

American

BUSINESS & TECHNOLOGY UNIVERSITY

Catalog

2015-2016



American Business and Technology University
Tel: 816.279.7000 Toll Free: 800.908.9329
Fax: 888-890-8190

Website: www.ABTU.edu
E-mail: info@ABTU.edu

1018 W. St. Maartens Dr. ♦ Saint Joseph, Missouri 64506 ♦ USA

TABLE OF CONTENTS

Introduction	3
ABTU Mission, Commitment, and Objectives	3
President's Message	5
University Profile.....	7
Board of Directors.....	7
ABTU Learning Model	9
Accreditation and Affiliations	11
Academic Calendar and Hours of Operation	13
Academic Policies	15
Satisfactory Academic Progress.....	15
Grading and Transcripts.....	15
Course Assessment.....	15
Transfer of Credits	15
Proctored Examinations	15
Student Conduct.....	15
Dismissal	15
Complaint Resolution	15
Student Identity Verification	15
Refund of Tuition.....	15
Applying for Financial Aid.....	15
Alcohol and Drug Abuse Prevention.....	15
Notice of Federal Student Aid Penalties for Drug Law Violations	15
Withdrawal	15
Return to Title IV.....	15
Terms, Conditions, Disclosures.....	15
NSLDS.....	15
Student Records and Privacy Policy	15
Admissions Policy, Process and Requirements	16
Programs Offered.....	19
I. Graduate Programs	
▶ Master of Business Administration	21
▶ Master of Business Administration - Global Business Management Concentration	23
▶ Master of Business Administration - Information Systems Management Concentration	25
▶ Master of Business Administration - Marketing and Social Media Concentration	27
▶ Master of Business Administration - Project and Operations Management Concentration	29
▶ Master of Business Administration - Financial Management Concentration	31
▶ Master of Business Administration – Public Accounting Concentration.....	33
II. Undergraduate Programs	
A. <u>Bachelor of Applied Science Degree Programs</u>	
▶ BAS – Business Management in the Global Economy	35
▶ BAS – Business Management in the Global Economy with emphasis in Accounting.....	37
▶ BAS – Business Management in the Global Economy with emphasis in Marketing	39
▶ BAS – Business Management in the Global Economy with emphasis in Banking & Finance.....	41
▶ BAS – Information Systems Engineering – Networking and Security	43
▶ BAS – Software Engineering – Business Applications	45
▶ BAS – Criminal Justice.....	47

TABLE OF CONTENTS (CONTINUED)

B.	<u>Associate of Applied Science Degree Programs</u>	
▶	Network Administration and Information Security	49
▶	Computer Programming and Systems Design	51
▶	Web Development and Internet Technology	53
▶	Business Administration and Information Technology	55
▶	Criminal Justice	57
▶	Health Information Technology	59
III.	Professional Development and Certification	
A.	<u>Technical Diploma Programs</u>	
▶	Network Administration and Information Security	61
▶	Computer Programming and Systems Design	63
▶	Web Design and Development	65
▶	Business Administration and Information Technology	67
▶	Criminal Justice	69
▶	Health Information Technology	71
B.	<u>Certificate Programs</u>	
▶	Information Technology Certificate	73
Courses Offered		75
I.	Information Technology Courses	77
II.	Business Courses	109
III.	Criminal Justice Courses	143
IV.	Health Information Technology Courses	157
V.	General Education Courses	165
General Information		
Instructors and Staff		171
Library Services		173
Physical Facility		179
Student Success Services		181
Technical Requirements		183
Technology Package		183
Application for Admission		186

Introduction

As the world grows more dependent upon new and innovative technology—for commerce, education, entertainment, national defense, security, personal and global communications—technological skills become increasingly vital for personal and national economic survival. In order to have a degree of security in your chosen career, and to reach your economic goals, a strong background in technology is needed. We, at the American Business and Technology University (ABTU) are committed to providing our students with the skills needed to meet changing workplace demands. The ABTU Mission Statement is a testimony to our commitment to our students and society.

Mission Statement

American Business and Technology University is dedicated to deliver high quality, innovative, affordable, and accessible educational opportunities and services that focus on skills and career building for students to become valued and productive members of society.

Our Commitment

The President, faculty, administration and staff of American Business and Technology University are committed to help students:

- Develop new technical skills and competencies
- Develop into lifelong learners in order to stay current with their career competencies
- Develop potential career and earning advancement as their skills and knowledge are enhanced

University Objectives

- Enhance Teaching and Learning
- Giving Proper and Timely Student Support
- Resource Preservation and Improvement
- Institutional Advancement
- Compliance and Maintenance of Accreditation

This page left blank intentionally.

President's Message

Online education frees adult learners from the limitations and obstacles imposed by traditional institutions. Education is no longer confined by walls. Everyone should possess an equal opportunity to education, especially busy adults who are working hard to make a living. At American Business and Technology University, we provide education 24 hours a day and 365 days a year. The old ways are being pushed aside and things that once prohibited you from attaining more education and training such as having to put careers on hold, waiting until the children have grown, having to save enough money, or finding the time to go to school are no longer barriers to your opportunities for advancement.

Now, technical education comes to you. You no longer have to accept the traditional institutions' schedules and limitations. You may learn at your own pace and convenience. At last, you are the focus of the educational process! You are the priority. The emphasis is on you, not on the institution. There can be no doubt that Information Technology and Business are among the most exciting and rewarding fields found in industrialized countries today. The demand for such fields is increasing at an astonishing rate.

ABTU's delivery system utilizes the best of both worlds of Synchronous and Asynchronous communication systems with streaming technology, live interactive audio and video lectures to provide a rich learning experience. Along with the latest techniques, you will be equipped with the programming languages and skills needed to enter the information technology market with confidence. An Associate Degree in Network Administration and Information Security, Computer Programming, Business Administration, Health Information Technology, or Criminal Justice would be a definite investment for the present and the future. The fact that it is coming to your home or workplace, at your convenience, on your schedule, makes it, without a doubt, an irresistible opportunity. I invite everyone to be part of this exciting and rewarding experience. I personally assure you that your career goals and concerns have the highest priority on my agenda. Feel free to contact me at any time.

Sam Atieh, President & CEO
American Business & Technology University
E-mail: info@ABTU.edu
www.ABTU.edu

Tel: 816.279.7000
Toll free: 800.908.9329
Fax: 888.890.8190
1018 W. St. Maartens Dr.
Saint Joseph, Missouri 64506 USA

This page left blank intentionally.

University Profile

American Business and Technology University (ABTU) is a private, online, technical University located in the State of Missouri. The ABTU curriculum was designed in collaboration with professionals and educators to promote technical, career-oriented education in the business, information technology, healthcare, and criminal justice fields.

Founded in 2001 by Mr. Sam Atieh, ABTU is the result of Mr. Atieh's academic research and technological experience. Being laughed at by colleagues in the early 1990s for his vision of a total education presented on-line did not deter Mr. Atieh from pursuing his vision. Mr. Atieh researched and authored one of the first books about on-line education How to Get a College Degree Via the Internet. Later, his visionary quest became a reality with ABTU going on-line and presenting education and training for those who may otherwise have been denied.

Board of Directors

American Business and Technology University's Board of Directors has a combined experience of over 100 years in the business and technology field. Each board member brings a unique and particular expertise to this institution.



Sam Atieh, President & CEO

B.S. in Computer Science, Texas A&M University – Commerce, TX, 1980

MBA – California Intercontinental University – 2013, California

DBA – California Intercontinental University – Candidate

Mr. Atieh brings to this institution over 25 years of progressive experience in the computer and information technology fields. He has served with various companies and educational institutions in the United States and abroad. Mr. Atieh has developed computer systems and applications for schools, airports, hospitals, military, retailers, and manufacturers in various languages. He has also authored two books— Online Higher Education (self published), and How to Get a College Degree Via the Internet—by Prima Publishing. These two books have been widely welcomed among adult learners. Mr. Atieh has served on the Missouri Coordinating Board for Higher Education Proprietary School Advisory Committee; he brings practical experience and on-campus teaching skills to ABTU's online students.



Kevin Maring, Vice President & Director of Finance

B.S. in Business Finance from Southwest Missouri State University

Mr. Maring attended the University of Missouri Law School in Columbia, Missouri. Over the past 20 years, he has served as an account executive for Ceridian Corporation, where he functions as a trusted advisor and provides creative leadership through ongoing communication with customers. Mr. Maring also served for eight years as an account manager for a software development company and brings to ABTU over 15 years of experience in finance, management, and customer satisfaction.



Dr. Alison McCormick, Director of Research

B.S. Psychology, Iowa State University, Ames, IA, 1983

Ph.D. Pharmacology, University of California, CA, 1990

Post-Doctoral Fellow, Developmental Biology at Stanford University, Stanford, CA, 1995.

Dr. McCormick brings over 20 years of experience in research to ABTU. She is a key contributor in researching new markets and strategies for the University.



Phil Crouse, Curriculum Advisor

B.S. Mechanical Engineering, University of Missouri, Rolla, MO, 1987

MBA, Northwest Missouri State University, Maryville, MO, 1995

As a Registered Professional Engineer, Mr. Crouse brings to ABTU over 20 years of experience in engineering and quality control. Mr. Crouse oversees the development and quality of programs offered at ABTU.



Joy Rock, Employment Research

Ms. Rock has 18 years' experience in the employment field, including ten years assisting clients in the Job Training Partnership Act (JTPA) in Missouri. Positions held include assessment coordinator, job counselor/developer, and project manager for worker re-entry programs. During the last six years she has assisted area students/clients with resume writing, cover letters, interview techniques, and job searches. She has also instructed professional seminars with University graduates and clients. Ms. Rock has been an active member of her local Chamber of Commerce, Women's Career Network, and Human Resource Manager's Association and has served on the City Personnel Board for five years, acting as Chairperson for two years. She has also been chosen for International Who's Who of Professionals.

ABTU Learning Model

ABTU developed a sophisticated, yet user-friendly, online delivery system that enables live interaction between the instructor and the students. ABTU's model consists of live audio and video lectures led by an instructor and offered at specified times. The instructor conducts the lecture much like a traditional classroom setup: all students in the virtual class are able to participate and to ask questions online, hear the instructor, AND get immediate answers. Students are able to watch a visual presentation while they listen to the instructor's lecture.



Can't make the online lecture? Don't worry! Come to class any time!

The **ABTU** model provides the best of both worlds: synchronous and asynchronous communication. Classes may be replayed as often as desired. The **ABTU** model further provides an opportunity for students who cannot attend the live lectures at the specified times. All lectures are recorded and are accessible from the University's website at any time convenient to the student with the use of a laptop, iPhone, or tablet. Lectures can be downloaded as well to an MP3 player for learning on the go.

This page left blank intentionally.

Accreditation and Affiliations



Accredited by the
Distance Education Accrediting Commission

American Business and Technology University (ABTU) is accredited by the Distance Education Accrediting Commission (DEAC) located in Washington, DC. www.DEAC.org The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

American Business and Technology University (ABTU) is listed on The Council for Higher Education Accreditation (CHEA) website as an institution accredited by a recognized United States accrediting organization. For additional accreditation information, visit www.CHEA.org.

American Business and Technology University (ABTU) is certified to operate by the Missouri Coordinating Board for Higher Education.

American Business and Technology University (ABTU) is an approved member institution of NC-SARA, the National Council for State Authorization Reciprocity Agreements. www.nc-sara.org

American Business and Technology University (ABTU) is approved by Workforce Investment Act (WIA) as a qualified government-training provider in Missouri, Kansas, Nebraska, Colorado, Pennsylvania, Oklahoma, Maine, Michigan, New York, New Jersey, Indiana, Massachusetts, Arkansas, and California.

Faculty Memberships:

ABTU faculty members belong to the following educational associations and organizations:

- American Association of Adult and Continuing Education
- Computer Society of the Institute of Electrical and Electronic Engineers, Inc. (IEEE)
- Association of Information Technology Professionals

Professional Affiliations:

ABTU is a member of the following community organizations:

- Chamber of Commerce
- Better Business Bureau

Military Affiliations:

- VA Eligible, Military-Friendly School
- Vocational Rehabilitation Approved

Articulation Agreements:

ABTU continues to build articulation agreements with comparable colleges and universities to allow credit transfer and to enable our graduates an opportunity to continue their education at other accredited schools. Such articulation agreements state that ABTU degree graduates are eligible to enroll at the below listed institutions as junior status (third year) in pursuit of a bachelor's degree in the same field of study.

It should be noted that all credits transferred to these institutions will go through the appropriate transfer credit process according to that institution. If a student wishes to continue his/her studies in a field other than the one he/she received the Associate's Degree in, all transfer credits will be subject to the receiving institution's policy and may not be accepted towards the new program.

American Business and Technology University has articulation agreements with following institutions:

- California Intercontinental University
- California Southern University
- National American University
- Abraham Lincoln University
- I.T.T. Technical Institute
- Southwestern College

Academic Calendar

ABTU offers 8 different start dates (Modules) per calendar year, as shown below. Students generally take 1 course at a time, each lasting 6 weeks. This schedule format allows students to take 8 courses per year. At 3 credit hours per course, students attempt 24 credit hours per year, qualifying as full time enrollment with respect to Title IV Financial Aid guidelines.

6 Week courses	<u>2014</u>	<u>2015</u>	<u>2016</u>
Module 1 (M1)	Jan 6 - Feb 16	Jan 5 - Feb 15	Jan 4 - Feb 14
Module 2 (M2)	Feb 17 - Mar 30	Feb 16 - Mar 29	Feb 15 - Mar 27
<i>1 week break</i>			
Module 3 (M3)	Apr 7 - May 18	Apr 6 - May 17	Apr 4 - May 15
Module 4 (M4)	May 19 - Jun 29	May 18 - Jun 28	May 16 - Jun 26
<i>1 week break</i>			
Module 5 (M5)	Jul 7 - Aug 17	Jul 6 - Aug 16	Jul 5 - Aug 14
Module 6 (M6)	Aug 18 - Sep 28	Aug 17 - Sep 27	Aug 15 - Sep 25
<i>1 week break</i>			
Module 7 (M7)	Oct 6 - Nov 16	Oct 5 - Nov 15	Oct 3 - Nov 13
Module 8 (M8)	Nov 17 - Dec 28	Nov 16 - Dec 27	Nov 14 - Dec 25
<i>1 week break</i>			

*ABTU offers a limited amount of 12 week courses, that students may take in addition to the 6 week courses mentioned above. This allows students to accelerate their education, and complete their program sooner. Adding 12 week courses is also required for students utilizing a chapter of the GI Bill to qualify as full time.

12 Week Courses	<u>2014</u>	<u>2015</u>	<u>2016</u>
Extended Module 1	Jan 6 - Mar 30	Jan 5 - Mar 29	Jan 4 - Mar 27
<i>1 Week Break</i>			
Extended Module 2	Apr 7 - Jun 29	Apr 6 - Jun 28	Apr 4 - Jun 26
<i>1 Week Break</i>			
Extended Module 3	Jul 7 - Sep 28	Jul 6 - Sep 27	Jul 5 - Sep 25
<i>1 Week Break</i>			
Extended Module 4	Oct 6 - Dec 28	Oct 5 - Dec 27	Oct 3 - Dec 25
<i>1 Week Break</i>			

Academic Calendar-Graduate Programs (MBA)

8 Week Courses	2015	2016 (8 weeks)
Graduate Module 1 (G1)	Jan 5 - Feb 15 (6 weeks)	Jan 4 – Feb 28
		1 Week Break
Graduate Module 2 (G2)	Feb 16 - Mar 29 (6 weeks)	Mar 7 – May 1
Graduate Module 3 (G3)	Apr 6 – May 17 (6 weeks)	May 2 – Jun 26
		1 Week Break
Graduate Module 4 (G4)	May 18 – June 28 (6 weeks)	Jul 5 – Aug 28
	1 Week Break	1 Week Break
Graduate Module 5 (G5)	July 6 – Aug 30 (8 weeks)	Sep 6 – Oct 30
	1 Week Break	
Graduate Module 6 (G6)	Sep 7– Nov 1 (8 weeks)	Oct 31 – Dec 25
	1 week Break	1 Week Break
Graduate Module 7 (G7)	Nov 2 – Dec 27 (8 weeks)	NA
	1 week break	NA

ABTU Hours of Operation

ABTU offices are open during the days and times listed below. During non-business hours, students are encouraged to utilize ABTU's 24/7 Live Chat Support, the ABTU support ticketing system, or the afterhours voice messaging system.

Office hours

Monday – Thursday: 9AM – 8PM CST
 Friday – Saturday: 9AM – 5PM CST
 Sunday: Offices Closed

After hours

Voice Message Service: 816-279-7000
 LiveChat: www.abtu.edu
 Support Ticket: https://abtu.formstack.com/forms/support_ticket

University Holidays

American Business & Technology University officially recognizes the holidays listed below. ABTU offices will be closed on the dates listed, and no live classes will be held.

Holidays	2014	2015	2016
New Year's Day	January 1	January 1	January 1
Martin Luther King Jr. Day	January 20	January 19	January 18
Memorial Day	May 26	May 25	May 30
Independence Day	July 4	July 4	July 4
Labor Day	September 1	September 7	September 5
Veteran's Day	November 11	November 11	November 11
Thanksgiving	November 27-28	November 26-27	November 24-25
Christmas Eve/Day	December 24-25	December 24-25	December 24-25

Academic Policies

All academic policies are available on the ABTU website. To access these policies, follow the directions below or click the direct links to view a specific policy.

To access all institution policies:

1. Open a web browser and go to the following URL: <http://abtu.edu>
2. Scroll down the page and locate the blue navigation box on the left side of the screen.
3. Locate and click on "ABTU Policies"
4. A list of all institution policies will appear in alphabetical order. You may scroll through and click on any policy to view, or use the search box in the upper right corner. You may search for keywords or titles.

Direct links to specific Academic Policies:

Satisfactory Academic Progress:

<http://abtu.edu/policies/satisfactory-academic-progress-sap-pl-1211/>

Grading and Transcripts:

<http://abtu.edu/policies/grading-and-transcripts-gra-pl-0912/>

Course Assessment:

<http://abtu.edu/policies/course-assessment-coa-pl-0411/>

Proctored Examinations:

<http://abtu.edu/policies/proctored-examinations-pro-pl-0711/>

Student Conduct:

<http://abtu.edu/policies/student-conduct-stc-pl-0211/>

Transfer Credit Policy:

<http://abtu.edu/policies/transfer-of-credits-tra-pl-0710/>

Dismissal:

<http://abtu.edu/policies/dismissal-dis-pl-1211/>

Complaint Resolution:

<http://abtu.edu/policies/complaint-resolution-com-pl-0710/>

Student Identity Verification:

<http://abtu.edu/policies/student-identity-verification-siv-pl-0311/>

Refund of Tuition:

<http://abtu.edu/policies/refund-of-tuition-ref-pl-0511/>

Applying for Financial Aid:

<http://abtu.edu/policies/applying-for-financial-aid-apf-pl-1211/>

Alcohol and Drug Abuse Prevention:

<http://abtu.edu/policies/alcohol-and-drug-abuse-prevention-alc-pl-0211/>

Notice of Federal Student Aid Penalties for Drug Law Violations:

<http://abtu.edu/policies/notice-of-federal-student-financial-aid-penalties-for-drug-law-violations/>

Return to Title IV:

<http://abtu.edu/policies/return-to-title-iv-r2t4-rtt-pl-1211/>

Terms, Conditions, Disclosures of Title IV:

<http://abtu.edu/policies/terms-conditions-disclosures-of-title-iv/>

National Student Loan Data Systems (NSLDS) Reporting:

<http://abtu.edu/policies/national-student-loan-data-systems-nslds-reporting-sld-pl-0812-2/>

Student Records & Privacy Policy

<http://abtu.edu/policies/student-records-srp-pl-0211/>

Admissions Policy, Process and Requirements

Admission Process and Required Documents for *Undergraduate Programs*

Undergraduate Admissions Process

1. Submit an online application.
2. Phone interview with an admissions coordinator.
3. Submit required documents
4. Formal acceptance or denial is sent to the potential student.
5. A digital enrollment agreement is sent to the potential student and must be completed within 5 business days.
6. Applicant's enrollment agreement is verified and signed by the president.
7. A signed copy of the enrollment agreement is returned to the student electronically.
8. Student account information and log in credentials are provided to the student.
9. Student attends live or recorded online orientation.
10. Student's first day of class starts according to the ABTU academic calendar.

Undergraduate Required Documents

- Completed online application form which can be completed at <http://www.abtu.edu/apply>
- Documentation of High School completion or equivalent, per the Request for High School Transcript Policy.
- Resume
- Official transcripts indicating an earned Associates degree is required for admission to bachelor level programs. An applicant who has completed their Associate degree in a non- related area may be required to complete up to 9 additional credit hours of introductory level courses to ensure the applicant is academically prepared for the respective bachelor level program. Please see ABTU Bachelor Program Prerequisites.
- Completed, signed, and dated enrollment agreement.
- Copy of a government-issued photo identification (Driver's License, Passport, or Military ID)
- Verification of funding source.
- Complete admissions interview with an admissions coordinator.

Admission Process and Required documents for *MBA Programs*

MBA Admissions Process

1. Submit Online MBA Application
2. Phone interview with an ABTU Admissions Coordinator
3. Submit required documents
4. Application and transcript review by ABTU Admissions Committee
5. Phone interview with Admission Committee member(s)
6. Formal acceptance or denial is sent to the potential student
7. A digital enrollment agreement is sent to the potential student and must be completed within 5 business days
8. Student's enrollment agreement is verified and signed by the president.
9. A signed copy of the enrollment agreement is returned to the student electronically.
10. Student account information and log in credentials are provided to the student.
11. Student attends live or recorded online orientation
12. Student's first day of class starts according to ABTU's academic calendar.

MBA Required Documents

- Completed Online MBA Application
- Copy of a government-issued photo ID (Driver's License, Passport, or Military ID)
- Bachelor Degree transcripts, indicating minimum CGPA of 2.5. on a 4.0 scale (uploaded with application)
- Verify funding source
- Resume (uploaded with Application)
- Domestic Students: \$50 Registration Fee
- International Students: \$150 Registration Fee (Paid on Application)

*International students must provide TOEFL or equivalent scores as indicated below, or enroll in ABTU's TOEFL prep course as a condition for enrollment.

Non-Native English Speakers

For those prospective students for whom English is not their native (first) language and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction, ABTU requires applicants for the undergraduate programs must receive a minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT) or 61 on the Internet Based Test (iBT) or a 6.0 on the International English Language Test (IELTS). Applicants for the Master's Degree must have a minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT) or 71 on the Internet Based Test (iBT) or a 6.5 on the International English Language Test (IELTS). A minimum grade of Level 3 on the ACT COMPASS's English as a Second Language Placement Test, a minimum grade of Pre-1 on the Eiken English Proficiency Exam, or a minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards on an approved ESOL examination may also be accepted. (This policy is in accord with the DETC C.9. Policy on Degree Programs under Standard VII: Admission

Immigrants

Students with immigration status will be required to provide documentation to ABTU prior to beginning coursework. Acceptable documents include:

- Lawful permanent residents need to produce an I-551 or I-151
- Conditional resident aliens need to produce a valid I-551, I-94, or I-94A
- Refugees need to produce either an I-94, I-94A, or an I-571
- Persons paroled into the United States for at least one (1) year must provide evidence (such as having filed a valid permanent resident application) from the Department of Homeland Security as proof they are in the U.S. for reasons other than a temporary purpose, along with intent to become a citizen or permanent resident. The document must have a stamp indicating the student has been paroled into the United States for at least one (1) year, with a date that has not expired.
- Cuban-Haitian entrants need to have an I-94 with a stamp across the face of the form indicating they have been classified as a Cuban-Haitian Entrant.
- Any other situations will be reviewed on a case-by-case basis.

A student's citizenship will be examined once per year, and if eligible at that time, he or she is considered eligible for a period of one (1) year.

For both non-native English speakers and immigrants, transcripts in any language other than English must be evaluated by an appropriate third party and translated into English by a trained transcript evaluator fluent in the language of the

transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

Applicants presenting an official transcript in a language other than English, please view our policy on [International and Foreign Language Transcripts](#).

Disclosures

Please note: Only U.S. citizens and eligible non-citizens can apply for and receive Title IV funding. Non-credit professional development courses, the Information Technology Certificate program, and MBA programs are not eligible for Title IV Federal Student Aid.

ABTU is committed to providing equal opportunities in student admissions, financial assistance, and other policies and procedures without regard to age, sex, race, color, religious belief, national origin, status as a qualified person with a disability or handicap, marital status, or sexual orientation.

ABTU follows strict guidelines on Non-discriminatory practices. Please view our Equal Opportunity policy: <http://abtu.edu/policies/equal-opportunity-and-non-discrimination-equ-pl-0211/>

All documents, forms, and instructions are given in English.

*This policy is in accordance with the DEAC C.9. Policy on Degree Programs under Standard VII: Admission Practices. ABTU does not specify age requirements as long as the prospective student meets the educational requirements and is legally able to sign a binding contract. The contract must be signed by a parent or legal guardian if the student is not of legal age. There are no specific education levels or work experience required for admission except the required high school diploma or GED from an appropriately recognized institution.

Programs Offered

ABTU offers a variety of degree, diploma, and certificate programs to give students a choice of different career paths.

I. Graduate Programs

- ▶ Master of Business Administration
- ▶ Master of Business Administration - Global Business Management Concentration
- ▶ Master of Business Administration - Information Systems Management Concentration
- ▶ Master of Business Administration - Marketing and Social Media Concentration
- ▶ Master of Business Administration – Project and Operations Management Concentration
- ▶ Master of Business Administration – Financial Management Concentration
- ▶ Master of Business Administration – Public Accounting Concentration

II. Undergraduate Programs

A. Bachelor of Applied Science Degree Programs

- ▶ Business Management in the Global Economy
- ▶ Business Management in the Global Economy with emphasis in Accounting
- ▶ Business Management in the Global Economy with emphasis in Marketing
- ▶ BAS – Business Management in the Global Economy with emphasis in Banking & Finance
- ▶ Information Systems Engineering – Networking and Security
- ▶ Software Engineering – Business Applications
- ▶ Criminal Justice

B. Associate of Applied Science Degree Programs

- ▶ Network Administration and Information Security
- ▶ Computer Programming and Systems Design
- ▶ Web Development and Internet Technology
- ▶ Business Administration and Information Technology
- ▶ Criminal Justice
- ▶ Health Information Technology

III. Professional Development and Certificates

A. Technical Diploma Programs

- ▶ Network Administration and Information Security
- ▶ Computer Programming and Systems Design
- ▶ Web Design and Development
- ▶ Business Administration and Information Technology
- ▶ Criminal Justice
- ▶ Health Information Technology

B. Certificate Programs

- ▶ Information Technology Certificate

I. Master of Business Administration (M.B.A.)

♦ Master of Business Administration

CIP Code: 52.0201

Program Title:	Master of Business Administration	
Completion Award:	Master of Business Administration	
Contact Hours:	540	Outside Study Hours: 1,080
Pre-requisite:	Student must possess a Bachelor Degree in a similar field of study.	
Semester Credits:	36 hours	
Program Duration:	72 - 96 weeks	
Domestic Registration Fee:	\$50	
International Regist. Fee:	\$150	
Cost Per Credit Hour:	\$299	Total Tuition: \$10,764
Course Materials and Fees:	\$150	Total Course Materials & Fees: \$1,800**
Total Cost of MBA Program:	\$12,564 (including course materials and fees)	

Program Description

The Master of Business Administration (MBA) prepares individuals to face the advanced management and administrative challenges encountered in the current large scale and/or complex high-tech global organizations. The courses in the program are designed to provide the student with superior skills in online communications, leadership, marketing, information technology, operation management, and financial management needed to compete in the rapidly developing, highly competitive field of global business management.

Program Outcomes

Upon completion of this program, the graduate should be able to:

- Apply advanced online communications and E-learning techniques.
- Demonstrate leadership skills in building successful organizations.
- Perform proven marketing management strategies.
- Manage and maintain complex information systems.
- Apply quantitative methods to facilitate accurate decision making.
- Analyze financial information prepared for both internal and external use.
- Evaluate the impact of microeconomics and macroeconomics on an organization.
- Determine the optimal operations strategy for an organization.
- Evaluate a firm's financial management policies.
- Demonstrate a superior understanding of business law and ethics.
- Analyze the implications of synchronizing and harmonizing a global organization.
- Construct a comprehensive business plan.

Potential Employment

Upon successfully completing this program the graduate may qualify to manage or direct a medium to large complex global business or corporations. Graduates will possess the knowledge and skills to integrate the latest and developing technologies, such as online communications, global marketing and rapidly changing information technology into a successful business, as well as the skills to develop a comprehensive business plan for such an organization.

MBA Core Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
ACT-500	Managerial Problem Solving	Core	3
MBA-500	Essentials of Accounting	Core	3
MBA-510	Marketing Management and Strategy	Core	3*
MBA-520	Survey of Economics	Core	3
MBA-530	Management of Information Technology	Core	3
MBA-540	Leadership and Organizational Behavior	Core	3*
MBA-550	Business Law and Ethics	Core	3
Total Core Credits			21

MBA Concentration Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
MBA-600	Global Business Management	Concentration	3*
MBA-610	Quantitative Methods of Decision Making	Concentration	3
MBA-620	Operations Management	Concentration	3*
MBA-630	Advanced Financial Management	Concentration	3
MBA-690	Business Plan Seminar	Concentration	3
Total Concentration Credits			15
Total MBA Program Credits:			36

* This course has a proctored final exam. Please refer to the Proctored Examination Policy and Procedure in the University Catalog or on the website at: www.ABTU.edu/policies.htm

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>

To view current textbook information for these and other ABTU courses, please click the following link: <http://abtu.edu/online/university-course-listing>

I. Master of Business Administration (M.B.A.)

♦ Master of Business Administration - Global Business Management

CIP Code: 52.1101

Program Title:	Master of Business Administration - Global Business Management Concentration	
Completion Award:	Master of Business Administration	
Contact Hours:	540	Outside Study Hours: 1,080
Pre-requisite:	Student must possess a Bachelor Degree in a similar field of study.	
Semester Credits:	36 hours	
Program Duration:	72 - 96 weeks	
Domestic Registration Fee:	\$50	
International Regist. Fee:	\$150	
Cost Per Credit Hour:	\$299	Total Tuition: \$10,764
Course Materials and Fees:	\$150	Total Course Materials & Fees: \$1,800**
Total Cost of MBA Program:	\$12,564	(including course materials and fees)

Program Description

The Master of Business Administration (MBA) program prepares students in the functional areas of business allowing them to develop managerial skills necessary to be effective in a rapidly changing business environment. The program is designed for students with an interest in entering or advancing their careers in business. The program reflects current research of managerial competencies and graduate business standards. The Global Business Management concentration helps students expand their knowledge and expertise in the global environment. Furthermore it will help them compete in the rapidly developing competitive field of global business.

Program Outcomes

Upon completion of this program, the graduate should be able to:

- Demonstrate the ability to synthesize functional knowledge from different areas to analyze and address management issues.
- Integrate knowledge and resources from various sources and disciplines in an effort to reach decisions that are time-sensitive, or lack complete information
- Utilize technology to support sustainable competitive advantage in a business environment.
- Demonstrate competencies for effective team leadership
- Interpret and analyze financial information prepared for both internal and external use.
- Demonstrate knowledge of and ability to apply, legal and ethical principles to various situations.
- Evaluate a company's overall strategic and tactical operational plans for effectiveness, efficiency and alignment with the company's guiding principles and objectives.
- Develop the administrative and marketing skills to compete in the global environment.
- Analyze the implications of synchronizing and harmonizing a global organization.

Potential Employment

Upon successfully completing this program the graduate may qualify to manage or direct a business entity in various settings ranging from a local to an International business. Graduates will possess the knowledge and skills to integrate the latest and developing technologies, such as online communications, global marketing and rapidly changing information technology into a successful local or International business.

<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
ACT-500	Managerial Problem Solving	Core	3
MBA-500	Essentials of Accounting	Core	3
MBA-510	Marketing Management and Strategy	Core	3*
MBA-520	Survey of Economics	Core	3
MBA-530	Management of Information Technology	Core	3
MBA-540	Leadership and Organizational Behavior	Core	3*
MBA-550	Business Law and Ethics	Core	3
Total Core Credits			21

MBA Global Business Management Concentration Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
MBA-600	Global Business Management	Concentration	3*
MHR-500	Management of Human Resources	Concentration	3
MRK-600	Contemporary Global Marketing and Social Media	Concentration	3
MFI-630	Global Issues in Finance	Concentration	3*
MBA-690	Business Plan Seminar	Concentration	3
Total Concentration Credits			15
Total MBA Program Credits:			36

* This course has a proctored final exam. Please refer to the Proctored Examination Policy and Procedure in the University Catalog or on the website at: www.ABTU.edu/policies.htm

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>

To view current textbook information for these and other ABTU courses, please click the following link: <http://abtu.edu/online/university-course-listing>

I. Master of Business Administration (M.B.A.)

♦ Master of Business Administration - Information Systems Management

CIP Code: 11.1003

Program Title:	Master of Business Administration - Information Systems Management Concentration	
Completion Award:	Master of Business Administration	
Contact Hours:	540	Outside Study Hours: 1,080
Pre-requisite:	Student must possess a Bachelor Degree in a similar field of study.	
Semester Credits:	36 hours	
Program Duration:	72 - 96 weeks	
Domestic Registration Fee:	\$50	
International Regist. Fee:	\$150	
Cost Per Credit Hour:	\$299	Total Tuition: \$10,764
Course Materials and Fees:	\$150	Total Course Materials & Fees: \$1,800**
Total Cost of MBA Program:	\$12,564	(including course materials and fees)

Program Description

The Master of Business Administration (MBA) program prepares students in the functional areas of business allowing them to develop managerial skills necessary to be effective in a rapidly changing business environment. The program is designed for students with an interest in entering or advancing their careers in business. The program reflects current research of managerial competencies and graduate business standards. The Information Systems Management Concentration helps students expand their knowledge and expertise in the information technology environment. In particular, this concentration provides the student with knowledge and expertise in systems analysis and design, Oracle PL/SQL programming, information security, and project management. Furthermore it will help them compete in the rapidly developing competitive field of information technology management.

Program Outcomes

Upon completion of this program, the graduate should be able to:

- Demonstrate the ability to synthesize functional knowledge from different areas to analyze and address management issues
- Integrate knowledge and resources from various sources and disciplines in an effort to reach decisions that are time-sensitive, or lack complete information.
- Utilize technology to support sustainable competitive advantage in a business environment.
- Demonstrate competencies for effective team leadership
- Interpret and analyze financial information prepared for both internal and external use.
- Demonstrate knowledge of and ability to apply, legal and ethical principles to various situations.
- Monitor and analyze the changing global environment for potential risks
- Produce a project's work breakdown structure using the analogy, top-down, bottom-up and mind-mapping approaches.
- Analyze incident response forensics and eDiscovery.
- Apply Disaster Recovery Planning to a typical IT department

Potential Employment

Upon successfully completing this program the graduate may qualify to manage or direct a business entity in various settings ranging from a local to an International business, as well as develop successful security and contingency programs for such organizations. Graduates will possess the knowledge and skills to integrate the latest and developing technologies, such as online communications and rapidly changing information technology into a successful local or International business. Graduates should also have the ability to develop a comprehensive business and contingency plan for such an organization.

MBA Core Courses			
Course Code	Course Name	Course Type	Credits
ACT-500	Managerial Problem Solving	Core	3
MBA-500	Essentials of Accounting	Core	3
MBA-510	Marketing Management and Strategy	Core	3*
MBA-520	Survey of Economics	Core	3
MBA-530	Management of Information Technology	Core	3
MBA-540	Leadership and Organizational Behavior	Core	3*
MBA-550	Business Law and Ethics	Core	3
Total Core Credits			21

MBA Information Systems Management Concentration Courses			
Course Code	Course Name	Course Type	Credits
MIS-600	Systems Analysis and Design	Concentration	3
MIS-610	Oracle Database Programming with PL/SQL	Concentration	3
MIS-620	Management of Information Security	Concentration	3*
MPM-630	Project Management	Concentration	3*
MBA-690	Business Plan Seminar	Concentration	3
Total Concentration Credits			15
Total MBA Program Credits:			36

* This course has a proctored final exam. Please refer to the Proctored Examination Policy and Procedure in the University Catalog or on the website at: www.ABTU.edu/policies.htm

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>

To view current textbook information for these and other ABTU courses, please click the following link: <http://abtu.edu/online/university-course-listing>

I. Master of Business Administration (M.B.A.)

♦ Master of Business Administration - Marketing and Social Media Management

CIP Code: 52.1401

Program Title:	Master of Business Administration - Marketing and Social Media Management Concentration	
Completion Award:	Master of Business Administration	
Contact Hours:	540	Outside Study Hours: 1,080
Pre-requisite:	Student must possess a Bachelor Degree in a similar field of study.	
Semester Credits:	36 hours	
Program Duration:	72 - 96 weeks	
Domestic Registration Fee:	\$50	
International Regist. Fee:	\$150	
Cost Per Credit Hour:	\$299	Total Tuition: \$10,764
Course Materials and Fees:	\$150	Total Course Materials & Fees: \$1,800**
Total Cost of MBA Program:	\$12,564	(including course materials and fees)

Program Description

The Master of Business Administration (MBA) program prepares students in the functional areas of business allowing them to develop managerial skills necessary to be effective in a rapidly changing business environment. The program is designed for students with an interest in entering or advancing their careers in business. The program reflects current research of managerial competencies and graduate business standards. The Marketing and Social Media concentration helps students expand their knowledge and expertise in the marketing and social media environment. In particular, this concentration provides students the skills necessary to manage a global marketing strategy, conduct marketing research, develop a comprehensive Internet and social media marketing strategy and craft a marketing plan. Furthermore it will help them compete in the rapidly developing competitive field of marketing.

Program Outcomes

Upon completion of this program, the graduate should be able to:

- Utilize and apply advanced online communications and E-learning techniques.
- Demonstrate leadership skills in building successful organizations.
- Implement proven marketing management strategies.
- Manage and maintain complex information systems.
- Apply quantitative methods to facilitate accurate decision making.
- Interpret and analyze financial information prepared for both internal and external use.
- Evaluate the impact of microeconomics and macroeconomics on an organization.
- Demonstrate a superior understanding of business law and ethic.
- Understand how to implement proven global marketing and social media strategies.
- Determine the optimal operations strategy for an organization
- Develop and evaluate Web strategies for marketing as well as gain general knowledge of topics pertinent to interactive technologies and their application to marketing strategy.
- Formulate and implement successful marketing strategies
- Create and execute a comprehensive Internet and social media marketing campaign.

Potential Employment

Upon successfully completing this program the graduate may qualify to manage or direct a business entity in various settings ranging from a local to an International business, as well as develop successful marketing programs for such organizations. Graduates will possess the knowledge and skills to integrate the latest and developing technologies, such as online communications, global marketing and rapidly changing information technology into a successful local or International business. Graduates should also have the ability to develop a comprehensive business and marketing plan for such an organization.

MBA Core Courses			
Course Code	Course Name	Course Type	Credits
ACT-500	Managerial Problem Solving	Core	3
MBA-500	Essentials of Accounting	Core	3
MBA-510	Marketing Management and Strategy	Core	3*
MBA-520	Survey of Economics	Core	3
MBA-530	Management of Information Technology	Core	3
MBA-540	Leadership and Organizational Behavior	Core	3*
MBA-550	Business Law and Ethics	Core	3
Total Core Credits			21

MBA Marketing & Social Media Concentration Courses			
Course Code	Course Name	Course Type	Credits
MRK-600	Contemporary Global Marketing and Social Media	Concentration	3
MRK-610	Marketing Research	Concentration	3
MRK-620	Internet and Social Media Marketing	Concentration	3*
MRK-630	Strategic Marketing	Concentration	3*
MRK-690	Preparing a Social Media Marketing Plan	Concentration	3
Total Concentration Credits			15
Total MBA Program Credits:			36

* This course has a proctored final exam. Please refer to the Proctored Examination Policy and Procedure in the University Catalog or on the website at: www.ABTU.edu/policies.htm

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>

To view current textbook information for these and other ABTU courses, please click the following link: <http://abtu.edu/online/university-course-listing>

I. Master of Business Administration (M.B.A.)

♦ Master of Business Administration - Project & Operations Management

CIP Code: 52.0205

Program Title:	Master of Business Administration - Project and Operations Management Concentration	
Completion Award:	Master of Business Administration	
Contact Hours:	540	Outside Study Hours: 1,080
Pre-requisite:	Student must possess a Bachelor Degree in a similar field of study.	
Semester Credits:	36 hours	
Program Duration:	72 - 96 weeks	
Domestic Registration Fee:	\$50	
International Regist. Fee:	\$150	
Cost Per Credit Hour:	\$299	Total Tuition: \$10,764
Course Materials and Fees:	\$150	Total Course Materials & Fees: \$1,800**
Total Cost of MBA Program:	\$12,564	(including course materials and fees)

Program Description

The Master of Business Administration with a Concentration in Project and Operations Management prepares individuals to face the advanced management and administrative challenges encountered in the current large scale and/or complex high-tech global organizations. In particular, this concentration provides technically and operationally-oriented professionals with the skills necessary to effectively and efficiently manage large-scale projects and continuously improve related organizational processes and procedures. Complementing classes on project and operations management, the courses in the program are designed to provide the student with superior skills in online communications, financial management and business law that are needed to compete in the rapidly developing, highly competitive field of global business management.

Program Outcomes

Upon completion of this program, the graduate should be able to:

- Utilize and apply advanced online communications and E-learning techniques.
- Apply quantitative methods to facilitate accurate decision making.
- Interpret and analyze financial information prepared for both internal and external use.
- Evaluate the impact of microeconomics and macroeconomics on an organization.
- Determine the optimal operations strategy for an organization.
- Evaluate a firm's financial management policies.
- Demonstrate a superior understanding of business law and ethics.
- Analyze the implications of synchronizing and harmonizing a global organization.
- Evaluate a firm's supply chain, including decisions involving both procurement and logistics.
- Assess, measure and improve a firm's total quality management program.
- Measure internal organizational costs related to products, projects, quality, lean manufacturing and other items.
- Understanding the different managerial functions involved and the tools used to manage large-scale projects.
- Develop a comprehensive business plan.

Potential Employment

Upon successfully completing this program, the graduate may qualify for middle to upper level managerial positions in project and operations management, particularly those requiring the expertise of a PMP or similarly certified professional. Graduates will also possess the knowledge and skills to integrate the latest and developing technologies, as well as the skills to develop and evaluate a comprehensive business plan for a given organization.

MBA Core Courses			
Course Code	Course Name	Course Type	Credits
ACT-500	Managerial Problem Solving	Core	3
MBA-500	Essentials of Accounting	Core	3
MBA-510	Marketing Management and Strategy	Core	3*
MBA-520	Survey of Economics	Core	3
MBA-530	Management of Information Technology	Core	3
MBA-540	Leadership and Organizational Behavior	Core	3*
MBA-550	Business Law and Ethics	Core	3
Total Core Credits			21

MBA Project & Operations Management Concentration Courses			
Course Code	Course Name	Course Type	Credits
MPM-600	Supply Chain Management	Concentration	3*
MPM-610	Total Quality Management	Concentration	3
MAC-630	Advanced Cost Management	Concentration	3
MPM-630	Project Management	Concentration	3*
MBA-690	Business Plan Seminar	Concentration	3
Total Concentration Credits			15
Total MBA Program Credits:			36

* This course has a proctored final exam. Please refer to the Proctored Examination Policy and Procedure in the University Catalog or on the website at: www.ABTU.edu/policies.htm

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>

To view current textbook information for these and other ABTU courses, please click the following link: <http://abtu.edu/online/university-course-listing>

I. Master of Business Administration (M.B.A.)

♦ Master of Business Administration - Financial Management Concentration

CIP Code: 52.0801 & 52.0804

Program Title:	Master of Business Administration - Financial Management Concentration	
Completion Award:	Master of Business Administration	
Contact Hours:	540	Outside Study Hours: 1,080
Pre-requisite:	Student must possess a Bachelor Degree in a similar field of study.	
Semester Credits:	36 hours	
Program Duration:	72 - 96 weeks	
Domestic Registration Fee:	\$50	
International Regist. Fee:	\$150	
Cost Per Credit Hour:	\$299	Total Tuition: \$10,764
Course Materials and Fees:	\$150	Total Course Materials & Fees: \$1,800**
Total Cost of MBA Program:	\$12,564 (including course materials and fees)	

Program Description

The Master of Business Administration – Financial Management Concentration prepares individuals to face the advanced management and administrative challenges encountered in the current large scale and/or complex high-tech global organizations. In particular, this concentration provides graduates an opportunity to study the purpose and role of the functions performed by banks, financial planners and corporate financial risk managers, including the management of conducting business abroad. Complementing classes on finance, the courses in the program are designed to provide the student with superior skills in online communications, leadership, marketing and information technology that are needed to compete in the rapidly developing, highly competitive field of global business management.

Program Outcomes

Upon completion of this program, the graduate should be able to:

- Utilize and apply advanced online communications and E-learning techniques.
- Demonstrate leadership skills in building successful organizations.
- Implement proven marketing management strategies.
- Manage and maintain complex information systems.
- Apply quantitative methods to facilitate accurate decision making.
- Interpret and analyze financial information prepared for both internal and external use.
- Discuss basic portfolio management strategy, as well as the investment choices and risk/return tradeoffs available to investors.
- Describe the purpose and function of financial markets and intermediaries.
- Articulate several personal financial management strategies and techniques.
- Provide perspective on the financial management challenges faced by multinational businesses.
- Analyze the implications of synchronizing and harmonizing a global organization.
- Develop a comprehensive business plan.

Potential Employment

Upon successfully completing this program, the graduate may qualify for middle to upper level managerial positions in accounting and finance, particularly those requiring the expertise of a CFP, CFA or similarly certified professional. Graduates will possess the knowledge and skills to integrate the latest and developing technologies, such as online communications, global business and marketing trends and rapidly changing information technologies, as well as the skills to develop and evaluate a comprehensive business plan for a given organization.

MBA Core Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
ACT-500	Managerial Problem Solving	Core	3
MBA-500	Essentials of Accounting	Core	3
MBA-510	Marketing Management and Strategy	Core	3*
MBA-520	Survey of Economics	Core	3
MBA-530	Management of Information Technology	Core	3
MBA-540	Leadership and Organizational Behavior	Core	3*
MBA-550	Business Law and Ethics	Core	3
<i>Total Core Credits</i>			21

MBA Financial Management Concentration Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
MFI-600	Investments and Portfolio Analysis	Concentration	3
MFI-610	Financial Markets and Institutions	Concentration	3*
MFI-620	Personal Financial Management	Concentration	3
MFI-630	Global Issues in Finance	Concentration	3*
MBA-690	Business Plan Seminar	Concentration	3
<i>Total Concentration Credits</i>			15
Total MBA Program Credits:			36

* This course has a proctored final exam. Please refer to the Proctored Examination Policy and Procedure in the University Catalog or on the website at: www.ABTU.edu/policies.htm

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>

To view current textbook information for these and other ABTU courses, please click the following link: <http://abtu.edu/online/university-course-listing>

I. Master of Business Administration (M.B.A.)

♦ Master of Business Administration - Public Accounting

CIP Code: 52.0305

Program Title:	Master of Business Administration - Public Accounting Concentration	
Completion Award:	Master of Business Administration	
Contact Hours:	540	Outside Study Hours: 1,080
Pre-requisite:	Student must possess a Bachelor Degree in a similar field of study.	
Semester Credits:	36 hours	
Program Duration:	72 - 96 weeks	
Domestic Registration Fee:	\$50	
International Regist. Fee:	\$150	
Cost Per Credit Hour:	\$299	Total Tuition: \$10,764
Course Materials and Fees:	\$150	Total Course Materials & Fees: \$1,800**
Total Cost of MBA Program:	\$12,564 (including course materials and fees)	

Program Description

The Master of Business Administration – Public Accounting Concentration prepares individuals to face the advanced management and administrative challenges encountered in the current large scale and/or complex high-tech global organizations. In particular, this concentration provides accounting graduates with the opportunity to extend their knowledge base beyond the basics of accounting, skills often needed to become certified professionals and advance within an organization. Complementing classes on accounting and related subjects, the courses in the program are designed to provide the student with superior skills in online communications, leadership, marketing and information technology that are needed to compete in the rapidly developing, highly competitive field of global business management.

Program Outcomes

Upon completion of this program, the graduate should be able to:

- Utilize and apply advanced online communications and E-learning techniques.
- Demonstrate leadership skills in building successful organizations.
- Implement proven marketing management strategies.
- Manage and maintain complex information systems.
- Apply quantitative methods to facilitate accurate decision making.
- Measure internal organizational costs related to products, projects, quality, lean manufacturing and other items.
- Assess the exposure of a business to occupational fraud and to management fraud.
- Conduct detailed tax research and planning engagements, including those involving representation before the IRS.
- Articulate several personal financial management strategies and techniques.
- Demonstrate a superior understanding of business law and ethics.
- Analyze the implications of synchronizing and harmonizing a global organization.
- Develop a comprehensive business plan.

Potential Employment

Upon successfully completing this program, the graduate may qualify for middle to upper level managerial positions in accounting and finance, particularly those requiring the expertise of a CPA or similarly certified professional. Graduates will possess the knowledge and skills to integrate the latest and developing technologies, such as online communications, global business and marketing trends, rapidly changing

information technologies and accounting rules, as well as the skills to develop and evaluate a comprehensive business plan for a given organization

MBA Core Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
ACT-500	Managerial Problem Solving	Core	3
MBA-500	Essentials of Accounting	Core	3
MBA-510	Marketing Management and Strategy	Core	3*
MBA-520	Survey of Economics	Core	3
MBA-530	Management of Information Technology	Core	3
MBA-540	Leadership and Organizational Behavior	Core	3*
MBA-550	Business Law and Ethics	Core	3
<i>Total Core Credits</i>			21

MBA Public Accounting Concentration Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
MAC-600	Fraud Examination	Concentration	3*
MAC-610	Taxation Research	Concentration	3*
MFI-620	Personal Financial Management	Concentration	3
MAC-630	Advanced Cost Management	Concentration	3
MBA-690	Business Plan Seminar	Concentration	3
<i>Total Concentration Credits</i>			15
Total MBA Program Credits:			36

* This course has a proctored final exam. Please refer to the Proctored Examination Policy and Procedure in the University Catalog or on the website at: www.ABTU.edu/policies.htm

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>

To view current textbook information for these and other ABTU courses, please click the following link: <http://abtu.edu/online/university-course-listing>

II.A. Bachelor of Applied Science Degree Programs

♦ Business Management in the Global Economy

CIP Code: 52.0201

Program Title:	Business Management in the Global Economy	
Completion Award:	Bachelor of Applied Science Degree (2+2 Completion Program)	
Contact Hours:	900	Outside Study Hours: 1,800
Pre-requisite:	Student must possess an AAS Degree in a similar field of study.	
Semester Credits:	60 hours	(including 15 semester credits of General Studies)
Program Duration:	120 weeks	
Cost Per Credit Hour:	\$275	Total Tuition: \$16,500
Course Materials and Fees:	\$125	Total Course Materials & Fees: \$2,500**
Total Cost of BAS Program:	\$19,000	(including course materials and fees)

Program Description

The Bachelor of Applied Science Degree in Business Management in the Global Economy prepares individuals to face the management and administrative challenges encountered in the current high-tech global environment. The core courses in the program are designed to provide the student with the statistical analysis, economics, business law, accounting and finance knowledge and skills to identify and analyze business issues; the marketing abilities to develop functional solutions; and the management disciplines to implement and maintain those solutions. The general education components of the program augment these abilities from the obvious courses in technical writing, business psychology, and safety and health in the workplace, to the indirect influences of political and environmental science.

Program Outcomes

Upon completion of this program, the graduate should be able to:

- Identify current and potential issues and concerns in an organization.
- Determine the sources of impending and future strengths, weaknesses, opportunities, and threats to the organization.
- Use statistical, economic, accounting, and finance tools to analyze and quantify those concerns.
- Present quantitative and technical issues with clear and concise methods.
- Apply best practices and marketing skills to formulate solutions and develop successful plans.
- Devise plans and solutions using proven management techniques.
- Evaluate the potential external, political, social, legal, and environmental business concerns.
- Employ current and developing technologies to facilitate and grow a business.
- Identify national and global markets and implement programs to develop them.
- Outline a plan for implementing a safe and healthy work environment.

Potential Employment

Upon successfully completing this program the graduate may qualify to manage or direct a small to medium size business or a moderate to large department in a corporation. Graduates will possess the knowledge and skills to integrate the latest and developing technologies, such as social media marketing, and a global online presence; as well as incorporating these techniques into a safe, environmentally friendly, global workplace.

Business Management in the Global Economy Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
STS-300	Business Statistics I	Core	3
STS-310	Business Statistics II	Core	3*
BOB-300	Business Organizational Behavior	Core	3
BIS-400	Business Information Systems	Core	3
HRM-300	Human Resource Management	Core	3
BSM-400	Strategic Management	Core	3*
ESB-300	Entrepreneurship and Small Business	Core	3
ECN-400	Macroeconomics	Core	3*
ECN-410	Microeconomics	Core	3
ISM-400	Internet and Social Media Marketing	Core	3
BGM-400	Global Marketing	Core	3
BCB-300	Consumer Behavior	Core	3*
FIN-400	Contemporary Financial Management	Core	3
BLE-400	Business Law and Ethics	Core	3*
BMA-400	Managerial Accounting	Core	3
Total Core Credits			45

General Education Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
GSH-300	Safety and Health in the Workplace	General Education	3
GBP-300	Business Psychology	General Education	3*
GPS-300	Political Science	General Education	3
GES-300	Environmental Science	General Education	3
GTW-400	Technical Writing	General Education	3
Total General Education Credits			15
Total BAS Program Credits:			60

* This course has a proctored final exam. Please refer to the Proctored Examination Policy and Procedure in the University Catalog or on the website at: www.ABTU.edu/policies.htm

*ABTU Bachelor's Degree is a 2+2 program requiring prior completion of an Associate's Degree

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>

II.A. Bachelor of Applied Science Degree Programs

♦ Business Management in the Global Economy - Accounting Emphasis CIP Code: 52.0305

Program Title:	Business Management in the Global Economy - Accounting Emphasis	
Completion Award:	Bachelor of Applied Science Degree (2+2 Completion Program)	
Contact Hours:	900	Outside Study Hours: 1,800
Pre-requisite:	Student must possess an AAS Degree in a similar field of study.	
Semester Credits:	60 hours	(including 15 semester credits of General Studies)
Program Duration:	120 weeks	
Cost Per Credit Hour:	\$275	Total Tuition: \$16,500
Course Materials and Fees:	\$125	Total Course Materials & Fees: \$2,500**
Total Cost of BAS Program:	\$19,000	(including course materials and fees)

Program Description

The Bachelor of Applied Science in Business Management in the Global Economy with emphasis in Accounting will prepare graduates to meet the complex, multi-faceted challenges of today's accounting field. Upon successful completion of this program, graduates will be able to prepare and analyze financial information for public accounting firms, private sector businesses, governmental entities and/or not-for-profit entities. In addition to preparing graduates for the technical aspects of their field, the program also strongly emphasizes the business environment in which accounting decisions are made. Graduates will gain a wide spectrum of knowledge in key subject areas such as business management, economics, financial accounting, cost/managerial accounting, taxation, management information systems and auditing.

Program Outcomes

Upon completion of this program, the graduate should be able to:

- Understand the general economic and financial conditions in which business people and accountants operate today.
- Explain the financial accounting framework, including IFRS, and its application to key subject areas involving the measurement, presentation and disclosure of assets, liabilities and equities.
- Describe the tax and regulatory environment accountants operate in today, with an emphasis on how recent accounting scandals and related legislation have influenced the profession.
- Demonstrate an understanding of the accounting transaction cycles, their interrelation to the auditing process and the role information technology plays in designing systems to support them.
- Recognize the processes used and the motivations driving managers to make key business decisions and how accounting information can be used to support those decision making processes.
- Interpret complex accounting issues in a simple, understandable format to outside clients and/or members of upper management that may not have a background in accounting or finance.

Potential Employment

Upon successfully completing this program, graduates should be able to perform tasks of an entry to mid-level Staff Accountant, Auditor, Financial Analyst, Cost Accountant or Tax Accountant.

Business Mgt. in the Global Economy - Accounting Courses			
Course Code	Course Name	Course Type	Credits
STS-300	Business Statistics I	Core	3
STS-310	Business Statistics II	Core	3*
BAC-300	Intermediate Accounting I	Core	3
BAC-310	Intermediate Accounting II	Core	3*
BAC-320	Taxation I	Core	3
BAC-330	Taxation II	Core	3
BIS-400	Business Information Systems	Core	3
ECN-400	Macroeconomics	Core	3*
ECN-410	Microeconomics	Core	3
FIN-400	Contemporary Financial Management	Core	3
BLE-400	Business Law and Ethics	Core	3*
BAC-400	Auditing I	Core	3
BAC-410	Auditing II	Core	3
BAC-420	Advanced Cost Accounting	Core	3*
BAC-430	Advanced Financial Accounting	Core	3
Total Core Credits			45

General Education Courses			
Course Code	Course Name	Course Type	Credits
GSH-300	Safety and Health in the Workplace	General Education	3
GBP-300	Business Psychology	General Education	3
GPS-300	Political Science	General Education	3
GES-300	Environmental Science	General Education	3*
GTW-400	Technical Writing	General Education	3
Total General Education Credits			15
Total BAS Program Credits:			60

* This course has a proctored final exam. Please refer to the Proctored Examination Policy and Procedure in the University Catalog or on the website at: www.ABTU.edu/policies.htm

*ABTU Bachelor's Degree is a 2+2 program requiring prior completion of an Associate's Degree

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>

To view current textbook information for these and other ABTU courses, please click the following link: <http://abtu.edu/online/university-course-listing>

II.A. Bachelor of Applied Science Degree Programs

♦ Business Management in the Global Economy - Marketing Emphasis CIP Code: 52.1401

Program Title:	Business Management in the Global Economy - Marketing Emphasis	
Completion Award:	Bachelor of Applied Science Degree (2+2 Completion Program)	
Contact Hours:	900	Outside Study Hours: 1,800
Pre-requisite:	Student must possess an AAS Degree in a similar field of study.	
Semester Credits:	60 hours	(including 15 semester credits of General Studies)
Program Duration:	120 weeks	
Cost Per Credit Hour:	\$275	Total Tuition: \$16,500
Course Materials and Fees:	\$125	Total Course Materials & Fees: \$2,500**
Total Cost of BAS Program:	\$19,000	(including course materials and fees)

Program Description

The Bachelor of Applied Science Degree in Business Management in the Global Economy with emphasis in Marketing prepares individuals to face the marketing management and administrative challenges encountered in the current high-tech global environment. The core courses in the program are designed to provide the student with the statistical analysis, economics, business law, accounting and finance knowledge and skills to identify and analyze business issues; the marketing abilities to develop functional solutions and manage the resources to implement and maintain those solutions. The general education components of the program augment these abilities from the obvious courses in technical writing, business psychology, and safety and health in the workplace, to the indirect influences of political and environmental science.

Program Outcomes

Upon completion of this program, the graduate should be able to:

- Identify current and potential marketing issues and concerns in an organization.
- Determine the sources of impending and future strengths, weaknesses, opportunities, and threats to the organization, specifically in the area of marketing.
- Use marketing research, statistical, economic, accounting, and finance tools to analyze and quantify those concerns.
- Present quantitative and technical issues with clear and concise methods.
- Apply best practices and marketing skills to formulate solutions and develop successful plans.
- Create and implement marketing plans and solutions.
- Evaluate the potential external, political, social, legal, and environmental marketing issues.
- Employ current and developing technologies to facilitate, manage, and grow a marketing department.
- Identify national and global markets and implement programs to develop them.
- Outline a plan for implementing a safe and healthy work environment.

Potential Employment

Upon successfully completing this program the graduate may qualify to manage or direct a moderate to large marketing department in a corporation or large private company. Graduates will possess the knowledge and skills to integrate the latest and developing marketing technologies and techniques, such as social media marketing, and a global online presence; as well as incorporating these techniques into a safe, environmentally friendly, global workplace.

Business Mgt. in the Global Economy - Marketing Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
STS-300	Business Statistics I	Core	3
STS-310	Business Statistics II	Core	3*
BIS-400	Business Information Systems	Core	3
ECN-400	Macroeconomics	Core	3*
ECN-410	Microeconomics	Core	3
BLE-400	Business Law and Ethics	Core	3*
BMA-400	Managerial Accounting	Core	3
ISM-400	Internet and Social Media Marketing	Core	3
BGM-400	Global Marketing	Core	3
BCB-300	Consumer Behavior	Core	3*
MKR-300	Marketing Research Methods	Core	3
SMK-400	Marketing Strategy	Core	3
MKM-300	Marketing Management	Core	3*
MKS-400	Services Marketing	Core	3
MAD-300	Advertising	Core	3
Total Core Credits			45

General Education Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
GSH-300	Safety and Health in the Workplace	General Education	3
GBP-300	Business Psychology	General Education	3
GPS-300	Political Science	General Education	3
GES-300	Environmental Science	General Education	3*
GTW-400	Technical Writing	General Education	3
Total General Education Credits			15
Total BAS Program Credits:			60

* This course has a proctored final exam. Please refer to the Proctored Examination Policy and Procedure in the University Catalog or on the website at: www.ABTU.edu/policies.htm

*ABTU Bachelor's Degree is a 2+2 program requiring prior completion of an Associate's Degree

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>

To view current textbook information for these and other ABTU courses, please click the following link: <http://abtu.edu/online/university-course-listing>

II.A. Bachelor of Applied Science Degree Programs

♦ Business Management in the Global Economy - Banking and Finance

CIP Code: 52.0801

Program Title:	Business Management in the Global Economy - Banking and Finance Emphasis	
Completion Award:	Bachelor of Applied Science Degree (2+2 Completion Program)	
Contact Hours:	900	Outside Study Hours: 1,800
Pre-requisite:	Student must possess an AAS Degree in a similar field of study.	
Semester Credits:	60 hours	(including 15 semester credits of General Studies)
Program Duration:	120 weeks	
Cost Per Credit Hour:	\$275	Total Tuition: \$16,500
Course Materials and Fees:	\$125	Total Course Materials & Fees: \$2,500**
Total Cost of BAS Program:	\$19,000	(including course materials and fees)

Program Description

The Bachelor of Applied Science in Business Management in the Global Economy with emphasis in Banking and Finance will prepare graduates to meet the complex, multi-faceted challenges of today's financial field. Upon successful completion of this program, graduates will be able to perform financial services for a wide variety of clientele including banks and related financial institutions, securities firms, mutual fund companies, pension plans, public sector firms and individuals. In addition to preparing graduates for the technical aspects of their field, the program also strongly emphasizes the business environment in which financial decisions are made. Graduates will gain a wide spectrum of knowledge in key subject areas such as business management, economics, accounting, financial management, investment analysis, the role of financial markets and institutions and international financial management. Upon completion of this degree, students are prepared to sit for industry standard certifications, such as the CFA* examinations.

Program Outcomes

Upon completion of this program, the graduate should be able to:

- Understand the general economic and financial conditions in which business people operate today.
- Evaluate a firm's financial management practices inclusive of both short-term and long-term performance, perform corporate and project valuations and make key financial decisions, both strategic and tactical in nature.
- Describe the role markets play in an economy, how those markets function and the nature and purpose of key financial institutions that interact with and control those markets.
- Value, differentiate between and measure the performance and risk of individual securities, such as bonds, stocks and derivatives, as well as portfolios of securities, balancing risks and returns.
- Recognize the challenge of managing unique risks associated with a multinational entity, such as exchange rate fluctuations, governmental and country demographic changes and high rates of inflation.
- Clearly communicate complex financial issues in a simple, understandable format to outside clients, upper management and/or members of the general public that may not have a financial background.

Potential Employment

Upon successfully completing this program, graduates should be able to perform tasks of an entry to mid-level Financial Analyst, Portfolio Manager, Budget Analyst, Securities Broker or Credit Manager.

Business Mgt. in the Global Economy - Banking & Finance Courses			
Course Code	Course Name	Course Type	Credits
STS-300	Business Statistics I	Core	3
STS-310	Business Statistics II	Core	3*
FIN-400	Contemporary Financial Management	Core	3
BFI-300	Intermediate Finance I	Core	3*
BFI-310	Intermediate Finance II	Core	3
BFI-320	Investments I	Core	3
BFI-330	Investments II	Core	3
BIS-400	Business Information Systems	Core	3*
ECN-400	Macroeconomics	Core	3
ECN-410	Microeconomics	Core	3
BLE-400	Business Law and Ethics	Core	3*
BSM-400	Strategic Management	Core	3
BAM-400	Managerial Accounting	Core	3
BFI-400	Financial Markets and Institutions	Core	3*
BFI-410	International Finance	Core	3
Total Core Credits			45

General Education Courses			
Course Code	Course Name	Course Type	Credits
GSH-300	Safety and Health in the Workplace	General Education	3
GBP-300	Business Psychology	General Education	3
GPS-300	Political Science	General Education	3
GES-300	Environmental Science	General Education	3*
GTW-400	Technical Writing	General Education	3
Total General Education Credits			15
Total BAS Program Credits:			60

* This course has a proctored final exam. Please refer to the Proctored Examination Policy and Procedure in the University Catalog or on the website at: www.ABTU.edu/policies.htm

*ABTU Bachelor's Degree is a 2+2 program requiring prior completion of an Associate's Degree

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>

To view current textbook information for these and other ABTU courses, please click the following link: <http://abtu.edu/online/university-course-listing>

II.A. Bachelor of Applied Science Degree Programs

♦ Information Systems Engineering - Networking and Security

CIP Code: 11.0901

Program Title:	Information Systems Engineering - Networking and Security		
Completion Award:	Bachelor of Applied Science Degree (2+2 Completion Program)		
Contact Hours:	900	Outside Study Hours:	1,800
Pre-requisite:	Student must possess an AAS Degree in a similar field of study.		
Semester Credits:	60 hours	(including 15 semester credits of General Studies)	
Program Duration:	120 weeks		
Cost Per Credit Hour:	\$275	Total Tuition:	\$16,500
Course Materials and Fees:	\$125	Total Course Materials & Fees:	\$2,500**
Total Cost of BAS Program:	\$19,000	(including course materials and fees)	

Program Description

The Bachelor of Applied Science in Information Systems Engineering – Networking and Security will prepare graduates to meet the complex multi-faceted challenges of today's network and security field with confidence. Upon successful completion of this program, graduates will be able to install, maintain, and secure computer networking systems. A strong emphasis is placed on security as it applies to both network infrastructure and business continuity through disaster recovery. Graduates will also gain a wide spectrum of knowledge and skills including operating system fundamentals, technical knowledge of systems architecture, telecommunication fundamentals, and managing the systems development life cycle to assist the graduate in designing, managing, and implementing holistic information system solutions to meet today's electronic business needs. Upon completion of the degree students are prepared to sit for industry standards certifications in A+, Network+, Security+, Linux+, and CCNA where otherwise qualified.

ABTU cannot guarantee successful completion of industry certifications. Some exams may require background checks, field experience and/or on the job training to be eligible to take or successfully pass the exams.

Program Outcomes

- Use a business case to recommend major changes in an information system and apply the SDLC framework to facilitate those changes.
- Summarize the business needs and strategies for implementing electronic commerce, describe e-commerce software, and understand issues unique to e-commerce security.
- Design, engineer, implement, harden, maintain, and defend small to medium sized LAN, WLAN, MAN, and WAN networks.
- Summarize technical knowledge of computing components such as processors, memory, devices and operating systems in order to troubleshoot computing issues and build efficient computing solutions.
- Set up business continuity and disaster recovery plans using conventional and virtual technologies.
- Explain the fundamentals of telecommunications from basic voice communication to GSM and VoIP.

Potential Employment

Upon successfully completing this program, graduates should be able to perform tasks of an entry to mid-level Network Administrator, Computer Network Architect, Computer Network Support Specialist, Network and Computer Systems Administrator, Information Security Analyst, or Information Technology Project Manager.

Information Systems Engineering - Networking & Security Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
CIS-300	Principles of Information Systems	Core	3
CIS-310	Systems Architecture	Core	3*
CIS-320	Systems Analysis and Design I	Core	3
CIS-330	Systems Analysis and Design II	Core	3*
CIN-300	A+ Essentials and Practical Applications	Core	3
CIS-400	Electronic Commerce	Core	3
CIN-400	Advanced Computer Networking and Security	Core	3
CPS-400	Database Security	Core	3*
CIN-410	Disaster Recovery and Virtualization Technology	Core	3*
CIS-410	Operating Systems	Core	3
CIN-420	Wireless Networking	Core	3
CIN-430	Network Defense	Core	3*
CIN-440	Telecommunications	Core	3
CIS-420	Linux	Core	3
CIN-450	Cisco Certified Network Associates	Core	3
Total Core Credits			45

General Education Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
GSH-300	Safety and Health in the Workplace	General Education	3
GBP-300	Business Psychology	General Education	3
GPS-300	Political Science	General Education	3
GES-300	Environmental Science	General Education	3*
GTW-400	Technical Writing	General Education	3
Total General Education Credits			15
Total BAS Program Credits:			60

* This course has a proctored final exam. Please refer to the Proctored Examination Policy and Procedure in the University Catalog or on the website at: www.ABTU.edu/policies.htm

*ABTU Bachelor's Degree is a 2+2 program requiring prior completion of an Associate's Degree

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>

To view current textbook information for these and other ABTU courses, please click the following link: <http://abtu.edu/online/university-course-listing>

II.A. Bachelor of Applied Science Degree Programs

♦ Software Engineering - Business Applications

CIP Code: 11.0201

Program Title:	Software Engineering - Business Applications		
Completion Award:	Bachelor of Applied Science Degree (2+2 Completion Program)		
Contact Hours:	900	Outside Study Hours:	1,800
Pre-requisite:	Student must possess an AAS Degree in a similar field of study.		
Semester Credits:	60 hours	(including 15 semester credits of General Studies)	
Program Duration:	120 weeks		
Cost Per Credit Hour:	\$275	Total Tuition:	\$16,500
Course Materials and Fees:	\$125	Total Course Materials & Fees:	\$2,500**
Total Cost of BAS Program:	\$19,000	(including course materials and fees)	

Program Description

The Bachelor of Applied Science in Software Engineering – Business Applications prepares students for the complex task of building robust and secure software in a timely manner to solve today's business needs. Students will study the information system landscape from a business perspective including e-commerce, m-commerce and decision support systems then take a deep technical dive into the today's systems architectures, mathematical underpinnings of algorithms and logic, and then coding algorithms and data structures themselves in C++. Next students will cover software engineering processes and gain an understanding how the Agile Software process can be used to build and maintain secure quality software. Finally students will explore the exciting world of mobile application development using HTML5, CSS3 and JavaScript to build mobile applications for popular iOS and Android devices.

Program Outcomes

- Discover effective decisions regarding the application of IS components in business solutions.
- Show a technical foundation for systems design and implementation.
- Explain the mathematics that underlie computer science regarding the use of algorithms, formal logic, and relations
- Write advanced C# components and applications for Microsoft Windows.
- Employ algorithms and data structures in C++.
- Illustrate how to use software development processes such as Agile Software Development to build high quality software.
- Illustrate how to implement software testing and quality assurance processes.
- Know how to use software development processes such as Agile Software Development to build high quality software.
- Practice the knowledge and tools used to implement repeatable processes to build secure quality software.
- Use web programming skills to build modern HTML5 websites, mobile friendly websites, and standalone iOS and Android applications..

Potential Employment

Upon successfully completing this program, graduates should be able to perform the tasks of a Software Engineer, Programmer Analyst, Software Development Engineer, Software Architect, Software Developer, Applications Developer, Web Developer or IT Project Manager.

Software Engineering - Business Applications Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
CIS-300	Principles of Information Systems	Core	3
CIS-310	Systems Architecture	Core	3*
CIS-325	Discrete Mathematics	Core	3
CIS-335	C# Software Development	Core	3
CIS-340	Data Structures I	Core	3
CIS-350	Data Structures II	Core	3*
CIS-360	Software Engineering I	Core	3
CIS-370	Software Engineering II	Core	3*
CIS-400	Electronic Commerce	Core	3
CIS-410	Operating Systems	Core	3
CPS-400	Database Security	Core	3*
CIS-430	Principles of Web Design	Core	3
CIS-440	JavaScript Programming	Core	3
CIS-450	Web Programming for Mobile Devices	Core	3*
CIS-460	Secure Software Development	Core	3
Total Core Credits			45

General Education Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
GSH-300	Safety and Health in the Workplace	General Education	3
GBP-300	Business Psychology	General Education	3
GPS-300	Political Science	General Education	3
GES-300	Environmental Science	General Education	3*
GTW-400	Technical Writing	General Education	3
Total General Education Credits			15
Total BAS Program Credits:			60

* This course has a proctored final exam. Please refer to the Proctored Examination Policy and Procedure in the University Catalog or on the website at: www.ABTU.edu/policies.htm

*ABTU Bachelor's Degree is a 2+2 program requiring prior completion of an Associate's Degree

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>

To view current textbook information for these and other ABTU courses, please click the following link: <http://abtu.edu/online/university-course-listing>

II.A. Bachelor of Applied Science Degree Programs

♦ Criminal Justice

CIP Code: 43.0104

Program Title:	Criminal Justice	
Completion Award:	Bachelor of Applied Science Degree (2+2 Completion Program)	
Contact Hours:	900	Outside Study Hours: 1,800
Pre-requisite:	Student must possess an AAS Degree in a similar field of study.	
Semester Credits:	60 hours	(including 15 semester credits of General Studies)
Program Duration:	120 weeks	
Cost Per Credit Hour:	\$275	Total Tuition: \$16,500
Course Materials and Fees:	\$125	Total Course Materials & Fees: \$2,500**
Total Cost of BAS Program:	\$19,000	(including course materials and fees)

Program Description

The Bachelor of Applied Science Degree in Criminal Justice prepares individuals to face the ever changing and global challenges of all components of the Criminal Justice System. The core courses in the program are designed to provide the student with the knowledge of and the skills to deal with global issues such as terrorism, organized crime, family and social violence, cybercrime and network security, community based corrections, ethics, and research methods. The general education components of the program augment these abilities from the obvious courses in technical writing, business psychology, and safety and health in the workplace, to the indirect influences of political and environmental science.

Program Outcomes

- Identify current and global issues in the Criminal Justice System.
- Determine the sources of impending and future strengths, weaknesses, opportunities, and threats to the criminal justice system.
- Prepare technical reports with clear and concise methods.
- Apply best practices and innovative ideas to formulate solutions and apply their knowledge to assist diverse groups of people in society's worldwide.
- Summarize internet cybercrime, how it should be investigated and methods to combat it.
- Evaluate the potential external, political, social, legal, and financial challenges facing the global criminal justice system.
- Apply knowledge of law and ethics in their everyday work within the criminal justice system.
- Outline a plan for implementing a safe and healthy work environment.

Potential Employment

Upon successfully completing this program the graduate may qualify for gainful employment in a judicial environment, international, national, state, and local law enforcement agencies, correction facilities that fall under all jurisdictions in the United States and also as an advocate for crime victims and other individuals who find themselves facing challenges in the Criminal Justice System.

Criminal Justice Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
CJ-300	Policing and Society: A Global Approach	Core	3
CJ-310	Ethics in Criminal Justice	Core	3*
CJ-320	Crime Victims: Introduction to Victimology	Core	3
CJ-330	Comparative Criminal Justice Systems	Core	3
CJ-340	Criminal Justice and Domestic Violence	Core	3*
CJ-350	Community Based Corrections	Core	3
CJ-360	Juvenile Delinquency: Theory, Practice, and Law	Core	3
CJ-400	Multiculturalism and the Criminal Justice Professional	Core	3
CJ-410	Organized Crime	Core	3*
CJ-420	Terrorism and Homeland Security	Core	3
CJ-430	Cyber Crime	Core	3
CJ-440	Cyber Security: The Essential Body of Knowledge	Core	3*
CJ-450	Computer Forensics	Core	3
CJ-460	Basics of Research Methods for Criminal Justice	Core	3*
CIN-430	Network Defense	Core	3
Total Core Credits			45

General Education Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
GSH-300	Safety and Health in the Workplace	General Education	3
GBP-300	Business Psychology	General Education	3
GPS-300	Political Science	General Education	3
GES-300	Environmental Science	General Education	3*
GTW-400	Technical Writing	General Education	3
Total General Education Credits			15
Total BAS Program Credits:			60

* This course has a proctored final exam. Please refer to the Proctored Examination Policy and Procedure in the University Catalog or on the website at: www.ABTU.edu/policies.htm

*ABTU Bachelor's Degree is a 2+2 program requiring prior completion of an Associate's Degree

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>

To view current textbook information for these and other ABTU courses, please click the following link: <http://abtu.edu/online/university-course-listing>

II.B. Associate of Applied Science Degree Programs

◆ Network Administration and Information Security

CIP Code: 11.1001

Program Title:	Network Administration and Information Security		
Completion Award:	Associate of Applied Science Degree		
Contact Hours:	900	Outside Study Hours:	1,800
Semester Credits:	60 hours (including 15 semester credits of General Studies)		
Program Duration:	120 weeks		
Cost Per Credit Hour:	\$249	Total Tuition:	\$14,940
Course Materials and Fees:	\$125	Total Course Materials & Fees:	\$2,500**
Total Cost of AAS Program:	\$17,440	(including course materials and fees)	

Program Description

The Associate of Applied Science degree program in Network Administration and Information Security will prepare graduates to meet the challenges of the next decade in this high demand field. Successful graduates of this dual-emphasis program will be able to perform tasks associated with installing, upgrading and maintaining computer network systems in typical LAN/WAN environments. They will be capable of effectively assessing the security needs of computer and network systems, recommending safeguard solutions and managing the implementation and maintenance of security devices, systems, and procedures. The academic and professional skills focused on during the program provide as well a basic knowledge of project management using MS Project. The program prepares graduates to function successfully in entry level network administration and information security positions.

Program Outcomes

Upon successful completion of the program, the graduate should be able to:

Demonstrate proficiency in the use of current Microsoft Office Suite products.

- Identify and evaluate computer systems issues and implement effective remediation policies.
- Demonstrate effective communications utilizing accepted business practices and applications.
- Setup a small to medium size LAN and a WAN Network
- Monitor and regulate the computer system and performance requirements of the network.
- Perform performance balancing, redundancy, network management and system migration and upgrades.
- Perform problem diagnosis, troubleshooting, and system maintenance on multiple types of network scenarios.
- Design, develop and manage information technology projects in a variety of companies and organizations.
- Assess the security needs of computer and network systems, recommend safeguard solutions and perform the implementation and maintenance of security devices, systems, and procedures.

Potential Employment

Upon successfully completing of this program, graduates should be able to perform tasks of an entry level Network Administrator in a small to a medium size Network setup, or any related positions in the information technology and network administration fields.

Network Administration & Information Security - Core Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
CIS-100	Information Technology & Distance Learning	Core	3
CIS-110	Integrated Business Applications	Core	3
CIS-120	Microsoft Excel	Core	3*
CIS-130	Relational Database Management	Core	3
CIS-140	Programming Logic & Design	Core	3
CIN-150	Computer Networking for LAN's to WAN's	Core	3*
CIN-160	Windows 2008 Server I	Core	3
CIN-170	Windows 2008 Server Networking I	Core	3*
CIN-200	Windows 2008 Server II	Core	3
CIN-210	Windows 2008 Server Networking II	Core	3
CST-200	Principles of Information Security	Core	3
CST-240	Network Security Fundamentals	Core	3
CST-250	Introduction to Computer Forensics	Core	3*
PMM-190	Information Technology Project Management	Core	3
PMM-200	Microsoft Project	Core	3*
Total Core Credits			45

General Education Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
GEC-100	Basic English & Communications	Gen-Ed	3
GBC-110	Business Communications	Gen-Ed	3
Mathematics: select 2 courses from the following 3 course options			
GBM-200	Business Math	Gen-Ed	3
GCA-200	College Algebra	Gen-Ed	3
STS-300	Business Statistics	Gen-Ed	3
Social / Natural Sciences: select 1 course from the following 3 course options			
GGs-200	Global Sociology	Gen-Ed	3*
PSY-100	Essentials of Psychology	Gen-Ed	3
GPS-300	Political Science	Gen-Ed	3
Total General Education Credits			15
Total AAS Program Credits:			60

* This course has a proctored final exam. Please refer to the Proctored Examination Policy and Procedure in the University Catalog or on the website at: www.ABTU.edu/policies.htm

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>.

To view current textbook information for these and other ABTU courses, please click the following link: <http://abtu.edu/online/university-course-listing>

II.B. Associate of Applied Science Degree Programs

Program Title:	Computer Programming and Systems Design		
Completion Award:	Associate of Applied Science Degree		
Contact Hours:	900	Outside Study Hours:	1,800
Semester Credits:	60 hours (including 15 semester credits of General Studies)		
Program Duration:	120 weeks		
Cost Per Credit Hour:	\$249	Total Tuition:	\$14,940
Course Materials and Fees:	\$125	Total Course Materials & Fees:	\$2,500**
Total Cost of AAS Program:	\$17,440	(including course materials and fees)	

Program Description

The Associate of Applied Science degree in Computer Programming and Systems Design combines studies in information technology, programming, database design and implementation and encompasses accepted theories regarding information systems management and security. The academic and professional skills focused on during the program provide a basic knowledge of high-level languages such as Java and Visual Basic, SQL scripting using MySQL, ASP.NET, project management utilizing Microsoft Project, and the Microsoft Office Suite, preparing them to function successfully in programming and systems design positions.

Program Outcomes

Upon successful completion of the program, the graduate should be able to:

Demonstrate proficiency in the use of current Microsoft Office Suite products.

- Create and implement generic and customized programs to drive operating systems.
- Apply the methods and procedures of software design and programming to software installation and maintenance.
- Design software and write computer programs in Java and Visual Basic.
- Demonstrate program customization and linking; prototype testing; troubleshooting; and related aspects of operating systems and applications.
- Demonstrate proficiency in the use of current Microsoft Office Suite products.
- Create functional programs utilizing basic and advanced techniques of MS Visual Basic, JAVA, and ASP.NET programming.
- Identify and evaluate application software issues and implement effective remediation policies and procedures.
- Demonstrate effective communications utilizing accepted business practices and applications.
- Apply the knowledge and skills of general computer programming to the solution of specific operational problems and customization requirements presented by individual and organizational users.
- Create database objects, including tables constrain, indexes, sequences, and users.
- Use data query techniques such as row filtering, joins, single-row functions, aggregate functions, sub-queries, and views.

Potential Employment

Upon successful completion of the program, graduates should possess the knowledge and skills to fill positions as an entry level computer programmer, database technician, database administrator, I.T. customer support specialist, applications developer, or as a professional in other information technology and computer fields.

<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
CIS-100	Information Technology & Distance Learning	Core	3
CIS-110	Integrated Business Applications	Core	3
CIS-120	Microsoft Excel	Core	3*
CIS-130	Relational Database Management	Core	3
CIS-140	Programming Logic & Design	Core	3
CIS-150	Programming in MS Visual Basic 2008 I	Core	3
CIS-160	Programming in MS Visual Basic 2008 II	Core	3*
CIS-200	Java Programming I	Core	3
CIS-210	Java Programming II	Core	3*
CIS-220	Introduction to ASP.net	Core	3
CPS-250	Introduction to Database Systems	Core	3*
CPS-260	Network Security Fundamentals	Core	3
CST-200	Principles of Information Security	Core	3
PMM-190	Information Technology Project Management	Core	3
PMM-200	Microsoft Project	Core	3*
Total Core Credits			45

General Education Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
GEC-100	Basic English & Communications	Gen-Ed	3
GBC-110	Business Communications	Gen-Ed	3
Mathematics: select 2 courses from the following 3 course options			
GBM-200	Business Math	Gen-Ed	3
GCA-200	College Algebra	Gen-Ed	3
STS-300	Business Statistics	Gen-Ed	3
Social / Natural Sciences: select 1 course from the following 3 course options			
GGs-200	Global Sociology	Gen-ED	3*
PSY-100	Essentials of Psychology	Gen-Ed	3
GPS-300	Political Science	Gen-Ed	3
Total General Education Credits			15
Total AAS Program Credits:			60

* This course has a proctored final exam. Please refer to the Proctored Examination Policy and Procedure in the University Catalog or on the website at: www.ABTU.edu/policies.htm

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>

To view current textbook information for these and other ABTU courses, please click the following link: <http://abtu.edu/online/university-course-listing>

II.B. Associate of Applied Science Degree Programs

♦ Web Development and Internet Technology

CIP Code: 11.0801

Program Title:	Web Development and Internet Technology		
Completion Award:	Associate of Applied Science Degree		
Contact Hours:	900	Outside Study Hours:	1,800
Semester Credits:	60 hours (including 15 semester credits of General Studies)		
Program Duration:	120 weeks		
Cost Per Credit Hour:	\$249	Total Tuition:	\$14,940
Course Materials and Fees:	\$125	Total Course Materials & Fees:	\$2,500**
Total Cost of AAS Program:	\$17,440	(including course materials and fees)	

Program Description

The Associate of Applied Science in Web Development and Internet Technology program prepares individuals to apply HTML, XHTML, ASP.NET forms processing, style sheets and emerging technologies to plan, develop and publish web sites on the World Wide Web. Instruction includes Internet theory, web page standards and policies, Adobe Flash to create animations, special effects and video, principles of information security, and accessibility and site validation techniques. Academic and professional skills focused on during the program provide a basic knowledge of project management using MS Project, preparing graduates to function successfully as an entry level Web Master and other Internet Technology positions.

Program Outcomes

Upon successful completion of the program, the graduate should be able to:

Demonstrate proficiency in the use of current Microsoft Office Suite products.

- Manage and maintain web servers and the hosted web pages at one or a group of web sites.
- Perform and function as an entry level webmasters.
- Set up and configure Internet Information systems servers and networks.
- Apply acquired knowledge and skills to accomplish web page design and editing.
- Manage and implement web policies and procedures.
- Create functional programs utilizing basic techniques of ASP.NET programming.
- Identify and evaluate web application software issues and implement effective remediation policies and procedures.
- Design and develop database-driven websites while integrating e-Commerce

Potential Employment

Upon successful completion of the program, graduates should possess the knowledge and skills needed to fill positions as an entry level webmaster, Internet applications developer, or as a professional in similar information technology and computer fields.

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>.

To view current textbook information for these and other ABTU courses, please click the following link: <http://abtu.edu/online/university-course-listing>

Web Development and Internet Technology - Core Courses

<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
CIS-100	Information Technology & Distance Learning	Core	3
CIS-110	Integrated Business Applications	Core	3
CIS-120	Microsoft Excel	Core	3*
CIS-130	Relational Database Management	Core	3
CIS-140	Programming Logic & Design	Core	3
CIT-150	Website Design and Development	Core	3*
CIT-220	Database-Driven Websites and E-Commerce	Core	3
CIM-180	Graphics Design I	Core	3*
CIM-200	Graphics Design II	Core	3
CIM-190	Multimedia Programming I	Core	3
CIM-210	Multimedia Programming II	Core	3
CIS-220	Introduction to ASP.net	Core	3
CST-200	Principles of Information Security	Core	3*
PMM-190	Information Technology Project Management	Core	3
PMM-200	Microsoft Project	Core	3*
Total Core Credits			45

General Education Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
GEC-100	Basic English & Communications	Gen-Ed	3
GBC-110	Business Communications	Gen-Ed	3
Mathematics: select 2 courses from the following 3 course options			
GBM-200	Business Math	Gen-Ed	3
GCA-200	College Algebra	Gen-Ed	3
STS-300	Business Statistics	Gen-Ed	3
Social / Natural Sciences: select 1 course from the following 3 course options			
GGs-200	Global Sociology	Gen-ED	3*
PSY-100	Essentials of Psychology	Gen-Ed	3
GPS-300	Political Science	Gen-Ed	3
Total General Education Credits			15
Total AAS Program Credits:			60

* This course has a proctored final exam. Please refer to the Proctored Examination Policy and Procedure in the University Catalog or on the website at: www.ABTU.edu/policies.htm

II.B. Associate of Applied Science Degree Programs

◆ Business Administration and Information Technology

CIP Code: 52.0201

Program Title:	Business Administration and Information Technology
-----------------------	--

Completion Award:	Associate of Applied Science Degree		
Contact Hours:	900	Outside Study Hours:	1,800
Semester Credits:	60 hours (including 15 semester credits of General Studies)		
Program Duration:	120 weeks		
Cost Per Credit Hour:	\$249	Total Tuition:	\$14,940
Course Materials and Fees:	\$125	Total Course Materials & Fees:	\$2,500**
Total Cost of AAS Program:	\$17,440	(including course materials and fees)	

Program Description

The Associate of Applied Science Degree in Business Administration and Information Technology expands on the knowledge gained in the diploma courses by including instruction in the principles of database-driven websites, e-commerce, marketing, customer service, information security, and project management including practical applications utilizing Microsoft Project. Completion of the course will prepare the graduate to function in a technology driven business environment.

Program Outcomes

Upon successful completion of the program, the graduate should be able to:
Demonstrate proficiency in the use of current Microsoft Office Suite products.

- Explain and appraise the concepts of budgeting, scheduling and coordination, office systems operation and maintenance, office records management, organization, and security.
- Prepare documentation and project data utilizing Microsoft Project.
- Perform accounting functions in the position of a QuickBooks bookkeeper accounting assistant or accounting clerk.
- Operate in an organization as a composer, editor and proofreader of business or business-related communications.
- Organize and maintain the operations of a small business.

Potential Employment

Upon successfully completing this program the graduate may qualify for employment as an assistant office manager, QuickBooks bookkeeper, customer service representative, account representative, administrative assistant, assistant to a project manager and other positions in the business, and computer fields.

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>

To view current textbook information for these and other ABTU courses, please click the following link: <http://abtu.edu/online/university-course-listing>

Business Administration and Information Technology - Core Courses			
Course Code	Course Name	Course Type	Credits
CIS-100	Information Technology & Distance Learning	Core	3

CIS-110	Integrated Business Applications	Core	3
CIS-120	Microsoft Excel	Core	3*
CIS-130	Relational Database Management	Core	3
CIT-150	Website Design and Development	Core	3*
CIT-220	Database-Driven Websites and E-Commerce	Core	3
CIB-100	Business Office Procedures	Core	3*
CIB-110	Introduction to Business	Core	3
CIB-200	Accounting Fundamentals	Core	3
CIB-210	Accounting Information Systems – Practical Emphasis	Core	3
CIB-220	Marketing Essentials	Core	3*
CIB-230	Principles of Customer Service	Core	3
CST-200	Principles of Information Security	Core	3
PMM-190	Information Technology Project Management	Core	3
PMM-200	Microsoft Project	Core	3*
Total Core Credits			45

General Education Courses			
Course Code	Course Name	Course Type	Credits
GEC-100	Basic English & Communications	Gen-Ed	3
GBC-110	Business Communications	Gen-Ed	3
Mathematics: select 2 courses from the following 3 course options			
GBM-200	Business Math	Gen-Ed	3
GCA-200	College Algebra	Gen-Ed	3
STS-300	Business Statistics	Gen-Ed	3
Social / Natural Sciences: select 1 course from the following 3 course options			
GGs-200	Global Sociology	Gen-Ed	3*
PSY-100	Essentials of Psychology	Gen-Ed	3
GPS-300	Political Science	Gen-Ed	3
Total General Education Credits			15
Total AAS Program Credits:			60

*

This course has a proctored final exam. Please refer to the Proctored Examination Policy and Procedure in the University Catalog or on the website at: www.ABTU.edu/policies.htm

II.B. Associate of Applied Science Degree Programs

◆ Criminal Justice

CIP Code: 43.0103

Program Title:	Criminal Justice
-----------------------	------------------

Completion Award:	Associate of Applied Science Degree	
Contact Hours:	900	Outside Study Hours: 1,800
Semester Credits:	60 hours (including 15 semester credits of General Studies)	
Program Duration:	120 weeks	
Cost Per Credit Hour:	\$249	Total Tuition: \$14,940
Course Materials and Fees:	\$125	Total Course Materials & Fees: \$2,500**
Total Cost of AAS Program:	\$17,440 (including course materials and fees)	

Program Description

The program prepares the student to apply theories and practices of organizational management and criminal justice to the administration of public law enforcement agencies and operations. Material covered will include law enforcement history and theory, operational command leadership, administration of public police organizations, labor relations, incident response strategies, legal and regulatory responsibilities, budgeting, public relations, and organizational leadership.

*Please be advised individuals with prior felony convictions will be precluded from obtaining employment in any criminal justice field.

Program Outcomes

Upon successful completion of the program, the graduate should be able to:

- Identify current trends in the areas of corrections, policing, criminal justice, and criminology.
- Explain the fundamental concepts underlying the U.S. criminal justice system.
- Demonstrate knowledge of the court system and legal process.
- Apply the principles of clinical and criminal laboratory science, investigative techniques, and criminology to the reconstruction of crimes and the analysis of physical evidence.
- Employ accepted practices of laboratory science, laboratory procedures, criminology and police science.
- Perform and evaluate evidentiary testing and analysis, reconstruction techniques, evidence handling and storage practices, and identify the appropriate applications applicable to specific types of evidence and crimes.
- Describe and interpret principles, procedures, techniques, legal concerns, and problems associated with a criminal investigation.
- Explain and quantify administrative law and procedures, courtroom evidence management and preparation, case presentation and court testimony.
- Define the principles regarding suspect description and identification, state and federal criminal law and procedures, informant and suspect rights, officer liability, informant and witness management, and victim awareness.

Potential Employment

The Associate of Applied Science Degree in Criminal Justice will assist in preparing students for entry-level careers in federal law enforcement, state and local police work, probation/parole, and/or corrections, if other criteria established by the employer/agency are met.

To view current textbook information for these and other ABTU courses, please click the following link:
<http://abtu.edu/online/university-course-listing>

<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
CIS-100	Information Technology & Distance Learning	Core	3
CIS-110	Integrated Business Applications	Core	3
CIS-120	Microsoft Excel	Core	3*
CJ-100	Introduction to Criminal Justice and Administration	Core	3
CJ-110	Criminal Law	Core	3
CJ-120	Introduction to Law and the Court System	Core	3*
PSY-100	Essentials of Psychology	Core	3
CJ-130	Corrections and the Prison System	Core	3*
CJ-140	Introduction to Policing	Core	3
CJ-200	Criminology	Core	3
CJ-210	Criminal Procedure	Core	3*
CJ-220	Criminal Investigation	Core	3
CJ-230	Juvenile Delinquency	Core	3
CJ-240	Introduction to Security	Core	3*
CST-200	Principles of Information Security	Core	3
Total Core Credits			45

General Education Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
GEC-100	Basic English & Communications	Gen-Ed	3
GBC-110	Business Communications	Gen-Ed	3
Mathematics: select 2 courses from the following 3 course options			
GBM-200	Business Math	Gen-Ed	3
GCA-200	College Algebra	Gen-Ed	3
STS-300	Business Statistics	Gen-Ed	3
Social / Natural Sciences: select 1 course from the following 3 course options			
GGs-200	Global Sociology	Gen-ED	3*
PSY-100	Essentials of Psychology	Gen-Ed	3
GPS-300	Political Science	Gen-Ed	3
Total General Education Credits			15
Total AAS Program Credits:			60

* This course has a proctored final exam. Please refer to the Proctored Examination Policy and Procedure in the University Catalog or on the website at: www.ABTU.edu/policies.htm

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>

II.B. Associate of Applied Science Degree Programs

◆ Health Information Technology

CIP Code: 51.0707, 51.0710

Program Title:	Health Information Technology		
Completion Award:	Associate of Applied Science Degree		
Contact Hours:	900	Outside Study Hours:	1,800
Semester Credits:	60 hours (including 15 semester credits of General Studies)		
Program Duration:	120 weeks		
Cost Per Credit Hour:	\$249	Total Tuition:	\$14,940
Course Materials and Fees:	\$125	Total Course Materials & Fees:	\$2,500**
Total Cost of AAS Program:	\$17,440	(including course materials and fees)	

Program Description

The Associate of Applied Science in Health Information Technology program prepares individuals to perform functions and processes in healthcare facilities related to managing, analyzing, and organizing patient medical records both electronic health records and paper-based health records. The primary program focus is ensuring the quality of medical records by verifying completeness, accuracy, and proper entry into computer systems. The graduate will demonstrate the basic understanding of the electronic healthcare record, medical law and HIPAA standards, insurance billing and coding practices, abstraction of data, general office duties, and customer service.

Upon completion of the degree students are prepared to sit for industry standards certifications in Billing and Coding Specialist, Medical Administrative Assistant, and Electronic Health Record Specialist as associated with the [National Healthcareer Association](#).

Program Outcomes

Upon successful completion of the program, the graduate should be able to:

- Define medical terms related to common diseases and pathology by utilizing the learned foundations of medical word structure and abbreviations.
- Apply standard formatting to transcribe, proofread, and edit various forms of health related information including, but not limited to, correspondence, ambulatory reports, history and physical exams, operative reports, and discharge summaries.
- Summarize all types of insurance plans, filing guidelines, precertification and authorization procedures, and perform basic procedure and diagnostic coding for reimbursement.
- Perform general office duties relating to communication, supply and equipment maintenance, financial management, mail handling, and employment laws.
- Employ HIPAA standards in relationship to administrative, physical, and technical safeguards, ensure adherence to medical, legal, and ethical standards, and understand penalties associated with HIPAA.
- Manipulate and manage medical records and databases for the purpose of patient demographic information, scheduling, documentation, and financial obligations as well as all general practice record keeping utilizing software applications.
- Identify the core functions/capabilities of an electronic health record, understand how accuracy, completeness, and currency of summary lists is best maintained in the electronic health record, and how to utilize an electronic health record to facilitate secure and confidential communications.

Potential Employment

Upon successful completion of the program, graduates should possess the knowledge and skills required for employment as a Medical Office Assistant, Healthcare Access Associate, Health Information Clerk or focus on specialized entry-level positions such as Medical Transcriptionist, Medical Biller and Coder, or other similar positions within the healthcare field.

Health Information Technology - Core Courses

<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
CIS-100	Information Technology & Distance Learning	Core	3
CIS-110	Integrated Business Applications	Core	3
HIT-100	Introduction to Healthcare	Core	3*
HIT-110	Medical Terminology I	Core	3
HIT-120	Medical Terminology II	Core	3*
HIT-130	Medical Transcription/Editing I	Core	3
HIT-140	Medical Transcription/Editing II	Core	3
HIT-150	Understanding Health Insurance	Core	3
HIT-160	Insurance Billing and Coding	Core	3*
HIT-200	Administrative Healthcare I	Core	3
HIT-210	Administrative Healthcare II	Core	3*
HIT-220	Medical Law and HIPAA Compliance	Core	3
HIT-230	Health Information Management I	Core	3
HIT-240	Health Information Management II	Core	3
HIT-250	Electronic Health Records	Core	3*
Total Core Credits			45

General Education Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
GEC-100	Basic English & Communications	Gen-Ed	3
GBC-110	Business Communications	Gen-Ed	3
Mathematics: select 2 courses from the following 3 course options			
GBM-200	Business Math	Gen-Ed	3
GCA-200	College Algebra	Gen-Ed	3
STS-300	Business Statistics	Gen-Ed	3
Social / Natural Sciences: select 1 course from the following 3 course options			
GGs-200	Global Sociology	Gen-Ed	3*
PSY-100	Essentials of Psychology	Gen-Ed	3
GPS-300	Political Science	Gen-Ed	3
Total General Education Credits			15
Total AAS Program Credits:			60

* This course has a proctored final exam. Please refer to the Proctored Examination Policy and Procedure in the University Catalog or on the website at: www.abtu.edu/policies.htm

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>

To view current textbook information for these and other ABTU courses, please click the following link: <http://abtu.edu/online/university-course-listing>

III.A. Technical Diploma Programs

◆ Network Administration and Information Security

CIP Code: 11.1001

Program Title:	Network Administration and Information Security		
Completion Award:	Technical Diploma		
Contact Hours:	450	Outside Study Hours:	900
Semester Credits:	30 hours (including 3 semester credits of General Studies)		
Program Duration:	60 weeks		
Cost Per Credit Hour:	\$249	Total Tuition:	\$7,470
Course Materials and Fees:	\$125	Total Course Materials & Fees:	\$1,250**
Total Cost of Program:	\$8,720 (including course materials and fees)		

Program Description

This Network Administration and Information Security Diploma program will teach students the concepts and techniques of MS Office Suite with emphasis on Excel and Access, and fundamentals of programming logic. Students will develop the skills needed to manage a Windows Server 2008 system, and will be able to setup a small LAN/WAN networks. The program introduces the students as well to basic information security concepts and principles. The program prepares graduates to function successfully in entry level network administration and information security positions.

Program Outcomes

Upon successful completion of the program, the graduate should be able to:

- Demonstrate proficiency in the use of current Microsoft Office Suite products.
- Demonstrate effective communications utilizing accepted business practices and applications.
- Setup a small to medium size LAN and a WAN Network
- Describe and implement performance balancing, redundancy, network management and system migration and upgrades.
- Perform problem diagnosis, troubleshooting, and system maintenance on LAN/WAN networks.
- Apply the knowledge and skills of general computer programming to the solution of specific operational problems and requirements presented by individual and organizational users.

Potential Employment

Upon successfully completing of this program, graduates should be able to perform tasks of an entry level Network Administrator in a small Network setup, or any related positions in the information technology and network administration fields.

Network Administration & Information Security Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
CIS-100	Information Technology & Distance Learning	Core	3
CIS-110	Integrated Business Applications	Core	3
CIS-120	Microsoft Excel	Core	3*
CIS-130	Relational Database Management	Core	3
CIS-140	Programming Logic & Design	Core	3
CIN-150	Computer Networking for LAN's to WAN's	Core	3*
CIN-160	Windows 2008 Server I	Core	3
CIN-170	Windows 2008 Server Networking I	Core	3*
CST-200	Principles of Information Security	Core	3
GEC-100	Basic English & Communications	Gen-Ed	3
Total Program Credits			36

* This course has a proctored final exam. Please refer to the Proctored Examination Policy and Procedure in the University Catalog or on the website at: www.ABTU.edu/policies.htm

To view current textbook information for these and other ABTU courses, please click the following link:
<http://abtu.edu/online/university-course-listing>

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>

III.A. Technical Diploma Programs

◆ Computer Programming and Systems Design

CIP Code: 11.0201

Program Title:	Computer Programming and Systems Design		
Completion Award:	Technical Diploma		
Contact Hours:	450	Outside Study Hours:	900
Semester Credits:	30 hours (including 3 semester credits of General Studies)		
Program Duration:	60 weeks		
Cost Per Credit Hour:	\$249	Total Tuition:	\$7,470
Course Materials and Fees:	\$125	Total Course Materials & Fees:	\$1,250**
Total Cost of Program:	\$8,720 (including course materials and fees)		

Program Description

The Technical Diploma degree in Computer Programming and Systems Design combines studies in information technology, programming, and encompasses accepted theories regarding information systems management. The academic and professional skills focused on during the program provide a basic knowledge of high-level languages such as Java and Visual Basic and the Microsoft Office Suite, preparing them to function successfully in programming and systems design positions.

Program Outcomes

Upon successful completion of the program, the graduate should be able to:

- Create and implement generic and customized programs to drive operating systems.
- Apply the methods and procedures of software design and programming to software installation and maintenance.
- Design software and write computer programs in Java and Visual Basic.
- Demonstrate program customization and linking; prototype testing; troubleshooting; and related aspects of operating systems and applications.
- Demonstrate proficiency in the use of current Microsoft Office Suite products.
- Create functional programs utilizing basic and advanced techniques of MS Visual Basic, JAVA, and ASP.NET programming.
- Identify and evaluate application software issues and implement effective remediation policies and procedures.
- Demonstrate effective communications utilizing accepted business practices and applications.
- Apply the knowledge and skills of general computer programming to the solution of specific operational problems and customization requirements presented by individual and organizational users.

Potential Employment

Upon successfully completing of this program, graduates should be able to perform tasks of an entry level Network Administrator in a small Network setup, or any related positions in the information technology and network administration fields.

Computer Programming & Systems Design Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
CIS-100	Information Technology & Distance Learning	Core	3
CIS-110	Integrated Business Applications	Core	3
CIS-120	Microsoft Excel	Core	3*
CIS-130	Relational Database Management	Core	3
CIS-140	Programming Logic & Design	Core	3
CIS-150	Programming in MS Visual Basic 2008 I	Core	3
CIS-160	Programming in MS Visual Basic 2008 I	Core	3*
CIS-200	Windows 2008 Server Networking I	Core	3
CIS-210	Java Programming I	Core	3*
GEC-100	Java Programming II	Gen-Ed	3
Total Program Credits			30

* This course has a proctored final exam. Please refer to the Proctored Examination Policy and Procedure in the University Catalog or on the website at: www.ABTU.edu/policies.htm

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>

To view current textbook information for these and other ABTU courses, please click the following link: <http://abtu.edu/online/university-course-listing>

III.A. Technical Diploma Programs

◆ Web Design and Development

CIP Code: 11.0801

Program Title:	Web Design and Development		
Completion Award:	Technical Diploma		
Contact Hours:	450	Outside Study Hours:	900
Semester Credits:	30 hours (including 3 semester credits of General Studies)		
Program Duration:	60 weeks		
Cost Per Credit Hour:	\$249	Total Tuition:	\$7,470
Course Materials and Fees:	\$125	Total Course Materials & Fees:	\$1,250**
Total Cost of Program:	\$8,720 (including course materials and fees)		

Program Description

The Technical Diploma in Web Development and Internet Technology program prepares individuals to apply HTML, XHTML, ASP.NET form processing and other emerging technologies to the design, publishing and maintenance of web sites on the World Wide Web. Instruction includes Internet theory, web page standards and policies, and search engine optimization. Included in this program as well is instruction in MS Office Suite with special emphasis on Excel and Access. Graduates of this program will be able to function successfully in entry level web site development and other Internet technology positions.

Program Outcomes

Upon successful completion of the program, the graduate should be able to:

- Manage and maintain web servers and the hosted web pages at one or a group of web sites.
- Set up and configure Internet Information systems servers and networks.
- Apply acquired knowledge and skills to accomplish web page design and editing.
- Demonstrate proficiency in the use of MS Office Suite.
- Create functional programs using HTML, XHTML and other web programming languages.

Potential Employment

Upon successful completion of the program, graduates should possess the knowledge and skills needed to fill positions as an entry level webmaster, JAVA programmer/programmer analyst, database technician, database administrator, Internet applications developer, or in similar information technology and computer fields.

Web Design and Development Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
CIS-100	Information Technology & Distance Learning	Core	3
CIS-110	Integrated Business Applications	Core	3
CIS-120	Microsoft Excel	Core	3*
CIS-130	Relational Database Management	Core	3
CIS-140	Programming Logic & Design	Core	3
CIT-150	Website Design and Development	Core	3
CIM-180	Graphics Design I	Core	3*
CIM-190	Graphics Design II	Core	3
CST-200	Principles of Information Security	Core	3*
GEC-100	Java Programming II	Gen-Ed	3
Total Program Credits			30

* This course has a proctored final exam. Please refer to the Proctored Examination Policy and Procedure in the University Catalog or on the website at: www.ABTU.edu/policies.htm

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>

To view current textbook information for these and other ABTU courses, please click the following link: <http://abtu.edu/online/university-course-listing>

III.A. Technical Diploma Programs

◆ Business Administration and Information Technology

CIP Code: 52.0201

Program Title:	Business Administration and Information Technology		
Completion Award:	Technical Diploma		
Contact Hours:	450	Outside Study Hours:	900
Semester Credits:	30 hours (including 3 semester credits of General Studies)		
Program Duration:	60 weeks		
Cost Per Credit Hour:	\$249	Total Tuition:	\$7,470
Course Materials and Fees:	\$125	Total Course Materials & Fees:	\$1,250**
Total Cost of Program:	\$8,720 (including course materials and fees)		

Program Description

The Technical Diploma in Business Administration and Information Technology introduces individuals to the functions and processes of a firm or organization and the use of technological information systems, including computing systems, as solutions to business and communications support needs. The program includes basic instruction in the principles of information technology, business office procedures, databases, Microsoft Office application programs, with specific emphases in Excel and Access. Also included is instruction in website design and development, and accounting. The academic and professional skills taught during the program prepare the graduate to function in the business office environment utilizing Office applications and computer technology.

Program Outcomes

Upon successful completion of the program, the graduate should be able to:

- Summarize the basic concepts, principles and terminology required to function in an information technology driven business environment.
- Demonstrate practical use of Microsoft Office applications.
- Perform basic bookkeeping functions using QuickBooks.
- Operate in an organization as a composer, editor and proofreader of business or business-related communications.
- Create and utilize Excel spreadsheets to analyze and support basic business functions.
- Generate basic Access databases.

Potential Employment

Upon successfully completing this program the graduate may qualify to fill entry level positions in business administration, office operations, administrative assistant, basic website design, bookkeeping and other positions in the businesses utilizing computer systems and office technology.

Required Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
CIS-100	Information Technology & Distance Learning	Core	3
CIS-110	Integrated Business Applications	Core	3
CIS-120	Microsoft Excel	Core	3*
CIS-130	Relational Database Management	Core	3
CIT-150	Website Design and Development	Core	3*
CIB-100	Business Office Procedures	Core	3*
CIB-110	Introduction to Business	Core	
CIB-200	Accounting Fundamentals	Core	3
CIB-210	Accounting Information Systems-Practical Emphasis	Core	3
GEC-100	Basic English and Communications	Gen-Ed	3
Total Program Credits			30

* This course has a proctored final exam. Please refer to the Proctored Examination Policy and Procedure in the University Catalog or on the website at: www.ABTU.edu/policies.htm

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>

To view current textbook information for these and other ABTU courses, please click the following link: <http://abtu.edu/online/university-course-listing>

III.A. Technical Diploma Programs

◆ Criminal Justice

CIP Code: 43.0103

Program Title:	Criminal Justice		
Completion Award:	Technical Diploma		
Contact Hours:	450	Outside Study Hours:	900
Semester Credits:	30 hours (including 3 semester credits of General Studies)		
Program Duration:	60 weeks		
Cost Per Credit Hour:	\$249	Total Tuition:	\$7,470
Course Materials and Fees:	\$125	Total Course Materials & Fees:	\$1,250**
Total Cost of Program:	\$8,720 (including course materials and fees)		

Program Description

The Technical Diploma in Criminal Justice program prepares the student to apply theories and practices of criminal justice to the operation of public law enforcement agencies. Material covered will include law enforcement history and theory, labor relations, incident response strategies, legal and regulatory responsibilities, budgeting, and public relations.

Program Outcomes

Upon successful completion of the program, the graduate should be able to:

- Identify current trends in the areas of corrections, policing, criminal justice, and criminology.
- Explain the fundamental concepts underlying the U.S. criminal justice system.
- Demonstrate knowledge of the court system and legal process
- Apply the principles of clinical and criminal laboratory science, investigative techniques, and criminology to the reconstruction of crimes and the analysis of physical evidence.
- Employ accepted practices of laboratory science, laboratory procedures, criminology and police science.
- Perform and evaluate evidentiary testing and analysis, reconstruction techniques, evidence handling and storage practices, and identify the appropriate applications applicable to specific types of evidence and crimes.

Potential Employment

The Technical Diploma in Criminal Justice will assist in preparing students for entry-level careers in law enforcement, state and local police work, and/or corrections, if other criteria established by the employer/agency are met.

*Please be advised individuals with prior felony convictions will be precluded from obtaining employment in any criminal justice field.

Required Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
CIS-100	Information Technology & Distance Learning	Core	3
CIS-110	Integrated Business Applications	Core	3
CIS-120	Microsoft Excel	Core	3*
CJ-100	Introduction to Criminal Justice and Administration	Core	3
CJ-110	Criminal Law	Core	3
CJ-120	Introduction to Law and the Court System	Core	3*
PSY-100	Essentials of Psychology	Core	3
CJ-130	Corrections and the Prison System	Core	3*
CJ-140	Introduction to Policing	Core	3
GEC-100	Basic English and Communications	Gen-Ed	3
Total Program Credits			30

* This course has a proctored final exam. Please refer to the Proctored Examination Policy and Procedure in the University Catalog or on the website at: www.ABTU.edu/policies.htm

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>

To view current textbook information for these and other ABTU courses, please click the following link: <http://abtu.edu/online/university-course-listing>

III.A. Technical Diploma Programs

◆ Health Information Technology

CIP Code: 51.0707

Program Title:	Health Information Technology		
Completion Award:	Technical Diploma		
Contact Hours:	450	Outside Study Hours:	900
Semester Credits:	30 hours (including 3 semester credits of General Studies)		
Program Duration:	60 weeks		
Cost Per Credit Hour:	\$249	Total Tuition:	\$7,470
Course Materials and Fees:	\$125	Total Course Materials & Fees:	\$1,250**
Total Cost of Program:	\$8,720 (including course materials and fees)		

Program Description

The Technical Diploma in Health Information Technology program prepares individuals to perform functions and processes in healthcare facilities related to the daily operations. The graduate will demonstrate the basic understanding of medical terminology, medical transcription, insurance billing and coding practices, general office duties, and customer service.

Program Outcomes

Upon successful completion of the program, the graduate should be able to:

- Define medical terms related to common diseases and pathology by utilizing the learned foundations of medical word structure and abbreviations.
- Apply standard formatting to transcribe, proofread, and edit various forms of health related information including, but not limited to, correspondence, ambulatory reports, history and physical exams, operative reports, and discharge summaries.
- Summarize all types of insurance plans, filing guidelines, precertification and authorization procedures, and perform basic procedure and diagnostic coding for reimbursement.
- Perform general office duties relating to communication, supply and equipment maintenance, financial management, mail handling, and employment laws.

Potential Employment

Upon successful completion of the program, graduates should possess the knowledge and skills required for employment as a Medical Office Assistant or focus on specialized entry-level positions such as Medical Transcriptionist, Medical Biller and Coder, or other similar positions within the healthcare field.

Health Information Technology Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
CIS-100	Information Technology & Distance Learning	Core	3
CIS-110	Integrated Business Applications	Core	3
HIT-100	Introduction to Healthcare	Core	3*
HIT-110	Medical Terminology I	Core	3
HIT-120	Medical Terminology II	Core	3*
HIT-130	Medical Transcription/Editing I	Core	3
HIT-140	Medical Transcription/Editing II	Core	3
HIT-150	Understanding Health Insurance	Core	3
HIT-160	Insurance Billing and Coding	Core	3*
GEC-100	Basic English and Communications	Gen-Ed	3
Total Program Credits			30

* This course has a proctored final exam. Please refer to the Proctored Examination Policy and Procedure in the University Catalog or on the website at: www.ABTU.edu/policies.htm

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>

To view current textbook information for these and other ABTU courses, please click the following link: <http://abtu.edu/online/university-course-listing>

III.B. Certificate Programs

◆ Information Technology Certificate

CIP Code: 11.0101

Program Title:	Information Technology Certificate		
Completion Award:	Certificate of Information Technology		
Contact Hours:	225	Outside Study Hours:	450
Semester Credits:	15 hours		
Program Duration:	30 weeks		
Tuition:	\$3,735	Course Materials:	\$625**
Total Cost:	\$4,360 (including books, software, and shipping)		

Program Description

The Information Technology Certificate program is designed to provide students with the fundamental computer knowledge and skills required in the current corporate workplace. The student will demonstrate acquired skills in utilizing computer tools, database management, and business and web applications in the workplace.

Program Outcomes

Upon successful completion of the program, the student should be able to:

- Demonstrate proficiency in the use of current Microsoft Office Suite products.
- Identify and evaluate computer systems issues and implement effective remediation policies.
- Use Microsoft Access to create and manipulate databases.
- Demonstrate and define the computer system components and application system operational characteristics.
- Perform problem diagnosis, troubleshooting, and system maintenance on multiple types of computer systems.
- Design basic websites and manipulate webpage components.

Potential Employment

Upon successfully completing this program the graduate should qualify to fill entry-level positions in the corporate office structure and other positions requiring utilization of the concepts and skills of Information Technology.

Information Technology Certificate Courses			
<i>Course Code</i>	<i>Course Name</i>	<i>Course Type</i>	<i>Credits</i>
CIS-100	Information Technology & Distance Learning	Core	3
CIS-110	Integrated Business Applications	Core	3
CIS-120	Microsoft Excel	Elective	3
CIS-130	Relational Database Management	Elective	3
CIT-150	Website Design and Development	Elective	3
Total Program Credits			15

* Students are required to take a minimum of 1 proctored final exam prior to successfully completing the program. www.ABTU.edu/policies.htm

Please see the ABTU Admissions Policy for further details: <http://abtu.edu/policies/admissions-policy-adm-pl-0812/>

To view current textbook information for these and other ABTU courses, please click the following link: <http://abtu.edu/online/university-course-listing>

Courses Offered

ABTU offers a variety of courses which are part of different degree programs. Each course is three credit semester hours and can be completed during a six-week or 12-week term. Students can take an independent course, or can take the course as part of the program they are enrolled in.

Students maintaining the SAP; Satisfactory Academic Progress (2.0 out of 4.0), can enroll in up to two courses per term, in order to reduce the time needed for graduation.

The course credit hour allocation is based on the following table:

Student Time Commitment Breakdown:

* Contact Hour = 50 minutes.

Study time required during the course depends on a student's comprehension, and might exceed what is stated in the syllabi.

Expected Student Learning Activity	Weekly Hours Spent Towards Course	Total Hours Spent Towards Course Per Six-Week Term	Term Credits Earned
Lecture time (Contact Hours)	7.5	45	-
Reading and Study Time (As Required)	6	36	-
Assignments/Projects (3 per week)	6	36	-
Pre-assessment (1 per week)	1	6	-
Weekly Test (1 per week)	2	12	-
Total Hours	22.5	135	3

This page left blank intentionally.

Information Technology Courses

<u>Course ID</u>	<u>Course Title</u>	<u>Credits</u>
CIS-100	Information Technology and Distance Learning	3
CIS-110	Integrated Business Applications	3
CIS-120	Microsoft Excel	3
CIS-130	Relational Database Management	3
CIS-140	Programming Logic and Design	3
CIS-150	Programming in MS Visual Basic I	3
CIS-160	Programming in MS Visual Basic II	3
CIS-200	Java Programming I	3
CIS-210	Java Programming II	3
CIS-220	Introduction to ASP.NET	3
CPS-250	Introduction to Database Systems	3
CPS-260	Database Systems and Design II	3
PMM-190	Information Technology Project Management	3
PMM-200	Microsoft Project	3
CIN-150	Computer Networking for LANs to WANs	3
CIN-160	Windows 2008 Server I	3
CIN-200	Windows 2008 Server II	3
CIN-170	Windows 2008 Server Networking I	3
CIN-210	Windows 2008 Server Networking II	3
CST-200	Principles of Information Security	3
CST-240	Network Security Fundamentals	3
CST-250	Introduction to Computer Forensics	3
CIT-150	Website Design and Development	3
CIT-220	Database-Driven Websites and E-Commerce	3
CIM-180	Graphics Design I	3
CIM-200	Graphics Design II	3
CIM-190	Multimedia Programming I	3
CIM-210	Multimedia Programming II	3
CIS-300	Principles of Information Systems	3
CIS-310	Systems Architecture	3
CIS-320	Systems Analysis and Design I	3
CIS-330	Systems Analysis and Design II	3
CIN-300	A+ Essentials and Practical Applications	3
CIN-400	Advanced Computer Networking and Security	3
CIN-410	Disaster Recovery and Virtualization Technology	3
CIN-420	Wireless Networking	3
CIN-430	Network Defense	3
CIN-440	Telecommunications	3
CIS-420	Linux	3
CIN-450	Cisco Certified Network Associates	3
CIS-325	Discrete Mathematics	3
CIS-335	C# Software Development	3
CIS-340	Data Structures I	3
CIS-350	Data Structures II	3
CIS-360	Software Engineering I	3
CIS-370	Software Engineering II	3
CIS-400	Electronic Commerce	3
CIS-410	Operating Systems	3

Information Technology Courses (Continued)

<u>Course ID</u>	<u>Course Title</u>	<u>Credits</u>
CPS-400	Database Security	3
CIS-430	Principles of Web Design	3
CIS-440	JavaScript Programming	3
CIS-450	Web Programming for Mobile Devices	3
CIS-460	Secure Software Development	3
MIT-600	Systems Analysis and Design	3
MIT-610	Oracle PL/SQL Programming	3
MIT-620	Management of Information Security	3
MPM-630	Project Management	3
MIT-690	Disaster Recovery Planning Seminar	3

► CIS-100 Information Technology and Distance Learning

Course Description

This course is designed to teach the student how to utilize the ABTU Online Platform (ABTU-eLearn), to navigate the eLearn system, submit assignments, projects, tests, and utilize ABTU Student Services. Students will learn the basics about computer hardware, software, operating systems, and file management. Also covered are LANs and WLANs, the Internet, the Web and e-mail, and digital media. By the close of this course, students should have a well-rounded understanding of the most important topics in computer concepts and the IT industry.

Course Outcomes

Upon completion of this course, the student will be able to:

- Utilize and navigate the ABTU Online Platform
- Understand Distance Education and its history
- Identify main computer components and understand basic computer functions
- Define an operating system and its main functions
- Describe Windows 7 basic functionality
- Understand what the Internet is and how it was created
- Describe the various types of software applications and give an example of each
- Describe each component of the Microsoft Office 2010 Suite and the OpenOffice.org Suite
- Define the meaning of program logic
- Describe what an Information System is

► CIS-110 Integrated Business Applications

Course Description

This course is intended to be a first look at Integrated Microsoft Business Applications using MS OFFICE 2013. No experience with a computer is assumed and no mathematics beyond the high school freshman level is required. Microsoft Office applications covered are MS Word 2013, MS PowerPoint 2013, and MS Excel 2013. In addition, we will also be talking about the new trend in Cloud Computing and Cloud Productivity Applications.

Course Outcomes

Upon completion of this course the student will be able to:

- Create and update meaningful text documents using MS Word
- Design and create meaningful and exciting presentations using MS PowerPoint
- Utilize the functionality and productivity tools of Microsoft Office
- Explain the basic capabilities and functionality of Microsoft Excel
- Describe the essential characteristics are of the Cloud
- List the top Cloud Productivity Suites

► CIS-120 Microsoft Excel

Course Description

This course is designed to teach and acquaint students with the proper procedures to create Excel 2013 workbooks and worksheets suitable for coursework, professional purposes, and personal use. Course focus will include the utilization of many functions and features that make Excel a valuable software tool and will also focus on the discovery of underlying functionality of Excel 2013 so students can become more productive in the workplace.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate the use and navigation of the Excel 2013 graphical user interface
- Create and maintain multiple workbook solutions in Excel 2013
- Use Excel Functions and Formulas to calculate financial data
- Create and Integrate charts and graphics into Excel 2013 documents
- Access and search the Excel Help and Office Online system for specific information as needed
- Demonstrate the use of advanced Excel 2013 techniques such as What-If Analysis and Pivot Tables
- Use Microsoft Excel 2013 as a tool to provide business financial solutions

► CIS-130 Relational Database Management

Course Description

This course is designed to teach and acquaint students with the proper procedures to create Access 2013 databases and tables that are suitable for coursework, professional purposes, and personal use. Course focus will include the utilization of many features that make Access 2013 a valuable software tool to retrieve, change and store data as needed.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate the use and navigation of the Access 2013 graphical user interface
- Describe what a relational database is and why it is important
- Create an Access database
- Create Access tables
- Input data into and work with data in an Access table
- Create a table relationship
- Create a relationship between two Access tables
- Create a primary key
- Describe referential integrity and how to use it
- Create a query and use it within a database
- Create a form and use it within a database
- Create a report and use it within a database
- Create and modify SQL statements

► CIS-140 Programming Logic and Design

Course Description

This course is designed to be a language-independent introduction to programming logic. Course will focus on fundamentals of programming logic such as introductory concepts, structure, decision-making, looping, array manipulation, calling methods, object-oriented programming, GUI programming, UML, File Handling. Students will create many different logic design solutions during the course.

Course Outcomes

Upon completion of this course, the student will be able to:

- Understand the Program Development Life Cycle
- Use Structured Logic to Design High Quality Programs
- Use File Handling in Applications
- Use Arrays, Indexed Files, and Linked Lists
- Understand Object Oriented Design
- Design Event-Driven GUI Programs

► CIS-150 Programming in MS Visual Basic I

Course Description

This course in Microsoft Visual Basic 2012 utilizes an innovative step-by-step pedagogy, which integrates demonstrations of professional-quality programs with in-depth discussions of programming concepts and techniques and opportunities for hands-on practice and reinforcement. The course will help students to create useful, realistic, and appealing applications, building their confidence and skills while guiding them to select appropriate Visual Basic 2012 programming methods.

Course Outcomes

Upon completion of this course, the student will be able to:

- Explain and apply the fundamentals of the MS Visual Basic 2012 programming language
- Identify and apply GUI (graphical user interface) design principles
- Discuss and apply the development cycle when creating applications
- Illustrate well-written and readable programs using a disciplined coding style, including documentation and indentation standards
- Create Visual Basic Windows applications
- Identify bugs in Visual Basic and correct the code

► CIS-160 Programming in MS Visual Basic II

Course Description

This course in Microsoft Visual Basic 2012 provides students the opportunity to enhance their Visual Basic 2012 skills through in-depth discussions of advanced programming concepts and techniques with opportunities for hands-on practice and reinforcement. This course will help students to create applications that utilize procedures, exception handling, arrays, files and databases. This course also provides discussions and implementations of web based applications and Windows Store applications.

Course Outcomes

Upon completion of this course, the student will be able to:

- Explain and apply exception handling techniques
- Explain and identify sub procedures and functions
- Discuss multiple classes and inheritance
- Implement procedures, arrays, multiple classes and inheritance to improve performance and efficiency of applications
- Create applications that read from a file and write to a file
- Create web based applications
- Create Windows Store applications

► CIS-200 Java Programming I

Course Description

This course is designed to teach students how to effectively and efficiently create Java applications. Students will learn object-oriented programming, how to manipulate data using methods, how to create menus and buttons and more. Students will then apply this knowledge to create Java applications to solve real-world business problems.

Course Outcomes

Upon completion of this course, the student will be able to:

- Create a Java Application and Applet
- Manipulate Data Using Methods
- Use Decision Making and Repetition with Reusable Objects
- Use Arrays, Loops, and Layout Managers Using External Classes
- Create Menus and Button Arrays Using the Abstract Windows Toolkit

► CIS-210 Java Programming II

Course Description

This course is designed to enhance student's ability to create Java applications. Students must have completed CIS-200 JAVA PROGRAMMING I before enrolling in this course. Course will focus on advanced topics such as Swing interfaces, Writing Data, Using Collections and Strings in a reusable class, Abstract Classes and Interfaces, Using JDBC and Web Servlets.

Course Outcomes

Upon completion of this course, the student will be able to:

- Use Swing Interfaces
- Explain the use of volatile and nonvolatile data
- Write data to a file
- Create a reusable class
- Describe a relational database
- Access Databases using JDBC
- Utilize Servlets when programming Web applications

► CIS-220 Introduction to ASP.NET

Course Description

This course is designed to provide students with a comprehensive understanding of the ASP.NET Web programming language, concepts and techniques. The student will learn to logically plan and develop Web programs, to learn to use object-oriented programming and design, to learn to integrate data with Web applications, and to learn to write, test, and debug ASP.NET applications.

Course Outcomes

Upon completion of this course, the student will be able to:

- Create server-side Web programming including XHTML and XML
- Create ASP .NET applications
- Design Web applications including CSS, XSLT, master and content pages, and site navigation tools
- Custom design Web applications including themes, skins, user controls, and Web parts and portals
- Develop and use advanced Web controls including AdRotator, Calendar, e-mail and more
- Secure the ASP.NET application including policies, session and application management
- Manage data sources including database applications, database tools, views, queries, SQL statements and stored procedures, and data connections
- Bind data to Web controls including data-binding, ADO.NET, and DataReader and DataSets
- Customize data with Web controls including templates and styles, Repeater, DataList and GridView controls, and Master-Detail pages

► CPS-250 Introduction to Database Systems

Course Description

This course gives students a solid foundation in practical database design and implementation. The course provides in-depth coverage of database design, demonstrating that the key to successful database implementation is in proper design of databases to fit within a larger strategic view of the data environment. With a strong hands-on component that includes real-world examples and exercises, the course will help students develop database design skills that have valuable and meaningful application in the real world.

Course Outcomes

Upon completion of this course, the student will be able to:

- Understand Database Concepts
- Develop database design skills
- Develop applications
- Apply database designs to real-world examples

► CPS-260 Database Techniques Using MySQL

Course Description

The objective of this course is to provide a comprehensive introduction into advance database and design concepts. This course is intended to be taken after the student has completed an introductory Database Design course. This course not only covers the syntax of SQL, but also shows how data can be analyzed using Business Intelligence. It also provides relational database concepts. In addition to explaining concepts, the course uses a variety of assignments and exercises to reinforce the material in each chapter.

Course Outcomes

Upon completion of this course, the student will be able to:

- Explain Database concepts and techniques.
- Use the relational database application to store and retrieve data.
- Explain how to create an updatable view
- Explain how to create and use triggers and stored procedures
- Explain how to create embedded SQL
- Explain what locking methods are and how do they work

► PMM-190 Information Technology Project Management

Course Description

This course focuses on understanding the foundations of project management - project integration, scope, time, cost, quality, human resources, communications, risk, issues and procurement - using the experiences of real-life businesses. The course includes case studies and templates, and is based on the *PMBOK® Guide, Fourth Edition*.

Course Outcomes

Upon completion of this course, the student will be able to:

- Describe the system's view of project management and how it applies to information technology projects
- Explain how project management process groups relate to the project management knowledge areas
- Understand a work breakdown structure using the analogy, top-down, bottom-up, and mind-mapping approaches
- Explain a cost estimate and budget for an information technology project
- Describe how leadership, the cost of quality, organizational influences, expectations, cultural differences, and maturity models relate to improving quality in information technology projects
- Understand and interpret a communications management plan
- Explain how to identify, evaluate, and quantify risks, using qualitative and quantitative risk analysis processes

► PMM-200 Microsoft Project

Course Description

This course is designed to teach and acquaint students with the proper procedures to create Microsoft Project files suitable for coursework, professional purposes, and personal use. Course focus will include the utilization of many functions and features that make Project a valuable software tool and will also focus on the principles of project management so students can become more productive in the workplace.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate the use and navigation of the MS Project graphical user interface
- Create and manipulate project files in MS Project
- Use different project views to enter, edit, and report project activities and expenses
- Assign business resources to accomplish project tasks
- Establish baseline project schedules and budgets
- Control and track changes to baseline project schedules and budgets
- Share Project data with other programs
- Use Microsoft Project as a tool to plan, execute, and control the use of resources to achieve desired goals

► CIN-150 Computer Networking for LANs to WANs

Course Description

This course is designed to provide students with the fundamentals of networking technology. Concepts covered include network terminology and protocols, network standards, LANs and WANs, the layers of the OSI reference model, cabling practices, network topologies, IP addressing, and email protocols.

Course Outcomes

Upon completion of this course the student will be able to:

- Discuss the OSI reference model
- Describe the difference between physical topology and logical topology
- Discuss the differences between a public network and a private network
- List and describe the basic networking hardware components, including cabling, network interface cards, repeaters, transceivers, hubs, switches, routers, and firewalls
- Discuss the principles of wireless Ethernet
- Describe some of the issues related to performing a network upgrade
- List the differences between SLIP and PPP
- Discuss the different protocols that make up the TCP/IP suite
- Explain the basic differences between hubs and switches
- Configure an electronic mail client

► CIN-160 Windows 2008 Server I

Course Description

This course is the first in a two part series that prepares students to develop the skills needed to manage a Windows Server 2008 system and to prepare to pass the MCTS 70-640 certification exam. Course topics include Introduction and installation of Windows Server 2008, Active Directory, Security Concepts, Account Management and Windows File and Print Services. A Windows Server Simulator (LabSim) is also included as part of the hands on learning process.

Course Outcomes

Upon completion of this course the student will be able to:

- Explain the primary roles a Windows Server 2008 computer can fulfill
- Explain Active Directory design and security concepts
- Describe, maintain, and automate account management
- Set up Windows file and print services

► CIN-200 Windows 2008 Server II

Course Description

This course is the second in a two part series that prepares students to develop the skills needed to manage a Windows Server 2008 system and to prepare to pass the MCTS 70-640 certification exam. Course topics include Configuring Group Policy, Windows Networking, DNS for Active Directory, Active Directory Infrastructure, Active Directory Certificate Services and overall Server Management and Monitoring. A Windows Server Simulator (LabSim) is also included as part of the hands on learning process.

Course Outcomes

Upon completion of this course the student will be able to:

- Configure group policy
- Configure DNS for Active Directory
- Configure and maintain the Active Directory infrastructure
- Describe and use additional Active Directory service roles
- Manage and monitor the server as required

► CIN-170 Windows 2008 Server Networking I

Course Description

This course is the first in a two part series that prepares students to develop the skills needed to manage a Windows Server 2008 system and to prepare to pass the MCTS 70-642 certification exam. Course topics include an introduction to Windows Server 2008 and goes on to IPv4, IPv6, DHCP, and managing DNS. A Windows Server Simulator (LabSim) is also included as part of the hands on learning process.

Course Outcomes

Upon completion of this course the student will be able to:

- Determine and Implement the Appropriate Configuration of Windows Server 2008
- Configure IP Addressing and Services for IPv4 and IPv6 for Windows Server 2008
- Configure Name Resolution for Windows Server 2008
- Configure Network Access for Windows Server 2008
- Configure File and Print Services for Windows Server 2008
- Monitor and Manage a Network Infrastructure for Windows Server 2008

► CIN-210 Windows 2008 Server Networking II

Course Description

This course is the second in a two part series that prepares students to develop the skills needed to manage a Windows Server 2008 system and to prepare to pass the MCTS 70-642 certification exam. Course topics include File Services, Printer Configuration, Network policy and Access Services, Securing Windows Server 2008 and ends with Managing and Monitoring a Windows Server 2008 Network. A Windows Server Simulator (LabSim) is also included as part of the hands on learning process.

Course Outcomes

Upon completion of this course the student will be able to:

- Determine and implement the Appropriate Configuration of Windows Server 2008
- Configure IP Addressing and Services for IPv4 and IPv6 for Windows Server 2008
- Configure Name Resolution for Windows Server 2008
- Configure Network Access for Windows Server 2008
- Configure File and Print Services for Windows Server 2008
- Monitor and Manage a Network Infrastructure for Windows Server 2008

► CST-200 Principles of Information Security

Course Description

Principles of Information Security course provides a broad review of the entire field of information security, background on many related elements, and enough detail to facilitate an understanding of the topic as a whole. It covers the terminology of the field, the history of the discipline, and strategies for managing an information security program.

Course Outcomes

Upon completion of this course, the student will be able to:

- Describe the principles of information security
- Describe the security systems development life cycle (SecSDLC)
- Implement or improve an Information Security program in an organization
- Examine the various components of the information domains of information security

► CST-240 Network Security Fundamentals

Course Description

This course is a comprehensive guide for anyone wishing to understand the fundamentals of network security while working towards the goal of taking the CompTIA Security+ 2008 exam. The course covers all of the new CompTIA Security+ 2008 exam objectives and maps to the new Security+ 2008 exam. The course covers newly covered exam topics including cross site scripting, SQL injection, rootkits, and virtualization, as well as topics of increasing importance in the industry as a whole, like the latest breeds of attackers, Wi-Fi Protected Access 2, and Microsoft Windows security.

Course Outcomes

Upon completion of this course the student will be able to:

- Define and Implement Systems Security
- Describe Network Infrastructure and the Associated Vulnerabilities
- Identify and Deploy Access Controls
- Define and Conduct Security Assessments and Audits
- Explain General Cryptography Concepts and Associated Tools
- Describe Organizational Security

► CST-250 Introduction to Computer Forensics

Course Description

In this course, students are introduced to computer forensics and incident response essentials. This course shows the student how to collect and analyze the digital evidence left behind in a digital crime scene. Computer forensics, the newest branch of computer security, focuses on the aftermath of a computer security incident. The goal of computer forensics is to conduct a structured investigation to determine exactly what happened and who was responsible and to perform the investigation in such a way that the results are useful in a criminal proceeding and to lay the foundation for further study of computer forensics

Course Outcomes

Upon completion of this course the student will be able to:

- Define Computer Forensics
- Respond to a computer forensics incident
- Establishing Chain of Custody
- Securing the Crime Scene
- Preserving the Data

► CIT-150 Website Design and Development

Course Description

This course provides a solid foundation for understanding the key issues associated with designing successful, standards-based Web sites that are portable across different operating systems, browsers, and Web devices. The purpose of the course is to facilitate proficiency in Web site development through thorough explanations and numerous hands-on activities. Students will be introduced to overall site layout and navigation planning and then proceed to specific topics such as Web typography, colors and images, CSS page layouts, and floating layouts. Coverage of the HTML5, CSS3, and Web 2.0 standards is also included.

Course Outcomes

Upon completion of this course, the student will be able to:

- Create Web pages with HTML
- Learn good coding practices
- Understand the Web site development process
- Build a basic style sheet
- Use the page layout box properties
- Use the division element to create content containers
- Control image properties with CSS
- Create usable navigation
- Build a form
- Describe the design process and decisions a Web designer must make in a standards-based development process

► CIT-220 Database-Driven Websites and E-Commerce

Course Description

This course provides an introduction to the major themes of e-commerce. Students will learn basic business concepts required for understanding e-commerce firms including industry structure, value chains, and firm strategy. Aspects of the course will include technology infrastructure that forms the foundation for all e-commerce and business concepts and social-legal issues that surround the development of e-commerce. Real-world e-commerce experiences in retail and services, online media, auctions, portals, social networks, and business-to-business e-commerce are provided within the course, which take a hands-on approach rather than a conceptual approach to enhance student's comprehension of the materials.

Course Outcomes

Upon completion of this course, the student will be able to:

- Define e-commerce and describe how it differs from e-business
- Identify the key components of e-commerce business models
- Describe how Internet and Web features and services support e-commerce
- Identify the key security threats in the e-commerce environment
- Describe the basic marketing concepts needed to understand Internet marketing
- Discuss the ways in which a Web site can be used as a marketing communications tool
- Recognize the main ethical, social, and political issues raised by e-commerce
- Identify the challenges faced by the different types of online retailers
- Explain the difference between a traditional social network and an online social network

► CIM-180 Graphics Design I

Course Description

This course is intended to be a first look at graphics design using industry preferred digital applications. The student will be introduced to leading digital graphic layout, illustration, and image manipulation programs while learning how to effectively use the basic functions of each in setting up and working with files.

Course Outcomes

Upon completion of this course, the student will be able to:

- Create, modify and manipulate graphics files.
- Design and create meaningful print and web ready graphics using Adobe CS5.
- Integrate and transfer graphics between applications.

► CIM-200 Graphics Design II

Course Description

This course will allow the student to move into more sophisticated designs utilizing state-of-the-art digital software for print and web publication preparation, manipulation and modification of digital photographs, and the creation of artful illustrations by empowering the student to demonstrate his or her artistic capabilities enhanced by technology. This course will introduce process and spot colors, the use of filters, and advanced drawing and composition techniques.

Course Outcomes

Upon completion of this course, the student will be able to:

- Create and modify advanced graphics and text frames
- Stack and Layer Objects
- Create and Apply Process and Spot Colors
- Use Filters, Opacity and Blending
- Apply advanced special effects to text
- Create and apply advanced drawing and composition techniques
- Create and apply compound paths and masks
- Create and apply Styles and Brushes
- Copy/Paste and import/export between the CS5 applications

► CIM-190 Multimedia Programming I

Course Description

This course will cover the basics of how to develop, modify, and manage a webpage. Skills taught during this course include entering and manipulating text and images and creating additional features such as links, forms, and templates. Other skills include managing and editing style sheets and working with media objects and templates. Students should also be able to set goals for and define the target audience of a website.

Course Outcomes

Upon completion of this course, the student will be able to:

- Use Dreamweaver to Create, Modify and Manage Websites
- Plan, Set Goals for and Define Target Audiences for a Website
- Work with Web Page Text and Images
- Create, Modify and Manage Links
- Create, Modify and Manage CSS Styles
- Create, Modify and Manage Forms
- Create, Modify and Manage Templates

► CIM-210 Multimedia Programming II

Course Description

In this course, students will learn how to draw objects and work with symbols and interactivity. Students will focus on creating animations, creating special effects, adding video, preparing and publishing movies, and importing and modifying graphics. Other skills taught throughout the course include building complex animations, using ActionScript, adding sound, using advanced ActionScript to create complex interactivity, and working with behaviors and components.

Course Outcomes

Upon completion of this course, the student will be able to:

- Understand the Adobe workspace
- Draw Objects in Adobe Flash
- Work with Symbols and Interactivity
- Create animations and animate text
- Create Special Effects
- Prepare and publish movies and use HTML publishing settings
- Build Complex Animations
- Use ActionScripts

► CIS-300 Principles of Information Systems

Course Description

This course is intended to give students a modern survey of how today's Information Systems serve business needs. Topics covered are multimedia in business, application development, cloud computing, hardware, environmental computing, knowledge management, virtual communities, e-commerce, m-commerce, decision support systems, and enterprise systems.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate the expanding role and benefits of information systems in business.
- Describe Moore's Law and implications for future computer hardware developments
- Define m-commerce and identify its unique challenges
- Identify the challenges that multinational corporations face in planning, building, and operating their enterprise systems
- Demonstrate the use of CASE tools and object oriented approach to systems development
- Make effective decisions regarding the application of IS components

► CIS-310 Systems Architecture

Course Description

This course is intended to give students a technical foundation for systems design and implementation. Topics covered are those deemed most useful for networking/is students including computer hardware, data storage technology, I/O technology, network communication technology, operating systems, storage management, and distributed application services.

Course Outcomes

Upon completion of this course, the student will be able to:

- Describe the technical knowledge of computer hardware and system software needed to develop and manage information systems
- Describe the distinguishing characteristics of primary and secondary storage
- Describe basic concepts of text and image representation and display
- Explain communication protocols
- Describe logical and physical network topologies
- Describe the functions and layers of an operating system
- Describe the types of distributed software architecture

► CIS-320 Systems Analysis and Design I

Course Description

This course is the first of a series of two courses and gives the student a strong introduction to Systems Analysis and Design. The student will be able to use an ongoing web-based simulation that allows the student to practice skills in a real-world environment. Topics included are business case analysis, managing system projects, requirements modeling, data and process modeling.

Course Outcomes

Upon completion of this course, the student will be able to:

- Describe the impact of information technology on business strategy and success
- Explain the concept of a business case and how a business case affects an IT project
- Explain project planning, scheduling, monitoring, and reporting
- Describe systems analysis phase activities
- Describe data and process modeling concepts and tools
- Explain relationships among objects and the concept of inheritance

► CIS-330 Systems Analysis and Design II

Course Description

This course completes the survey of Systems Analysis and Design. The student will be able to use an ongoing web-based simulation that allows the student to practice skills in a real-world environment. Topics included are development strategies, user interface design, system architecture, managing systems implementation and managing systems support and security.

Course Outcomes

Upon completion of this course, the student will be able to:

- Describe the impact of information technology on business strategy and success
- Explain the concept of a business case and how a business case affects an IT project
- Explain project planning, scheduling, monitoring, and reporting
- Describe systems analysis phase activities
- Describe data and process modeling concepts and tools
- Explain relationships among objects and the concept of inheritance

► CIN-300 A+ Essentials and Practical Applications

Course Description

This course is intended to prepare students for CompTIA's Exam 220-701: A+ Essentials and CompTIA's Exam 220-702: A+ Practical Application exams. Students will learn using a combination of videos, lab simulations, and mini-exams using LabSim Online Labs. Finally students will take a series of final exams thoroughly testing students' knowledge regarding A+ certification material.

Course Outcomes

Upon completion of this course, the student will be able to:

- Know the material required for A+ certification
- Set up a new computer
- Identify system requirements when purchasing a new computer
- Understand the technology and specifications used to describe computer components, and make informed choices about which device characteristics are required for your situation
- Install or upgrade the operating system
- Manage external devices
- Troubleshoot common computer problems that can be resolved without replacing internal components

► CIS-400 Electronic Commerce

Course Description

This course is intended to give students an overview of Electronic Commerce and examines the first wave of the Dot Com Boom and contrasts it to the second more successful wave of e-commerce. Students will examine business strategies then technology strategies and lastly how to integrate business and technology strategies used in today's Electronic Commerce.

Course Outcomes

Upon completion of this course, the student will be able to:

- Explain what electronic commerce is and how it has evolved into a second wave of growth
- Describe how to create an effective business presence on the Web
- Explain how businesses use the Internet to improve purchasing, logistics, and other support activities
- Describe the basic functions of electronic commerce software
- Explain the basic functions of online payment systems
- Enumerate strategies for developing electronic commerce Web sites

► CIN-400 **Advanced Computer Networking and Security**

Course Description

This course is intended to prepare students for CompTIA's Network+ Exam: N10-004 and CompTIA's Security+ Certification Exam: SY0-301 exams. Students will learn using a combination of videos, lab simulations, and mini-exams using LabSim Online Labs. Finally students will take a series of final exams thoroughly testing students' knowledge regarding Network+ and Security+ certification material.

Course Outcomes

Upon completion of this course, the student will be able to:

- Know the material required for Network+ certification
- Know the material required for Security+ certification
- Understand the basics of networking including common physical and logical topologies and the OSI model
- Understand aspects of network implementation including assigning IP addresses, host name to IP address mapping, and the basics of VoIP
- Perform troubleshooting and Network management
- Understand types of network attacks and preventative countermeasures
- Understand System Security, Application Security and Organizational Security concepts

► CIN-410 **Disaster Recovery and Virtualization Technology**

Course Description

This course is intended to help students master network disaster recovery and virtualization principles and techniques in a Microsoft, Linux, Sun, VMware ESX, and Citrix Zen environments. The course also covers storage technologies and the applicable laws and acts in various countries. The concepts of business continuity and risk assessment and analysis are also covered in this course. The course prepares students to take and succeed in the E|CDR and E|CVT, Disaster Recovery and Virtualization Technology certification exam from EC-Council.

Course Outcomes

Upon completion of this course, the student will be able to:

- Explain different types of disasters and their recovery
- Describe the different phases of the disaster recovery process and the best practices to use during this process
- Describe various laws related to disaster recovery
- Explain several forms of BCM, including business continuity plans, contingency plans, and virtualization data recovery
- Describe various risk management and risk assessment methodologies
- Describe how to develop policies for risk analysis
- Describe the following three data storage technologies: network attached storage (NAS), direct attached storage (DAS), and storage area networks (SANs)
- Explain how to implement effective and efficient data backup procedures
- Explain how physical security, threats, and vulnerabilities are related to certification and accreditation
- Define virtualization, its types, and explain its purpose
- Describe the use of VMware software for business continuity and disaster recovery
- Describe Hyper-V Implementation and configuration
- Describe Citrix Xen virtualization with the XenServer and XenClient programs
- Discuss Sun virtualization products and services

- Describe how to implement Red Hat Virtualization
- Explain how NX components work and describe the NX system architecture
- Explain how to ensure the confidentiality, integrity, and accessibility of virtualized environments

► CIN-420 Wireless Networking

Course Description

This course is intended to give students an understanding of networking concepts and principles as they pertain to wireless networks. Students will build on a foundation of radio frequency communications technology the knowledge of how to use, apply and deploy wireless local and personal area networks. Topics include RF communications, Wireless LAN standards, Infrared, Bluetooth, WLAN planning and design, WLAN antennas, WLAN security, SOHO, and Wireless WANs.

Course Outcomes

Upon completion of this course, the student will be able to:

- Assess and identify wireless networking technologies and applications
- Define the most common wireless network structures
- Define RF communication basics
- Recognize the IEEE 802.x and IEEE 802.11x WLAN standards
- Understand IR operations and networking
- Describe the Bluetooth technology and its operations
- Plan for a WLAN installation
- Install and configure WLAN devices
- Understand WLAN (802.11) security and threats
- Understand network troubleshooting procedures

► CIN-430 Network Defense

Course Description

This course is intended to give students a hands on approach to learning network security by using tools in both the Windows and *nix environments for security testing the network. Students will study and/or work with the following topics: footprinting, network attacks, social engineering, port scanning, enumeration, desktop and server vulnerabilities, web server hacking, wireless network hacking, cryptography, and network protection systems.

Course Outcomes

Upon completion of this course, the student will be able to:

- Describe the role of an ethical hacker
- Use Web tools for footprinting
- Identify the types of social engineering
- Describe the enumeration step of security testing
- Describe vulnerabilities of the Windows and Linux operating systems
- Describe the tools used to attack Web servers
- Describe wireless hacking and tools used by hackers and security professionals
- Summarize the history and principles of cryptography
- Describe intrusion detection and prevention systems and Web-filtering technology

► CIN-440 Telecommunications

Course Description

This course is intended give students a survey of telecommunications and networking technologies. Students will learn about analog transmission, DSL, CATV, VPN, VoIP, and GSM protocols. Other topics covered are regulatory standards, frame relay and security standards.

Course Outcomes

Upon completion of this course, the student will be able to:

- Understand the fundamentals of voice communications
- Describe the regulatory bodies and the major standards committees
- Understand Signaling System 7 (SS7)
- Explain the function of a PBX and KTS
- Describe modulation and multiplexing
- Describe the evolution of cellular networks
- Explain the components of a radio system
- Describe the benefits of fiber standards
- Describe Frame Relay, ATM, and MPLS
- Understand techniques used by CATV vendors to transmit data
- Describe the protocols used for Voice over IP

► CIS-420 Linux

Course Description

This course is intended to prepare students for CompTIA's Linux+ exam. Students will learn using a combination of videos, lab simulations, and mini-exams using LabSim Online Labs. Finally, students will take a series of final exams thoroughly testing students' knowledge regarding Linux+ certification material.

Course Outcomes

Upon completion of this course, the student will be able to:

- Install a Linux operating system
- Understand the Linux boot process
- Configure an X Window system and display managers
- Provide accessibility to people with impairments
- Install application packages using RPM and Debian
- Understand the fundamentals of managing user and group accounts
- Know how to manage disks regarding partitions, file systems, and archiving data
- Install hardware
- Understand the basics of managing and prioritizing processes

► CIN-450 Cisco Certified Network Associates

Course Description

This course is intended to prepare students Cisco's CCNA exam. Students will learn using a combination of videos, lab simulations, and mini-exams using LabSim Online Labs. Finally, students will take a series of final exams thoroughly testing students' knowledge regarding CCNA certification material.

Course Outcomes

Upon completion of this course, the student will be able to:

- Access, start up, configure and manage Cisco devices
- Implement a LAN using Cisco devices
- Implement a Wireless Network
- Understand Subnetting
- Describe WAN types, components, and transmission carriers
- Configure a basic WAN connection
- Understand VLANs, Trunking, VTP, Spanning Tree, EtherChannel, and Inter-VLAN routing
- Describe the basics of access lists
- Compare and configure RIP, OSPF, and EIGRP
- Know the fundamentals of Frame Relay
- Implement an IPv6 configuration
- Know how to harden a network's security

► CIS-325 Discrete Mathematics

Course Description

This course is intended to introduce students to discrete mathematics in a computer science framework. Students will cover topics that underlie much of computer science to improve student's understanding, development, and use of algorithms before coding. The following topics will be covered: sets, mathematical induction, program correctness, formal logic, relations and equivalence, functions, algorithms, and graph theory.

Course Outcomes

Upon completion of this course, the student will be able to:

- Understand the notion of a set and the language for describing collections of elements
- Explain the Principle of Mathematical Induction
- Understand the basic definitions of propositional logic
- Explain the properties of relations and apply the concepts to a relational database
- Define functions and their fundamental properties
- Understand the growth rates of algorithms
- Understand how to use graphs to model problems

► CIS-335 C# Software Development

Course Description

This course is intended to introduce students to the C# language using Visual Studio 2010. Students will learn build a foundation on learning C# expressions, data types, and control structures, and classes then continue on to advanced topics such as generics, dynamic data types, abstract classes and interfaces while building event driven Web and Windows programs.

Course Outcomes

Upon completion of this course, the student will be able to:

- Know the different types of applications that can be built with C#
- Retrieve data from the database using LINQ
- Understand event driven design with C#
- Write either a Web or Windows application in C#
- Create classes using object oriented design principles including abstract and partial classes
- Understand and work with dynamic typing
- Debug and handle exceptions in a C# program
- Understand the role of Windows Communication Foundation (WCF) and distributed applications

► CIS-340 Data Structures I

Course Description

This course is part one of two courses intended to give students a hands-on approach to learning C++ programming with an introduction to data structures. Students will cover C++ programming basics such as I/O, operators, control structures, built in and user defined functions, and basic data structures including arrays, structs, and classes including inheritance and composition.

Course Outcomes

Upon completion of this course, the student will be able to:

- Write, compile and run a C++ program
- Read and write data from and to standard I/O devices
- Use control structures
- Write user defined functions
- Write user defined simple data types
- Use arrays, arrays, and structs
- Create classes and use data abstraction techniques
- Understand Inheritance and Composition

► CIS-350 Data Structures II

Course Description

This course is part two of two courses intended to give students a hands on approach to advanced C++ programming and data structure topics. Students will cover the following topics: pointers, virtual functions, overloading, templates, exceptions, friend functions, recursion, linked lists, stacks, queues and binary trees.

Course Outcomes

Upon completion of this course, the student will be able to:

- Understand and effectively use pointer variables
- Use virtual functions and abstract classes
- Handle, throw and re-throw exceptions
- Explain recursion algorithms and the effective use thereof
- Understand and implement stacks and queues
- Implement searching and sorting algorithms
- Build, manage, and traverse binary search trees

► CIS-360 Software Engineering I

Course Description

This course is part one of two courses intended to give students an introduction to software engineering. Students will examine the nature of software to understand why a formal engineering process is needed then study conventional and modern software processes such as Agile Development. Next students will examine modeling at length including the following modeling topics: requirements modeling, architectural design, component-level design, user interface design, pattern-based design, and WebApp design.

Course Outcomes

Upon completion of this course, the student will be able to:

- Explain what a software process is
- Understand the generic framework activities that are present in every software process
- Demonstrate how processes are modeled and know what process patterns are
- Explain prescriptive process models and their strengths and weaknesses
- Understand agile software development and how it differs from more traditional process models
- Understand the concepts and principles that guide software engineering processes
- Explain the elements of a good design
- Demonstrate how to design high-quality software components

► CIS-370 Software Engineering II

Course Description

This course is intended to introduce students to the C# language using Visual Studio 2010. Students will learn build a foundation on learning C# expressions, data types, and control structures, and classes then continue on to advanced topics such as generics, dynamic data types, abstract classes and interfaces while building event driven Web and Windows programs.

Course Outcomes

Upon completion of this course, the student will be able to:

- Explain the generic characteristics of high-quality software
- Understand how to review quality and conduct effective reviews
- Enumerate strategies applicable for software testing
- Explain what methods are used to design effective test cases
- Understand methods that ensure software is correct
- Explain how to manage and control changes as software is built
- Enumerate the measures and metrics that can be used to assess the quality of requirements, design models, source code, and test cases
- Explain how people, process, and problem be managed during a software project
- Demonstrate how a software team generates reliable estimates of effort, cost and project duration
- Explain techniques used to assess the risks that can have an impact on project success

► CIS-400 Electronic Commerce

Course Description

This course is intended to give students an overview of Electronic Commerce and examines the first wave of the Dot Com Boom and contrasts it to the second more successful wave of e-commerce. Students will examine business strategies then technology strategies and lastly how to integrate business and technology strategies used in today's Electronic Commerce.

Course Outcomes

Upon completion of this course, the student will be able to:

- Explain what electronic commerce is and how it has evolved into a second wave of growth
- Describe how to create an effective business presence on the Web
- Explain how businesses use the Internet to improve purchasing, logistics, and other support activities
- Describe the basic functions of electronic commerce software
- Explain the basic functions of online payment systems
- Enumerate strategies for developing electronic commerce Web sites

► CIS-410 Operating Systems

Course Description

This course is intended to give students knowledge of operating system functions regardless of hardware. Since this course describes operating system functionality independent of specific operating systems, students will be able to apply these concepts to any of the various operating systems available today. Students will cover the following topics: memory management, processors, process management, file and I/O management, networks, and an application of these topics to the UNIX operating system.

Course Outcomes

Upon completion of this course, the student will be able to:

- Understand the basics of memory management
- Describe the function of processor management including multi-core technologies
- Explain process management including strategies for handling deadlocks
- Understand concurrent processes in its various configurations and technologies
- Explain device management with a focus on media storage devices and management of I/O requests
- Explain file management
- Describe history of networking and various network topologies and types
- Apply the afore mentioned concepts to understanding the UNIX operating system

► CPS-400 Database Security

Course Description

This course is intended to give students the tools to maintain the confidentiality, integrity, and availability of a database environment from pre-installation through post security auditing by providing in-depth explanation of database security strategies and administrative best practices. Topics include Installation of Microsoft SQL Server, Oracle and MySQL Server, user security, SQL Injection, security auditing, and security testing.

Course Outcomes

Upon completion of this course, the student will be able to:

- Define the nature of database and information systems security
- Describe the information security life cycle
- Secure the installation and configuration of Oracle, Microsoft SQL Server 2008, and MySQL Server
- Manage users based on security best practices using SQL Server, MySQL, and Oracle
- Identify defense strategies against SQL injection exploits
- Provide an overview of security auditing and testing fundamentals

► CIS-430 Principles of Web Design

Course Description

This course is intended to lead students through the entire Web site creation process from start to finish while developing and enhancing students' HTML, CSS and visual design skills. Students will incrementally apply the concepts of each chapter to an individually developed Web site until a completed Web site is developed. This course covers the following topics: HTML5, unified site design, site planning, CSS, page layouts, graphics, color, and site navigation.

Course Outcomes

Upon completion of this course, the student will be able to:

- Use good coding practices to create Web pages with HTML
- Create a unified site design
- Create a site specification
- Publish and test a website
- Create flexible and fixed page layouts
- Build horizontal and vertical navigation bars
- Build a web form
- Describe the design process
- Test Web pages in multiple browsers for consistency

► CIS-440 JavaScript Programming

Course Description

This course is intended to introduce students to JavaScript programming as a means to develop interactive Web pages. Students will build many web pages to demonstrate their knowledge of each concept presented during the course. Students will cover such topics as structure, functions, data types, operators, arrays, control structures, the Document Object Model, form validation, data manipulation, debugging, DHTML, and AJAX.

Course Outcomes

Upon completion of this course, the student will be able to:

- Create structured JavaScript
- Validate form data
- Define custom JavaScript objects
- Effectively debug JavaScript and handle errors
- Maintain state in a web page
- Understand the Document Object Model
- Create DHTML menus
- Use AJAX to request and receive server data

► CIS-450 Web Programming for Mobile Devices

Course Description

This course is intended to build on the students existing HTML, CSS, and JavaScript skills to build web and stand-alone applications for Apple iOS and Google Android devices. Students will begin with a brief review of HTML then quickly move to HTML 5 and CSS3 features used to build mobile applications including the following topics: geolocation, local storage, embedded media, advanced CSS3 styles, HTML5 canvas, and server side programming with PHP and MySQL.

Course Outcomes

Upon completion of this course, the student will be able to:

- Understand and program to the HTML 5 canvas
- Demonstrate enhanced form handling for iOS and Android web applications
- Create CSS3 effects such as box and text shadows
- Use PHP and JavaScript to create AJAX calls
- Build and use a MySQL database to support your web application
- Understand the event model for iOS and Android web applications
- Build a web app and turn it into a self-contained app for iOS and Android
- Develop a mobile friendly website

► CIS-460 Secure Software Development

Course Description

This course is intended to teach students secure coding techniques programmers can use regardless of programming language. Students will cover industry standards and frameworks used in secure software development, explore security and quality of source code, build use and misuse cases, identify flaws before coding, use tools to build a reliable deployment process, and code applications easy to maintain and debug.

Course Outcomes

Upon completion of this course, the student will be able to:

- Identify standards and methodologies involved in the development of efficient, secure, and reusable code
- Understand principles of security and quality in the industry
- Define coding conventions
- Understand, analyze, and interpret assets
- Design for quality using industry frameworks
- Design for security using industry patterns
- Code for security and quality

► MIT-600 Systems Analysis and Design

Course Description

This course provides a comprehensive study of Systems Analysis and Design for large scale global systems. Topics include analyzing the business case, requirements modeling, data and process modeling, and development strategies, with an increased focus on object modeling and project management. Students learn output and user interface design, data design, systems architecture, implementation, systems operation, support, and security.

Course Outcomes

Upon completion of this course, the student will be able to:

- Explain systems analysis and design and apply it to global business applications
- Apply project management concepts, project management tools, and techniques to business Case Studies
- Analyze real-life global business and ethical issues in IT environments
- Describe multi-method coverage, including a comparison of structured, object-oriented, and agile systems development methods, and apply them to global systems
- Plan, implement, and manage effective global IT security programs
- Explain how IT supports global business requirements in today's intensely competitive environment, and describe major IT developments and trends
- Describe a systems analyst's function in business organizations
- Expand and apply systems analysis tools and techniques to global systems

► MIT-610 Oracle Database Programming with PL/SQL

Course Description

This course will teach students how to use the PL/SQL programming language effectively as they are introduced to one of the most popular and widely used software programs in large companies: Oracle® 11g. The course uses Oracle 11g to give students an overview of the PL/SQL programming language. Students begin with an expanded introduction to fundamental PL/SQL concepts before progressing to writing and testing PL/SQL code. Advanced topics covered include dynamic SQL and compound triggers, as well as important developments in bulk processing, PL/SQL compiler features, and hiding source code.

Course Outcomes

Upon completion of this course, the student will be able to:

- Understand and utilize SQL and PL/SQL tools
- Use SQL single-row functions in PL/SQL statements
- Define and declare variables and initialize and manage variable values
- Expand block processing to include queries and control structures
- Embed DML statements within PL/SQL
- Manipulate data with cursors
- Manage errors with exception handlers
- Utilize dynamic SQL and compound triggers
- Understand important developments in bulk processing

► MIT-620 Management of Information Security

Course Description

This course focuses on the global managerial aspects of information security and assurance. Topics covered include access control models, information security governance, and information security program assessment and metrics. Coverage on the foundational and technical components of information security is included to reinforce key concepts. The course includes up-to-date information on changes in the field such as revised sections on national and international laws and international standards like the ISO 27000 series. This course offers a comprehensive view of information security from a global management perspective analyzing changes, and maintaining global and academic relevance.

Course Outcomes

Upon completion of this course, the student will be able to:

- Plan, design, and implement comprehensive global security systems
- Develop functional and comprehensive global contingency plans
- Design, implement and maintain security policies across global systems
- Formulate and institute global security programs
- Identify various Security Management Models
- Incorporate local and international laws and ethics in security systems
- Analyze and assess various Risk Management Models
- Monitor and analyze the changing global environment for potential risks

► MPM-630 Project Management

Course Description

This course provides a foundational overview of the project management discipline, both from a theoretical and practical perspective. Concepts such as project scope, cost, quality, risk and procurement management are discussed in accordance with the *PMBOK® Guide* published by the Project Management Institute (PMI). In addition, students acquire practical skills needed to use project management software; in this case, the software is Microsoft Project. Comprehensive case study assignments are used throughout the course to demonstrate the concepts learned.

Course Outcomes

Upon completion of this course, the student will be able to:

- Describe the systems view of project management and the interrelationships between the project management process groups and the project management knowledge areas
- Produce a project's work breakdown structure using the analogy, top-down, bottom-up and mind-mapping approaches
- Develop baseline cost estimates and budgets for a project and measure a project's performance
- Discuss how leadership, communication, quality, organizational structure, cultural differences and maturity models relate to improving the quality of projects
- Understand how to identify, evaluate, quantify and analyze risks, both qualitative and quantitative in nature
- Use Microsoft Project as a management tool to plan, execute and control the development of key project milestones and the use of resources, to achieve desired goals

► MIT-690 Disaster Recovery Planning Seminar

Course Description

This course is a capstone for the MBA/IT Program. Since disaster recovery and continuation planning are essential aspects of every business' IT department they provide the ideal consolidation point for the program. Students will develop a comprehensive disaster recovery plan encompassing all aspects of both the business and, specifically IT functions within the business. The final capstone project will be a detailed IT disaster recovery plan ensuring information security and integrity.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate a thorough understanding of contingency planning and Disaster Recovery Planning (DRP)
- Plan for organizational readiness
- Implement data protection strategies for IR/DR/BC
- Form Computer Incident Response Teams (CIRT).
- Develop, design, implement, and activate Incident Detection Plans (IDP)
- Analyze incident response forensics and eDiscovery
- Institute disaster recovery: preparation and implementation within an organization
- Implement Business Continuity Planning (BCP)
- Understand the human factors in crisis management
- Apply Disaster Recovery Planning to a typical IT department

Business Courses

<u>Course ID</u>	<u>Course Title</u>	<u>Credits</u>
CIB-100	Business Office Procedures	3
CIB-110	Introduction to Business	3
CIB-200	Accounting Fundamentals	3
CIB-210	Accounting Information Systems – Practical Emphasis	3
CIB-220	Marketing Essentials	3
CIB-230	Principles of Customer Service	3
STS-300	Business Statistics I	3
STS-310	Business Statistics II	3
BOB-300	Business Organizational Behavior	3
BIS-400	Business Information Systems	3
HRM-300	Human Resource Management	3
BSM-400	Strategic Management	3
ESB-300	Entrepreneurship and Small Business	3
ECN-400	Macroeconomics	3
ECN-410	Microeconomics	3
ISM-400	Internet and Social Media Marketing	3
BGM-400	Global Marketing	3
BCB-300	Consumer Behavior	3
FIN-400	Contemporary Financial Management	3
BLE-400	Business Law and Ethics	3
BMA-400	Managerial Accounting	3
BAC-300	Intermediate Accounting I	3
BAC-310	Intermediate Accounting II	3
BAC-320	Taxation I	3
BAC-330	Taxation II	3
BAC-400	Auditing I	3
BAC-410	Auditing II	3
BAC-420	Advanced Cost Accounting	3
BAC-430	Advanced Financial Accounting	3
MKR-300	Marketing Research Methods	3
SMK-400	Marketing Strategy	3
MKM-300	Marketing Management	3
MKS-400	Services Marketing	3
MAD- 300	Advertising	3
ACT-500	Managerial Problem Solving	3
MBA-500	Essentials of Accounting	3
MBA-510	Marketing Management and Strategy	3
MBA-520	Survey of Economics	3
MBA-530	Management of Information Technology	3
MBA-540	Leadership and Organizational Behavior	3
MBA-550	Business Law and Ethics	3
MBA-600	Global Business Management	3
MBA-610	Quantitative Methods of Decision Making	3
MBA-620	Operations Management	3

Business Courses (Continued)

<u>Course ID</u>	<u>Course Title</u>	<u>Credits</u>
MBA-630	Advanced Financial Management	3
MBA-690	Business Plan Seminar	3
MPM-600	Supply Chain Management	3
MPM-610	Total Quality Management	3
MAC-630	Advanced Cost Management	3
MPM-630	Project Management	3
MFI-600	Investments and Portfolio Analysis	3
MFI-610	Financial Markets and Institutions	3
MFI-620	Personal Financial Management	3
MFI-630	Global Issues in Finance	3
MAC-600	Fraud Examination	3
MAC-610	Taxation Research	3
MHR-500	Management of Human Resources	3
MRK-600	Contemporary Global Marketing and Social Media	3
MFI-630	Global Issues in Finance	3
MBA-690	Business Plan Seminar	3
MRK-610	Marketing Research	3
MRK-620	Internet and Social Media Marketing	3
MRK-630	Strategic Marketing	3
MRK-690	Preparing a Social Media Marketing Plan	3

► CIB-100 Business Office Procedures

Course Description

This course introduces students to the common office procedures. Upon completion the student will have a basic understanding of the day-to-day operations in a typical office including the current trends in office equipment, practices and procedures. Teamwork, communication, customer services and time management are explored in detail as well as workstation maintenance, data security, electronic communications and traditional office methodologies.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate an understanding of current office practices
- Exhibit an awareness of the developing trends in office practices, such as virtual, mobile and home offices
- Locate and understand common skill sets found in the office environment
- Generate and use an organizational chart
- Employ effective personal and interpersonal skills in various business situations
- Exercise efficient time management techniques
- Facilitate teamwork in a diverse office environment

► CIB-110 Introduction to Business

Course Description

This course provides students with an overview of various business types, management styles, organizational structures, human resources, marketing, the impact of technology, the process of converting raw resources into products/services, and pricing. It is also designed to help the student understand basic accounting practices and procedures, financial services, and business on a global scale.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate an understanding of the major functional areas of business including management, marketing, accounting, finance, and information technology
- Exhibit an awareness of business ethics and social responsibility
- Discuss forms of ownership, small business ownership, and international business
- Exhibit an appreciation of business challenges
- Employ effective management of financial planning
- Facilitate teamwork in a diverse business environment

► CIB-200 Accounting Fundamentals

Course Description

This course will introduce general accounting principles (GAAP), accounting transactions, and financial statements (Balance sheet, Income statement, Retained Earnings statement, Statement of Cash Flow). Students will be able to analyze transactions, use various ledgers, prepare and interpret financial statements. This is an introductory accounting course and is required for future advanced accounting courses.

Course Outcomes

Upon completion of this course, the student will be able to:

- Illustrate accounting process from initial general entries to financial statements
- Identify various accounting costs
- Analyzing transactions
- Identify costs associated with Stockholders Equity
- Define and explain SOX role in corporate business
- Understand Accounts Payable, Accounts Receivable in the accounting process
- Create Balance Sheet, Income Statement, Retained Earnings Statement, and Statement of Cash flows
- Interpret Financial Statements

► CIB-210 Accounting Information Systems – Practical Emphasis

Course Description

This course will introduce students to the QuickBooks software to run A/R, A/P and payroll functions of a business. Students will be able to apply their accounting knowledge to run the accounting process through the QuickBooks program. Clear lessons and step-by-step instructions in plain language will give you hands-on practice using the features that you will use on an ongoing basis. Learn how to input accounting entries, generate accounting reports, maximize efficiencies, and much more.

Course Outcomes

Upon completion of this course, the student will be able to:

- Create a QuickBooks company
- Run A/R, A/P, and Payroll thru program
- Modify the preset chart of accounts to suit your needs
- Track credit card transactions
- Invoice customers
- Create sales orders
- Receive payments from customers
- Pay Identify various accounting costs
- Pay employees for time worked
- Create customized graphs and reports

► CIB-220 Marketing Essentials

Course Description

This course provides the student with an understanding of the essentials of marketing, the fundamental and necessary elements of marketing needed to function in a business environment. It is designed to provide an overview of marketing principles, current trends, common practices, and the ethical and environmental issues involved in marketing.

Course Outcomes

Upon completion of this course, the student will be able to:

- Describe the basic principles of marketing and its impact on business
- Understand and discuss strategic planning for competitive advantage
- Explain the ethics and social responsibilities of marketing
- Describe the current marketing environment and its global impact
- Analyze market opportunities
- Understand consumer decision making
- Understand segmenting and target marketing concepts
- Comprehend product development concepts
- Discuss the impact of place and distribution decisions
- Demonstrate an understanding of promotions and advertising decisions

► CIB-230 Principles of Customer Service

Course Description

This course is designed to introduce students to the complexities and intricacies of customer service and how it affects business. The course will provide the student with an overview of customer service fundamentals, trends, principles and techniques.

Course Outcomes

Upon completion of this course, the student will be able to:

- Introduce the concept of customer-centric Service and its benefits
- Develop skills needed to in servicing a diverse population
- Implement techniques for ensuring customer loyalty through exceptional service
- Describe how to address customer rage and implement a personal approach
- Demonstrate methods to resolve customer conflicts and complaints
- Implement problem-solving, time, and stress management skills
- Use communication skills to achieve excellent customer service
- Discuss the current challenges hindering customer service

► STS-300 Business Statistics I

Course Description

This course, combined with its companion course STS-310, provides students with a conceptual understanding of statistics with a focus on real-world applications and the integrated strengths of Microsoft® Excel® 2013. Upon completion the student will have an understanding of how to obtain and apply statistical results to provide insights into business decisions and present solutions to contemporary business problems.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate an understanding of acquiring and using data and statistical analysis in problem solving and decision making
- Exhibit an awareness of descriptive statistics in tabular and graphical presentations, and numerical measures
- Explain the basics of probability
- Calculate discrete, continuous, and sampling distributions
- Perform interval estimations
- Determine and test hypotheses
- Understand and apply waiting line models

► STS-310 Business Statistics II

Course Description

This course, combined with its companion course STS-300, provides students with a conceptual understanding of statistics with a focus on real-world applications and the integrated strengths of Microsoft® Excel® 2013. Upon completion the student will have an understanding of how to obtain and apply statistical results to provide insights into business decisions and present solutions to contemporary business problems.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate an understanding of statistical inference about means and proportions with two populations
- Determine inferences about population variance
- Explain test of goodness of fit and independence
- Analyze discrete, continuous, and sampling distributions
- Understand experimental design and analysis of variance
- Perform simple linear and multiple regressions, and regression analysis
- Discuss time series analysis and forecasting
- Implement decision analysis

► BOB-300 Business Organizational Behavior

Course Description

This course provides students with a fundamental understanding of business structures and how they relate to the individual. It equips students with the Organizational Behavior (OB) tools needed to succeed in a business environment. Students learn to evaluate and refine their Organizational Behavior skills to enable them to analyze and resolve business issues.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate an understanding of how Organizational Behavior (OB) is used to define an organization
- Assess the impact of diversity on an organization
- Evaluate how differences in demographics, personality, intelligence, self-concept and learning styles affect OB
- Understand, develop, and apply motivation techniques
- Demonstrate decision making abilities
- Explain the how influence, power and politics relate to OB
- Compare and contrast group and individual behavior

► BIS-400 Business Information Systems

Course Description

This course provides students with an understanding of the Information Systems disciplines, and how they relate to the business operations. This course focuses on integrating Information Systems into business and maximizing the benefits of the technology. Critical current information technologies like supply chain management, customer relationship management and social networks are presented to prepare students for business success.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate an understanding of fundamental technology concepts
- Analyze and discuss systems software including operating systems, applications and languages
- Explain the business applications of various information technology concepts
- Analyze the benefits and drawbacks of electronic and mobile commerce
- Understand Enterprise Management Systems (EMS) and Information and Decision Support Systems (IDSS)
- Perform basic systems analysis
- Demonstrate conceptual understanding of systems design and implementation

► HRM-300 Human Resource Management

Course Description

This course provides students with and understanding of current and emerging practices and trends in human resource management. Utilizing practical examples, best practices, and time tested techniques students learn how to motivate and direct individuals and groups to maximize productivity and minimize legal and functional human resources risks.

Course Outcomes

Upon completion of this course, the student will be able to:

- Explain the nature of human relations
- Demonstrate an understanding of the fundamentals of motivating individuals and groups to productive ends
- Evaluate the impact of informal organizations
- Describe how technology affects the work environment and how to successfully integrate it into the work environment
- Design and implement functional administrative systems
- Effectively manage communications, conflict, and change
- Identify impending human relations challenges related to global business and other trends

► BSM-400 Strategic Management

Course Description

This course will introduce students to the concepts and principles of strategic management. The classic industrial organization model is augmented with a resource-based view of the firm to provide students a complete understanding of how today's businesses use strategic management to sustained competitive advantage. A strong global focus and examples from emerging and established companies are used to present concepts in an inviting, relevant, and complete presentation.

Course Outcomes

Upon completion of this course, the student will be able to:

- Identify the inputs used in strategic management
- Differentiate between strategic management and strategic competitiveness
- Evaluate the strategic advantages found in the external environment
- Analyze the strategic advantages within the internal organization
- Demonstrate an understanding of the various strategic actions used in strategy formulation
- Evaluate various techniques in implementing strategic plans
- Compare and contrast the strategic management techniques used in domestic and global corporations and entrepreneurships

► ESB-300 Entrepreneurship and Small Business

Course Description

This course presents a balanced introduction to entrepreneurship and small business management focusing on the techniques used to achieve and maintain a sustainable competitive advantage as a small organization. Current issues including global opportunities, service, quality, and technology are presented. Special attention is given to the impact of the financial crisis on small business management and how to implement a small business plan in the current environment.

Course Outcomes

- Identify the unique challenges in managing a small business
- Describe social responsibility and ethics and how they affect planning
- Develop a business plan
- Evaluate the fundamental early business options like franchising, assuming an existing business, or starting a new venture
- Establish initial accounting records and financial statements
- Demonstrate an understanding of the various alternative finance options available
- Examine the fundamentals of marketing in a small business
- Compare and contrast management techniques used in international, professional, service, retail, and manufacturing small businesses

► ECN-400 Macroeconomics

Course Description

This course provides students with an understanding of the principles of macroeconomics and how they relate to business and daily life. The primary focus is on current issues and concerns in macroeconomics and relating basic macroeconomic principles to their impact on, not only, business, but social and political concerns as well.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate an understanding of the ten principles of economics
- Explain interdependence and the gains from trade
- Analyze the impact of the market forces of supply and demand
- Identify market elasticity and discuss its application
- Relate supply, demand, and government policies
- Calculate a nation's income and the cost of living
- Utilize the basic tools of finance
- Describe the monetary system and the effects of monetary growth and inflation
- Understand both sides of current macroeconomic policy debates

► ECN-410 Microeconomics

Course Description

In this course students explore the complex aspects of contemporary microeconomics from the foundation of personal life experiences. Microeconomic concepts become clear and interesting when related to personal experiences. Through relevant case studies students discover that they have been exposed to the principles of microeconomics throughout their lives. From that foundation they learn to apply those principles to business decisions.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate an understanding of the art and science of economic analysis.
- Evaluate the tools used in economic analysis.
- Utilize microeconomics in decision making.
- Compare and contrast perfect competition, monopolistic competition, and oligopoly.
- Examine resource markets.
- Understand labor markets and labor unions.
- Explain economic regulation and antitrust policy.
- Evaluate income distribution and poverty.
- Describe the impact of international trade and finance on microeconomics.
- Analyze developing and transitional economies.

► ISM-400 Internet and Social Media Marketing

Course Description

This course will enable students to understand the “why” behind the “how” of Web site development. Students will learn to see sites from the marketer’s point of view. It will teach students the reasons and rationales behind why sites are built, how they are used to build an audience, and most importantly, how companies use the Web to earn revenue and build recognition among their desired audience. Students will learn the strategies behind how to drive traffic to a site, the tools that are available to keep audiences coming back, and the role marketing and social media play in the building a successful Web site.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate an understanding of the history of the Internet from a marketing perspective
- Explain how social media and networking sites attract different demographics
- Analyze the impact of the Wikis, RSS, Mash-Ups, and virtual worlds on marketing
- Understand the importance and methods of branding
- Plan and develop effective sites
- Identify and explain driving traffic and marketing strategies
- Explain how to capture and keep an audience
- Perform traffic analysis and measure the success of a site

► BGM-400 Global Marketing

Course Description

This course presents a comprehensive approach to global marketing examining not only the large industrialized markets, but the developing and third-world markets as well. The techniques for marketing vary drastically in a truly global market and this course prepares students to identify and address those variations. By building on an introduction of the effects of culture on marketing students are taught to integrate cultural analysis in global situations. Understanding global and local competitors prepares students to analyze buyers and competitors in a competitive global market.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate an understanding of the global marketing environment, and its impact on global economy
- Provide an overview of the basic theories of world trade, global outsourcing, balance of payments, exchange rates, and the international agencies that promote and direct economic and monetary stability
- Identify the cultural and social forces that shape local markets
- Evaluate the political and regulatory climate of a market
- Analyze global opportunities through global marketing research
- Compare and contrast global strategies for services, brands, and social marketing
- Manage global distribution channels
- Develop global promotion strategies
- Organize and direct global marketing programs

► BCB-300 Consumer Behavior

Course Description

This course combines a foundation in key concepts from psychology, sociology, and anthropology with a practical focus on current applications in the business environment to define, predict, and direct consumer behavior. Students will examine current research, business practices, and theories of consumer decision making as well as public policy, ethical, emotional, and cultural influences on consumer behavior. The result is a comprehensive and practical introduction to consumer behavior.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate an understanding of general consumer behavior
- Identify the psychological concepts at the core of consumer behavior such as motivation, ability, opportunity, exposure, attention perception, memory, knowledge, and understanding
- Evaluate the process of making decisions
- Compare and contrast judgment and decision making based on high consumer effort with that based on low consumer effort
- Understand consumer diversity and the factors that influence it
- Evaluate the psychographics that influence consumer behavior: values, personality, and lifestyles
- Identify the social influences on consumer behavior
- Analyze global opportunities through global marketing research
- Explain the adoption of, resistance to, and diffusion of innovations
- Examine the ethics of consumer behavior and marketing

► FIN-400 Contemporary Financial Management

Course Description

This course gives students a comprehensive, contemporary introduction to financial management focusing on maximizing shareholder wealth and effectively managing cash flow. Students learn the international aspects of financial management, examine the ethical behavior of managers, and study the effects of the 2008-2009 recessions on corporations.

Course Outcomes

Upon completion of this course, the student will be able to:

- Describe the role and objective of financial management
- Demonstrate an understanding of the domestic and International financial markets
- Evaluate financial performance
- Explain financial planning and forecasting, and their relationship to the time value of money
- Analyze risk and return and relate them to the characteristics, valuation, and issuance of stocks
- Perform capital budgeting utilizing decision criteria and real option considerations
- Utilize capital structure concepts in management situations
- Understand the concepts of working capital and short-term financing
- Manage cash, marketable securities, accounts receivable, and inventories

► BLE-400 Business Law and Ethics

Course Description

This course provides students with an understanding of how influences such ethics, the environment, technology, and public policy shape the law and effect today's modern business world. Subjects covered in this course include the legal system, business law (torts, contracts, property, business organizations), public policies (regulatory and promotional), and approaches to ethical analysis for decision-making. Particular attention is paid to technological areas including intellectual property and cyber law, as well as social and environmental regulation.

Course Outcomes

Upon completion of this course, the student will be able to:

- Describe the elements of law and the judicial process
- Demonstrate an understanding of the foundations of business law, including torts, product liability, property (real, personal and intellectual), and contracts
- Evaluate the impact of international trade on business laws
- Explain the different structures of business organizations
- Understand the concept of agency and the impact on employment relationships
- Describe the regulatory environment of business and evaluate the impact, specifically in the areas of employment discrimination, environmental law, consumer protection, antitrust law, and securities regulation

► BMA-400 Managerial Accounting

Course Description

This course establishes a strong foundation in basic managerial accounting concepts and proceeds to develop an understanding of the relationships between the numbers and concepts and how variables impact each other. Students are shown how to relate those concepts and interactions to actual business applications and make informed decisions based on their analysis.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate an understanding of the foundations of managerial accounting
- Identify and apply basic managerial accounting concepts
- Explain cost behavior, job-order costing, and process costing
- Analyze cost-volume-profit
- Examine activity-based costing and management
- Evaluate absorption and variable costing, and inventory management
- Perform profit planning
- Describe flexible budgets and overhead analysis
- Understand capital investment decisions, cash flows, and financial statement analysis

► BAC-300 Intermediate Accounting I

Course Description

This course, the first of a two-part series, explores the foundational basis of financial accounting as well as some of the most routine activities of a business. Significant concepts covered include the accounting cycle, the structure of each of the basic financial statements (the balance sheet, income statement and cash flows), earnings management, revenue recognition, inventory and noncurrent operating assets.

Course Outcomes

Upon completion of this course, the student will be able to:

- Understand the principle uses of financial information and the conceptual framework in which accounting standards are developed and implemented
- Provide an overview of the financial accounting cycle and the financial reporting cycle, including discussions on the balance sheet, income statement and statement of cash flows
- Define the term “earnings management” and evaluate its legal and ethical implications
- Recognize the key components of the revenue cycle, including a discussion of revenue recognition issues, such as the provisions of SAB 101 and long-term contracts
- Describe the various methods of accounting for and valuing inventories
- Determine the types of costs considered capitalizable as noncurrent assets and how those costs are allocated to future accounting periods

► BAC-310 Intermediate Accounting II

Course Description

This course, the second of a two-part series, covers more complex business activities, as well as other dimensions of financial reporting. Significant concepts covered include accounting for debt and equity capital, leases, income taxes, employee compensation, accounting changes and error corrections, international accounting considerations and financial statement analysis.

Course Outcomes

Upon completion of this course, the student will be able to:

- Recognize the accounting treatment for debt and equity instruments, both for the issuer and the investor
- Classify leases and deferred taxes properly for reporting purposes and calculate related assets and liability amounts
- Describe both routine and nonroutine employee compensation issues, with an emphasis on pension obligations
- Explain how to report basic and diluted earnings per share, as well as commitments and contingencies, derivatives and business segments
- Understand the different categories of accounting changes and errors how each is accounted for
- Recognize the unique challenges posed by having a single set of international financial reporting standards (IFRS), including a discussion on foreign currency reporting
- Analyze a company's financial statements using ratio and common-size analysis

► BAC-320 Taxation I

Course Description

This course, the first of a two-part series, introduces students to the federal taxation system and general tax concepts, with a particular emphasis on individual income taxation. Significant concepts covered include dependency exemptions, gross income, deductions and losses, self-employment taxation and tax credits. Tax preparation software is also used to help apply practically apply the theoretical concepts learned.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate an understanding of the federal income tax system and tax law, as well as the means and methods used to conduct tax research
- Determine a taxpayer's eligibility to include a dependent on their tax return
- Understand key inclusions to and exclusions from gross income and differentiate each accordingly
- Calculate and determine a taxpayer's eligibility for various deductions, such as bad debts, depreciation, education, retirement plans and other similar items
- Describe the primary categories of itemized deductions for an individual taxpayer and calculate the deduction amount for each given a certain set of facts
- Describe the different types of tax credits available to taxpayers

► BAC-330 Taxation II

Course Description

This course, the second of a two-part series, covers more advanced federal taxation concepts, with a particular emphasis on business and fiduciary entities. Significant concepts covered include property transactions, the alternative minimum tax, corporations, partnerships, S corporations, taxable estates, gift taxes and trusts. Tax preparation software is also used to help apply practically apply the concepts learned.

Course Outcomes

Upon completion of this course, the student will be able to:

- Recognize the different types of property sale, exchange and disposition transactions and their effect on the calculation of income tax
- Understand the rationale for the alternative minimum tax (AMT) and the role it plays in our taxation system
- Compute taxable income and taxes due for a corporate entity
- Understand the tax implications of both partial and complete corporate liquidations
- Differentiate between partnerships and S corporations, evaluating how their tax treatment compares to corporate entities
- Explain the importance of family tax planning and evaluate strategies to minimize the tax consequences from a gross estate, gifts and trust income

► BAC-400 Auditing I

Course Description

This course, the first of a two-part series, introduces students to the audit environment, the audit process and important tools used by auditors to plan, test and evaluate a company's financial information. Significant concepts covered include corporate governance, assessing business and audit risks, audit planning procedures, audit sampling methods and the consideration of fraud in a financial statement audit. Practical application of audit theory is also emphasized through case study readings and generalized audit software (GAS) assignments.

Course Outcomes

Upon completion of this course, the student will be able to:

- Recognize the important role that the auditing profession and good corporate governance play in protecting investors in a market economy
- Differentiate between business risk and audit risk, and understand how each relate to the process of determining the nature and extent of audit procedures
- Describe the components of a sound system of internal controls and the auditor's responsibility and role to evaluate and report on internal controls over financial reporting
- Articulate the overall process for planning an audit, including a discussion on materiality and audit sampling techniques
- Understand the auditor's role in detecting fraud as part of a financial statement audit

► BAC-410 Auditing II

Course Description

This course, the second of a two-part series, focuses on audit approaches/tests for specific classes of transactions, the steps necessary to conclude an audit and a brief discussion of more advanced audit topics. Significant concepts covered include auditing the revenue, expenditure and inventory cycles; specific procedures for auditing cash, fixed assets and long-term liabilities; audit quality; professional liability and making complex audit judgments. Case study readings, generalized audit software (GAS) assignments and a course-length group project involving the audit of a small company are used to emphasize the practical application of audit theory.

Course Outcomes

Upon completion of this course, the student will be able to:

- Articulate the significant accounts and relevant assertions associated with the revenue cycle and the acquisition and payments cycle, including a discussion on the areas most susceptible to financial statement fraud in those areas
- Articulate the significant accounts and relevant assertions associated with auditing cash and other liquid assets, long-lived assets, long-term liabilities and equity
- Describe the steps necessary to conclude an audit, evaluate the overall quality of the procedures performed and issue an audit report
- Understand the legal and professional liability of the audit profession and the related legal precedents that shaped the profession
- Recognize the issues involved in making more complex audit judgments

► BAC-420 Advanced Cost Accounting

Course Description

Building on concepts covered in BMA-400, this course explores the linkage between cost management and overall corporate strategy, particularly focusing on the activity-based costing (ABC) model. Specific topics include allocating support and joint product costs, responsibility accounting, performance and productivity evaluation, the balance scorecard approach, the costs of quality and lean manufacturing, including a discussion of the just-in-time (JIT) inventory model.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate an understanding of basic cost management concepts, cost categories and cost behavior
- Explain the activity based costing (ABC) model and how it compares to more traditional costing concepts
- Describe and utilize advanced cost allocation concepts, such as allocating service department costs, joint product costing and transfer pricing
- Articulate the advantages of a strategically-based cost management system
- Define the terms “balanced scorecard” and “costs of quality” and evaluate their importance in developing a comprehensive cost management strategy
- Understand how lean manufacturing/accounting improves a company’s operational efficiency and profitability

► BAC-430 Advanced Financial Accounting

Course Description

Building on financial accounting concepts covered in BAC300 and BAC310, this course explores four complex subject areas: financial statement consolidations, foreign currency issues, partnership accounting issues and accounting considerations for governmental and not-for-profit organizations. Students make judicious use of Microsoft Excel to solve problems in preparing consolidation work papers, foreign currency financial statements, partnership allocations and construction financial statements for governmental and not-for-profit entities.

Course Outcomes

Upon completion of this course, the student will be able to:

- Consolidate a set of financial statements based on information available both at the date of acquisition and in subsequent accounting periods
- Articulate the unique challenges with accounting for intercompany transactions and reporting consolidated financial data, such as cash flows and earnings per share
- Recognize the most common types of foreign currency transactions and be able to perform translations and remeasurements on foreign currency financial statements
- Understand the unique accounting processes associated with forming a partnership, allocating its earnings and capital, changing the structure of its ownership and dissolving a partnership
- Explain how GASB standards reflect the different reporting needs of a governmental entity, including a discussion of budgetary accounting, fund classification and modified accrual accounting.
- Compare and contrast the financial statement reporting structure of a government with a private sector entity, including a discussion of the Comprehensive Annual Financial Report (CAFR)
- Differentiate the accounting and reporting requirements and needs of a not-for-profit entity with a for-profit entity, including a discussion on asset restrictions and the Statement of Functional Expenses

► MKR-300 Marketing Research Methods

Course Description

This course presents a comprehensive introduction to market research. Real world examples, case studies, and presentations to illustrate the basic approach, techniques, and methods used to gather, analyze, and apply marketing research. Marketing research is emphasized, but can also skills developed can be utilized in finance, accounting, and management research as well and those relationships are also explored in this course.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate an understanding of the role of marketing research
- Provide an overview of the basic theories and techniques used in marketing research
- Identify the qualitative and quantitative tools and methods use in marketing research
- Distinguish between primary and secondary marketing research
- Design and conduct survey and experiments
- Conduct sampling and fieldwork
- Determine sample size
- Identify and avoid deceptive, unethical, or biased research
- Transform raw data into information
- Communicate research results

► SMK-400 Marketing Strategy

Course Description

This course prepares students to think and act like marketers. It presents strategy from a perspective that emphasizes strategic marketing management in the social, economic, and technological arenas in which businesses function today and encourages students to develop a customer-oriented market strategy and market planning skills. A practical approach to analyzing, planning, and implementing marketing strategies based on the creative process involved in applying marketing concepts to the development and implementation of marketing strategy is introduced. An emphasis on critical thinking enables students to understand the essence of how marketing decisions fit together to create a coherent strategy.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate an understanding of marketing strategies utilized in today's economy
- Develop strategic marketing plans for various businesses
- Incorporate marketing ethics and social responsibility in strategic planning
- Collect and analyze marketing information
- Identify competitive advantages and incorporate them into strategic planning
- Identify potential customers utilizing segmentation and target marketing
- Analyze product and pricing strategies
- Manage distribution and supply chains
- Develop integrated marketing communications
- Grow and maintain long-term customer relationships

► MKM-300 Marketing Management

Course Description

This course equips students with a solid understanding of today's dynamic B2B market. Highlighting the similarities--and emphasizing the differences--between consumer goods and B2B marketing. The primary focus is on market analysis, organizational buying behavior, relationship management, and the ensuing adjustments required in the marketing strategy elements used to reach organizational customers. A managerial approach is used to tie concepts directly to real-world decision making. Specific emphasis is given to automated B2B practices and the impact of the Internet

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate an understanding of marketing from a business perspective
- Evaluate organizational buying behavior
- Identify and apply customer relationship management strategies for business markets
- Formulate business marketing strategies for: global markets, business markets, new industrial product development, and services
- Analyze and develop supply chain strategies
- Examine and determine pricing strategies
- Evaluate business marketing communications in advertising and sales promotion, and in managing the personal selling function
- Evaluate business marketing strategy and performance

► MKS-400 Services Marketing

Course Description

This course establishes the concepts and principles of managing the delivery of services. Using the hospitality industry as an example and the idea of treating customers as guests and creating a "WOW" experience for them, this course examines the practices used by successful service organizations to market services. Academic studies and real life experience from companies like Walt Disney Company, Marriott, Ritz-Carlton, Darden Restaurants, Southwest Airlines and many others are reviewed to demonstrate how to market services. Applying all aspects of marketing this course explores the unique challenges in strategy, staffing, systems, and ethics encountered by service organizations.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate an understanding of the fundamental principles of marketing services
- Anticipate and plan to meet, exceed, and or manage customer expectations
- Explain how to direct customers to manage their experiences
- Develop the hospitality culture of "everyone serves"
- Understand how to identify, acquire, train, and motivate service staff
- Evaluate methods to deliver quality service
- Communicate for service
- Evaluate service
- Identify and correct service problems

► MAD-300 Advertising

Course Description

This course introduces students to the concept that successful advertising is the result of hard work and careful planning. A solid understanding of advertising strategy is presented through dynamic visuals and graphic examples. Contemporary ads and exhibits provide an innovative, integrated learning experience to facilitate an understanding of how advertising relates to business success. The fundamentals of advertising are presented with invigorating coverage of contemporary topics and the latest advertising trends. In-depth coverage of social media, design thinking, and globalization exemplifies advertising's latest developments in today's digital society. Students are prepared for the high energy excitement of advertising today

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate an understanding of advertising and integrated brand promotion
- Identify the structure of the advertising and promotion industry
- Review the history of advertising and brand promotion
- Explain the social, ethical, and regulatory aspects of advertising and promotion
- Analyze the environment for advertising and integrated promotion
- Examine consumer behavior, market segmentation, positioning, and the value proposition
- Manage and direct the creative process
- Place the message in conventional and emerging media
- Describe and implement integrated brand promotion

► ACT-500 Managerial Problem Solving

Course Description

This course will provide students an in-depth study of online information gathering, data processing, and business problem solving using advanced Excel data analysis tools. Students will learn to solve business problems by moving beyond the basic "point and click" skills to think critically about realistic business situations. Students will combine software analysis with their own decision making abilities apply problem-solving, critical thinking, and statistical analysis techniques to find efficient and effective solutions to common business problems.

Course Outcomes

Upon completion of this course, the student will be able to:

- Navigate online computer platforms to acquire and distribute information
- Apply Excel skills and tools in business problem solving
- Solve problems with statistical analysis tools
- Apply logic in decision making
- Retrieve data for computation, analysis, and reference
- Evaluate the financial impact of loans and investments
- Organize data for effective analysis
- Apply data tables and excel scenarios for what-if analysis
- Synthesize smart worksheets
- Enhance decision making with Solver

► MBA-500 Essentials of Accounting

Course Description

This course discusses the key financial and managerial accounting concepts most commonly used by members of management. Critical topics discussed include the financial accounting cycle, the basic financial statements and related elements, financial statement analysis, job order and process costing, cost behavior, differential analysis, budgetary analysis and capital investment analysis.

Course Outcomes

Upon completion of this course, the student will be able to:

- Explain the basic concepts and use of accrual accounting/financial statement information
- Describe how merchandising business account for and maintain control over current assets such as cash, accounts receivable and inventories
- Account for fixed investments in long term assets and financing transactions involving debt and equity and analyze a company's overall performance using financial information
- Recognize how job order and process manufacturers account for product costs and how those various costs behave in relationship to manufacturing output
- Use differential analysis, budgets and budget variances to make business decisions
- Evaluate the performance of a decentralized operating unit of a company and the merits of capital investment proposals using a variety of return on investment (ROI) calculations

► MBA-510 Marketing Management and Strategy

Course Description

This course provides a general overview of the world of marketing strategy and decision making. Key subject areas covered in this course include the marketing environment, market information and research, product design and implementation, distribution channels, promotion and communications strategy, pricing strategy and the impact of technology on the modern marketplace.

Course Outcomes

Upon completion of this course, the student will be able to:

- Discuss the fundamental elements of the marketing discipline and the marketing environment
- Differentiate between consumer and business markets
- Describe the importance of market segmentation and conducting market research
- Explain the new-product development process and its relationship to the product life cycle
- Understand the different marketing channels and supply chains through which products can be brought to market
- Articulate the importance of sales promotion and advertising to the marketing mix
- Recognize the different factors (objectives, cost, etc.) that influence price setting decisions
- Discuss the influence of technological innovations, such as CRM systems and social media, on the marketing environment and marketing mix

► MBA-520 Survey of Economics

Course Description

This course provides an overview of key macroeconomic and microeconomic issues that affect the economy, firms and their managers. Critical topics discussed include markets, cost minimization and profit maximization, government intervention, fiscal and monetary policy, the business cycle, international trade and the effect of globalization on economic policy.

Course Outcomes

- Understand the importance of economics, as well as the function demand, supply and prices play in a free market economy
- Explain the concepts of economic profit and profit maximization as well as the competitive environments firms operate in
- Describe the interrelationship amongst and the importance of households, businesses, international markets and governments in a global economy
- Understand how fiscal policy, monetary policy and central banks influence markets and the money supply
- Recognize the importance of globalization and foreign exchange markets in today's economic environment

► MBA-530 Management of Information Technology

Course Description

This course employs the mechanism of the system audit to comprehensively explore the integration of information technology into contemporary global businesses. All aspects of information processing are examined, including auditing assurance and control, governmental requirements, system security, transaction processing, financial reporting systems, computer-assisted audit tools, data extraction and analysis, revenue and expenditure cycle application controls, ERP systems, and fraud detection. Students are equipped with the comprehensive overview of IT needed to manage modern businesses.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate an understanding of how information systems integrate into a global business
- Evaluate the methods used to govern information technology
- Examine system security in networks, operating systems, data, and applications
- Analyze system development and program change procedures
- Apply computer-assisted audit tools and techniques
- Compare and contrast the application controls and testing used in the revenue and expenditure cycles
- Evaluate Enterprise Resource Planning (ERP) systems
- Detect potential ethics violations and fraud schemes

► MBA-540 Leadership and Organizational Behavior

Course Description

This course equips students with the critical leadership skills and solid understanding of today's theory they need to become effective business leaders in today's turbulent times. Students explore the latest thinking in leadership theory and contemporary practices at work within organizations throughout the world. The theories presented are connected to recent world events, such as the Wall Street meltdown, ethical scandals, and political turmoil. Students examine emerging topics, including enhancing emotional intelligence, leadership vision and courage, leading virtual teams, and open innovation.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate an understanding of what it means to be a leader in a global economy
- Evaluate the traits, behaviors, and relationships associated with effective leaders
- Identify contingency approaches to leadership
- Examine the leader as an individual
- Analyze the mind and heart of the leader
- Determine the aspects of followership
- Apply motivation and empowerment techniques
- Develop effective teams through leadership
- Create vision and strategic direction in an organization
- Effectively and efficiently implement change

► MBA-550 Business Law and Ethics

Course Description

This course provides fundamental understanding of the different types of laws businesses must follow by focusing on the public, commercial, employment and regulatory environments. Critical topics discussed include the roles of the courts and ethical behavior, tort and criminal liability, contract formation and execution, employment law and the role of regulatory bodies, such as the EPA and the SEC.

Course Outcomes

Upon completion of this course, the student will be able to:

- Understand the primary sources of law, the structure of governmental bodies that make them, the structure of the courts that enforce them and the importance of maintaining an ethical business environment to mitigate legal issues
- Discuss the law applicable to and remedies available to parties involved in civil and criminal suits, including cases involving cybercrimes, intellectual property and international issues
- Recognize the advantages and disadvantages of various legal forms of business
- Describe the elements necessary to form a valid, enforceable contract, methods used to remedy breaches of contract and issues specific contracts involving sales and leases
- Differentiate between Chapter 7 liquidation and Chapter 11 reorganization bankruptcy proceedings
- Articulate specific statutes that regulate employee and employer behavior, the environment and anti-competitive business behavior
- Evaluate the role of the states and the Securities and Exchange Commission in monitoring inventor activity, including a detailed discussion of the Sarbanes-Oxley Act of 2002

► MBA-600 Global Business Management

Course Description

This course provides an overview of the foundational realities of global business, the tools businesses use to manage global operations, the strategic business decisions firms face in a global economy and the managerial challenges of harmonizing a successful global enterprise. Students enhance their basic understanding of these areas through a comprehensive country analysis assignment and a supplemental reading assignment.

Course Outcomes

Upon completion of this course, the student will be able to:

- Recognize the variety of political, economic and social environments global businesses must harmoniously manage
- Discuss the factors businesses must consider when trading internationally
- Explain how foreign direct investments, foreign exchange markets and international trade organizations provide a way for diverse businesses to participate together globally
- Describe the opportunities and threats entrepreneurs face when entering foreign markets
- Understand how firms utilize strategic alliances and acquisitions to align key strategic business goals in a variety of markets
- Discuss the unique challenges of managing human resources and corporate social responsibility in a globally diverse business

► MBA-610 Quantitative Methods of Decision Making

Course Description

This course provides students with a sound conceptual understanding and practical application of management science and its use in the decision-making process. Using the latest developments in Microsoft Office Excel 2013, students use various quantitative analysis methods to solve problems commonly encountered in business. Each quantitative technique is introduced within an application setting and students must apply the management science model to generate solutions and recommendations for management.

Course Outcomes

Upon completion of this course, the student will be able to:

- Construct spreadsheet models in Microsoft Excel to solve various business problems
- Understand the concept and applications of linear programming
- Apply linear programming applications to marketing, finance, and operations management
- Create and analyze distribution and network models
- Apply integer linear and nonlinear optimization models
- Perform project scheduling using PERT/CPM
- Evaluate inventory and waiting line models
- Apply multicriteria decision making models to various business problems
- Demonstrate an ability to perform business forecasting

► MBA-620 Operations Management

Course Description

This course provides a general overview of decision science and its influence on a firm's operational structure. Critical topics discussed include value chain analysis, process development and design, facility management and design, capacity management, managing quality control and project management.

Course Outcomes

Upon completion of this course, the student will be able to:

- Recognize the purpose of a dynamic operations strategy and be able to develop one for an organization
- Understand and apply the concepts of process improvement and engineering
- Describe the impact technology, facilities layout/designs and supply chain management have on operational strategy and design
- Explain key concepts and techniques for managing finite capacity and resources for optimal efficiency
- Articulate the importance of forecasting, quality management and quality control
- Apply project management and project scheduling techniques in a business

► MBA-630 Advanced Financial Management

Course Description

This course provides a general overview of corporate financial management, addressing issues from the perspective of both the firm manager and the shareholder/investor. Critical topics discussed include financial markets, the characteristics and risk profiles of debt and equity investments, capital budgeting techniques, alternative capital structures and the management of working capital.

Course Outcomes

Upon completion of this course, the student will be able to:

- Describe the basic functions of corporate financial management, financial statement analysis and the markets firms participate in
- Understand how interest rates, risk and other related factors affect the valuation of both debt and equity investments
- Recognize how firm managers can use capital budgeting techniques to efficiently and effectively allocate a firm's capital to maximize shareholder wealth
- Evaluate the cost associated with and the efficiency of a firm's capital structure, including a discussion on dividend policy
- Explain why having a comprehensive working capital management policy is critical to a firm's stability and how a firm can best manage its working capital

► MBA-690 Business Plan Seminar

Course Description

Serving as a capstone course, MBA-690 supplements and integrates prior program coursework with material on small business management and entrepreneurship and through a comprehensive project: writing a business plan for a new small business venture. As different functional business areas are addressed in lecture, students will construct respective portions of their business plans, ending the course with a complete, professional product.

Course Outcomes

Upon completion of this course, the student will be able to:

- Describe the role entrepreneurs play in a market economy and how their business ideas can be developed into a comprehensive business plan
- Determine the needs of a given market segment and select an appropriate legal form of business for a new venture
- Understand the issues associated with setting up the operation location and layout of a business, both physically and on the internet
- Develop comprehensive marketing, financial and operating plans for a new business
- Articulate the importance of other considerations to the business planning process such as risk management, corporate social responsibility and globalization

► MPM-600 Supply Chain Management

Course Description

This course provides a detailed overview of the operational and logistical challenges firms face designing and managing a supply chain. The key subject areas discussed in this course include selecting and managing suppliers, planning and forecasting resource needs, designing and managing an effective and efficient logistics system and integrating these respective pieces into a comprehensive system. Students apply the concepts learned by analyzing business case studies and performing quantitative analyses using spreadsheet tools.

Course Outcomes

Upon completion of this course, the student will be able to:

- Understand the importance of developing strategic partnerships with key suppliers to building a supply chain
- Explain the process of preparing demand forecasts and performing resource planning activities
- Apply various techniques for managing inventories and implementing lean manufacturing/Six Sigma initiatives
- Discuss the importance of developing and maintaining a comprehensive logistics strategy, whether it be for either a manufacturing or service oriented business
- Describe why firms must integrate differing functional areas and evaluate the overall performance of a firm's supply chain

► MPM-610 Total Quality Management

Course Description

This course provides a detailed overview of the decision sciences that underlie the total quality management movement within organizations. The concept of quality is discussed as a general philosophical concept, as a strategic means to set and evaluate organizational goals and performance and as a technical tool to measure, evaluate and improve key organizational processes. Students engage in the qualitative and quantitative components of this study, respectively, through practical case study assignments and an applied study of statistics relative to process control.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate an understanding of the philosophical basis for pursuing quality initiatives and the various quality awards/certifications available to organization
- Recognize that quality is an integral part of establishing and maintaining a firm's competitive advantage, as well as maximizing customer satisfaction
- Explain the importance of mapping and/or redesigning a firm's value-added processes
- Recognize that having committed, effective leaders and comprehensive, fair measures of employee performance facilitate an organization's ability to implement an effective quality program
- Use statistical methods and tools to identify, improve and prospectively monitor out-of-control processes

► MAC-630 Advanced Cost Management

Course Description

This course explores the linkages between more traditional cost accounting concepts and overall corporate strategy, focusing on the activity-based costing (ABC) model. Specific topics include allocating support and joint product costs, responsibility accounting, performance and productivity evaluation, the balance scorecard and the costs of quality and lean manufacturing, including a discussion of the just-in-time (JIT) inventory model.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate an understanding of basic cost management concepts, categories and behavior
- Explain the activity based costing (ABC) model and how it compares to more traditional costing concepts
- Describe and utilize advanced cost allocation concepts, such as allocating service department costs, joint product costing and transfer pricing
- Articulate the advantages of a strategically-based cost management system
- Define the terms “balanced scorecard” and “costs of quality” and evaluate their importance in developing a comprehensive cost management strategy
- Understand how lean manufacturing improves a company’s operational efficiency and profitability

► MPM-630 Project Management

Course Description

This course provides a foundational overview of the project management discipline, both from a theoretical and practical perspective. Concepts such as project scope, cost, quality, risk, and procurement management are discussed in accordance with the *PMBOK® Guide* published by the Project Management Institute (PMI). In addition, students acquire practical skills needed to use project management software, in this case Microsoft Project. Comprehensive case study assignments are used throughout the course to demonstrate the concepts learned.

Course Outcomes

Upon completion of this course, the student will be able to:

- Describe the systems view of project management and the interrelationships between the project management process groups and the project management knowledge areas
- Produce a project’s work breakdown structure using the analogy, top-down, bottom-up and mind-mapping approaches
- Develop baseline cost estimates and budgets for a project and measure a project’s performance
- Discuss how leadership, communication, quality, organizational structure, cultural differences and maturity models relate to improving the quality of projects
- Understand how to identify, evaluate, quantify and analyze risks, both qualitative and quantitative in nature
- Use Microsoft Project as a management tool to plan, execute and control the development of key project milestones and the use of resources, to achieve desired goals

► MFI-600 Investments and Portfolio Analysis

Course Description

This course provides an overview of the investment decision process, the different investment options available and the processes involved in balancing and managing a portfolio of securities. Significant concepts covered include securities markets, portfolio theory and strategy, investment companies and investment characteristics of common stocks, bonds, derivative securities.

Course Outcomes

- Explain the motivations underlying investing, emphasizing the relationship between an investment's risk and its related return
- Briefly describe how security markets, market indices and investment companies function, listing and describing some of the more well-known types/ones
- Articulate various asset allocation strategies used to manage portfolios of equity, debt and derivative securities
- Understand how stocks and bonds are valued, the quantitative and qualitative factors that affect their yield and value and how to assess the overall worthiness of a given security
- Discuss how futures, forwards, options, swaps and other derivative securities are employed to mitigate certain portfolio risks and enhance a portfolio's overall return

► MFI-610 Financial Markets and Institutions

Course Description

This course explores the role of financial markets and institutions in the modern business environment and their relationship to the proper functioning of an economy. Markets discussed include those for money, bonds, stocks and derivatives. Institutions discussed include the Federal Reserve, commercial banks, thrift institutions and mutual fund operations. Students will also complete a term paper assignment regarding the recent credit crisis.

Course Outcomes

Upon completion of this course, the student will be able to:

- Explain how interest rates are determined and structured, as well as their influence on financial markets and the economy as a whole
- Describe the role of the Federal Reserve in implementing monetary policy to control economic activity
- Articulate the nature and purpose of money markets, bond markets and mortgage markets
- Understand how stock markets and derivatives markets facilitate securities offerings and reduce other financial risks
- Discuss how commercial banks are operated, regulated and managed, as well as how their relative performance is evaluated
- Evaluate nonbank operations, such as thrift institutions and mutual fund operations, and compare them with the operation of a commercial bank

► MFI-620 Personal Financial Management

Course Description

This course provides students with an understanding of how to manage and protect their personal assets now, as well as how to plan for the future. Critical topics discussed include managing your savings, using credit wisely, protecting your assets with insurance, investing your savings to balance growth and risk and planning for your retirement and your estate.

Course Outcomes

Upon completion of this course, the student will be able to:

- Understand the basic principles and advantages of personal financial planning
- Develop plans and strategies to manage personal savings and to evaluate major purchases, such as an automobile or a home
- Recognize the purposes and pitfalls of using both consumer and commercial credit and calculate the cost of using each
- Evaluate the need to insure their life, health and property
- Select the right of mix of investments based their risk profile, for long-term savings growth
- Compare and contrast various retirement investment vehicles, with attention paid to their impact on potential income, gift and estate tax liabilities

► MFI-630 Global Issues in Finance

Course Description

This course evaluates the financial risks of conducting business abroad, and provides an overview of the unique challenges to financially managing a multinational entity (MNE). Significant concepts covered include exchange rates and exchange rate markets, risk management strategies, the influence of governments and the analysis of making direct investments internationally. Students demonstrate the concepts learned through short case assignments, as well as a comprehensive, term-long investment simulation project.

Course Outcomes

Upon completion of this course, the student will be able to:

- Understand the nature of exchange rates, exchange rate systems and their related market structures
- Explain how derivative securities are often used to manage exchange rate risks associated with specific transactions, economic conditions and financial statement translations
- Articulate various theories on the functioning of exchange rates and exchange markets
- Discuss the advantages and disadvantages to companies making foreign direct investments in specific countries, as well as the risk factors related to the capital project evaluation process
- Describe how MNEs manage risks associated with maintaining a functioning, comprehensive system of corporate governance and control

► MAC-600 Fraud Examination

Course Description

This course provides students an overview of the different types of fraud that exist, as well as the processes used to prevent, detect, investigate and legally prosecute fraud cases. In light of recent corporate and financial scandals, a special emphasis is also placed on financial statement fraud and related fraudulent activities perpetrated by members of management. Students practice applying the material discussed in readings and lecture to “real-life” case studies throughout the course.

Course Outcomes

Upon completion of this course, the student will be able to:

- Recognize the nature of fraud, the parties that perpetrate it and the methods used to prevent, detect and prosecute it
- Develop and implement a comprehensive plan to prevent and detect fraudulent behavior
- Perform a detailed fraud investigation using data analysis, on-the-ground detective work and interview techniques
- Understand the nature and implications of financial statement fraud, as well as methods used to prevent and detect it
- Discuss other sources of fraud, including identity theft against consumers, e-commerce transactions and cases involving bankruptcies, divorces and tax evasion

► MAC-610 Taxation Research

Course Description

This course provides students an overview of the environment tax research is conducted in, the sources of tax law, the tools used to research tax regulations and the ways in which tax research can be implemented. Use of online research tools and case studies, coupled with frequent written communication assignments are used to apply the knowledge acquired through readings and lecture material.

Course Outcomes

Upon completion of this course, the student will be able to:

- Articulate the elements of a modern tax practice, as well as the tax research process
- Identify the sources of tax laws, procedures and rulings as well as the role of the courts in enforcing them and setting case precedents
- Use commercial tax services and citators to search and obtain research material for Federal, state and international tax cases
- Communicate research and tax planning results internally through file memoranda and externally to clients through oral presentations and/or letters to clients
- Understand the structure of the IRS, the audit and litigation process and the penalties and interest charges that may be assessed to either a taxpayer or a tax practitioner

► MHR-500 Management of Human Resources

Course Description

This course examines the foundation of human relations in the workplace. The key subject areas discussed in this course include the role of individuals and groups in both the formal and informal organization, team building, methods of increasing productivity and quality improvement in the workplace and the administrative functions of human resource management such as management, leadership, performance appraisals, compensation and rewards. Challenges such as ineffective communication, management conflict and change are also discussed.

Course Outcomes

Upon completion of this course, the student will be able to:

- Explain the evolution and nature of human relations in the workplace
- Differentiate various motivation theories related to human resource management
- Evaluate the stages of group development and the factors which impact a team
- Compare and contrast the formal and informal organization
- Appraise various job design and performance appraisal strategies
- Examine leadership styles in relation to corporate culture and structure
- Analyze the challenges related to technology and global business on human relations

► MRK-600 Contemporary Global Marketing and Social Media

Course Description

This course presents a comprehensive approach to global marketing in today's ever-changing society. Examined are the inherent differences and challenges in growing and managing both large, industrialized markets, as well as developing, third-world markets. The influences and interrelationships among various languages, cultures, economic systems and behavioral attitudes toward competition are integrated throughout the readings, case studies and other assignments in this course. Students are also introduced to the role, development, influence and appropriate application of business-oriented social media.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate an understanding of the global marketing and social media environment and its respective impact on the global economy
- Provide an overview of the basic theories of world trade, global outsourcing, balance of payments, exchange rates and the international agencies that promote and direct economic and monetary stability
- Identify the cultural, social, political, technological and regulatory forces that shape local markets
- Compare and contrast global strategies for services, brands and social media marketing
- Organize, manage and develop global distribution channels, online and offline promotional strategies and comprehensive marketing programs

► MFI-630 Global Issues in Finance

Course Description

This course evaluates the financial risks of conducting business abroad, and provides an overview of the unique challenges to financially managing a multinational entity (MNE). Significant concepts covered include exchange rates and exchange rate markets, risk management strategies, the influence of governments and the analysis of making direct investments internationally. Students demonstrate the concepts learned through short case assignments, as well as a comprehensive, term-long investment simulation project.

Course Outcomes

Upon completion of this course, the student will be able to:

- Understand the nature of exchange rates, exchange rate systems and their related market structures
- Explain how derivative securities are often used to manage exchange rate risks associated with specific transactions, economic conditions and financial statement translations
- Articulate various theories on the functioning of exchange rates and exchange markets
- Discuss the advantages and disadvantages to companies making foreign direct investments in specific countries, as well as the risk factors related to the capital project evaluation process
- Describe how MNEs manage risks associated with maintaining a functioning, comprehensive system of corporate governance and control

► MRK-610 Marketing Research

Course Description

This course presents a comprehensive study of practical and contemporary marketing research. Marketing research is presented as an integrated process, walking students through each step, from identifying data sources to analyzing findings with various statistical methods. The analytical and statistical approaches essential in marketing research, including standard multivariate methods like Factor, Cluster, and Conjoint Analyses, as well as the latest Hierarchical Bayes, Heterogeneity, and Sample Selection techniques are explored in detail. The student is prepared to utilize the most current techniques in technologies to analyze today's complex global markets.

Course Outcomes

Upon completion of this course, the student will be able to:

- Define the purpose and process of marketing research
- Identify and utilize available data sources
- Analyze various results measurement tools and techniques
- Collect exploratory and conclusive data
- Design surveys and data collection instruments
- Conduct samplings
- Utilize data analysis and statistical methods of market research
- Model multivariate relationships

► MRK-620 Internet and Social Media Marketing

Course Description

This course presents a comprehensive systems approach to strategic global marketing examining both the art and science of strategic decision making in marketing. The systems approach guides students' decision-making in the hierarchy of corporations. Within each hierarchical level, the decision-maker selects a strategy that is implemented by setting measurable objectives, developing tactics, and allocating resources. These decisions, in turn are managed by two processes: analysis/planning and monitoring/control.

Course Outcomes

Upon completion of this course, the student will be able to:

- Outline the Internet, its origins, historical perspective and Internet industry infrastructure
- Describe the Internet as a complimentary marketing tool to traditional marketing
- Apply the Web strategies for marketing as well as gain general knowledge of topics pertinent to interactive technologies and their application to marketing strategy
- Illustrate the purpose of growing number of Social Media sites and their use and effectiveness for marketing communication campaigns
- Integrate the concept of CRM (Customer Relationship Management) and identify its major benefits to Social Media and Internet marketing
- Evaluate the ethical and legal issues that e-businesses face in marketing online
-

► MRK-630 Strategic Marketing

Course Description

This course presents a comprehensive systems approach to strategic marketing examining both the art and science of strategic decision making in marketing. The systems approach guides students' decision-making in the hierarchy of corporations. Within each hierarchical level the decision-maker selects a strategy that is implemented by setting measurable objectives, developing tactics, and allocating resources. These decisions, in turn are managed by two processes: analysis/planning and monitoring/control.

Course Outcomes

Upon completion of this course, the student will be able to:

- Discuss the range of decisions implicit in strategic market planning, and to develop skill in using a variety of analytical frameworks for making such decisions
- Demonstrate an understanding of how markets contrast in terms of (a) their "enduring characteristics" and (b) their stage of development and how the nature of competition in such markets is impacted
- Examine the skills required in planning new market entry strategy
- Synthesize effective strategic marketing skills for organization
- Explain and justify the implementation of market planning process

► MRK-690 Preparing a Social Media Marketing Plan

Course Description

Serving as a capstone course, MRK-690 supplements and integrates prior program coursework with material on small business management and entrepreneurship and through a comprehensive project: writing a social media marketing plan for a new or existing small business venture. As different functional business areas are addressed in lecture, students will construct respective portions of their marketing plan, ending the course with a complete, professional product (a social media marketing plan).

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate an understanding of the key concepts and tools used in Social Media Marketing within an organizational setting
- Examine the applications and usage of Social Media tools in a business environment within a Social Media Marketing context pertaining to Consumer and Industrial buying behavior, Customer Relationship Management, and Advertising and Promotion efforts
- Propose strategies for integrating Social Media Marketing plans within a marketing framework and suggestions for implementation them
- Develop a comprehensive Social Media Marketing plan for an existing or new business

Criminal Justice Courses

<u>Course ID</u>	<u>Course Title</u>	<u>Credits</u>
CJ-100	Introduction to Criminal Justice and Administration	3
CJ-110	Criminal Law	3
CJ-120	Introduction to Law and the Court Systems	3
PSY-100	Essentials of Psychology	3
CJ-130	Corrections and the Prison System	3
CJ-140	Introduction to Policing	3
CJ-200	Criminology	3
CJ-210	Criminal Procedure	3
CJ-220	Criminal Investigation	3
CJ-230	Juvenile Delinquency	3
CJ-240	Introduction to Security	3
CJ-300	Policing and Society: A Global Approach	3
CJ-310	Ethics in Criminal Justice	3
CJ-320	Crime Victims: Introduction to Victimology	3
CJ-330	Comparative Criminal Justice Systems	3
CJ-340	Criminal Justice and Domestic Violence	3
CJ-350	Community Based Corrections	3
CJ-360	Juvenile Delinquency: Theory, Practice, and Law	3
CJ-410	Organized Crime	3
CJ-420	Terrorism and Homeland Security	3
CJ-430	Cyber Crime	3
CJ-440	Cyber Security: The Essential Body of Knowledge	3
CJ-450	Computer Forensics	3
CJ-460	Basics of Research Methods for Criminal Justice	3

► CJ-100 Introduction to Criminal Justice and Administration

Course Description

This course is designed to provide the students with an overview of the criminal justice system including careers available in the criminal justice field, the court system, the policing and correctional processes, the juvenile justice system, as well as many other aspects of the criminal justice process including the history, nature and function of the criminal justice system in America.

Course Outcomes

Upon completion of this course, the student will be able to:

- Discuss the police, courts, and correctional systems
- Differentiate between the concepts and processes of justice and its key policy issues
- Classify and compare current criminal justice topics such as white-collar crime, terrorism, and cybercrime
- Describe the diverse roles of criminal justice employees
- Evaluate effective decision making in the criminal justice workforce
- Analyze the importance of ethical leadership and grasp the negative effects of corruption within the criminal justice organizations
- Summarize the most effective way to implement change in policy and procedure within a criminal justice organization

► CJ-110 Criminal Law

Course Description

This course is designed to teach students language associated with criminal law, the art and practice of criminal law, constitutional case law as it pertains to civil rights, criminal case law as it pertains to crimes against the person and crimes against property, and will assist the student on how to analyze the principals and policies that specific case law illustrates.

Course Outcomes

Upon completion of this course, the student will be able to:

- Define and list constitutional case law pertaining to civil rights
- Define and list the different kinds of criminal liability
- Define and list Latin terms associated with criminal law
- Define and list the different types of crimes
- Define and list the statute of limitation criteria as it pertains to different crimes
- Define and list new laws developed since the attack on the United States since 9/11

► CJ-120 Introduction to Law and the Court System

Course Description

This course is designed to provide the students with a detailed overview of the criminal justice system including careers available in the criminal justice field, the court system, the policing and correctional processes, the juvenile justice system, as well as many other aspects of the criminal justice process including the history, nature, and function of the criminal justice system in America.

Course Outcomes

Upon completion of this course, the student will be able to:

- Analyze the police, courts, and correctional systems
- Discuss, in detail, how the court system works in the United States
- Perform court proceedings if employed as an officer of the court, paralegal, legal secretary, or court clerk
- Demonstrate comprehension of the concepts and processes of justice and its key policy issues
- Analyze and compare criminal activity and the criminal charge associated with such activity
- Outline the probation and parole system in detail
- Research and explain search and seizure civil rights and responsibilities
- Assess career opportunities in the field of criminal justice
- Characterize current trends and topics in the field of criminal justice

► PSY-100 Essentials of Psychology

Course Description

This course is a survey of assumptions, history, methods, and techniques of psychology. The course provides a presentation of representative theory and research in the areas of consciousness, learning, motivation, cognition, personality, and social behavior.

Course Outcomes

Upon completion of this course, the student will be able to:

- Discuss the origins and historical developments of the science of psychology
- Discuss the relationship of biology and psychology
- Define and discuss issues about consciousness, learning, thought, and intelligence
- Define and discuss theories of motivation, and human development
- Compare and contrast theories of personality
- Discuss psychological disorders and their treatments
- Define social, industrial and organization psychology and their focus

► CJ-130 Corrections and the Prison System

Course Description

This course is designed to provide an overview of correctional theory and practice. Throughout the course the student will learn about the historical development of corrections with emphasis on changing social standards and philosophies. Particular attention will be paid to the various types of correctional institutes, their mission, physical structure, management, and problems including probation and parole.

Course Outcomes

Upon completion of this course, the student will be able to:

- Recognize and explain the organization and history of corrections in America
- Describe the principals and goals of corrections including incapacitation, retribution, deterrence, and rehabilitation
- Recognize career opportunities and responsibilities of correctional professionals
- Identify the use of and roles of regional jails and recognize how they differ from prisons
- Describe the concepts and theories of probation and community corrections
- Explain the unique challenges facing women who are incarcerated in American prisons

► CJ-140 Introduction to Policing

Course Description

This course is designed to provide an overview of policing theory and practice. Throughout the course the student will learn about the historical development of policing with emphasis on changing social standards and philosophies. Particular attention will be paid to the various types of law enforcement institutes, their mission, physical structure, management, and personnel issues.

Course Outcomes

Upon completion of this course, the student will be able to:

- Analyze and discuss the history of policing in the United States
- Evaluate and explore career opportunities within police and law enforcement agencies
- Understand and describe the role of police and police discretion
- Identify the different types of cultural issues policing agencies must address
- Describe the unique challenges police officers deal with on a daily basis
- Explain how minority issues are of major concern for policing professionals
- Apply police ethics and police deviance to real world issues
- Compare and contrast the various operations within policing agencies
- Evaluate the effectiveness and challenges involved in community policing
- Explore and explain how laws effect the way policing is governed
- List and define critical issues facing police in post 9/11 United States

► CJ-200 Criminology

Course Description

This basic course provides an examination and critical analysis of the nature of crime, the extent of crime, the theories of crime causation, as well as the societal reaction to criminal behavior.

Course Outcomes

Upon completion of this course, the student will be able to:

- Explain the history of criminology
- Discuss the nature and extent of crime
- Discuss theories of victimization
- Discuss and explain theories of crime causation
- Discuss and describe theories of social structure
- Differentiate between types of crimes such as violent crimes, property crime, white collar crime and others
- Discuss and explain theories of punishment and corrections

► CJ-210 Criminal Procedure

Course Description

This course is designed to teach students language associated with criminal procedures, the art and practice of criminal procedures, rules of evidentiary gathering, storage, handling, and different applications associated with different types of evidence, and procedures followed from the time of arrest to post-conviction.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate knowledge of criminal procedures
- List and characterize criminal procedures in reference to arrest and search & seizure
- Assess and explain pre and post-conviction sentencing
- List and demonstrate knowledge of evidentiary procedures
- Distinguish specific types of procedures used when handling evidence
- Compare and contrast key constitutional issues governing criminal procedure

► CJ-220 Criminal Investigation

Course Description

This course includes a discussion of the nature and purpose of criminal investigation, historical background, tools, employed skills development, and techniques useful in the reconstruction of criminal activity. The course is a series of case studies with interactive media. Students will work in teams to solve each case and write reports.

Course Outcomes

Upon completion of this course, the student will be able to:

- Discuss and describe the protocol for various types of criminal investigations
- Write a comprehensive report on the details, nature, processing, and storage of evidence related to crime scene investigations
- Identify and explain the variety of evidence that may be found at a crime scene and how it can be used in a criminal investigation
- Make diagrams of crime scenes using various methods and equipment
- Discuss and describe the technology used to record crimes scenes
- Explain the ethics of investigation and the implications of misconduct related to criminal investigation

► CJ-230 Juvenile Delinquency

Course Description

This course will provide the student with an introductory examination of the origins, philosophy, and objectives of the juvenile justice system with emphasis on the legal processes, current trends, and roles of the various individuals within the juvenile justice system. Students will learn about the proper jurisdiction of juvenile courts, the role of law enforcement agents within the juvenile justice system, the juvenile judicial process itself, and the philosophy of the juvenile court with discussion covering the legal rights of children.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate knowledge of the juvenile court process
- Define delinquency from a variety of perspectives
- Analyze and develop an understanding of the major theories of juvenile delinquency
- Identify and discuss the role of the police and arrest procedures in the area of juvenile justice
- Compare and contrast the origins, history, and philosophical objectives of the juvenile justice system
- Identify career opportunities in the field of juvenile justice, corrections, and detention
- Demonstrate knowledge as to what and what does not work in preventing and controlling delinquency

► CJ-240 Introduction to Security

Course Description

This course covers the basic principles of security and loss prevention that is common and fundamental to all areas of protection of personal property from historical and modern day points of view. Topics of discussion will include: the security industry, the threat environment, risk analysis, fundamentals of physical security, safety, accident prevention, and common security problems.

Course Outcomes

Upon completion of this course, the student will be able to:

- Discuss the differences between private security and law enforcement
- List the duties and employment opportunities in private security
- Compare and contrast conditions in security before and after the 9/11 attacks on the United States
- Conduct security surveys and develop a security plan for various setting in business, industry and residential units
- Describe the equipment used in security operations and their advantages over other methods of security

► CJ-300 Policing and Society: A Global Approach

Course Description

This course offers a global approach to the examination of the current state of policing as well as where the forefront of policing will be in the coming years. During this course, students not only develop an understanding of policing on a local, regional, and national level, but also gain a deeper appreciation of issues in the global community. The combined global and sociological perspective provides students with the knowledge and competence to better comprehend global law enforcement issues in today's world.

Course Outcomes

Upon completion of this course, the student will be able to:

- Investigate and assess international policing and social control
- Synthesize and assess various global bureaucracies responsible for governing police organizations
- Analyze the use and implementation of police discretion globally
- Examine global crime prevention methodologies
- Assimilate a comprehensive list of police corruption methodologies in individual countries
- Evaluate the use of excessive force in various international police organizations
- Apply the relative utility of various explanations of the causes of crime to the global approach to policing
- Critically reflect upon the role of criminological theory as a social science and examine the emerging, critical, and global versions of criminology

► CJ-310 Ethics in Criminal Justice

Course Description

This course provides students with a compelling look at different fields of criminal justice and the plethora of ethical and moral dilemmas each field presents. In contemporary society the way criminal justice practitioners respond to these dilemmas are of the utmost importance. Topics will include determining moral behavior, developing ethical behavior, ethics within law enforcement, the courts and corrections, the ethics of punishment, professionalism, and ethics for practitioners. The reality of corruption within police departments, judiciaries, and corrections is ever present. This course gives students a moral roadmap to succeed in their careers.

Course Outcomes

Upon completion of this course, the student will be able to:

- Formulate moral decision-making techniques through the use of logic and ethics
- Articulate an informed opinion about clear and consistent ethical decisions
- Interpret the basis and design of ethics within constitutionally-based statutes and laws
- Synthesize strategies employed by leaders in criminal justice organizations to effectively respond to ethical concerns
- Examine the ethical standards that lawmakers and governments are mandated to adhere to
- Investigate various law enforcement agencies and the influence ethics have on them
- Inventory courtroom directed ethics
- Analyze and evaluate ethical decision-making opportunities in criminal justice

► CJ-320 Crime Victims: Introduction to Victimology

Course Description

This course will provide an overview of the history of victimology as well as an evaluation of the patterns of victimization. A strong emphasis will be placed on types of victims and the crimes perpetrated against them with an aim to identify and apply appropriate preventative measures and responses to victimization. Course studies will focus on the interaction between victims of crime and the criminal justice system in association with the various services now offered to victims.

Course Outcomes

Upon completion of this course, the student will be able to:

- Classify victimology and the professional methods procured to identify and render assistance to victims
- Identify various methodologies used in reporting crime
- Synthesize types of crime and assess the effect of specific crimes on various demographics
- Assess the main aspects of the field of victimology, including its history, theories, models, data analysis, and concepts
- Develop a working knowledge of the history and development of the crime victims' rights movement in the United States
- Enhance awareness of the needs of responsiveness to victims and the impact of criminal victimization on primary victims, secondary victims, and the larger community
- Characterize the conceptual boundaries of victimology
- Evaluate theories that explain victimization

► CJ-330 **Comparative Criminal Justice Systems**

Course Description

This course is designed to focus on the police, the courts, and the corrections systems through a comparative analysis of different nations within our global society. Participants will examine issues related to crime throughout the world and evaluate the variety of ways that criminal justice systems are organized and implemented globally. The social, cultural, and political background of different systems of justice will be explored while analyzing the diverse influences on legal institutions and systems of justice.

Course Outcomes

Upon completion of this course, the student will be able to:

- Examine transnational criminal trends throughout the world
- Explain the international value of comparing diverse issues within differing criminal justice systems
- Synthesize various “families of law”
- Classify the crime policies and procedures used in various countries
- Analyze the “systems” used in criminal procedure globally
- Evaluate the unique correctional practices in different countries
- Delineate the domestic and international criminal justice response to terrorism and transnational crimes and criminals
- Assess the functions of modern, worldwide, police forces

► CJ-340 **Criminal Justice and Domestic Violence**

Course Description

This course confronts the growing epidemic of domestic violence in the United States and explores the dynamics of abusive relationships. The influential factors such as gender, age, disability, sexual orientation, gender identity, race, religion, ethnicity, and social class are assessed and synthesized in relation to domestic violence. The participants will focus on law enforcement and judicial responses to domestic violence. An assessment of child, spouse, and elderly abuse and the services available to the abused are examined. The course will provide practical information about the challenges involved in legal advocacy for battered persons, including theoretical, ethical, and historical approaches to the problem of domestic violence.

Course Outcomes

Upon completion of this course, the student will be able to:

- Compile and analyze the elements that constitute domestic violence
- Examine how domestic abuse is experienced from the different perspectives of the abused, abuser, witness, and advocate
- Evaluate the challenges of addressing domestic violence within criminal justice institutions
- Utilize statistics and case law to interpret the effects of domestic violence on society
- Appraise domestic violence programs available to victims and perpetrators with a focus on programs aimed at “breaking the cycle”
- Interpret public policy initiatives directed at domestic violence and assess how these social problems are effectively addressed
- Synthesize the various influences which cause victims to remain in abusive relationships including culture, children, religion, post-traumatic stress disorder, traumatic bonding, and Stockholm syndrome
- Explain why batterers continue the cycle of abuse

► CJ-350 Community Based Corrections

Course Description

This course examines the procedures and practices encompassed in community-based corrections and provides a comprehensive, organized overview of the alternatives to institutionalization. An assessment is given of the variety of punishments and treatment programs that provide alternatives to incarceration which include probation, parole, electronic monitoring, house arrest, and day treatment programs. Focus is placed on the risks, costs, and history of these programs along with emphasis on lowering recidivism.

Course Outcomes

Upon completion of this course, the student will be able to:

- Synthesize the principles of community corrections
- Discuss the concept of correctional diversion programs and their effectiveness on the criminal justice system
- Formulate a comprehensive understanding of the various sentencing options within community-based corrections and similar systems
- Objectively analyze probation and parole operations in the criminal justice system
- Evaluate specialized caseloads and intermediate programs while identifying their effect on probationers and parolees
- Determine barriers and challenges to prisoner reentry programs
- Assess the future of community corrections and identify career opportunities in the field
- Examine special issues in community-based corrections and restoring of rights for program participants

► CJ-360 Juvenile Delinquency: Theory, Practice, and Law

Course Description

This course is designed to teach the student about contemporary issues in juvenile justice. The course covers concepts and theories of juvenile delinquency, social, community, and environmental influences on juvenile delinquency and gives an in-depth look into how the juvenile justice system functions in the United States. Participants will examine the formal and informal institutional settings designed to manage and control juvenile offenders. An assessment is offered of the prediction, prevention, treatment, and control of juvenile delinquency by diverse social control agencies, which are examined relative to social policies needed to reduce the incidence of delinquency.

Course Outcomes

Upon completion of this course, the student will be able to:

- Synthesize the theories that explain the causes, dynamics, and consequences of juvenile delinquency
- Measure the environmental influences on delinquency
- Examine juvenile delinquency from a historical perspective
- Specify trends and patterns associated with juvenile crime
- Differentiate between biological, psychological, and sociological theories of delinquency
- Evaluate the key role family plays in the socialization of children and its relationship to delinquency
- Explain police procedures for handling juveniles and identify key factors that influence police discretion when dealing with juveniles
- Interpret historical landmark U.S. Supreme Court cases in juvenile justice

► CJ-400 **Multiculturalism and the Criminal Justice Professional**

Course Description

This course will prepare students to interact with individuals within a multicultural society while working within a criminal justice setting. The impact of the decision-making process of criminal justice professionals in regards to cultural consideration and social impact is explored. Emphasis will be placed on race, ethnicity, gender, sexual orientation, dynamics in different age groups, and training for the criminal justice professional. This course will provide participants with knowledge and understanding of diverse cultures and issues associated with crime and multicultural views which will assist them in discretionary decision making in the field of criminal justice.

Course Outcomes

Upon completion of this course, the student will be able to:

- Analyze the diverse values associated within a multicultural society
- Examine critical challenges to multiculturalism and criminal justice
- Demonstrate knowledge of new techniques of multicultural communication in the criminal justice system
- Specify cultural diversity issues facing police, courts, and corrections in the criminal justice professional environment
- Evaluate and apply important theories and policies regarding cultural diversity issues
- Compare and contrast the cultural diversity issues impacting employment with those impacting the relationship between agencies and offenders
- Synthesize the components of a multicultural society and apply model diversity practices utilized by criminal justice entities within the professional environment
- Employ critical thinking, research, and communication skills to cultural diversity issues

► CJ-410 **Organized Crime**

Course Description

This course will provide an overview of organized crime and examine its evolution and its impact on the criminal justice system from a global perspective. Emphasis is placed on the causes of organized crime as well as the various ethnic and nationalistic groups in operation in the United States and internationally. Technological innovation has changed the structure of organized crime in the 21st century. It is now a transnational danger that has evolved into a more complex and volatile situation which threatens destabilization of countries all over the globe. Participants will explore the major laws and statutes used to combat organized crime and intelligence functions which can aid in the combat of organized criminal activity.

Course Outcomes

Upon completion of this course, the student will be able to:

- Illustrate the nexus between transnational organized crime and terrorism
- Inventory the laws governing substantive and procedural due process, the Rico act, and landmark Supreme Court decisions addressing organized crime
- Evaluate the use of specialized intelligence and its importance when combating organized crime
- Synthesize the diverse organized crime groups and the specific criminal enterprises each are known to be involved in
- Examine the history of the early development of organized crime and the progression of criminal activity within the diverse groups into the 21st century
- Employ criminological theories to explain the occurrence of organized crime
- Appraise measures being taken to combat organized crime around the world and make a synthesized evaluation of the results
- Assess organized criminal activity and its relationship to globalization and transnational criminal enterprises

► CJ-420 Terrorism and Homeland Security

Course Description

This course outlines the history of terrorism and identifies the underlying reasons why the United States is a target for terrorists as it compares and contrasts various international terrorist groups and their respective ideologies and political viewpoints. The course will identify the various government agencies that are involved in the War on Terrorism. Students will be taught the ideological basis for terrorism, learn to distinguish the differences between the various "active" terrorist organizations, and acquire a basic framework for discussing WMD (Weapons of Mass Destruction) issues.

Course Outcomes

Upon completion of this course, the student will be able to:

- Examine national and international law enforcement established to combat terrorism
- Acquire an understanding of the historical foundations of contemporary international terrorism from the point of view of both international relations and comparative politics
- Critically reflect upon the political, social, and economic theories regarding the causes of terrorism, its control, and the consequences of implementing those controls
- Synthesize the elements of domestic terrorism and its effects on the United States' legal and security environments
- Analyze diverse terror groups and their organizational and inter-organizational characteristics to include their recruiting, financing, and operating strategies
- Articulate informed opinion about international terrorism, transnational organized crime, and its global impact
- Assess the roles of militancy, religion, ethnicity, wars, and war-like situations within the scope of terrorism
- Evaluate the challenges of international terrorism intelligence analysis, conflict de-escalation, and apply conclusions of evaluation to methods of intervention

► CJ-430 Cybercrime

Course Description

Included in the course will be a study of cybercrime with an emphasis on information security utilizing conceptual overviews. Topics included will be the history of cybercrime, techniques, terrorism, and information security fundamentals. Students will explore how our current "networked" world has led to certain types of crimes and the necessity of new types of responses. This course examines questions such as how emerging technologies often challenge existing laws and criminal procedures, how diverse jurisdictions regulate criminal conduct across geographic and political boundaries, what reasonable expectations of privacy exist in cyberspace, and how control is shifting from traditional law enforcement to new regulatory regimes which includes the necessity of technology.

Course Outcomes

Upon completion of this course, the student will be able to:

- Synthesize an understanding of the online legal environment and its combined use of the internet in law enforcement
- Critically reflect upon the current concepts regarding internet reform
- Illustrate law enforcement strategies in accomplishing tactical enforcement against cybercrime
- Evaluate challenges in combating cybercrime in the field of child pornography
- Differentiate between transnational and extremist groups with the use of the internet within the field of terrorism
- Assimilate motivational factors in perpetrators of cybercrimes
- Classify various categories of perpetrators of cybercrimes including "hackers," "crackers," and "fraudsters"
- Identify organizations and laws established to combat cybercrime in the public and private sectors

► CJ-440 **Cyber Security: The Essential Body of Knowledge**

Course Description

This course provides a comprehensive understanding of the field of cyber security. Participants will be provided an awareness of cyber threats and vulnerabilities. The course covers a wide variety of topics including securing computers, applications, networks, and the ethical and legal practices affecting computer users. Students will evaluate the issues surrounding cyber vulnerabilities and explore incident response and analysis. The content is targeted at ensuring the privacy, reliability, and integrity of information systems. Practical, hands-on advice about how to create cyber security in a wide range of different career fields will be evaluated. Throughout the course the student is given fictional examples in which they can apply their new knowledge and skills.

Course Outcomes

Upon completion of this course, the student will be able to:

- Construct a global internet road map for IT security
- Examine various companies and entities to determine their IT and data security needs
- Determine an entity's corollary roles
- Formulate and administer training for IT security systems and comprehend the necessity for security system training
- Manage compliance, risk assessment, and identify liability issues for IT security
- Interpret national policy regarding cyber security and cyber terrorism
- Assess the use of network management protocols in identifying and resolving IT network vulnerabilities
- Evaluate approaches to secure networks, firewalls, intrusion detection systems, and intrusion prevention systems

► CJ-450 **Computer Forensics**

Course Description

This course provides the student with contemporary information about how the internet has led to the development of new crimes which transcend geographical boundaries and continue to evade law enforcement. Participants will examine network forensics and identify computer crimes. Emphasis will be placed on the research of new laws developed to investigate, prosecute, and punish criminal activity which occurs as a result of internet crime. Integrated throughout the course are perspectives of the legal process relating to computer crimes from state and federal law including methods of interaction with law enforcement and prosecutors, admissibility of expert witness testimony and the use of forensic reports in civil, regulatory, and internal investigations.

Course Outcomes

Upon completion of this course, the student will be able to:

- Inventory the various concepts, protocols, and tools used in computer forensics
- Analyze networks and network applications
- Examine operating systems used during investigations
- Synthesize the data transferability between input devices and electronic media
- Classify methods of corporate espionage and copyright infringement
- Evaluate sexual harassment incidents and child pornography which occur via the Internet
- Explain the responsibilities and liabilities of a computer forensic investigator
- Construct a plan and prepare for an incident requiring computer forensic skills

► CJ-460 Basics of Research Methods for Criminal Justice

Course Description

This course is designed to supply criminal justice students with the knowledge to learn how to gather data about the “where, what, why, and how” regarding crime, corrections, and the demographics of people who engage in criminality. Participants will learn how to conduct research on micro and macro levels and examine the different criminal justice databases in which to gather information. The course includes the participation in projects involving methods for solving criminal justice research problems and provides a foundation for students seeking employment in the criminal justice investigative fields.

Course Outcomes

Upon completion of this course, the student will be able to:

- Classify the diverse types of research methods and address ethical issues associated with each method
- Employ the skills necessary to perform research successfully
- Illustrate the methodologies used in research and differentiate between the value and use of each
- Differentiate diverse methods of research and analyze data in the criminal justice field of research
- Assess topics appropriate for evaluation research and problem analysis in the field of criminal justice
- Evaluate the necessary components of the research process: research design, data collection methods, sampling procedures, reliability and validity, and elementary data analysis
- Conduct basic research in the areas of crime and justice
- Construct a working research proposal

Health Information Technology Courses

<u>Course ID</u>	<u>Course Title</u>	<u>Credits</u>
HIT-100	Introduction to Healthcare	3
HIT-110	Medical Terminology I	3
HIT-120	Medical Terminology II	3
HIT-130	Medical Transcription/Editing I	3
HIT-140	Medical Transcription/Editing II	3
HIT-150	Understanding Health Insurance	3
HIT-160	Insurance Billing and Coding	3
HIT-200	Administrative Healthcare I	3
HIT-210	Administrative Healthcare II	3
HIT-220	Medical Law and HIPAA Compliance	3
HIT-230	Health Information Management I	3
HIT-240	Health Information Management II	3
HIT-250	Electronic Health Records	3

► HIT-100 Introduction to Healthcare

Course Description

This course is designed to teach the students about various health care delivery systems and the importance of patients as a customer. Topics of discussion include careers available in the health care field, the roles of the CDC and OSHA, the importance of lifestyle and stress management, professionalism and lifelong learning, the use of computers in health care, and the role of effective communication in healthcare settings.

Course Outcomes

Upon completion of this course, the student will be able to:

- Understand and differentiate between the various healthcare settings and how healthcare differs in each
- Know and describe the difference between the CDC and OSHA and explain their roles in healthcare safety
- Recognize stress triggers and common defense mechanisms encountered in healthcare situations
- Describe characteristics and behaviors of workers who display professionalism
- Explain the importance of effective communication in health care and recognize the common barriers that can prevent effective communication
- Know how to use computers and their components in the healthcare setting
- Create a professional resume and portfolio and utilize these effectively during an interview
- Recognize career opportunities in the health care field

► HIT-110 Medical Terminology I

Course Description

This course is intended to instruct the student in word parts used to form medical terms, the structural organization of the body, body systems, common abbreviations, pathologic conditions, and diagnostic procedures related to specific body systems.

Course Outcomes

Upon completion of this course, the student will be able to:

- Correctly spell and pronounce basic medical terms
- Determine meaning of terms by breaking down into component parts
- Identify major structures and structural organization of the human body
- Use and identify medical abbreviations as they apply to the medical field
- Use medical terms in context while communicating with other health professionals regarding medical conditions and information about patients

► HIT-120 Medical Terminology II

Course Description

This course is intended to build on HIT 110 and instruct the student in word parts used to form medical terms, the structural organization of the body, body systems, common abbreviations, pathologic conditions, and diagnostic procedures related to specific body systems. This course will also instruct the students in general diagnostic procedures and terminology related pharmacology.

Course Outcomes

Upon completion of this course, the student will be able to:

- Correctly spell and pronounce basic medical terms
- Determine meaning of terms by breaking down into component parts
- Identify major structures and structural organization of the human body
- Use and identify medical abbreviations as they apply to the medical field
- Use medical terms in context while communicating with other health professionals regarding medical conditions and information about patients
- Relate diagnostic procedures to body systems and their use in differential diagnosis
- Understand proper routes of drug administration
- Differentiate between Over-the-Counter, Brand Name, and Generic Drugs

► HIT-130 Medical Transcription/Editing I

Course Description

This course is designed to provide a working knowledge of commonly dictated reports in the hospital setting. Students will also learn ambulatory (office) reports and the format of general medical correspondence. They will also be introduced to the electronic medical record, voice recognition, and editing.

Course Outcomes

Upon completion of this course the student will be able to:

- Transcribe dictated history and physical exams, consultations, operative reports, discharge summaries, radiology reports, and emergency room reports
- Transcribe general medical correspondence and identify ambulatory report formats
- Correctly construct medical terms needed for the transcription of medical reports
- Recognize the importance of always spelling medical terms correctly
- Describe and relate the confidentiality issues regarding the transcribed medical record
- Proofread and edit transcribed reports

► HIT-140 Medical Transcription/Editing II

Course Description

This course is designed to provide an advanced working knowledge of commonly dictated reports in the hospital setting. Students will also learn ambulatory (office) reports and the format of general medical correspondence. They will also be introduced to the electronic medical record, voice recognition, and editing.

Course Outcomes

Upon completion of this course, the student will be able to:

- Transcribe dictated history and physical exams, consultations, operative reports, discharge summaries, radiology reports, and emergency room reports
- Transcribe general medical correspondence and identify ambulatory report formats
- Correctly construct medical terms needed for the transcription of medical reports
- Recognize the importance of always spelling medical terms correctly
- Describe and relate the confidentiality issues regarding the transcribed medical record
- Proofread and edit transcribed reports

► HIT-150 Understanding Health Insurance

Course Description

This course is intended to instruct the student in the history of health insurance, legal aspects, managed care organization, and terminology associated with health insurance. This course will familiarize the students with Electronic Data Interchange, Medicare, Medicaid, and private insurance plans, and developing insurance claims.

Course Outcomes

Upon completion of this course, the student will be able to:

- Identify personal and technical qualifications associated with the insurance billing specialist
- Understand the differences between fraud and abuse relating to insurance billing
- Understand managed care
- Complete the steps in developing an insurance claim and know the methods of submission
- Explain the differences between Medicare, Medicaid, and private insurance.

► HIT-160 Insurance Billing and Coding

Course Description

This course is intended to instruct the student in the difference between ICD -9 and CPT coding and the use of the ICD-9 and CPT code books. ICD-10 will be introduced and discussed. The students will also be instructed in the completion of the CMS-1500 and the UB-92 claim forms.

Course Outcomes

Upon completion of this course, the student will be able to:

- Follow the ICD-9 and CPT coding conventions for assigning diagnostic and procedure codes
- List the diagnostic and procedure coding steps in order to accurately code
- Interpret the meaning of the symbols used in CPT coding
- Assign ICD-9 and CPT codes
- Recognize the difference between ICD-9 and ICD-10
- Complete the CMS-1500 and UB-92 data fields

► HIT-200 Administrative Healthcare I

Course Description

This course is intended to instruct the student in the administrative functions of a medical setting. It will expose the student to the medicolegal and ethical responsibilities associated with the position of a Medical Assistant. The student will become familiar with various forms of scheduling appointments and various systems of filing medical and business records.

Course Outcomes

Upon completion of this course, the student will be able to:

- Understand the differences in medical practice settings
- Relate medicolegal and ethical responsibilities to the everyday functions of a medical practice
- Perform duties as they relate to a medical receptionist
- Understand the importance of proper verbal and written communications
- Define and understand the terms related to medical record management

► HIT-210 Administrative Healthcare II

Course Description

This course is intended to instruct the student in record management, scheduling, drug laws, and the role of an office manager. Students will be instructed in composing, formatting, and proofreading business correspondence and will also become familiar with processing incoming and outgoing mail as well as telecommunications.

Course Outcomes

Upon completion of this course, the student will be able to:

- Name three basic types of medical record organization systems
- Explain how incoming mail is handled and sorted
- Describe credit laws
- Define credit and collection terminology and use collection abbreviations
- State components of an employee handbook
- Recite employment laws
- Identify interview questions that are illegal

► HIT-220 Medical Law and HIPAA Compliance

Course Description

This course covers medical law, liability, and ethics which will familiarize the students with how the medicolegal system functions, what constitutes malpractice, and ethics as it relates to births and deaths. The course also instructs the student in understanding the reasoning behind the Health Insurance Portability and Privacy Accountability Act of 1996, appreciate the need to protect the privacy and security of health information, and know the areas in the delivery of health care that are affected by HIPAA.

Course Outcomes

Upon completion of this course, the student will be able to:

- Distinguish between negligence and malpractice
- Understand the processes of the medicolegal system
- Understand the role ethics play in the healthcare environment
- Differentiate between and civil law
- Know what health information is protected
- Apply policies and procedures for protecting patient confidentially
- Differentiate between civil and criminal penalties under HIPAA
- Locate the latest Title II rules and changes

► HIT-230 Health Information Management I

Course Description

The first semester of this course is designed to introduce the student to the basic services of the health information department, the purpose of the patient health record, general documentation issues that impact all patient records and accreditation standards and federal and state laws and regulations that impact patient record content.

Course Outcomes

Upon completion of this course, the student will be able to:

- Recognize the basic services of the health information department
- Describe types of patient records, including documentation associated with each
- Explain general documentation for patient records
- Identify accreditation standards and laws that affect patient record content

► HIT-240 Health Information Management II

Course Description

The second semester of this course is designed to teach the student how health care workers apply ethics on the job, explain the purpose of managed care systems and describe methods used to control costs, identify the major categories of health record filing, understand uses of indexes, registers and health data collection, and maintain confidentiality of the patient health record.

Course Outcomes

Upon completion of this course, the student will be able to:

- Describe the relationship between ethics and law
- Explain the areas of expenditures in a health care delivery system
- Describe numbering and filing systems and record storage and circulation methods
- Understand the purpose of the master patient index and registers and registries maintained in the United States
- Introduce legal aspects of health information professionals

► HIT-250 Electronic Health Records

Course Description

This course provides fundamental components, terminology and functions associated with electronic health record (EHR) systems in the health care provider practice. The role of the EHR in facilitating complete documentation, efficient workflow and timely communications among clinicians, staff and patients. Strategies and action steps required for successful EHR implementations. Includes practice exercises to provide hands-on experience using EHR software to complete common work tasks in the health care provider office setting.

Course Outcomes

Upon completion of this course, the student will be able to:

- Identify the core functions/capabilities of an electronic health record (EHR)
- Identify the primary sources for important standards and guidelines associated with health record systems
- Use EHR tools for customizing the EHR system; e.g. developing “pick lists” and “templates” to improve and facilitate documentation
- Explain how the accuracy, completeness and currency of summary lists (e.g. problem, medication and allergy) is best maintained in the EHR
- Use an EHR system to attach documents/images to a patient’s record
- Explain the benefits associated with a provider’s use of customized “templates”
- Use an EHR system to generate and document a prescription order and a patient referral
- Explain how an EHR system can address some of the root causes of medication errors
- Use an EHR system to facilitate secure and confidential communication with a patient and document the content of communications with a patient
- Explain how participation in research projects and registries, as well as requirements for external reporting impact the use of an EHR system

This page left blank intentionally.

General Education Courses Offered

All bachelor degree programs require fifteen (15) credit hours of general education courses. Bachelor Degree students are required to take Safety and Health in the Workplace, Business Psychology, Political Science, Environmental Science, and Technical Writing.

All associate degree programs require fifteen (15) credit hours of general education courses. Associate Degree students are required to take Basic English and Communications, Business Communication, Business Math, Quantitative Methods of Analysis, and Global Sociology.

Diploma students are required to take one general education course (3 credit hours); Basic English and Communications.

Description

The general education courses have been developed to provide the student with essential knowledge and skills that they will need in their future careers.

Transfer of General Education Credits

Required general education courses may be transferred from any other accredited college, university, or military school.

<u>General Education Courses</u>		<u>Credits</u>
GEC-100	Basic English and Communications	3
GBC-110	Business Communication	3
GBM-200	Business Math	3
GCA-200	College Algebra	3
GGs-200	Global Sociology	3
GSH-300	Safety and Health in the Workplace	3
GBP-300	Business Psychology	3
GPS-300	Political Science	3
GES-300	Environmental Science	3
GTW-400	Technical Writing	3

► GEC-100 Basic English and Communications

Course Description

This course is designed to develop effective techniques for communicating in business. The text provides instruction on important concepts in business communication and essential language skills for writing and speaking. The effect of culture and technology on current communications is discussed and demonstrated. Students will explore various techniques to enhance communication skills.

Course Outcomes

Upon completion of this course, the student will be able to:

- Understand the advantages and disadvantages of written communication
- Follow a multi-step process to write clearly and effectively
- Correctly use grammar
- Produce messages that are purpose driven and audience centered
- Increase vocabulary and improve spelling
- Understand the effect of culture on global communication
- Generate effective oral presentations
- Enhance communication through technology

► GBC-110 Business Communication

Course Description

This course helps students take their communication skills to a higher level by combining up-to-date technology to enhance learning with stellar content to give them the foundations they need for success in business. Reflecting today's e-inundated marketplace, this comprehensive course covers the basics for all forms of business communication, from letters to e-mail, business plans to presentations, listening skills to nonverbal messages, and everything in between.

Course Outcomes

Upon completion of this course, the student will be able to:

- Exhibit the skills needed to conduct solid business communication
- Understand how to achieve academic and career success through the development of strong communication skills
- Communicate effectively through verbal and nonverbal communication
- Research and write effective business reports
- Prepare business documents in a variety of formats
- Utilize current technology to facilitate effective communications

► GBM-200 Business Math

Course Description

This course is a comprehensive introduction to the concepts and applications of mathematics to personal and commercial business problems. The text uses basic arithmetic and problem solving techniques and illustrates their use in retailing, interest and loans, banking, payroll, taxes, investments, insurance, and a variety of other business situations.

Course Outcomes

Upon completion of this course, the student will be able to:

- Employ fundamental arithmetic processes such as fractions, decimals, percentages and real numbers to solve problems
- Perform business numerical and word mathematical problems dealing with base, rate, and percentage
- Calculate discounts, interest, commission, markups, markdowns, depreciation, annuities, business credit, mortgages, and prepare financial statements
- Solve business problems dealing with payroll
- Determine simple interest, bank discounts, and compound interest

► GCA-200 College Algebra

Course Description

This course is a concise overview that will help you understand algebra in a variety of ways. Beginning with a review of basic algebra skills the text, exercises, and explorations all emphasize the connection between real-world data and algebraic models and underscore the role of algebra as a tool for modeling and explaining the real world.

Course Outcomes

Upon completion of this course, the student will be able to:

- Utilize basic algebra skills to generate, manipulate and solve algebraic equations
- Recognize relationships in data represented by tables, graphs and equations
- Model linearly related data and utilize such models to predict theoretical, financial and physical outcomes
- Manipulate exponential and logarithmic functions and recognize data models utilizing such functions
- Calculate products, factorizations and solutions of polynomials and rational functions
- Solve systems of linear equations

► GGS-200 Global Sociology

Course Description

This course is designed to introduce the student to the dynamics and underpinnings of human behavior as we deal with complex social issues of the 21st Century such as terrorism, homelessness, immigration, and a burgeoning world economy. The course emphasizes the role of the individual as a member of a local, national, and global community. The course emphasizes diversity in social groups in an increasingly globalized society.

Course Outcomes

Upon completion of this course, the student will be able to:

- Comprehend and implement the research process
- Comprehensively discuss issues surrounding culture and socialization
- Discuss crime in societies, including worldwide organized crime
- Recognize the impact of class, race, ethnic, and gender stratification in the United States compared to stratification in other cultures
- Discuss the role of social institutions (marriage, families, education, and religion)
- Recognize the global perspective on health, health care, and disability
- Understand the dynamic of illegal immigration

► GSH-300 Safety and Health in the Workplace

Course Description

This course examines the multi-dimensional, factors (emotional, environmental, intellectual, occupational, physical, social, and spiritual) that affect optimal health. Specific emphasis is given to health and safety in the workplace, and the text is augmented with OSHA provided materials. Students are encouraged to explore the functional impact of health and safety issues on business and the workplace.

Course Outcomes

Upon completion of this course, the student will be able to:

- Define and apply the principle factors involved in developing optimal health
- Discuss the benefits of disease prevention to individuals and the work environment
- Examine OSHA and its effects on the workplace
- Detect the characteristics of a mentally healthy/unhealthy person
- Specify the complex factors pertaining to interpersonal relationships, teamwork, and violence in the workplace
- Discuss the benefits of maintaining a physically activity and a healthy workforce
- Understand the aging process and its impacts on business and the workplace
- Discuss the health concerns related to environmental conditions

► GBP-300 Business Psychology

Course Description

This course provides students with an understanding of cognitive psychology and how it relates to the business environment. Students learn how the cognitive neuroscience of the brain affects attention, consciousness, perception, memory, knowledge, language, problem solving, creativity, decision making, reasoning, and intelligence; and how they in turn are applied in the business environment.

Course Outcomes

Upon completion of this course, the student will be able to:

- Describe the role of psychology in business
- Demonstrate an understanding of cognitive neuroscience
- Evaluate visual perceptions
- Explain attention and consciousness
- Understand the concepts of memory models and the methods used to research them
- Identify the memory processes
- Analyze the landscape of memory
- Describe how the mind organizes knowledge
- Explain how the mind processes language
- Demonstrate an understanding of how the mind solves business problems
- Evaluate the business decision making and reasoning processes

► GPS-300 Political Science

Course Description

This course explores three major political science themes: freedom, order, and equality as political values; the majoritarianism versus pluralism debate; and the effect of globalization on American politics. Students explore these themes from the foundations of American politics the Constitution through the first two years of the Obama administration. This provides students with up-to-date understanding of politics and its foundations.

Course Outcomes

Upon completion of this course, the student will be able to:

- Describe the dilemmas present in a democracy
- Demonstrate an understanding of the foundations of politics, specifically The Constitution and Federalism
- Evaluate the impact of the media, public opinion, and political socialization on politics
- Examine political parties, campaigns, and elections
- Identify special interest groups and how they influence politics
- Understand the duties, responsibilities, and limitations of the three branches of government
- Compare and contrast order and civil liberties
- Explain the concepts of equality and civil rights and how they have changed
- Describe the policymaking and budget processes

► GES-300 Environmental Science

Course Description

This course inspires and equips students to interact to maintain and improve the environment. Students learn how nature works, how they interact with it, and how humanity has sustained its relationship with the environment. By applying the concepts presented in this course students will be prepared to affect positive changes to the environment.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate an understanding of environmental problems and their causes
- Evaluate the science, matter, and energy as they relate to the environment
- Define ecosystems, what they are and how they work
- Explain biodiversity, species interactions, and population control
- Examine the effects of human population and urbanization on the environment
- Compare and contrast the species approach and the ecosystem approach of sustaining biodiversity
- Evaluate various methods of sustaining environmental quality
- Analyze and debate the economics, politics, and worldviews concerning the environment and its sustainability

► GTW-400 Technical Writing

Course Description

This course provides students with the communication and technical writing skills necessary in today's high-tech business environment. Specifically, these skills include critical thinking, listening, composing, revising, and editing. In addition to the document formats typically presented in technical writing courses this course presents proposals, news releases, science lab reports, and instructions and covers technical research, writing for the Web, recommendation reports, and technical reading.

Course Outcomes

Upon completion of this course, the student will be able to:

- Compare and contrast technical writing to other business correspondence
- Analyze audience needs and determine the purpose, scope, and medium for the document
- Perform technical research
- Evaluate the writing process
- Demonstrate an understanding of the unique demands of writing for the Web
- Prepare informative and investigative reports
- Organize and format instructions
- Construct multi-media presentations
- Generate recommendation reports and proposals
- Understand the unique aspects of technical reading

General Information

ABTU Instructors

ABTU maintains a highly qualified faculty. Provided below is a list of permanent ABTU instructors with degrees held, conferring institutions and the area(s) of teaching specialization.

1. Chris Balthrop, Business & Technology Instructor
 - MS, Nova Southeastern University, Computer Information Systems
 - BA University of Georgia
 - CompTIA A+ Certified. 15+ years in Management Information Systems
2. Steve Otte, Business & Technology Instructor
 - BA, Computer Information Systems. Washburn University
 - 15 + years as a software developer
3. Sherida Habersham, Gen Ed and Information Technology Instructor
 - PhD Educational Psychology-Capella University
 - Graduate Certificate Computer Information Systems-Georgia Southwestern State University
 - MBA Business Administration-Regis University
 - BS Computer Information Systems-Brewton-Parker College
4. Troy Jackson, Gen Ed, Business & Technology Instructor
 - MBA, Northwest Missouri State University
 - BBA Information Systems, National University, Magna cum Laude
 - 25+ years experience in instruction, training and education
5. Donald Lader, Criminal Justice Instructor
 - Juris Doctorate – Franklin Pierce Law Center, Concord NH
 - Master of Intellectual Property - Franklin Pierce Law Center, Concord NH
 - BS Occupational Education – Southern Ill University, Carbondale, IL
 - AA Business & Management – University of Maryland, College Park, MD
6. VeLita Parker, Comp. Programming and Information Technology Instructor
 - Master of Science in Computer Science-Troy University
 - B.S. in Computer Science-Alabama State University
7. Michelle Cheasty, Business Instructor
 - Doctorate of Education Program-Capella University
 - Master's Educational Technology and Educational Leadership-The college of New Jersey
 - Bachelor of Science-Seton Hall University

For a complete listing of instructors and staff, please click here: <http://abtu.edu/online/staff-and-faculty/>

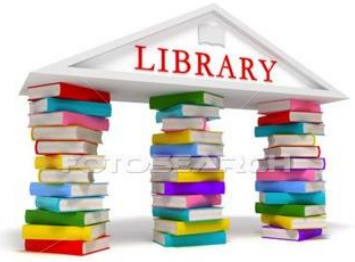
ABTU Staff

For a complete list of staff, instructors, and contact information please visit the Administration and Faculty section of the website at the following URL: <http://abtu.edu/online/staff-and-faculty/>

This page left blank intentionally.

Library Services

With a history of educational and technological innovation, American Business and Technology University has established an extensive library with a comprehensive array of scholarly and professional research material. The core of the library consists of a collection of databases available to students and faculty. In addition to the extensive online libraries, ABTU also offers a wide range of educational media available on-site.



Students and faculty have access to the entire library throughout their degree programs. The library services are available to users seven days a week from anywhere there is an Internet connection through the ABTU eLearn platform.

The extensive library resources have been specially designed for the unique needs of American Business and Technology University and to enhance our students' overall experience.

ABTU Libraries:

I. ABTU On-Site Library

American Business and Technology University offers a wide range of educational media to its students via the on-site library. The on-site library includes a variety of textbooks, journals, CDs, and more that are directly relevant to the programs offered.

How to Check Out a Resource:

Students interested in checking out an educational resource from the ABTU on-site library, will need to email registrar@abtu.edu, to request a particular resource. If available, resources will be shipped to students at no cost. Current versions of ABTU textbooks are not available through this service.

For a complete list of current textbooks for ABTU courses, please click the following link:

<http://abtu.edu/online/full-list-available-college-courses-separated-area-study/>

II. [Library and Information Resources Network \(LIRN\)](#)

The LIRN® virtual library provides students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from Gale Cengage, ProQuest, EBSCO, CREDO Reference, eLibrary, and more, covering topics for General Education, Business, and Medical programs.



The LIRN® Library Core Collection contains millions of articles, television and radio transcripts, photographs, video and audio clips, encyclopedias, books and reference titles included in these available databases:

CREDO Reference Unlimited

Gale Cengage/InfoTrac databases

- Academic OneFile
- Business & Company Resource Center
- Business Economics and Theory Collection
- Business Index ASAP

- Communications and Mass Media Collection
- Computer Database
- Criminal Justice Collection
- Custom Newspapers
- Expanded Academic ASAP
- General Business File ASAP
- General OneFile
- Health & Wellness Resource Center
- Health Reference Center Academic
- LegalTrac
- Literature Resource Center
- Nursing and Allied Health Collection
- Opposing Viewpoints Resource Center with Critical Thinking
- Psychology Collection
- Student Resources in Context
- Virtual Reference Library

ProQuest databases

- Psychology Journals
- eLibrary

Bowker databases

- Books in Print
- Books in Print for Patrons
- Resources for College Libraries (RCLweb)
RCLweb includes recommended titles and library resources for specific academic programs on multiple degree levels. Members may purchase [Bowker's Book Analysis System™](#), with a LIRN® discount, to compare their collection with the recommended titles in RCLweb.

Three additional modules are available to add to a member's library at an additional cost. These include:

- A Business Module built on ProQuest's ABI/INFORM and Research Library databases.
- A Medical Module including on ProQuest's Health & Medical Complete™ and Nursing & Allied Health Source™.
- A Career and Technical Module that includes databases from both Gale/InfoTrac and ProQuest as well as an option to include Chilton's Online.

LIRN® technical services include an authentication gateway, statistical analysis of library resource usage, and technical support. The technical team also supports LIRNSearch®, a proprietary federated search engine. Students may use LIRNSearch® to query all LIRN databases at once, or by subject matter with a single search. Members may purchase LIRNSearch+® that adds third party resources to a custom search engine for an additional charge.

LIRN® provides [training](#) free for its members. A series of seminars and webinars are held throughout the year, and attendees receive documentation of participation from the LIRN office.

III. [INET Online Library](#)

The quick and easy way to find what you need everytime.



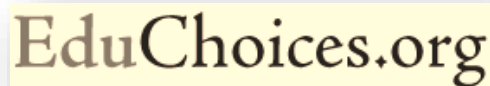
The world's largest compilation of over 260,000 educational resources and educator sites, reviewed and catalogued by our staff of teachers and librarians for alignment with current curriculum trends. All in an easy to use format.

INET Library is used by schools across the nation because of "quality only" content policies and review procedures. There is more appropriate information available in INET Library, selected to both **NATIONAL STANDARDS** and **BEST PRACTICES RESEARCH**, than in any school library. Our staff librarians and teachers search the Internet, screen and review for appropriate content and organize each site into an easy to use library search system with 19 sections, 350 categories, and 2,032 sub-categories. There are no more huge search results, though you still have to search through to find what you want.

Today, there are 483 current events sites, 231 museums, 84 picture galleries, and 40 encyclopedia sites in the reference section alone. There are over 4,000 magazines and periodicals, with the most popular ones searchable, over 10,000 books to be researched, read or printed, and over 700 daily newspapers. The Educational Resources section, with over 20,000 sites, over 3,250 Lesson Plans and more than 30,000 Educational Subjects is perhaps one of the biggest help to educators.

IV. [EDU Choices.Org](#)

The Online Books Page is a website that facilitates access to books that are freely readable over the Internet. It also aims to encourage the development of such online books, for the benefit and edification of all.



Major parts of the site include:

- [An index of thousands of online books freely readable on the Internet](#)
- [Pointers to significant directories and archives of online texts](#)
- [Special exhibits of particularly interesting classes of online books](#)
- [Information on how readers can help support the growth of online books](#)

What Gets Listed

The index of individual titles includes books and definitive collections that meet [these criteria](#), and major serial archives that meet [these criteria](#). In practice, most of what gets listed comes directly or indirectly from [reader suggestions](#).

Getting our data

Information on new listings can be automatically retrieved via an [RSS feed](#), updated once a day on most business days. (If you want to see this information as an ordinary web page, see our [new books listings page](#).)

We are also currently making Dublin Core versions of metadata for all our listings available via the [Open Archives Initiative Protocol for Metadata Harvesting](#). Harvesters can use the base URI <http://onlinebooks.library.upenn.edu/webbin/OAI-onlinebooks> to harvest them. (Note that this is

not an address designed for web browsers to visit; the content will only make sense to a harvesting client.) This service may be subject to access limitations or discontinuation if it loads the server too much. The data has a [Creative Commons license](#) associated with it.

V. [Internet Public Library](#)

About ipl2

ipl2 is a public service organization and a learning/teaching environment. To date, thousands of students and volunteer library and information science professionals have been involved in answering reference questions for our Ask an ipl2 Librarian service and in designing, building, creating and maintaining the ipl2's collections. It is through the efforts of these students and volunteers that the ipl2 continues to thrive to this day.



In January 2010, the website "ipl2: information you can trust" was launched, merging the collections of resources from the Internet Public Library (IPL) and the Librarians' Internet Index (LII) websites. The site is hosted by [Drexel University's College of Information Science & Technology](#), and a [consortium of colleges and universities](#) with programs in information science are involved in developing and maintaining the ipl2.

- **People & Partners**
 - [The ipl2 Consortium — Members and Membership Information](#)
 - [Sponsors & Pre-Consortium Partners](#)
 - [Meet the ipl2 Administrative Team!](#)
 - [For Teachers and Researchers](#)
- **History of the ipl2**
 - [Timeline of IPL History](#)
 - [Timeline of Student Participation in the Growth of the IPL](#)
 - [Timeline of ip2/IPL Interns' Contributions to the Growth of the ipl2/IPL](#)
 - [IPL's 10th Anniversary Celebration and Symposium in 2005](#)
 - [History of LII](#) and [LII Newsletter Archive](#)
 - [ipl2 Merger Team](#)
 - [ipl2 Institute and ipl2/IPL Birthday \(March 15-16, 2010\)](#)

VI. [Questia](#)

Questia provides 24/7 access to the world's largest online collection of books and journal articles in the humanities and social sciences, plus magazine and newspaper articles. You can search each and every word of all of the books and journal articles in the collection. You can read every title cover to cover. This rich, scholarly content -- selected by professional collection development librarians -- is not available elsewhere on the Internet. Undergraduate, high school, graduate students, and Internet users of all ages have found Questia to be an invaluable online resource. Anyone doing research or just interested in topics that touch on the humanities and social sciences will find titles of interest in Questia.



To complement the library, Questia offers a range of search, note-taking, and writing tools. These tools help students locate the most relevant information on their topics quickly, quote and cite correctly, and create properly formatted footnotes and bibliographies automatically. Questia provides a comprehensive research environment to meet students' academic needs.

What Questia Has to Offer You:

- [The world's largest online collection of complete books, journals and articles](#), searchable by word, phrase, title, author, or subject
- Scholarly, high-quality books and journal articles from [over 300 acclaimed publishers](#) in the humanities and social sciences
- Unlimited use of the books and articles in the collection no matter how many others are reading the same materials (No book is ever checked out!)
- Tools to write notes in the margins and highlight passages as if you were working with actual physical books
- Easy-to-use tools to create footnotes and bibliographies (Never struggle with another bibliography!)
- Hyperlinking of footnotes and bibliographies across titles for instant access to other related titles
- State-of-the-art customer service, Available 24 hours a day, 7 days a week

This page left blank intentionally.

Description of School Facility

ABTU is located in St. Joseph Missouri, in the historic Wyeth Mansion. The Wyeth Mansion is located at 1018 W. Saint Maartens Drive. The physical facility is located within a business park, known as Wyethwood Estates.

The facility was once formerly the home of a very prominent business owner in St. Joseph Missouri in the late early 1900's. In the late 70's the building was converted into office space while maintaining the historical nature of the building and its many unique features. The building was update with the latest technology that includes power upgrades, internet throughout the building and energy efficient management systems.

Although ABTU offers courses 100% online, the facility is equipped with two large computer labs. These labs are used for local students who have the option to use the local facility or for corporate training.

The historic mansion is also rented out for wedding events, private parties and corporate events.

The building has nearly 30 rooms, and is approximately 30,000 square feet and features some unique features such as a recording studio, prohibition-era wine cellar and underground rooms. The property is nearly 2 acres with a parking lot that can hold 60 cars.

This historic mansion is a perfect fit for ABTU's model of a hybrid university. With the space to house onsite events and the technology to stream live lectures around the world.

Address

American Business and Technology University

1018 W. St. Maartens Dr.

Saint Joseph, MO 64506

This page left blank intentionally.

Student Success Services

ABTU students are contacted by Student Success Services on a weekly basis to inquire how the student's class is progressing. Throughout the six-week term, Student Success Services assists students with their classes by verifying that students have access to their classroom and course materials as well as monitoring student performance and attendance.

In verifying the student's classroom and course materials access, Student Success Services may ask the student to update their address/contact information and to check their ABTU email account. In monitoring student performance, Student Success Services may suggest tutoring for students needing help outside the classroom with grasping course content and may discuss strategies for the student to improve performance.

Student Success Services also fields questions and concerns that students have concerning their enrollment at ABTU. Upon receiving a student issue, Student Success Services will write up a description of the issue and refer the matter to the appropriate ABTU department for resolution. After the appropriate ABTU department has taken action on the issue and resolved the matter, the written description is returned to Student Success Services for follow up with the student if necessary.

In its commitment to creating a successful student experience for ABTU students, Student Success Services will communicate with ABTU departments about student issues and resolutions in order to continuously improve the student experience for all students as they pursue their educational goals.

ABTU Student Success Services is also available to assist students after graduation. Through the ABTU Student Success Services department, graduates will receive one week of training at no cost. This training covers creating a resume and cover letter, how to interview, how to search for employment and other skills needed when searching for employment. In addition to the one week training, graduates will have access to one-on-one counseling, helpful videos, links to potential employment opportunities and agencies, as well as networking opportunities with other ABTU alumni.

Book and Course Materials

As a part of the total cost, ABTU will provide all of the books, software, and resources needed to successfully complete a chosen program with ABTU. In an effort to be environmentally friendly, reduce costs, and expose students to, and encourage new technologies, eBooks will be provided for each course rather than a traditional hard book. ABTU will only provide hard books to students if the required textbook is not available in eBook format.

Course Materials & Fee's Breakdown

Program Level	eBook Use	Other Fees	Total (per course)
Info. Technology Certificate	\$75.00	\$50.00	\$125.00
Technical Diploma	\$75.00	\$50.00	\$125.00
A.A.S.	\$75.00	\$50.00	\$125.00
B.A.S.	\$75.00	\$50.00	\$125.00
M.B.A	\$100.00	\$50.00	\$150.00

For additional information about course materials and supplies, please visit the Student Policies Manual.

This page left blank intentionally.

Technical Requirements

Participating in live lectures is an important aspect of attending American Business and Technology University. There are several requirements in order to participate in live lectures. First and foremost is a fully functional personal computer with Windows 7 or Windows 8. Some students may find greater satisfaction in lectures if they use two computer monitors simultaneously. Most laptops and PCs have the capability to connect to a 2nd monitor through HDMI or VGA inputs. One monitor can be used for participating in live lectures and the other for viewing PowerPoint's, following along in the textbook, and other course material. A printer is an alternate and more feasible solution to this. A Home high-speed Internet connection (1.5 Mbps or higher) is preferred in order for students to participate. Students will need some form of sound output and sound input. It is recommended that this be in the form of a headset, but speakers and a separate microphone will suffice. To avoid problems during lectures, students should test that their sound and microphone are functioning properly before participating. Also, ensure that there is no background sound in the room you are using. These may include noise from fans, washing machines, radio, and televisions. These tend to be a distraction if you use the microphone. By ensuring that all of the above are in place, you should be able to fully participate, and communicate effectively in a live lecture.

*** Note: As a safety precaution, students should not equip a headset during lightning storms.**

Technology Package

Beginning the fall semester of 2010, all students must have a personal or laptop computer in order to enroll in ABTU classes. ABTU strongly recommends students purchase their own personal computers or laptops.

Students who already own a desktop or laptop are welcome to use them provided the computers have minimum RAM, Internet speed, and operating standards required for the software used in the enrolled course. To check computer requirements, please refer to page 147 of the ABTU catalog.

ABTU has created a Technology Package that allows enrolled students to obtain sophisticated hardware and software applications at a low price.

Students not meeting the criteria above may purchase the technology package with their own funds. The technology package will be shipped to new students after the second week of their first course.

ABTU is committed to helping students receive maximum value from their education and therefore designed the Technology Package. This package is limited to one per student. The package costs \$499.00, including shipping within the USA and payment with a Credit/Debit Card is required upfront. The technology package includes the following:

1. New laptop computer with wireless capabilities. (Minimum 4GB RAM, CD/DVD Drive, Minimum 250 GB Hard Drive)
2. Windows 7 or Windows 8
3. Microsoft Office, Student/Teacher Edition
4. Headset with a microphone
5. Memory jump drive. Minimum 2GB
6. Shipping within the USA or APO addresses

ABTU is not responsible for the following:

- *Shipping charges outside of the United States
- International Customs Fees
- Warranty: each laptop is new and includes a one-year standard manufactures warranty. Students are responsible for contacting the manufacturer for any hardware defects
- Maintenance on the laptop
- Damage due to shipping. All damage must be reported and claimed with the shipper/courier(s) insurance provider

This page left blank intentionally.



Application for Admission

Your application will be evaluated by the University administrators. Upon acceptance, you are required to submit all necessary data and documents requested by the University. Failure to do so will void your application.

What program are you applying for?

Graduate Programs	
Master of Business Administration (M.B.A)	<input type="checkbox"/>
Master of Business Administration - Global Business Management Concentration	<input type="checkbox"/>
Master of Business Administration - Information Systems Management Concentration	<input type="checkbox"/>
Master of Business Administration - Marketing and Social Media Concentration	<input type="checkbox"/>
Master of Business Administration - Project and Operations Management Concentration	<input type="checkbox"/>
Master of Business Administration - Financial Management Concentration	<input type="checkbox"/>
Master of Business Administration - Public Accounting Concentration	<input type="checkbox"/>
Undergraduate Programs	
Bachelor of Applied Science Degree Programs	
Business Management in the Global Economy	<input type="checkbox"/>
Business Management in the Global Economy with emphasis in Accounting	<input type="checkbox"/>
Business Management in the Global Economy with emphasis in Marketing	<input type="checkbox"/>
Business Management in the Global Economy with emphasis in Banking and Finance	<input type="checkbox"/>
Information Systems Engineering – Networking and Security	<input type="checkbox"/>
Software Engineering – Business Applications	<input type="checkbox"/>
Criminal Justice	<input type="checkbox"/>
Associate of Applied Science Degree Programs	
Network Administration and Information Security	<input type="checkbox"/>
Computer Programming and Systems Design	<input type="checkbox"/>
Web Development and Internet Technology	<input type="checkbox"/>
Business Administration and Information Technology	<input type="checkbox"/>
Criminal Justice	<input type="checkbox"/>
Health Information Technology	<input type="checkbox"/>
Professional Development and Certifications	
Technical Diploma Programs	
Network Administration and Information Security	<input type="checkbox"/>
Computer Programming and Systems Design	<input type="checkbox"/>
Web Design and Development	<input type="checkbox"/>
Business Administration and Information Technology	<input type="checkbox"/>
Criminal Justice	<input type="checkbox"/>
Health Information Technology	<input type="checkbox"/>
Certificate Programs	
Information Technology Certificate	<input type="checkbox"/>

Mr. ☐ Ms. ☐ Mrs. ☐

First Name: _____ MI _____ Last Name _____

SSN: _____ Birth date ____/____/____ (mm/dd/yyyy)

Employer: _____ Phone: _____

How would you rate your computer knowledge on a scale of: (1 – 5)?

1- Weak 2- Fair 3- Good 4- Very Good 5 – Excellent []

Education

Have you previously attended a post-secondary school/college? Yes [] No []

	School Name	City, Country	Graduated? (Y/N)	Date
High School				
College/university				

Contact Information

Cell Phone: _____ Home Phone _____

E-mail: _____ Address: _____

City: _____ State: _____ Country: _____

By signing this application, I attest that I will allocate at least 15 hours of study time, in addition to class time per week, and that I will do my best to study and meet the program requirements. **I will provide ABTU with a copy of my official high school diploma or GED.**

Student Name

Signature

Date

Please mail this application to:

American Business and Technology University

Admissions Office

1018W. St. Maartens Dr. • St. Joseph, MO 64506

