

## ACC 313 Financial Accounting

This course focuses on the fundamentals of financial accounting. Students can gain thorough knowledge of the construction of financial statements, an understanding of ledgers, journals and worksheets; and the ability to analyze financial statements, including annual reports. Aspects of inventory, merchandising accounting and internal controls are also covered. (3 credits) Prerequisite: foundation courses

## ACC 314 Managerial Accounting

This course provides an introduction to managerial accounting and covers various fundamental concepts relating to the accounting environment. Topics include: cost concepts and allocation, short-term and long-term financial assets, current and long-term liabilities, contributed capital, stock holder equity, and the analysis of financial statements. (3 credits) Prerequisite: ACC 113

## ACC 315 Cost Accounting

This course introduces students to the concepts and decision-making issues of cost accounting. Emphasis is placed on management, analysis, business strategy and implementation. Topics include cost terms and purposes, budgeting, job costing, pricing and cost management. (3 credits) Prerequisites: ACC 113 and 114

## ADJ 310 Criminology

This course highlights the causes of criminal behavior, the role of society in defining behavior, societal reaction to crime and criminological methods of inquiry. It covers theories of criminality and the economic, social and psychological impact of crime. (3 credits) Prerequisite: foundation courses

## ADJ 320 Juvenile Justice Procedures

This course explores how society responds to juvenile crime—the programs and processes that exist in the juvenile justice system, the roles of the police, courts and corrections, and prevention efforts through schools and community-based systems. Additionally, an understanding of the historical roots of juvenile justice and its evolution to present-day practice will be developed. (3 credits) Prerequisite: foundation courses

## ADJ 330 Ethics and the Administration of Justice

This course examines contemporary issues in crime, social policy, family violence, and workplace and school violence. It covers recent studies and breaking news related to cyber-crime, terrorism, gun control legislation, and criminology techniques. (3 credits) Prerequisite: foundation courses

## ADJ 350 Contemporary Issues in Criminal Justice

This course presents the ethical standards, roles and responsibilities of criminal justice professionals and contemplates potential ethical profession-specific dilemmas. Ethical theories are applied to real and hypothetical scenarios in the justice system. (3 credits) Prerequisite: foundation courses

## ADJ 360 Interpersonal Communications in Criminal Justice

This course prepares students to communicate effectively in both written and verbal form. It covers best practices in investigative reporting, written reports and memos, court reporting and testimony. Additionally, it covers interpersonal verbal communication with victims, suspects and civilians. Other topics include interviews, interrogations and uses of technology related to the field. The goal of this course is to encourage students to develop their verbal and written communication skills relating to the criminal justice field. (3 credits) Prerequisite: foundation courses

## ADJ 370 Criminal Procedures

This course focuses on the law and practice of procedural concepts within the criminal justice process. Through interactive case studies, relevant discussions and comprehensive assessments, students can learn to apply legal concepts to real-life situations. Students will not only recognize significant court decisions that shaped these legal concepts and their application in everyday life, but also will engage in debates designed to further understanding of how these concepts play an integral role in the pursuit of a fair and balanced justice system. Students will use these various procedural concepts to determine the comprehensive outcome of a specific fact-pattern scenario. (3 credits) Prerequisite: foundation courses

## BEH 221 Introduction to Behavioral Science

This course focuses on human personality, motivation, learning and cognition. The theories and insights of major figures in psychology are discussed. Neuroscience, psychological disorders and therapies also are considered in relation to human behavior. (3 credits) Prerequisite: foundation courses

## COM 110 Effective Persuasive Writing

This course focuses on developing the writing skills of entry-level college students. Emphasis is on the use of standard English grammar and mechanics, correct spelling and basic documentation skills, as well as coherence and correctness in written communication. Students examine the characteristics of the persuasive essay and utilize the steps in the writing process to create a persuasive essay. (3 credits)

# Course Descriptions

## COM 112 Utilizing Information in College Writing

This course focuses on developing the research, writing and evaluation skills of entry-level college students. Topic areas include information utilization, critical reading, organization and documentation as they relate to a major research paper. Students continue to build their writing skills as they incorporate outside feedback and explore various strategies to improve their arguments. Activities include preparing a research plan, creating an annotated bibliography and completing a research paper. (3 credits) Prerequisites: COM 110 and IT 101

## COM 210 Written Communication

This course focuses on effective written business communication for both internal and external audiences. Students create a variety of job-related communiqués, including letters, résumés, memos and presentations. (3 credits) Prerequisites: COM 110, COM 112, IT 101 and CRT 201

## CRT 201 Critical Thinking

In this course, students can develop the ability to think both clearly and critically. Practice includes developing writing skills that enable students to clearly present claims to support their conclusions and avoid reinforcing biases. Students are given the opportunity to analyze and discuss various types of media—including television, cinema, and print—to determine which sources provide the most reliable information. Topics addressed include the relationship between critical thinking and clear writing, credibility of sources, rhetorical devices, fallacies, unclear or misleading language and the characteristics of various types of arguments. (3 credits) Prerequisites: IT 101 and COM 110

## ECO 301 Economic Theory

This course introduces fundamental theory in both microeconomics and macroeconomics. The economic principles studied are applied to everyday life as students research an industry, debate issues with trade agreements, discuss the effects of a shift in labor supply and demand, and discuss the strengths and weaknesses of the Consumer Price Index calculation. Learners research an industry affected by the economy and will perform an economic analysis of this chosen industry. (3 credits) Prerequisite: foundation courses

## ETH 123 Cultural Diversity

This course is designed to educate students about issues of diversity—including race, ethnicity, gender and class – and present a historical perspective on diversity in the United States, as well as provide tools necessary to promote a more respectful

and inclusive society. Students complete several activities that allow them to examine their own values in relation to the values of various other ethnic communities. (3 credits) Prerequisites: COM 110, COM 112, IT 101 and CRT 201

## FIN 317 Financial Management

This course provides an introduction to financial management and covers various fundamental concepts relating to the financial environment. Topics include: the federal income tax structure, financial statements, risk and return of investments, time value analysis, stocks and bonds, capital budgeting and alternative asset financing. (3 credits)

Prerequisite: foundation courses

## HHS 300 The Human Service Administrator

This course discusses the roles and responsibilities of administrators in health and human services organizations. It covers information related to changing contexts of human services delivery, leadership, organizational culture, human resource management, financial management, strategic planning, working with boards, marketing and public relations, social entrepreneurship, partnership and collaboration. (3 credits)

Prerequisite: foundation courses

## HHS 320 Health and Human Services in the United States

This course is a foundation for studies of health and human services in the United States. It provides an overview of the evolution of American health and human services delivery systems, including current and future trends. It covers the role of human services workers, how needs are determined and met, as well as factors that affect the delivery of services such as contemporary issues, social policies and government regulations. Community advocacy, prevention techniques, ethics and careers in the health and human services industry also are examined. (3 credits) Prerequisite: foundation courses

## HHS 330 Legal and Ethical Issues in Health and Human Services

This course explores the legal and ethical environments of health and human service organizations. Students consider tools and traditions for ethical decision-making, the roles of the leader and organizational culture in sustaining a moral vision, and the design of and need for legal and ethical oversight. Students analyze current ethical and legal dilemmas and controversies through case studies and debate. (3 credits) Prerequisite: foundation courses

## HHS 340 Public Policy Development in Health and Human Services

This course focuses on the formation and execution of public policy and programs by government and private organizations within health and human services. Emphasis is placed on evaluative and analytical approaches for determining positive and negative characteristics of policies and programs. Students can learn to analyze and critique organizations and the policies and programs within those organizations. (3 credits)

Prerequisite: foundation courses

## HHS 350 Technology in Health and Human Services

This course surveys the use of technology in human services. It covers how technology is affecting the delivery of human services and the use of technology in service delivery. Students examine the ways in which information systems impact agency and administrative systems. (3 credits)

Prerequisite: foundation courses

## HHS 360 Financing of Healthcare and Human Services

This course focuses on the conceptual understanding and practice of financial management as it applies to human service agencies. Students can gain a better understanding of basic accounting concepts, budgets and budgeting systems, how to create performance measures, and the ability to analyze financial statements for the purpose of cost analysis and forecasting. Aspects of setting fees, funding and risk management also are covered. (3 credits) Prerequisite: Foundation Courses

## HRM 335 Human Resources Management

This course provides an overview of key employment practices necessary to effectively manage human resources within an organization. The major human resource functions of planning, recruiting, selecting, training and appraising are emphasized. Other topics will include company policies and procedures, federal and state regulation compliance, rights and responsibilities of employers and employees, and future trends. (3 credits) Prerequisite: foundation courses

## HUM 127 Religions of the World

This course studies the major religions of the world. Topic areas include Buddhism, Christianity, Confucianism, Hinduism, Indigenous Cultures, Islam, Judaism and Taoism. Students can objectively study the origins and major figures and compare and contrast each of the major religions. During this course, each student visits a religious site and interviews a person of an unfamiliar faith. (3 credits) Prerequisite: foundation courses

## HUM 201 World Culture and the Arts

Culture and the arts play a complex role in enriching the human experience. This course analyzes the social role of the arts in the early civilizations through the present day. Learners explore the key contributions in visual art, architecture, literature and music of the civilizations presented. In particular, learners construct a virtual museum comprised of various artifacts representing several cultures. (3 credits) Prerequisite: foundation courses

## INB 300 International Business

This course introduces students to the impact of geography, the Internet and different cultures on international business. Students focus on the three environments in which international business is conducted and the uncontrollable forces at work in all business environments. Topics discussed include the importance of international organizations, the international monetary system, and the relevance of certain aspects of international business to managers and business people. (3 credits)

Prerequisite: foundation courses

## INS 301 Introduction to World Cultures and Social Environments

This course introduces students to communicating in a multicultural society. Students study communication in different world cultures and develop strategies for overcoming communication barriers. Students also compare cultural patterns between countries and explore various theories relating to culture and communication. Specific topics include value orientation, cultural dimensions, assimilation, the status of women, children and families; and the influence of media and marketing on cultural identity. (3 credits)

Prerequisite: foundation courses

## IT 101 Skills for Learning in an Information Age

This course introduces students to learning in an information-rich society. Students develop strategies for successful distance learning, time management and managing the abundance of information available in today's society. Students also explore the appropriate use of information in an academic environment. Specific topics include computing skills for distance learning, online library use, academic honesty and the development of effective study skills. (3 credits)

# Course Descriptions

## IT 300 Management Information Systems

This course provides an introduction to the use and application of information systems technology in the business environment. Concepts include the components of management information systems, the systems development process, and the uses of the basic types of information systems in support of an organization's goals and objectives. Topics discussed include basic hardware and software concepts, telecommunications, business processes, planning strategies, databases, artificial intelligence, ethics, legal issues, and electronic commerce using the Internet. (3 credits) Prerequisite: foundation courses

## IT 307 JAVA Programming

JAVA has rapidly become the language of choice for platform-independent implementations. This course provides a general introduction to programming and object-oriented programming in particular. The syntax and semantics of the JAVA language are addressed, as well as related topics which include object-oriented programming concepts, terminology and notation. (3 credits) Prerequisite: IT 300, IT 311

## IT 311 Fundamentals of Programming with Algorithms and Logic

This course provides students with a basic understanding of programming practices. Concepts covered include flow-charting, pseudo-code methodologies and an understanding of programming practices. Students can learn how these concepts, when properly applied, improve program design. (3 credits) Prerequisite: IT 300

## IT 312 Internet Concepts

This course is an introduction to the Internet and addresses issues ranging from terminology to web development tools. The concepts behind the development of the Web, its history and impact on global commerce and culture are examined. Technical topics include how it works, TCP/IP HTML and JavaScript. (3 credits) Prerequisite: IT 300

**IT 316 Analysis and Design of Information Systems** This course explores methodologies for determining what data to collect and what software to use/develop to provide appropriate information for decision-making. The major techniques covered are: system analysis, systems design, systems programming, systems implementation, and systems audit. (3 credits) Prerequisite: IT 300

## IT 319 Computer Networking

This course is designed to introduce information technology networking. It focuses on functional details rather than broad-based theory. An extensive coverage of today's most common networking schemas provides a real-world grounding in the subject and a current understanding of industry practices. (3 credits) Prerequisite: IT 300

## LIT 205 World Literature

This course covers fiction, drama, poetry and essay by major world authors throughout history. Students focus on literary devices and conventions of each literary genre through the following activities: matching exercises and literary matrices, short essays and literature evaluations on specified literature selections, and a final comparative essay of any two pieces of literature covered in the course. (3 credits) Prerequisite: foundation courses

## MAT 105 Basic Mathematics

This course focuses on a foundational understanding of basic mathematics principles, including arithmetic, decimals, fractions, percentages, linear equations with one and two variables, and simple geometry. (3 credits) Prerequisite: foundation courses

## MAT 106 Algebra IA

This course introduces basic algebra concepts and assists in building skills for performing specific mathematical operations and problem solving. Students solve equations, evaluate algebraic expressions, solve and graph linear equations and linear inequalities, graph lines and solve systems of linear equations and linear inequalities. These concepts and skills serve as a foundation for subsequent business coursework. Applications to real-world problems are explored throughout the course. This course is the first half of the college algebra sequence, which is completed in MAT 107, Algebra IB. (3 credits) Prerequisite: foundation courses

## MAT 107 Algebra IB

This course explores advanced algebra concepts and assists in building the algebraic and problem-solving skills developed in Algebra 1A. Students solve polynomials, quadratic equations, rational equations and radical equations. These concepts and skills serve as a foundation for subsequent business coursework. Applications to real-world problems are explored throughout the course. This course is the second half of the college algebra sequence, which began with MAT 106, Algebra 1A. (3 credits) Prerequisite: MAT 106

## **MAT 200 Finite Math**

This course introduces the concepts of finite mathematics with a focus on real-world application. Students explore linear functions and equations, linear programming, and the use and application of matrices. Mathematical applications of finance, statistics and probability are also reviewed. (3 credits) Prerequisite: MAT 107

## **MGT 337 Supervision and Leadership**

This course addresses the difference between management and transformational leadership. Students engage in a self-awareness analysis to determine how best to identify and implement their leadership strengths and overcome their challenges. Major topic areas include the supervisor's role in an organization, effective leadership skills, problem-solving applications, effective motivation techniques, successful communication concepts, and methods for achieving maximum employee performance. (3 credits) Prerequisite: foundation courses

## **MGT 340 Organizational Behavior**

This course uses realistic case studies, collaborative learning activities and practical exercises to impart organizational behavior principles and theory. Students apply management and leadership techniques garnered from successful business organizations to understand and practice management functions, including understanding employee behavior and motivation, assessing performance, employing groups and teams, operationalizing communication, evaluating conflict, and making appropriate business decisions. (3 credits) Prerequisite: foundation courses

## **MGT 352 Political, Legal and Ethical Issues in Business**

This course focuses on the legal and regulatory environment of business. Topic areas include information on key functions of the law, dispute resolution, government agencies, contracts, tort law, property law and international law. During this course, students brief actual cases that illustrate the concepts taught. (3 credits) Prerequisite: foundation courses

## **PHI 101 Introduction to Philosophy**

This course introduces philosophical thinking and reasoning through the evaluation of the historical development, key contributors and principle issues of philosophy. Topic areas include both Western and Eastern philosophy, moral and political philosophy, religious philosophy, as well as feminism. Student activities include, but are not limited to, creating campaign ads for fictional political parties, writing a letter in persona of a historical philosopher, and creating a presentation that expresses personal philosophies. (3 credits) Prerequisite: foundation courses

## **SCI 244 Geology**

This course gives an overview of physical geology by introducing concepts such as plate tectonics and geologic time. Students gain familiarity with the processes that shape the earth's surface and recognize the relevance of studying geology. Topics include the rock cycle, weathering, formation of geological features and preservation of geological resources. (3 credits) Prerequisite: foundation courses

## **SCI 270 Environmental Science**

This course focuses on the causes, impacts and solutions to environmental issues. Students identify global environmental issues, as well as develop and critique environmental action plans. Topics addressed include ecosystems, energy, populations, resources, pollution and sustainability. (3 credits) Prerequisite: foundation courses

## **SOC 102 Introduction to Sociology**

This course is a foundation for studies of sociology. Students can gain an understanding of the sociological perspective, theories and research methods. Students also explore culture, race, ethnicity, socialization, social interaction, deviance, social control, groups, organizations, social and gender stratification, population and social change.