human behavior. The ethical problems will be approached from a global perspective through the humanities and social sciences.

HUM 104

Critical Thinking and Reading

This course emphasizes active reading, reading comprehension, and critical and analytical thinking. It will prepare students for future course content such as education, ethics, history and politics, science and the environment, race, ethnicity and gender, family issues and relations. Students will read, discuss, and analyze a variety of academic texts. Reaction papers, summaries, quizzes, and participation in class discussions will be required.

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.

COURSE DESCRIPTIONS

HUM 107

Introduction to Gender Issues

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

HUM 108

Introduction to the African American Experience

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

HUM 226

The History of 20th Century Art

This course will examine the major movements in art history from the Impressionist period to the present. Through the study of historically significant paintings, the course will trace the movement of art from the middle of the 19th century to the present showing how key artists contributed to the progress of art.

HUM 275

Leadership and the Humanities

Prerequisites: ENG 103 and HUM 102

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

HUM 300

The Great Thinkers

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

HUM 400

Western Intellectual History

Prerequisites: 60 credits including ENG 103 and one upper-level Gen Ed core course.

This course will engage the major movements in thought from the Enlightenment and its historical antecedents to the 20th century. The course will examine progress made in mathematics, science, literature, philosophy and the social sciences during this historical period. This is a writing intensive course designed for students to engage in scholarly research and writing.

International Business (INT)

INT 101

Introduction to International Business and Cultures

Prerequisite: BUS 100

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

COURSE DESCRIPTIONS

Information Security (ISC)

ISC 310

Information Security and Risk Management

Prerequisite: ENG 103

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

ISC 325

Access Control, Security Assessment, and Security in the Software Development Lifecycle

Prerequisite: ENG 103

Material presented in this course comes from the Identify & Access Management, Security Assessment & Testing, and Security in the Software Development Lifecycle domains of the CISSP Common Body of Knowledge (CBK). Students will learn to identify and apply access control concepts and methodologies, implementing these controls within centralized and decentralized environments across the enterprise's computer systems. Identifying, detecting, and correcting measures are emphasized in order to manage risks, vulnerabilities, and exposures within a system. Students will also learn security assessment and testing strategies, as well as methods and techniques to ensure security in the software development life cycle and the software development environment.

ISC 410

Asset Security and Security Engineering

Prerequisite: ENG 103

Material presented in this course comes from the Asset Security and Security Engineering domains of the CISSP Common Body of Knowledge (CBK). Students will learn the concepts of data management, data standards, data classification, and data security controls. They will also learn security design principles through the study of security evaluation models, vulnerabilities of security architectures, software and system vulnerabilities and threats, and the application and use of cryptography.

ISC 425

Network Security and Security Operations

Prerequisite: ENG 103

Material presented in this course comes from the Communications & Network Security and Security Operations domains of the CISSP Common Body of Knowledge (CBK). Students will learn the concepts, techniques, and methods used to ensure secure network design, components, and communication channels against network attacks. Students will also learn the various concepts and methodologies surrounding security operations including investigations, resource protection, incident response, change and configuration management, and business continuity and disaster recovery.

Information Technology Networking (ITN)

ITN 120

PC Fundamentals

Prerequisite: BIS 111

This course introduces students to the basics of computer hardware and software. In doing so, students gain the expertise to be able to build computer systems, acquire the knowledge needed to work with others in the support field, and develop expertise in basic computer systems. This course aligns with the outcomes of CompTIA's A+ Certification Exam and the TestOut PC Pro Certification Exam.

COURSE DESCRIPTIONS

ITN 130

Networking Fundamentals

This course focuses on designing, building, administering and troubleshooting computer network environments. Students will utilize cloud, mobile, and virtualization techniques in order to stay on top of emerging technologies. This course centers on the material from CompTIA's Network+ Certification Exam and the TestOut PC Pro Certification Exam. It is a vital part of becoming a better network administrator.

ITN 144

Introduction to Network Security

Prerequisite: ITN 130

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

ITN 200◆

Server Administration I

Prerequisite: ITN 130

This course focuses on how to install, configure, and administer Windows Server in a network environment. This course provides an introduction to Windows Server, addresses the materials from Microsoft's 70-410 Server Certification Exam, and enables students to setup and maintain the Microsoft Windows Server environment. Additionally, students will complete a course-long project comparing and contrasting various network operating systems, which will expand their knowledge base and help prepare them for the hybrid networks they are likely to face outside of the classroom.

◆*Writing Intensive Course*

ITN 220

Help Desk and Customer Support Concepts

Prerequisite: ITN 120

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

ITN 264

Wireless Network Security

Prerequisite: ITN 144

Students will learn basic wireless network security including vulnerabilities, security options, and costs connected with implementing secure wireless networks. Topics covered include wireless WANs and LANs, Bluetooth, Voice Over Internet Provider (VOIP), wireless cryptography, and designing and implementing a secure wireless network.

COURSE DESCRIPTIONS

ITN 301

Linux Admin, Networking, & Security

Prerequisites: ITN 144 and ITN 200

This course provides hands-on experience in the installation, operation, troubleshooting, and administration of the Linux operating system for both workstations and servers. Coverage will include system administration, security, and the Linux client/server environment. Security issues related to Linux, including encryption, VPNs, and network troubleshooting utilities will be covered as well. This course addresses the material from CompTIA's Linux+ Certification Exam.

ITN 310

Routing & Switching I

Prerequisite: ITN 200

Students may receive credit for the ITN 310-311 sequence or ITN 312 but not both.

This course focuses on configuring, managing and administering routers, switches, VLANs and Inter-VLAN routing within a routed IP Network. In developing an effective IP Network, students will build on the basic understanding of networks that they developed in ITN 130 to address more advanced elements of IP Networking. This competency addresses material from Cisco's ICND1 Certification Exam.

ITN 311

Routing & Switching II

Prerequisite: ITN 310

Students may receive credit for either the ITN 310-311 sequence or ITN 312 but not both.

This course focuses on the skills you will need to install, administer, and troubleshoot small to medium-sized enterprise branch networks. You will focus on utilizing LAN switching, IP routing and services, as well as a variety of LAN and WAN technologies. This class takes the background knowledge and skills acquired in ITN 312 and builds on it here to complete the Cisco ICND2 and prepare you for the CCNA certification. This course centers on the material from Cisco's ICND2 Certification Exam.

ITN 404♦

Network Security and Defense

Prerequisites: ITN 144 and ITN 200

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

♦ *Writing Intensive Course*

ITN 405

Ethical Hacking

Prerequisite: ITN 144 and ITN 200

In this course, students will learn the important skills of ethical hacking. These skills include information gathering, scanning, enumeration, sniffing, evasion, and attacking a system. Attention will be focused on the hacking of servers, applications, and wireless and wired networks. Subject matter will include Cloud security, cryptography, penetration testing, social engineering, and physical security.

COURSE DESCRIPTIONS

ITN 410

Server Administration II

Prerequisite: ITN 200

This course addresses the skills needed to install, configure, maintain, and administer Windows Server in a network environment. Students will focus on the major services, such as File and Print, Remote Access, Active Directory and Group Policy. Using these services, students will become proficient in developing, designing and implementing an effective Windows networking environment. This course covers the materials from Microsoft's 70-411 Server Certification Exam.

ITN 425♦

IT Capstone in Networking and Network Security

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

Prerequisites: All IT courses 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.

♦*Writing Intensive Course*

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 120

Legal Research for Legal Studies in Business Majors

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

Prerequisite: ENG 101

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

LAW 125

Legal Writing for Legal Studies in Business Majors

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

Prerequisite: ENG 101

Focus on technical writing skills, grammar, punctuation, proofreading, and legal writing principles for Business Law. Students will become familiar with legal writing principles through numerous writing assignments. Students will draft, revise, and critique various legal letters and internal memoranda relevant to Business Law. Assignments will utilize legal research skills and proper legal citation format.

COURSE DESCRIPTIONS

LAW 420

Business Litigation

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

Prerequisite: All 100-level LAW courses

This course provides students with an overview of today's business litigation. Students will examine the commercial litigation process from pre-complaint investigation through trial. Students will analyze all the key strategic and tactical decisions, from the perspectives of both plaintiff and defendant, in all phases of a commercial litigation case, including the decision to litigate, the initial investigation by plaintiff, the complaint, responding to the complaint, discovery, experts, pre-trial motions, settlement negotiations, jury focus groups, Daubert motions, final pretrial conference, and trial.

LAW 450

BS Capstone for Legal Studies in Business Students

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

Prerequisites: All required program courses must be completed or concurrently enrolled.

This course will utilize a classroom simulation of a 'C-suite' 'the key executive leaders in a business' and will provide students with hands-on experience with many of the legal and ethical practices, decisions and activities business leaders must address including basic organizational matters of a corporation or LLC, governance, regulation, marketing law, business litigation, negotiations, transactional law and contracts, secured transactions, and employment law. Students will research and draft documents for different hypothetical business and legal situations in these areas. Students will further examine major regulatory and technological trends in the area of legal studies in business. Finally, students will examine various graduate degree programs, professional organizations, and post-graduate certifications that can advance their careers in legal studies in business.

Legal Studies (LGL)

LGL 100

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.

LGL 102

Legal Research

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

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

LGL 113♦

Legal Writing

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

Prerequisite: ENG 101

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

♦ *Writing Intensive Course*

COURSE DESCRIPTIONS

LGL 117

Civil Litigation

Prerequisites: All 100-level LGL courses 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.

LGL 201

Contract Law

Prerequisite: All 100-level LGL or LAW courses must be completed

**For students in the post-baccalaureate certificate program, LGL 102 and LGL 113 must be completed or concurrently enrolled.*

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.

LGL 206

Tort Law

Prerequisite: All 100-level LGL courses must be completed

Probe 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.

LGL 207

Criminal Law

Prerequisite: All 100-level LGL courses must be completed

**For students in the post-baccalaureate certificate program, all 100-level LGL courses must be completed or concurrently enrolled.*

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.

LGL 215

Professional Legal Responsibility

Prerequisite: All 100-level LGL courses must be completed

**For students in the post-baccalaureate certificate program, all 100-level LGL courses must be completed or concurrently enrolled.*

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

COURSE DESCRIPTIONS

LGL 219

Legal Technology

Prerequisites: BIS 111 and all 100-level LGL courses must be completed

**For students in the post-baccalaureate certificate program, LGL 102 and LGL 113 must be completed or concurrently enrolled.*

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.

LGL 220

Paralegal Capstone I

Prerequisite: All 200-level LGL courses must be completed or concurrently enrolled.

This course is designed to facilitate assimilation of the skills and knowledge students have obtained from the LGL 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.

LGL 304

Family Law

Prerequisite: All 100-level LGL 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.

LGL 305

Real Estate Law

Prerequisite: All 100-level LGL 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.

LGL 308

Estate Law

Prerequisite: All 100-level LGL 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.

COURSE DESCRIPTIONS

LGL 309

Business Organizations

Prerequisites: All 100-level LGL or 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.

LGL 313◆

Advanced Legal Writing

Prerequisites: All 100-level LGL 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.

◆ *Writing Intensive Course*

LGL 315

Advanced Legal Research

A grade of C or above is required in this course

Prerequisite: LGL 219

Build on the knowledge and skills obtained in LGL 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 LexisNexis.

LGL 320

Advanced Legal Technology

Prerequisite: LGL 219

This hands-on course builds on the knowledge and skills acquired in LGL 219. Students will gain a greater understanding of the function and utility of specific technology tools, including case management, e-discovery and trial software so they can assist attorneys in ensuring a more effective and efficient litigation workflow. Through classroom exercises and written assignments, students will learn how to spot critical e-discovery issues and how to best resolve them. To better navigate the wealth of legal technology related issues and concepts, students will analyze federal and state case law, court rules, and ethical rules. Critical issues such as the use of mobile devices, social media, metadata, computer forensics, and cloud computing in the context of discovery, security, and confidentiality will also be examined. Students will learn advanced computer assisted research techniques using Westlaw, LexisNexis, and other research and investigative databases.

LGL 406

Employment Law

Prerequisite: All 100-level LGL 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.

COURSE DESCRIPTIONS

LGL 407

Advanced Criminal Law

Prerequisite: LGL 207

Build on the student's knowledge and skills acquired in LGL 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.

LGL 408

Workers Compensation

Prerequisites: All 100-level LGL 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.

LGL 410

Bankruptcy Law

Prerequisite: All 100-level LGL 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.

LGL 418

Real Estate Settlement Procedures

Prerequisite: LGL 305

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

LGL 419

Intellectual Property

Prerequisite: All 100-level LGL courses must be completed

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

COURSE DESCRIPTIONS

LGL 440◆

Paralegal Studies Capstone II: Practical Skills and Regulation

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

Prerequisite: All required LGL courses must be completed or concurrently enrolled.

This course provides a classroom simulation of a law office, offering 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 draft legal memoranda, prepare for a client interview, and draft and analyze pleadings, discovery documents, and motions. This course will give students an opportunity to review and enhance many of legal concepts and skills encountered previously in their paralegal program, emphasizing the practical aspects of legal research, legal writing, and civil litigation. In addition, there will be an overview of the national paralegal associations—NFPA and NALA.

◆*Writing Intensive Course*

Mathematics (MAT)

MAT 010

Arithmetic & Elementary Algebra

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

This three-credit skills enhancement course is designed to increase students' academic readiness for college-level math courses. The course reviews computation and problem solving while concentrating on the concepts of beginning algebra. Percents, decimals, and fractions as well as signed numbers and powers (to include scientific notation) are covered. Beginning algebra topics of variables and expressions through solving linear equations, and the Cartesian coordinate system are included. Computer-assisted instruction is employed to facilitate students' abilities to engage in independent work. Students are expected to reflect back on the course content and seek additional means, through resources provided in this course, to continue restructuring thought patterns and reinforcing skills with regular practice. This course does not satisfy course requirements for any degree program.

MAT 101

Introduction to College Mathematics

Prerequisite: A grade of C or above in MAT 010 or placement into college-level mathematics.

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

MAT 102

College Algebra

Prerequisite: A grade of C or above in MAT 010 or placement into college-level mathematics.

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

COURSE DESCRIPTIONS

MAT 109

Statistics I

Prerequisite: MAT 102

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

MAT 210

Statistics II

Prerequisite: A grade of C or above in MAT 109

Business Statistics II focuses on inferential statistics and the logic and application of hypotheses testing, correlation, simple regression, and multivariate analysis. Although parametric statistics is the focus, an introduction to several nonparametric methods may be included. Building on the understanding of simple designs, students learn the basics of two of the main branches of multivariate methodology, namely multiple regression and analysis of variance.

MAT 213

Calculus I

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

Prerequisite: A grade of C or above in MAT 102

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

Prerequisites: Any 100 or 200-level Mathematics class; MAT 101 or MAT 102 is recommended

This course engages students in critical analysis of propositions for evaluation of truth or falsity and of arguments for evaluation of validity or invalidity. Students analyze elementary arguments and logical fallacies, design truth tables, and evaluate categorical, disjunctive, and hypothetical syllogisms in symbolic and linguistic form. Students solve problems in natural language and symbolic form in deductive propositional logic, deductive predicate logic, and inductive logic. Among the latter topics are Mill's methods, arguments by analogy, statistical reasoning, and explanation. Students also investigate contributions of prominent logicians and interpret readings in logical analysis.

COURSE DESCRIPTIONS

MAT 370

Applied Discrete Mathematics

Prerequisite: A grade of C or above in MAT 102

This course engages students in logical thinking leading to analysis of algorithms in mathematics, programming, and graphical and tree structures. Although there is some mathematical theory in this course, emphasis is on the practical nature of discrete mathematics. Students solve problems on Boolean and arithmetic circuits, logical form and equivalence, valid and invalid arguments, elementary number theory and proof, mathematical induction and recursion, and graphs, trees, circuits, and paths. By way of mini projects, students investigate Russell's Paradox and The Halting Problem, the duality principle, the pigeonhole principle, finite-state automata, and algorithm efficiency.

Management (MGT)

MGT 114

Essentials of Customer Service

Students learn skills necessary for adaptability, techniques for problem solving, decision making and empowerment, creating customer satisfaction and understanding customer behavior. The course also addresses tenants of cultural awareness, service recovery, and professional accountability.

MGT 119

Emotional Intelligence

An overview of the tenants of Emotional Intelligence. The course includes content related to personal reputation, integrity, adaptability and self-awareness as it relates to becoming an effective service manager, personal and professional development.

MGT 126

Organizations and People

Students gain a foundation on organizational structure, branding, business etiquette, team building and being part of a company, barriers to effective management and change management. Topics are intended to provide the student with baseline knowledge, which can be used in a customer-facing work environment.

MGT 130

Introduction to Supervision

Prerequisites: MGT 114 and MGT 126

Students learn foundations for human relations and supervision. Students explore organizational culture, change in the workplace, modern supervisory challenges, effective communication skills for supervisors, setting goals, managing group dynamics, and management of budgets. Business ethics in the workplace are examined through real world case studies.

MGT 132

Process Management

Prerequisites: MGT 114 and MGT 126

Students learn the basic concepts of managing projects, processes, management concepts, and quality management concepts. Students will also gain insight to the principles, practices, and tools of process management, and their commonalities. In addition, the course includes content on basic understanding and value of CRM (customer relationship management).

COURSE DESCRIPTIONS

MGT 204

Production and Operations Analysis

Prerequisite: BUS 100

This course provides an introduction to how operations managers handle the problems and issues they face on a daily basis. Students will have the opportunity to discuss the basic language, concepts, insights, and tools that operations managers utilize in order to gain a competitive advantage for their organizations.

MGT 210♦

Applied Management Concepts

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

Prerequisite: BUS 100

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

♦ *Writing Intensive Course*

MGT 306

Organizational Dynamics

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

Prerequisite: MGT 210 or BUS 250

Examine the ways in which formal organizations function as unique cultures with their own norms, expectations of members, styles of leadership, organizational personalities, and relationships outside the organization. Special emphasis will be put on topics relating to individual, interpersonal, team, and organizational dynamics.

MGT 310

Ethical Leadership

Prerequisite: MGT 210 or BUS 250

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

MGT 360

Nonprofit Management

Prerequisite for HSL majors: HSL 210

This course presents students with an opportunity to develop leadership and management skills to promote growth in nonprofit organizations. Students will learn to design and implement a plan of action, as well as evaluate the outcomes of the plan. As a part of the planning process, students will learn about human resources and volunteer management, grant and financial management, and risk management.

COURSE DESCRIPTIONS

MGT 404

Operations Management

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

Prerequisites: MGT 210 or BUS 250, and MAT 109

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 in this course.

Prerequisite: MGT210 or BUS 250

This course will examine the strategic management process of achieving a company's objectives by evaluating the following components: mission, analysis of internal and external conditions, development of long-term goals and strategies, implementing strategies, and evaluating their results.

Management Information Systems (MIS)

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.

◆ *Writing Intensive Course*

MIS 302◆

Project Management

Prerequisites: All 100 and 200-level required major courses must be completed or concurrently enrolled.

Students will be prepared to focus on the management process and apply it to managing Information Systems projects. During this course, a running case study following a project implementation provides a step-by-step analysis of the management process. Assignments using Microsoft Project will allow students to practice hands-on what they are learning. The course provides the fundamental skills needed to prepare for the Project Management Institute (PMI) Certification Exam.

◆ *Writing Intensive Course*

COURSE DESCRIPTIONS

MIS 425♦

Special Topics - Technology Management

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

Prerequisites: All IT courses required for the bachelor's degree must be completed or concurrently enrolled.

The capstone serves as a final assessment of the program outcomes for the Technology Management program. Students assimilate the knowledge and skills they have acquired throughout their degree program. The course requires students to prepare a portfolio of case studies analyses, policy memos, and strategic recommendations, focusing on a particular topic identified by the instructor, which will change over time based on current events and issues in the field of technology management.

♦*Writing Intensive Course*

Marketing (MKT)

MKT 101

Introduction to Marketing

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

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

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 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.

COURSE DESCRIPTIONS

Peirce College New Student Orientation (PRC)

PRC 100

Student Success Seminar

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

This three-credit course will develop the academic and professional expertise of new students by focusing on study, note-taking, time management, research, computer, and critical thinking skills. Students will learn how to use the many resources of the college, from student support services and financial aid to career development services, from the online and on campus classroom and the Peirce library to career-specific student and professional organizations efficiently. This course will teach students how to acquire and develop lifelong learning skills by providing the tools and habits needed to achieve educational, career, and personal success. This course must be successfully completed within the first 14 weeks of enrollment.

PRC 101

Peirce College 101

Peirce College 101 is a one-credit orientation course.

This course is designed to help students who have transferred or returned to Peirce College with 15 or more credits adjust to college study and establish skills that will assist them in being successful at Peirce College. This course must be successfully completed within the first 14 weeks of enrollment. Students must earn a 'P' to pass this course.

Political Science (PSC)

PSC 101

Introduction to American Government

Investigate American government and politics, emphasizing constitutional development, political development, civil rights, political parties, pressure groups, and contemporary issues. Students will be introduced to the American federal government system by exploring foundational documents of the government, the three federal branches, the bureaucratic structure, and the political party and campaign systems of the United States. The course draws upon historical understanding of the development of the American political system to explain contemporary political issues.

PSC 103

Introduction to Comparative Government

Students will explore the diverse forms of government in several countries through weekly case studies. The course will examine governments from countries in Europe, Asia, and North America. Emphasis will be placed on developing an understanding of how a country's history and political institutions influence political processes and decisions. Connections will also be made between students' field of study and political issues in international governments.

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.

COURSE DESCRIPTIONS

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 105

Exploring the Science of Life

This is a general biology course designed for the non-science major that explores life on earth from its smallest form, cells, to its largest form, population. Topics such as cells, genetics, evolution, diversity of life, and ecology will be introduced through the text as well as guided hands-on laboratory activities.

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 all health majors.

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

SCI 250

Anatomy and Physiology II

A grade of C or above is required for all health majors.

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.

COURSE DESCRIPTIONS

SCI 270

Pathophysiology

A grade of C or above is required for HIT, HIA, and Medical Coding Certificate students.

Prerequisites: HIT 101 and SCI 240 for HIT, HIA, and Medical Coding Certificate students.

SCI 240 and SCI 250 for all other majors.

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

Prerequisite: ENG 103

Hot topics such as global warming, alternate energy sources, human population, and air pollution are covered in this course. Other topics such as environmental history, politics, and economics will be addressed. Students will be challenged to learn and discuss current environmental issues and to compare past issues and their impact on the environment that we live in and perceive in the present. What will the future of earth as an environment inhabited by the human race look like?

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.

