

# **UNDERGRADUATE COURSE LISTING INDEX**

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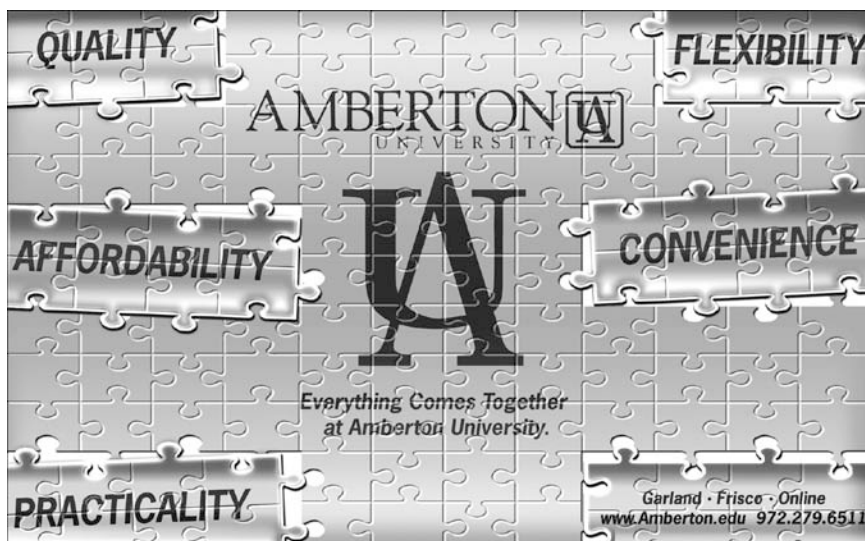
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**PRINCIPLES OF ACCOUNTING I (Financial Accounting)  
(PRINCIPLES OF ACCT I)****ACC2111**

The course presents an introduction to accounting fundamentals. It focuses on terms and processes used in accounting, the accounting cycle, posting of transactions unique to the corporate form of business as well as proprietorships and partnerships, and the preparation of financial reports.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Defining the key terms and processes used in accounting.
- Relating the function of accounting to other facets of business, (i.e., marketing, finance, production, purchasing, and personnel).
- Identifying organizational influences on accounting principles and practices unique to the corporate form of business as well as proprietorships and partnerships.
- Demonstrating an understanding of the accounting cycle and of recording transactions including the preparation of adjusting and closing entries.
- Accounting for merchandising operations including purchases, discounts, and sales returns and allowances.
- Accounting for short-term investments.
- Analyzing cash and cash equivalents.
- Accounting for receivables and for determining uncollectable accounts.
- Accounting for inventory and cost of goods sold.
- Evaluating plant assets including depreciation.
- Accounting for natural resources and intangibles including depletion and amortization.
- Identifying current liabilities and contingencies.
- Accounting for notes payable and bonds.
- Analyzing components of classified financial statements.
- Preparing a balance sheet, income statement, and statement of cash flows.
- Evaluating the legal, financial, and accounting structure of capital stock and contributed capital.
- Identifying corporate transactions including the reporting of income, retained earnings, EPS, and dividend distribution.

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**PRINCIPLES OF ACCOUNTING II (Managerial Accounting) ACC2112  
(PRINCIPLES OF ACCT II)**

The course continues the study of financial accounting concepts with emphasis on the corporate structure, and introduces managerial accounting concepts, emphasizing introductory cost analysis and decision-making.

**PREREQUISITE: ACC2111**

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Identifying corporate business characteristics.
- Preparing overhead budgets.
- Identifying managerial/cost accounting concepts and terms.
- Applying time value of money concepts.
- Analyzing operational and financial budgets.
- Interpreting financial statements with ratio analysis.
- Preparing a statement of cash flows.
- Evaluating absorption and variable costing procedures.
- Applying activity-based costing procedures.
- Accounting for the flow of material through the production process.
- Evaluating the system design of process costing.
- Evaluating the system design of job order costing.
- Analyzing capital budgeting decisions.
- Performing cost-volume-profit analysis.
- Applying the application of managerial accounting concepts to the business environment.

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**INTERMEDIATE ACCOUNTING I**  
**(INTERMEDIATE ACCT I)****ACC3114**

The course emphasizes financial accounting concepts and theory; analysis of various classes of assets and current liabilities; and, preparation of financial statements to comply with generally accepted accounting principles.

**PREREQUISITE: ACC2112 or the equivalent.**

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Analyzing financial accounting concepts and the implementation of accounting principles.
- Demonstrating knowledge of the basic accounting process system.
- Identifying and recording transactions of the accounting process.
- Accounting for the composition of cash and cash equivalents.
- Analyzing accounts receivable and uncollectable accounts.
- Accounting for notes receivable including discounting techniques.
- Evaluating periodic and perpetual inventory systems.
- Accounting for special inventory valuation methods including the dollar value LIFO, retail, and gross profit methods.
- Accounting for acquisition and disposition of property, plant assets, and equipment.
- Accounting for nonmonetary exchanges of similar and dissimilar plant assets.
- Accounting for self-constructed plant assets and interest capitalization.
- Accounting for complexities in the depletion and depreciation of operational assets.
- Accounting for intangible assets and amortization.
- Identifying current liabilities and contingencies.
- Calculating the time value of money and interest.
- Analyzing the complexities of revenue recognition.
- Accounting for investments.
- Preparing financial statements and disclosure requirements for all topics covered in the course.

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**INTERMEDIATE ACCOUNTING II**  
**(INTERMEDIATE ACCT II)****ACC3115**

The course continues the emphasis on financial accounting concepts and theory; analysis of liabilities and equities; alternative accounting methods for special topics such as leases, pensions, and income taxes; and, more advanced aspects of accounting theory.

**PREREQUISITE: ACC3114**

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Accounting for long-term liabilities and alternate valuation methods.
- Analyzing asset impairments and troubled debt restructuring.
- Accounting for transactions in debt securities and alternate valuation approaches.
- Accounting for early extinguishment of debt and off-balance sheet financing.
- Accounting for leases and special valuation problems.
- Accounting for pensions and post-retirement benefits.
- Accounting for dividend transactions and understanding dividend policy.
- Accounting for intraperiod tax allocation and deferred taxes.
- Defining special problems of revenue recognition.
- Analyzing the corporate form of organizations and related equity transactions.
- Accounting for stock rights and stock options.
- Reporting corporate investments and methods of consolidation.
- Analyzing accounting changes and error corrections.
- Applying interim reporting requirements and disclosures.
- Preparing and interpreting a statement of cash flows.
- Identifying dilutive securities and calculating earnings per share.

- Demonstrating knowledge of proper financial presentation and disclosure requirements for all topics covered in the course.

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## **INCOME TAX PROCEDURES: INDIVIDUALS** (INCOME TAX: INDIVIDUALS)

**ACC3116**

The course provides accessible, comprehensive, and authoritative coverage of the relevant tax code and regulations as they pertain to the individual taxpayer as well as coverage of all major developments in Federal taxation.

**PREREQUISITE: Six semester hours of accounting or the equivalent.**

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Analyzing taxation from an historical, conceptual, and regulatory standpoint.
- Determining the components of gross income inclusions and exclusions.
- Defining personal and dependency exemptions.
- Calculating taxable income and tax liability.
- Describing legitimate techniques for reducing tax liability.
- Determining the standard deduction and/or itemized deductions.
- Analyzing taxable transactions.
- Applying the capital gains tax concepts.
- Conducting research to support opinions about significant tax issues.
- Defining problems related to the timing of income and expense items.
- Determining restrictions on transactions between related parties.
- Analyzing deductions for Adjusted Gross Income (AGI) and from AGI.
- Contrasting tax credits, tax deductions, recapture, and carry-over provisions.
- Calculating the alternative minimum tax.
- Calculating depreciation, cost recovery, amortization, and depletion.
- Analyzing property transactions.
- Complying with required payment rules and related penalties

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## **COST ACCOUNTING** (COST ACCOUNTING)

**ACC3117**

The course presents an advanced analysis of data collection for planning and controlling operations. Topics include inventory cost evaluation, income determination, job order, process, and standard costing systems.

**PREREQUISITE: Six semester hours of accounting including ACC2112.**

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Evaluating cost accounting concepts in an organizational setting.
- Describing the role of a cost accountant.
- Analyzing inventory costing methods.
- Allocating overhead costs to jobs, departments, and cost centers.
- Recording journal entries applicable to a costing system.
- Identifying cost information relevant to financial statements.
- Identifying issues associated with production efficiency and quality control.
- Preparing production and operational reports.
- Analyzing job order and process costs systems.
- Determining multiple product processing systems.
- Analyzing joint products and by-products costs.
- Developing budget systems as a cost control technique.
- Applying standard costing concepts.
- Performing variance analysis as a cost control.
- Performing cost-volume-profit analysis and profit planning.
- Evaluating variable and absorption costing systems.

- Interpreting activity-based costing for quality management.

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**INCOME TAX PROCEDURES: PARTNERSHIPS  
& CORPORATIONS**  
(INCOME TAX: PARTNER/CORP)**ACC3120**

The course emphasizes income tax statutes as applied to partnerships, corporations, estates, and trusts.

**PREREQUISITE: ACC3116 or the equivalent.**

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Analyzing the conceptual framework of income tax as applied to taxpayers other than individuals.
- Evaluating tax reporting requirements for taxpayers other than individuals.
- Analyzing and illustrating legitimate tax planning techniques.
- Differentiating between capital gains and ordinary income.
- Conducting research to support opinions about significant tax issues.
- Determining the tax aspects of specific business transactions.
- Identifying income tax credits versus tax deductions.
- Analyzing the tax effect upon various business structures.
- Computing the carry-over and recapture of tax benefits and credits.
- Interpreting current changes in tax law.
- Computing a partner's distributive share of income.
- Analyzing the tax effects of corporate distributions.
- Evaluating liquidation and reorganization concepts as applied to corporations and shareholders.
- Determining the unique tax aspects of "S" corporations, excess accumulated earnings, and personal holding companies.
- Analyzing international tax implications of foreign corporations.
- Identifying the tax consequences of property transfers between taxpayers and controlled entities.
- Reconciling net income per accounting records with taxable income per tax returns.

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**CONSOLIDATIONS & MERGERS**  
(CONSOLIDATIONS & MERGERS)**ACC4123**

The course concentrates on various aspects of business combinations with special emphasis on the technical aspects of financial statement preparation for consolidated entities. Also included are business segments, and SEC topics.

**PREREQUISITE: ACC3115**

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Identifying legal and financial factors for a business combination.
- Accounting for a purchase acquisition.
- Developing working papers for business combinations.
- Preparing journal entries for the consolidated entity.
- Analyzing ownership patterns and minority interests.
- Accounting for changes in ownership levels between members of a business combination.
- Preparing elimination entries for intercompany transactions.
- Analyzing intercompany transfers.
- Calculating preacquisition income.
- Applying cost and equity methods for corporate investments.
- Accounting for special problems in the preparation of consolidated financial statements.
- Identifying reportable segments and preparing the required disclosures.
- Accounting for affiliated structures in the preparation of consolidated financial reports.

- Analyzing special issues involving intercompany debt.
- Calculating income tax treatments and ownership patterns in business combinations.
- Analyzing SEC regulations.
- Demonstrating knowledge of proper financial presentation and disclosure requirements for all topics covered in the course.

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**GOVERNMENTAL/SPECIAL TOPICS**  
(GVRNMNTL/SPECIAL TOPICS)

**ACC4124**

The course presents problems and case studies in accounting for partnerships, bankruptcy, governmental and not-for-profit entities. Also, accounting for estates and trusts and international accounting are presented.

**PREREQUISITE: ACC3115**

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Accounting for the formation and organization of a partnership.
- Applying partnership agreements to financial reports.
- Calculating partnership operational income and distributions.
- Accounting for termination and liquidation of a partnership.
- Preparing a Statement of Realization and Liquidation for a partnership.
- Applying the Bankruptcy Act in accounting for bankruptcies and liquidations.
- Accounting for legal reorganizations.
- Preparing a Statement of Financial Affairs.
- Accounting for Estates and Trusts and compliance with tax requirements.
- Accounting for the unique characteristics of government entities.
- Applying the basic concepts of fund accounting including budgets, encumbrances, and interfund transfers for governmental entities.
- Applying related official pronouncements of the GASB and the FASB.
- Preparing financial reports of a governmental entity and a not-for-profit entity.
- Comparing and contrasting not-for-profit entities with governmental entities and commercial enterprises.
- Analyzing foreign currency translations and remeasurements.
- Preparing foreign currency hedging transactions and adjustments.
- Calculating foreign currency exchange rates.
- Tracing the development of International Accounting concepts and procedures.

UNDERGRADUATE

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**AUDITING**  
(AUDITING)

**ACC4125**

The course presents the theoretical and practical side of auditing by examining the professional responsibilities of the auditor and reporting requirements. Included are general standards and rules of conduct, legal liability, types of audit reports, and other reporting considerations.

**PREREQUISITE: ACC3115**

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Interpreting the Generally Accepted Auditing Standards and its implications.
- Interpreting the AICPA Code of Professional Conduct and its meaning for both CPAs and others who rely on their work.
- Defining the auditor's legal liability to the clients, primary beneficiaries, and other third parties.
- Defining the elements of quality control and how they affect the planning supervision of the audit.
- Comparing and contrasting an unqualified, qualified, adverse, and disclaimer of opinion, and identifying situations in which each of the above might be used.
- Preparing special reports such as engagement and management letters.
- Applying the effects of subsequent events on the auditor's report.

- Defining the audit process and assessing inherent control and detection risk.
- Describing the auditor's reporting requirements for unaudited financial information and the financial statements of nonpublic entities.
- Defining the internal control and describing the steps involved in evaluation by the auditor.
- Analyzing basic methods of documentation used by the auditor in evaluating internal control.
- Describing tests of controls and the general approaches to the testing transactions.
- Defining audit evidence and writing an audit program.
- Preparing working papers and understanding their general content and composition.
- Stating audit objectives and preparing audit programs to test transactions and balances.
- Describing the differences and similarities among general controls, application controls, software controls, hardware controls, and EDP auditing.
- Describing appropriate audit procedures regarding client and attorney representation and approval letters.

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## **ACCOUNTING THEORY** (ACCOUNTING THEORY)

**ACC4126**

The course presents various assumptions, standards, rules, principles, and objectives forming the foundation for accounting practice in today's contemporary and complex business environment. Emphasis will be on financial accounting concepts and the major pronouncements of the FASB and its predecessors.

**PREREQUISITE: Twelve semester hours of upper level accounting.**

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Describing the Financial Accounting Standards Board's (FASB) evolution and its role in contemporary accounting theory and practice.
- Analyzing financial accounting and financial statement objectives.
- Analyzing the FASB's conceptual framework and its role in standard setting.
- Applying financial accounting standards to asset measurement and presentation.
- Applying financial accounting standards to liability valuation and presentation.
- Applying financial accounting standards to equity valuation and presentation.
- Analyzing standards that apply to measurement and presentation of income determination.
- Analyzing foreign currency transactions and multinational corporation financial statements.
- Describing business combinations and preparation of consolidated financial statements.
- Analyzing components of earnings per share (EPS) and relative dilutive securities.
- Applying financial accounting standards to business segments.
- Understanding accounting changes and prior period adjustments.
- Applying accounting standards to alternative revenue recognition principles.
- Applying financial accounting standards to tax allocation and deferred taxes.
- Applying financial accounting standards to complex leases.
- Analyzing financial accounting standards applying to pensions and post-retirement benefits.
- Demonstrating the ability to research an accounting issue and determine the appropriate theoretical and/or regulatory resolution.

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## **BUSINESS LAW** (BUSINESS LAW)

**BUS3101**

The course presents an introduction to the relationship of law and business. It focuses on specific principles of commercial law in certain subject areas. Topics include contracts, sales, agencies, the Uniform Commercial code, harassment and unemployment laws, and other current legal issues.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Identifying the role of law in society.
- Discussing torts, negligence, and liabilities.
- Identifying the elements that create an enforceable contract.

- Discussing circumstances in which a court may free a person from his or her contractual obligations upon proof of fraud, duress, or mistakes of fact.
- Explaining the conditions and comments that make a verbal contract enforceable.
- Describing contracts that are generally required by law to be in writing.
- Discussing the rights of third parties to a contract.
- Discussing sales law under the Uniform Commercial Code (UCC) Article 2.
- Distinguishing sales from other transactions and applying the special UCC rules to the formation of sales contracts.
- Describing when title and risk of loss pass from seller to buyer.
- Discussing warranties and product liability that sellers of goods have for injuries caused by defective products.
- Identifying the rights that buyers or sellers have when the other party breaches a sales contract.
- Discussing the necessary elements for the creation of the agency relationship.
- Describing the bailment relationship.
- Discussing the types of securities issued by a corporation.
- Explaining the Federal and State registration procedure pertaining to securities issued by a corporation.
- Discussing principal/agent law.

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## STATISTICAL ANALYSIS I (STATISTICAL ANALYSIS I)

**BUS3104**

The course presents quantitative decision-making techniques applying principles of probability and statistical analysis to managerial decision-making. The course places emphasis on conceptual understanding rather than mathematical proofs.

**PREREQUISITE: Six semester hours of mathematics.**

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Distinguishing between independent and dependent variables.
- Defining and applying the idea of a random variable.
- Differentiating between discrete and continuous random variables.
- Identifying random sampling techniques and describing the importance of sampling distributions.
- Defining, describing, and giving examples of descriptive and inferential statistics.
- Communicating important information contained in a set of data by means of graphs and frequency distributions.
- Calculating and describing characteristics of the common measures of central tendency: mean, median, and mode.
- Defining the sum of the squares and square of sum concepts.
- Calculating the variance and standard deviation for a population and for a sample.
- Calculating a standard score and determining percentages under the normal curve.
- Determining the general properties of probability, binomial, and normal distributions.
- Explaining the rules governing probability concepts.
- Identifying and differentiating between null hypotheses and alternative hypotheses.
- Describing what is meant by the level of significance and the region of rejection.
- Differentiating between one-tailed and two-tailed tests for hypotheses.
- Describing the general procedures for testing statistical hypotheses including the definition of sampling error, the differentiation of Type I and Type II errors, and the use of the Z and T distributions.
- Explaining the central limit theorem and the concept of degrees of freedom and discussing their importance in statistical inference.

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**MANAGEMENT PROCESSES & INFORMATION SYSTEMS BUS3305**  
**(MGMT PROCESSES/INFO SYS)**

The course provides a fundamental understanding of the functions of management and the importance of information systems in an organizational setting. The course covers such topics as the structure of organizations, communication systems in the organization, the development of information systems, and managing system changes.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Defining and discussing the functions of management.
- Understanding the various schools of management thought and the key contributions made by important management theorists.
- Discussing the internal and external forces that affect business, including how these forces affect the decisions and performance of a company.
- Describing ethical influences on decision making and the practical steps that managers can take to improve ethical decision making.
- Discussing the benefits and pitfalls of planning, steps and limitations of rational decision making, and group decision techniques.
- Understanding the strategy-making process and how managers use strategies to obtain a sustainable competitive advantage.
- Discussing the issues associated with organizational innovation and organizational change.
- Understanding the management implications of global trade and globalization.
- Discussing organizational structure and organizational design.
- Discussing the advantages and disadvantages of work teams and practical steps for managing teams within organizations.
- Discussing key aspects of human resource systems, determining human resource needs, and effectively managing the human resource lifecycle.
- Understanding and discussing what diversity is, why it matters, and how it can be managed.
- Discussing concepts and management implications of human motivation, leadership, and communication in contemporary organizations.
- Discussing technical foundations and development of information systems and how organizational management concepts influence their design and implementation.
- Discussing the role of the internet and personal information systems, work-group information systems, and enterprise information systems utilized by organizations.
- Discussing how organizations integrate, process, and protect information, knowledge, and expertise using management information systems.

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**MARKET STRUCTURE & COMPETITIVE ANALYSIS BUS3310**  
**(MKT STRUCTURE/COMP ANALY)**

The course provides an introduction to the basics of managerial economics and marketing management with an emphasis on the areas of overlap between the two disciplines. Topics include demand, costs, pricing, market structure analysis, and competitive strategies.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Analyzing the variables that influence demand and their economic and marketing significance for competitive strategy.
- Interpreting the relationship between the demand function and the various revenue relationships of a firm and distinguishing revenue relationships in terms of market structure.
- Applying research techniques and data sources to analyze competitors within an industry.
- Comparing the link between price changes, elasticity of demand, and changes in total revenue.
- Analyzing the use of income and price elasticities of demand.
- Identifying the market structures of perfect competition, monopolistic competition, oligopoly, and monopoly.
- Evaluating the overall pricing objectives of firms which may be demand based, cost based or competition based.

- Interpreting the economic and marketing significance of various pricing practices such as price discrimination, target return pricing, penetration pricing, product line pricing, and the market conditions favoring such strategies.
- Applying a specified model to assess the essence and degree of competition within an industry.
- Evaluating the use of competitive strategy to create a competitive advantage for a firm.
- Comparing the effects of economies of scale on market entry and pricing strategies.
- Evaluating the economic impact of prosperity, recession, scarcity, and stagflation on marketing decisions.
- Analyzing the influence of industry structure on competitive marketing strategies.
- Identifying the effects of price, promotion, product, and distribution on demand.
- Understanding how company objectives should lead to marketing objectives.
- Understanding the different channels of distribution: manufacturing, wholesaling, retailing, internet sellers.

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## **INTERNATIONAL BUSINESS (INTERNATIONAL BUSINESS)**

**BUS4110**

The course addresses the challenge of global competition by analyzing management, marketing, financial, and production activities in foreign markets. Economic, cultural, legal, political, labor, market, and other environmental factors that have an impact on international business strategies are also examined.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Identifying the reasons and methods for entering international markets.
- Discussing the theories of international trade and investment.
- Describing the differences in managing personnel in different countries and cultures.
- Explaining the differences between consumer and organizational buying behavior in different countries and cultures.
- Describing how the international monetary system has an impact on business strategies.
- Appreciating the differences in marketing of products and services in different countries and cultures.
- Researching international markets and assessing business opportunities and risks.
- Identifying the effects of location, topography, and climate on international trade.
- Understanding the implications of culture including attitudes, beliefs, religions, technologies, and levels of education on international business.
- Describing the impact of foreign laws and regulations on the operation of global enterprises.
- Describing how international institutions, such as the World Trade Organization, both governmental and nongovernmental, impact the conduct of international trade.
- Explaining the effects of currency control, wage and price controls, and quotas on international trade.
- Identifying the issues of standardization, distribution, and pricing in an international environment.
- Describing export and import practices and procedures, including the use of letters of credit, bills of lading, and means of export financing.
- Discussing techniques for evaluating and controlling global operations.
- Identifying and discussing ethical issues in the global marketplace.
- Understanding the currency exchange rate risk inherent in international business.

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## **ACCOUNTING & FINANCE FOR MANAGERS (ACCT & FINANCE FOR MNGRS)**

**BUS4113**

The course is designed for those who expect to read, interpret, and analyze financial statements. Emphasis is placed on the analysis and interpretation of financial information as a basis for managerial decision-making.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Identifying the need for standards within the accounting profession.

- Interpreting the impact of financial transactions on managerial decision making and financial reporting.
- Evaluating operating activities and measurement problems.
- Analyzing the interrelationship of an Income Statement, Balance Sheet, and Statement of Cash Flows.
- Evaluating supplementary information to financial statements as presented in annual reports.
- Applying analytical methods to evaluate a firm's financial condition.
- Utilizing financial statement information to analyze current and long-term liabilities.
- Analyzing the impact of investing activities and other asset transactions on managerial decision making.
- Identifying current assets and alternative methods of inventory valuation in decision making.
- Evaluating capital stock and other contributed capital transactions.
- Analyzing retained earnings and corporate dividend policy.
- Applying discounted cash flow concepts to evaluate financial information.
- Evaluating financing alternatives available to corporations.
- Preparing a comprehensive analysis of a corporate annual report.
- Identifying cost behaviors and the impact on decision making.
- Preparing and analyzing budgets.

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## **PUBLIC SPEAKING** (PUBLIC SPEAKING)

**COM3401**

The course helps students develop effective verbal and nonverbal skills for public speaking. Students will learn how to deliver informative, persuasive, and inspirational speeches.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Organizing a speech with an introduction, body, and conclusion.
- Writing an introduction for a speech which captures the attention of the audience, includes a thesis statement, and gives an overview for the speech.
- Writing a thesis statement with clarity, comprehensiveness, and completeness.
- Composing a conclusion which summarizes the speech and ends the speech with impact.
- Locating appropriate research material for a speech using an on-line library.
- Selecting an appropriate organizational pattern for a speech: problem/solution, topical, spatial, or chronological.
- Using effective nonverbal skills such as eye contact, postures, gestures, and movement.
- Demonstrating how to use visual aids effectively.
- Developing and delivering an informative and a persuasive speech.
- Delivering an informative speech which is intellectually stimulating, relevant, creative, and memorable.
- Selecting and utilizing effective illustrations for a speech.
- Choosing language for the speech that includes clarity, precision, specificity, and vividness.
- Speaking fluently, energetically, and communicatively.
- Delivering impromptu and prepared speeches.
- Listing and describing methods of audience analysis: demographics, gender, socio-economic status, education, etc.
- Discussing the different types of speeches: extemporaneous, impromptu, speeches of introductions, tributes, and awards.

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## **TECHNICAL WRITING** (TECHNICAL WRITING)

**COM3461**

The course presents the logical development of various types of documents currently used in business. The course emphasizes the basic writing tasks common to most business applications.

**PREREQUISITE: Six hours of composition.**

**Recommended: COM4441**

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Evaluating different types of readers and determining how their needs relate to written communication.
- Developing effective pre-writing skills, including identifying the purpose of the document, brainstorming for information, and designing a workable outline.
- Using headings, subheadings, white space, and bulleted and enumerated lists to make a document easier to read.
- Constructing tables and figures to be included in business documents.
- Developing graphics to be included in manuals and electronic presentations.
- Editing documents for content, organization, consistency, grammar and syntax.
- Writing job application materials, including the reverse chronological, functional, targeted, and electronic resumes, and the letter of application.
- Writing specific types of business letters, including letters of application, inquiry, complaint, credit, sales, and good will.
- Writing procedures for business purposes, in hard copy and electronically.
- Writing an informal report in memorandum format.
- Compiling a portfolio of documents which indicate the qualities of professional writing.

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## **MANAGERIAL COMMUNICATION** **(MANAGERIAL COMMUNICATION)**

**COM3469**

The course explores the relationship between management and communication, providing students with the skills to improve their organizational communication skills. Topics include effective application of managerial and communication skills, motivational theories, and the importance of communication skills in a global environment.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Analyzing the communication styles of successful managers.
- Identifying barriers to managerial communication and suggesting solutions for these problems.
- Ascertaining how personalities affect communication.
- Differentiating among trait, situational, and functional leadership.
- Explaining how communication styles affect the work place.
- Comparing managerial theories and determining their strengths and weaknesses.
- Summarizing motivational theories.
- Listing sources of power within the organization and suggesting ways to improve personal power.
- Exploring how ethics affect communication.
- Interpreting how the employee's and the manager's values affect communication.
- Examining methods of solving conflict and dealing with difficult people.
- Devising and applying strategies to solve conflict in the work place.
- Developing a life plan for effective organizational communication.

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## **PERSUASION** **(PERSUASION)**

**COM4405**

The course allows students to review the major theories of persuasion. Key topic areas include the psychology of persuasion, source credibility, audience adaptation, persuasive analysis, persuasive speech, motivational appeals, social campaigns, and manipulation.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Comparing and contrasting major persuasive psychological theories.
- Listing persuasive nonverbal behaviors in public speaking and interpersonal relationships.
- Describing how persuasion is used in the political process.
- Defining and identifying fallacious arguments in everyday communication.

- Using critical thinking to write persuasive speeches which include arguments that support a controversial position.
- Identifying logos, ethos, and pathos arguments by applying Aristotle's theory.
- Discussing the elements source credibility.
- Determining how emotions can be used to impact the message.
- Using logic to support a position on a controversial topic.
- Exploring methods of audience analysis and adaptation for the public speaking setting.
- Listing, discussing, and applying the stages of a campaign to a social movement.
- Identifying the components of a successful campaign.
- Using critical thinking skills to analyze persuasion in speeches and published material.
- Describing and discussing the process of manipulation—unethical persuasion.
- Generating the characteristics of manipulators.
- Using technological skills to research persuasive speeches.

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**NONVERBAL COMMUNICATION**  
(NONVERBAL COMMUNICATION)

**COM4407**

The course investigates the impact of nonverbal behavior on the communication process. It explores how the environment, dress, appearance, movement, facial expressions, eye behavior, and chronemics affect communication.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Describing the role of the nonverbal channel in the communication model.
- Discriminating between nonverbal behavior and other unspoken behaviors which are considered verbal.
- Locating and collecting scholarly research on nonverbal behavior.
- Designing and conducting a nonverbal study.
- Discussing the role of semi-fixed and fixed feature space within the environment.
- Listing and describing the proxemic distances: intimate, personal, social, and public.
- Discussing how territoriality affects the interaction among people.
- Listing and explaining the advantages and disadvantages of attractiveness and unattractiveness.
- Identifying and describing the different classic body types: endomorph, mesomorph, and ectomorph.
- Listing, describing, and discussing the different types of facial expressions.
- Cataloging the causes of pupil dilation.
- Differentiating between circumstances under which people gaze more often and when they gaze less often.
- Identifying appropriate and inappropriate touch behaviors.
- Listing and describing the various types of touch
- Discussing how fragrances can increase energy, decrease mistakes, increase accuracy, and positively impact health.
- Describing how an individual's vocalics can influence whether he is seen as competent, friendly, sad, optimistic, or warm.
- Defining emblems, illustrators, regulators, and adapters,
- Differentiating between female and male kinesics behaviors.
- Identifying lying behaviors.
- Discussing the many cultural nonverbal differences.

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**EFFECTIVE WRITING SKILLS**  
(EFFECTIVE WRITING SKILLS)

**COM4441**

The course teaches students to write to their intended readers in a concise and readable style. It is a good refresher-writing course for those who need to brush up on basic writing skills. Topics include writing basics, as well as editing, choosing subjects, and organizing documents.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Organizing and implementing the appropriate rhetorical patterns for developing an idea in written communication.
- Identifying the major types of readers and addressing the subject of the document to them.
- Organizing a unified document into its three component parts: introduction, text, and conclusion.
- Presenting a statement of purpose developed by means of the major rhetorical strategies of written communication: description, analysis, and persuasion.
- Writing objective, subjective and thematic descriptive essays.
- Describing a subject by means of process description.
- Analyzing a subject by means of comparison and contrast and according to the point-by-point (alternating) or subject-by-subject (dividing) patterns of exposition.
- Describing a subject showing cause and effect relationships.
- Analyzing a subject according to strategies of classification and extended definition.
- Developing a personal vocabulary that precisely expresses the writer's thinking in written form.
- Editing the writer's documents to eliminate grammatical and stylistic errors.
- Implementing corrective procedures for revising a document for presentation in a professional setting.
- Designing a document for visual impact and readability.

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## **PUBLIC RELATIONS (PUBLIC RELATIONS)**

**COM4445**

The course presents issues related to the ways individuals and organizations represent themselves to their respective audiences. Public relations is described as a communication function within the organization which addresses internal and external audiences.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Defining and describing public relations as a communication function within an organization.
- Describing the art and science of Public Relations.
- Outlining the key purposes and components of public relations.
- Defining and differentiating among the related concepts of publicity, advertising, public affairs, and press agency.
- Summarizing the legal, ethical, and moral considerations inherent in public relations.
- Discussing the management function of public relations.
- Listing and describing public relations tools.
- Listing and describing the characteristics of organizational publics.
- Defining the concept of public opinion and the values of taking public opinion into account in planning and executing public relations programs.
- Identifying and discussing the public relations function in government.
- Identifying research methods used by various media and public relations personnel.
- Applying the techniques of good publicity.
- Analyzing a public relations (image, legislative, or consumer) campaign.
- Determining the goal, the theme, and the media for a campaign.

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## **CRITICAL ANALYSIS OF THE MEDIA (CRITICAL ANALYSIS: MEDIA)**

**COM4447**

The course will offer students the opportunity to understand the source of information provided through the media. Emphasis will be placed on questioning and evaluating information received and applying the discipline of critical thinking to final analysis of that information.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Understanding the definition of media.
- Recognizing the various types of media.
- Defining "news".
- Differentiating between news and entertainment programs.

- Questioning the source of news.
- Understanding how ratings affect decisions in broadcasting.
- Understanding the decision making process in the media.
- Discussing the psychology of group motivation in news reporting.
- Analyzing the influence of other media on reporters.
- Examining the effects of news on the individual and family.
- Understanding how people process and deal with news.
- Discussing the media's obligations to the public.
- Discussing emotional response theories relative to news.
- Analyzing social influences the media has on individuals.
- Understanding how social media affects our lives.
- Examining the changes the Internet has had on traditional media.

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## **PRINCIPLES OF MACROECONOMICS** (PRIN OF MACROECONOMICS)

**ECO2131**

The course provides an introduction to macroeconomics analysis that focuses on the study of the economic behavior of the whole economy. Topics of study include an introduction to economics, fundamentals of macroeconomics, fiscal and monetary policy, and international macroeconomics.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Understanding the basic concepts of the art and science of economic analysis including definition of economics, economic scarcity, factors of production, product and resource markets, circular flow model, positive and normative economics, and economic graphs.
- Understanding the basic economic tools used in economic analysis including opportunity costs, law of comparative advantage, production possibility analysis, and three economic systems.
- Understanding the economic decision makers of households, businesses, and the government.
- Understanding the economic concepts of demand, supply, and market equilibrium.
- Understanding the basics of macroeconomics including gross domestic product, the business cycle, and leading economic indicators.
- Understanding productivity and growth of the economy including the production possibility frontier and factors that influence productivity growth.
- Understanding the methods to track the economy including an analysis of GDP, the circular flow of income and expenditure model, national income accounting, and consumer price index.
- Understanding the factors that impact unemployment and inflation.
- Understanding the factors that impact aggregate expenditure including consumer spending, business spending, government spending, and net exports.
- Understanding factors that impact aggregate expenditure and aggregate demand including components of aggregate expenditures, the multiplier, and price level.
- Understanding factors that impact aggregate supply including expansionary gaps, contractionary gaps, and supply shocks.
- Understanding the fiscal policy including automatic and discretionary policy, the tools of fiscal policy, expansionary and contractionary fiscal policy, and supply-side economics.
- Understanding federal budgets and public policy including federal budget process, federal budget deficits, federal budget reforms, social security and medicare, and the national debt.
- Understanding money and the financial system including functions of money, the Federal Reserve System, and the banking system.
- Understanding the banking and the money supply including definitions of the money supply and the tools of monetary policy.
- Understanding monetary theory and policy including expansionary and contractionary monetary policy, interest rates, quantity theory of money, and contrasting monetary policy.
- Understanding the macro policy debate of active or passive economic policy.
- Understanding international trade including the trade balance, comparative and absolute advantage, quotas and tariffs, and trade restrictions and trade protection.

- Understanding internal finance including the balance of payments, balance of goods and services, and exchange rates.
- Understanding developing and transitional economics including developing and industrial markets, productivity, and types of economic systems, the development of emerging countries.

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## **PRINCIPLES OF MICROECONOMICS** (PRIN OF MICROECONOMICS)

**ECO2132**

The course presents an introduction to microeconomics analysis and the study of economic behavior in particular markets. Topics of study include an introduction to economics, introduction to the market system, market structure and pricing including monopolies and oligopolies, market failure and public policy, and international microeconomics within the firm or business entity.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Understanding the basic concepts of the art and science of economic analysis including definition of economics, economic scarcity, factor of production, product and resource markets, circular flow model, positive and normative economics, and economic graphs.
- Understanding the basic economic tools used in economic analysis including opportunity costs, law of comparative advantage, production possibility analysis, and three economic systems.
- Understanding the economic decision makers of households, businesses, and the government.
- Understanding the economic concepts of demand, supply, and market equilibrium.
- Understanding elasticity of demand, elasticity of supply, income elasticity, and cross-price elasticity of demand...
- Understanding consumer choice and demand including utility analysis, marginal analysis, and law of diminishing utility.
- Understanding the basic concepts of production and cost in the firm including explicit costs, implicit costs, variable costs, fixed costs, law of diminishing returns, relationship between the total cost curve, variable cost curve, and marginal cost curve, in the short run, and economies and diseconomies of scale.
- Understanding the characteristics of the four market structures of perfect competition, monopolistic competition, oligopoly, and monopoly.
- Understanding the resource market including resource demand and resource supply, derived demand, the resource market demand and supply curve, temporary resource price differential, permanent resource price differential, economic rent and opportunity cost, the firm's decision-making process regarding marginal resource cost and marginal revenue product.
- Understanding labor markets and labor unions.

UNDERGRADUATE

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## **COMPOSITION & RHETORIC** (COMPOSITION & RHETORIC)

**ENG1001**

The course presents the proper use of the English language through standard expository writing. Topics include the elements of writing as well as the practice of effective writing.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Recognizing the stages of the writing process.
- Identifying appropriate audiences for composition.
- Identifying and correcting the major grammatical and mechanical errors in the construction of sentences. These include sentence fragments, run-on sentences, improper agreement, parallelism, and shifting tense.
- Using standard punctuation and writing in standard English without recourse to colloquialisms.
- Selecting precise words and phrases to express ideas in a paragraph.
- Identifying techniques that contribute to the unity of sentences within paragraphs and of paragraphs within completed essays.
- Developing unity within an essay by means of an outline.
- Defining the purpose of the topic in a paragraph.

- Formulating essays that address topics in a variety of subject areas.
- Writing the introduction to an essay that includes a thesis sentence.
- Expanding the text of an essay by illustration and example.
- Writing effective concluding paragraphs.
- Revising a rough draft of an original essay.
- Completing a final, original essay based on the five-paragraph format.
- Evaluating peer essays for effective expository writing and recommending corrective procedures for revising them.

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**COMPOSITION & LITERATURE**  
(COMPOSITION & LITERATURE)

**ENG1002**

The course presents concepts for the development of expository writing skills, of library research skills, and of analytical skills used in reviewing and evaluating literature. Areas include analyzing literary works, generating ideas for literary works, writing literary critiques, and preparing a research paper.

**PREREQUISITE: ENG1001**

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Analyzing a literary work to understand and evaluate it precisely.
- Formulating a thesis for critical analysis and argumentation.
- Analyzing a work according to the characteristics of a particular genre, including fiction, poetry, drama, and literary criticism.
- Generating ideas concerning literary works through brainstorming, collaborative learning, and other means of creative thinking.
- Developing a preliminary bibliography for restricting the subject of the literary analysis and for developing a thesis statement.
- Developing strategies for active reading, including marking and annotating a text.
- Taking notes and documenting quotations from resources derived from research.
- Writing effective abstracts and paraphrasing secondary sources.
- Writing an extended literary analysis based on information derived from research.
- Documenting materials or ideas cited from secondary sources of information.
- Distinguishing between plagiarism and the proper documentation of another's ideas and materials.
- Documenting primary and secondary sources, using the MLA style of Research Writing.
- Properly documenting parenthetical documentation and works cited.
- Writing a research paper in an accepted format.
- Editing and revising written documents.
- Conducting on-line and computer-based research on literary topics.

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**STUDIES IN LITERATURE**  
(STUDIES IN LITERATURE)

**ENG2006**

The course facilitates self-discovery through the study of the master works of various cultures. It emphasizes the common themes of human experience, such as family, the hero, initiation, and self-discovery.

**PREREQUISITE: ENG1002 or the equivalent.**

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Evaluating key master works of ancient and contemporary cultures.
- Distinguishing the genre of imaginative literature.
- Recognizing stated, implied, and inferred meaning in selected readings.
- Discussing the relationships among literary elements in selected readings.
- Identifying and analyzing the author's use of figurative language in selected passages of literature.
- Describing the literary techniques the author uses to project the theme of the work.

- Recognizing stated and figurative symbolism in passages of literature.
- Discussing the theme of a literary work in relation to its global significance.
- Analyzing the development of the author's moral and ethical vision in a literary work.
- Recognizing the forces in a work that have an impact on the reader's values and ethics.
- Recognizing the writer's role as a humanizing agent in society.
- Understanding the contemporary experience through the universal themes in literature.
- Understanding how cultural imperatives influence the creations of literary work.
- Drawing comparisons among works of various cultures or literary eras.
- Drafting and revising an analytical paper on a selected work.
- Conducting on-line and computer-based research on a literary topic.
- Summarizing secondary research on a literary topic.

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## **BUSINESS FINANCE** (BUSINESS FINANCE)

**FIN3137**

The course is a survey course in financial management. Basic concepts such as security markets, interest rates, taxes, and risk/return valuation models are discussed as well as how financial management can be used to help maximize the value of a firm or household.

**PREREQUISITE: MAT1021 and MAT1022 or the equivalent and ACC2111 and ACC2112 or the equivalent.**

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Describing the goals of a firm.
- Comparing the different forms of business organizations.
- Determining the impact of the federal income tax system.
- Describing the capital markets.
- Analyzing the determinants of market interest rates.
- Interpreting the term structure of interest rates.
- Preparing cash flow analyses.
- Evaluating stock and bond valuation models.
- Analyzing the relationship between risk and rates of return.
- Interpreting financial statements.
- Determining the basics of capital investment decisions.
- Comparing common and preferred stock as sources for long-term financing.
- Analyzing types of debt instruments and leveraging.
- Applying present value, internal rate of return, and other valuation concepts.
- Understanding variations in capital structure among firms.
- Analyzing dividend policy issues.

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## **AMERICAN HISTORY TO 1877** (AMERICAN HISTORY TO 1877)

**HIS1011**

The course introduces the political, social, economic, and cultural history of the United States to 1877. The course is designed to help students understand and evaluate their society in the context of the historical experience.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Describing America prior to Columbus' arrival.
- Identifying the origins and consequences of European exploration and conquest of the New World and contrasting settlement patterns of the Spanish, French, Dutch, and English.
- Describing the development of colonial institutions, life, and culture.
- Describing how colonial American resistance to British imperial policy evolved into the War of Independence.

- Discussing the course of the War for Independence including its effects on American economy, politics, and culture.
- Describing the development of representative government (and federalism) from the Articles of Confederation to the Constitution and Bill of Rights.
- Identifying the development and practice of American political institutions including the presidency, the judiciary, and the government's role in the economy.
- Describing the development of American foreign policy from Washington's Neutrality Proclamation to the Monroe Doctrine.
- Comparing and contrasting the commercial economies that developed in the North and South prior to the Civil War.
- Discussing the growth of democracy during the Age of Jackson.
- Describing the development of the distinctive culture of the Old South including the cotton culture, slavery, and relations between planters and yeomen.
- Describing the spirit of reform from 1830-1860 that led to the secession of the Southern Confederacy.
- Understanding the military, political, economic, and social features of the Civil War in the North and South.
- Discussing the strategies used to implement Reconstruction and analyzing their effects on black and white racial groups in the North and the South.

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**AMERICAN HISTORY 1876 TO THE PRESENT**  
(AM HIST 1876 TO PRESENT)

**HIS1012**

The course introduces the political, social, economic, and cultural history of the United States from 1876 to the present. The course is designed to help students understand and evaluate their society in the context of the historical experience. Topics include history events such as the settling of the American West, definition of the "New South," the Great Depression, the New Deal, Work War II, the cold War, and the Civil Rights Movement.

**UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:**

- Understanding the concept of manifest destiny as it applies to the settlement of the American West.
- Defining the "New South," with emphasis on its economic, social, political, and racial features.
- Understanding the impact of the industrial revolution, including the rise of corporations, the transformation of work, and the growth of cities.
- Comparing and contrasting the Populist and Progressive responses to the emergence of modern America.
- Analyzing the emergence of America onto the world stage at the turn of the century.
- Describing the New Era of the 1920s, including consumerism, transportation, the economy, and social unrest.
- Understanding the causes of the Great Depression and the response of the New Deal.
- Describing America's move from isolationism to internationalism during the 1930s and World War II.
- Understanding the Cold War both at home and abroad.
- Analyzing the causes for the effects of the post World War II economic boom in the United States.
- Describing the impact of the Civil Rights Movements in post war America.
- Understanding the "Great Society" and its legacy.
- Analyzing American society at home and abroad during the Vietnam War era.
- Describing the economy, politics, and culture of the post Vietnam era.
- Discussing American society at the end of the Cold War.

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**ORGANIZATIONAL BEHAVIOR**  
**(ORGANIZATIONAL BEHAVIOR)****HBD3173**

The course presents an integrated social science view of human behavior in organizations. Topics include intergroup relations, conflict in organizations, organizational structure, work design, and the quality of work life.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Outlining the history of “organizational behavior.”
- Defining the scientific management thrust in business and its importance.
- Describing the human relations movement in business and its importance.
- Tracing the development of systems thinking in organizational behavior.
- Discussing the role of the employee as learner.
- Identifying the relationship between organizational structure, work design, and quality of work life.
- Discussing the dynamics of effective teamwork.
- Relating corporate culture to performance for both individuals and groups.
- Discussing the concept of an organization as a community of shared interests.
- Examining human resource strategies for managing individual behavior within organizations.
- Exploring the dynamics of intergroup relations and conflict within organizations.
- Relating the concepts of power and politics to organizational behavior.
- Discussing the nature of both intra- and inter-organizational communications.
- Identifying leadership challenges and strategies for successful organizations.
- Differentiating between successful and chaotic organizational change.
- Addressing the impact of corporate ethics upon organizational behavior.

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**SEX ROLES IN BUSINESS & SOCIETY**  
**(SEX ROLES BUS/SOCIETY)****HBD4721**

The course presents an understanding of how organizational role expectations interact with sex role expectations. The primary objective of the course is to help both male and female students develop greater understanding and respect for each other as professional colleagues and as valuable members of society.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Identifying sex roles that are common within the contemporary Western cultures.
- Investigating the impact of social institutions such as the family, church, school, and state upon changing sex roles.
- Distinguishing among the definitions of sex, sex roles, and gender identity.
- Analyzing contemporary issues for working women and men in our society.
- Elaborating upon the process of identity development with emphasis upon sex role expectations at each phase of the life span.
- Comparing and contrasting communication strategies and messages for males and females.
- Researching sexual harassment and sex discrimination as contemporary business phenomena.
- Discussing the meaning of work to both sexes and exploring its relevance to changing demographics among the work force.
- Analyzing the impact of stress on working men and women.
- Analyzing the concept of androgyny in terms of building a personal management style.

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**DEVELOPING HUMAN POTENTIAL**  
**(DEVELOP HUMAN POTENTIAL)****HBD4722**

This course takes both a historical and an experiential approach to studying the development of human potential. Students learn practices that are designed to assist them in identifying life goals and developing action plans for achieving these goals.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Describing the basic models for developing human potential.
- Completing self-assessments that measure one's position and progress in developing human potential.
- Describing ways in which people fail to develop their human potential.
- Exploring the research findings about consciousness and human potential.
- Describing the relationship between will and spirit and the development of human potential.
- Describing biographical accounts of the development of human potential.
- Discussing societal issues that result from undeveloped human potential.
- Describing the role of emotions in developing human potential.
- Describing power as it affects the development of human potential.
- Applying practices designed to develop human potential.
- Exploring the relationship between spirituality and the development of human potential.
- Describing humanity's use of religion to address the need of developing human potential.
- Discussing the concept of psychological development in relation to developing human potential.
- Describing ways to develop human potential through dealing with personal crises and life situations.

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## **PSYCHOLOGY OF ADJUSTMENT (PSYCHOLOGY OF ADJUSTMENT)**

**HBD4725**

The course presents the ways in which psychological principles apply to effective personal adjustment and development. Topics include emotional response theories, coping skills, self-esteem, depression, stress factors, and psychotherapeutic intervention.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Defining adjustment and discussing its implications.
- Describing how competence and flexibility relate to intellectual adjustment.
- Identifying the nature of emotional response and emotional paradox as they relate to emotional adjustment.
- Describing the emotional response theories of selected theorists.
- Discussing adjustment to stressful situations.
- Identifying coping skills in stressful situations.
- Discussing ineffective adjustment patterns.
- Discussing the implications of psychotherapeutic intervention for optimum personal adjustment.
- Identifying personal stressors that may have an impact on the process of adjustment.
- Discussing the maintenance of interpersonal security, self-esteem, and the assimilation of the data of experience as functions of the self.
- Contrasting constructive and destructive fight styles.
- Discussing depression as it relates to personal adjustment.
- Describing how ineffective adjustment patterns affect the individual and the family.
- Applying Constructive Coping Model to personal stressful circumstances.
- Describing the correlation of habit, lifestyle, and health to personal adjustment.
- Applying the principles of Positive Psychology.
- Comparing and contrasting male versus female role expectations and communication styles.

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## **INTERPERSONAL RELATIONS (INTERPERSONAL RELATIONS)**

**HBD4727**

The course examines the impact of interpersonal relationships as experienced in family, business, and social groups. Topics include personal well-being, self-disclosure, conflict and anger management, models of interpersonal relationships, and the social exchange theory.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Exploring the reasons why individuals form relationships.
- Discussing interpersonal relationships and personal well-being.
- Identifying the advantages and disadvantages of self-disclosure.
- Understanding the relationship between developing interpersonal trust and building effective human relationships.
- Listing the elements of effective interpersonal communications.
- Discussing nonverbal communication with regard to developing and maintaining relationships.
- Identifying ways in which people listen and respond to each other.
- Understanding the importance of self-acceptance.
- Describing the constructive nature of interpersonal conflicts.
- Identifying strategies for managing conflict collaboratively.
- Describing the developmental stages of intimate relationships.
- Discussing various models of interpersonal relationships according to noted researchers.
- Describing the social exchange theory and the theories regarding the development of self.
- Discussing the theories of contemporary scholars regarding the development of the “self.”
- Listing rules for managing anger constructively.
- Describing how the perception process influences interpersonal relationships.
- Identifying methods of improving communication climates.
- Outlining methods for responding nondefensively to criticism.

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## **HUMAN RESOURCE INVENTORY** (HUMAN RESOURCE INVENTORY)

**HBD4735**

The course presents the techniques, skills, and models for identifying and utilizing the assets of human resources within organizations as well as one’s own personal assets. Students will learn how to use self-assessments and evaluation of skills and life experiences to develop portfolios for documentation.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Defining human resource skills and human assets of an organization.
- Discussing the applications of skills inventories within organizations.
- Identifying current job markets and projected job markets with corresponding skills required.
- Identifying the components in an assessment process.
- Defining life-learning experiences and their relationship to education.
- Discussing human resource skills as they relate to specific job and career paths.
- Describing the theory of life span development and its relevance to learning.
- Examining the basic potential of learning environments in a person’s experience.
- Identifying variables and outcomes in the experiential learning process.
- Describing experiences which influence one’s career path.
- Writing clear and comprehensive competency statements.
- Developing the elements of documentation to support the existence of competencies.
- Organizing life experiences into a portfolio.
- Discussing the importance of an individual inventory to the individual and/or to others.

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## **MOTIVATION** (MOTIVATION)

**HBD4741**

The course presents an in-depth examination of current issues on motivation and their application to real life situations. Topics include not only the theories of motivation but also goal setting, employee attachment, reward systems, employee attitudes, and the phenomenon of learned helplessness.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Defining motivation and discussing characteristics of motivation.
- Describing the function of work design.
- Describing the function of goal setting.
- Defining employee attachment.

- Understanding the relationship of intrinsic motivation to extrinsic motivation.
- Discussing groups and organizational design.
- Describing cross cultural influences on motivation.
- Contrasting motivation and performance.
- Understanding the phenomenon of learned helplessness.
- Describing communication, feedback, and motivation.
- Discussing various theories on reward systems.
- Describing employee and organizational development.
- Contrasting job attitudes and performance.
- Identifying the effects of individual behavior at work.
- Discussing social influences on behavior.

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## **THE POWER AND WISDOM OF LOVE (POWER/WISDOM OF LOVE)**

**HBD4752**

The course discusses love from both a personal and societal perspective. Students are encouraged to examine how love operates in their own lives through a series of lecture-discussions, group exercises, and personal self-assessments. During the course, students are expected to be able to understand and apply relational principles to real life situations.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Defining time-tested principles of respectful power, situational wisdom, and healthy love.
- Describing individual benefits of becoming a loving person.
- Knowing the differences between healthy and unhealthy love and being able to apply true loving methods for self-protection, self-improvement, and personal success.
- Demonstrating a working understanding of practical text strategies and using them to better manage specific personal and/or real life instances.
- Implementing desired goals, realistic expectations, and committed outcomes to achieve a happier, healthier and more enriched life.
- Mentally analyzing strategies to better balance self/others needs and expectations.
- Exploring degrees of love within friendships, family, and spousal relationships.
- Understanding, respecting, nurturing, and appreciating relational differences.
- Encouraging and helping others to demonstrate healthy loving attitudes, expressions, and actions.
- Knowing how to practice consideration, compassion, service, and emotional support with reasonable giving.
- Creating uplifting, happy, and fun moments together in both intimate and non-intimate relationships.
- Wisely communicating with a loving attitude, with sincere listening, and with meaningful feedback.
- Applying biblical teachings of godly love.
- Practicing a healthy, harmonious, and loving balance in all relationships.

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## **STRESS MANAGEMENT (STRESS MANAGEMENT)**

**HBD4759**

The course presents an in-depth study of the sources of stress, the physiological and psychological effects of stress, and the strategies for managing stress. Definitions, symptoms, psychological aberrations, physical disturbances, and stress maintenance are covered.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Discussing the unique stresses of the twentieth century brought about by changes in the American culture.
- Listing definitions of stress by noted researchers.
- Discussing the causes of stress brought about in the modern world of multi-cultures.
- Describing physiological reactions of the body to stress.
- Comparing the relationship of personality to stress.

- Discussing the management of stress-induced drug and alcohol abuse.
- Listing sources of stress in business organizations.
- Comparing the actual and psychological costs of stress.
- Identifying causes and symptoms of burnout.
- Listing variables involved in overall job satisfaction.
- Outlining the problems of expressing anger, hostility, frustration, and aggression.
- Demonstrating the ability to monitor one's physiological reactions to stress and applying stress-reduction techniques.
- Discussing the relationship between life events and the onset of illnesses.
- Developing a holistic model of managerial lifestyle that calls for a balance in the following dimensions of life: professional, financial, social, cultural, creative, and personal.
- Discussing the cognitive appraisal concept as it relates to stress.
- Describing psychosomatic disorders as manifestations of stress.
- Discussing sources of stress in the family and the community and the social approaches to stress management.
- Reviewing the current research on stress in the United States.

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## **INTRODUCTION TO THE HUMANITIES** (INTRO TO THE HUMANITIES)

**HUM1015**

The course examines the creative achievements of humanity in order to increase the student's awareness and understanding of his/her unique value.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Defining the term humanities.
- Tracing the historical background of major periods in the humanities.
- Discussing the elements of art for each of the arts media.
- Discussing the principles of design for each of the arts media.
- Discussing the major aesthetic theories that have influenced the creation and evaluation of Western Art.
- Discussing the assumptions and interests the viewer brings to a work of art which may influence appreciation of the work.
- Researching the human need for art and the importance of art to the life of an individual.
- Describing the sources of art subjects.
- Analyzing the aesthetic concepts that influence the production of specific works of art.
- Analyzing a work of art in terms of form, content, function, medium, style and organization of elements.
- Describing the various artistic media, including two and three-dimensional design, theater, opera, film, and architecture.
- Writing a formal critique that describes, analyzes and evaluates the aesthetic qualities of a work of art.
- Recognizing how an artist's style influences the creation of the work of art.
- Appreciating works of art as universal icons of human consciousness.
- Describing how a work of art affects the viewer emotionally and intellectually.

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## **ANALYSIS & DESIGN OF ORGANIZATIONS** (ANALYSIS/DESIGN OF ORGAN)

**MGT3172**

The course presents various theories of organizational designs in a behavioral approach to organizational effectiveness. Topics include diagrammatic representations of systems, organizational typology, expectancy theory of motivation, and the causal-effect relationships that exist within the organization.

**PREREQUISITE: Management principles course or the equivalent.**

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Discussing the implications of “theory” for organizational design.
- Examining leading organizational theories in terms of basic tenets and implications for organizational structure and processes.
- Preparing a diagrammatic representation of a systems approach to organizational design.
- Explaining the relationship between various organizational designs and the selection of information processing systems.
- Examining the similarities and differences among goals at various levels of the organization.
- Describing a strategy for managing interdepartmental goal conflict.
- Describing the following processes of integrating individual and organizational goals: exchange, socialization, process and accommodation.
- Evaluating the future merit of MBO programs as a methodology for structuring work and measuring performance.
- Defining the types and critical dimensions of contemporary organizational environments, including the effects of joint ventures, mergers and acquisitions.
- Describing organizational strategies for managing boundary personnel.
- Defining organizational typology and specifying ways in which it affects organizational effectiveness and climate.
- Discussing the causal-effect relationships that exist between values of organizational members and the organizational structure and technology.
- Describing the basic premises of the expectancy theory of motivation and elaborating upon related implications for management.
- Listing the general questions to be asked by management in structuring specific job/work assignments.
- Comparing the strengths and weaknesses of the major approaches of control within contemporary organizations.
- Identifying dimensions of the organizational structure and discussing their interrelationships as they relate to overall effectiveness.

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**PERSONNEL MANAGEMENT**  
**(PERSONNEL MANAGEMENT)**

**MGT4174**

The course presents an investigation of the recruitment, selection, maintenance, development, utilization, and accommodation of human resources by organizations. Topics include cultural development, human behavior and organizational effectiveness, legal issues involving human resources, and applying relevant Federal laws and acts to the personnel management process.

**PREREQUISITE: Management principles course or the equivalent.**

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Identifying the major personnel management processes.
- Explaining the effect of the organizational climate on human behavior and organizational effectiveness with respect to the Equal Employment Act.
- Explaining the effect of organizational policies and procedures on fairness.
- Comparing organizational objectives and their relationship to the personnel management process.
- Understanding the legal issues involved in human resources and the importance of consistent practices in dealing with all employees.
- Applying relevant Federal laws to the employment process.
- Understanding the content and responsibilities of the Occupational Safety and Health Act.
- Discussing the impact of union membership on personnel management practices.
- Identifying and discussing ethical issues in personnel management.
- Understanding how benefits impact human resource management.

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**BUSINESS ETHICS**  
**(BUSINESS ETHICS)**

**MGT4192**

The course is designed to prepare undergraduate students to identify, analyze, and resolve ethical dilemmas commonly encountered in the business world. Emphasis is placed on a philosophical framework for making ethical decisions in the marketplace and workplace.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Discussing the historical development of business ethics, including the evolution of professional and corporate Codes of Ethics.
- Understanding ethical theories and decision-making methodologies and applying them to business dilemmas.
- Assessing his/her own values, attitudes, and beliefs as a member of the workforce.
- Discussing the nature of the corporation and its relationship to society.
- Explaining consumer rights and how business practices affect consumers.
- Understanding the sometimes conflicting values, attitudes, and beliefs held by employees, customers, suppliers, managers, owners/stockholders, and members of the larger community.
- Understanding social responsibility and how business ethics is a part of social responsibility.
- Analyzing the impact that laws and regulations have on ethical decisions made in conducting a business.
- Discussing the impact of religion, especially Christianity, on ethical standards in the workplace and marketplace.
- Assessing ethical issues related to the use and structure of new technologies in the marketplace and workplace.
- Explaining the relationship between ethics and the achievement of quality objectives.
- Understanding the role of corporate leadership in establishing an environment conducive to ethical outcomes of business dilemmas.
- Discussing the process of achieving ethical changes in business organizations.
- Discussing the complexity of ethical decision making when companies conduct business in a foreign country.
- Analyzing specific ethical decisions made by businesses in the areas of human resources, marketing, accounting/finance, and production.

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## **NEGOTIATION SKILLS FOR MANAGERS (NEGOTIATION SKILLS)**

**MGT4193**

The course presents skills for a variety of negotiating situations: managing contracts, implementing change, making sales purchases, settling organizational conflicts, planning strategies, and achieving credibility.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Identifying negotiatory elements and discussing the reasons they are important to the process.
- Listing the preconditions that affect negotiations and discussing the importance of determining the needs of both parties prior to negotiating.
- Recognizing and dealing with personal negotiating styles and attitudes.
- Exploring the various tactics used by negotiators including nonverbal communication.
- Analyzing the reasons negotiations fail.
- Contrasting effective and ineffective teamwork in negotiations.
- Describing productive and counterproductive negotiation attitudes, strategies, assumptions and personal demeanor.
- Illustrating how to keep the negotiation on track.
- Discussing how to negotiate under specific, unusual circumstances.
- Analyzing the important elements of a complete, written, negotiated agreement.
- Constructing a logical plan of action for a labor management contract.

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## **PURCHASING & INVENTORY MANAGEMENT (PURCHASE/INVENTORY MGMT)**

**MGT4194**

The course presents purchasing and inventory management skills. Topics include principles and systems for purchasing, inventory and costs, ordering systems, control systems, and storage management.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Identifying objectives of inventory and purchasing management.
- Illustrating return on investment analysis and discussing its importance.
- Describing the relationship of inventory and financial analyses.
- Identifying external influences on a firm's inventory needs and actions.
- Identifying the functions of inventory and the costs involved.
- Discussing supply and demand fluctuation.
- Describing transportation problems in inventory management.
- Understanding how to analyze the relevant factors for a make or buy decision.
- Describing and discussing physical control of inventory.
- Relating the importance of inventory control to other material requirement functions.
- Describing the development and use of data systems and procedures.
- Developing an inventory model for a product base.
- Developing a purchasing model for a product base.
- Analyzing purchasing's contribution to profitability.
- Establishing purchasing policies and guidelines.
- Determining how and when to buy products based on terms of sale.
- Determining how much to purchase based on terms of sale and production schedules.
- Determining volume constraints and profit gain or loss due to changing purchasing policies.
- Analyzing purchasing option via the Internet versus traditional methods.
- Analyzing seasonal fluctuations of products and adjusting purchasing procedures to fit the cyclical needs.

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**BUSINESS ADMINISTRATION & POLICY**  
(BUSINESS ADMIN & POLICY)

**MGT4199**

The course presents the conceptual framework upon which organizations are built and maintained. Topics include analysis of policies to practices, policy management, policy formulation, and corporate governance.

**PREREQUISITE: Student must have knowledge of accounting/finance, marketing, and management principles and processes.**

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Defining the essential responsibilities of a general manager.
- Defining operationally the process of formulating strategy and policy.
- Comparing policy and operational planning.
- Stating the benefits and requirements for developing an effective managerial process, tactical, operational, and managerial approaches utilized in designing a company system.
- Discussing the relationship of social restraints and constraints to the policies and plans of organizations.
- Identifying top management's requirements for effective policy development.
- Understanding the human tendencies and errors common to the planning process.
- Analyzing business administration and policy issues in case studies.
- Discussing the importance of and the foundation of corporate governance.
- Developing policies and procedures to support a specific organizational purpose and strategy.
- Formulating an integrated operational plan for a change within any organization.
- Delineating an effective process for corporate performance measurement and evaluation.
- Designing control techniques for managing compliance to policies and goals.
- Understanding the role of various types of budgets in implementing strategy.
- Understanding the importance of ethics programs in the overall success of the firm.

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**OPERATIONS MANAGEMENT**  
(OPERATIONS MANAGEMENT)

**MGT4203**

The course presents skills necessary for achieving a competitive advantage in both manufacturing and service industries. Topics include organizational design, customer service, setting strategic goals, and managing goods and services to both employees and customers.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Analyzing manufacturing and service operations management within industries.
- Describing theories governing the role of operations management within a business firm.
- Developing product and process operations strategies at the corporate and global level.
- Applying decision-making techniques to operations including forecasting and capacity planning.
- Describing principles related to process versus product management functions.
- Determining the quality and accuracy of external source data used in forecasting techniques.
- Identifying total quality management concepts governing operations management.
- Applying statistical process control methods to production forecasts and budgets.
- Designing workforce management systems including basic input elements of the master schedule.
- Developing capacity planning tools including methods to lower costs and improve profitability.
- Developing location analyses based on production demands derived from sales, warehouse and transportation requirements.
- Translating an organization's business plan into a detailed production schedule.
- Identifying principles, concepts, and techniques of operations as applied to sales, production, and distribution systems.
- Analyzing materials management and the impact of inventory systems on organizational operating performance and profitability.
- Defining strategies for innovative changes related to production and materials management including complex projects.
- Developing materials management programs related to service controls, customer service, and communication.
- Defining supply-chain management factors from a system-wide perspective.
- Describing the logistics function in a supply-chain setting.

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## **PROJECT MANAGEMENT FOUNDATIONS (PROJ MGMT FOUNDATIONS)**

**MGT4495**

This course presents the essential skills and activities associated with managing complex projects within modern organizations. Topics include the history of project management, the project management lifecycle, project management knowledge areas, and project management processes. Students explore case studies of project success and failures and are introduced to the project management body of knowledge.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Understanding the history of project management and its value within organizations.
- Understanding the role of project management standards organizations such as the Project Management Institute (PMI).
- Discussing the purpose of the PMBOK® Guide.
- Discussing the unique characteristics of a project.
- Defining the project management processes for a project.
- Understanding project management knowledge areas and their integration across the project.
- Discussing common project management process interactions.
- Defining the project management process groups.
- Discussing the relationships among project management, program management, and portfolio management.
- Understanding the purpose of the project management office (PMO).
- Discussing the differences between project management and operations management.
- Understanding the role of the project manager.
- Defining project management enterprise organizational factors and organizational process assets.

- Discussing the project lifecycle and product lifecycle relationships.
- Understanding project governance across the project lifecycle.
- Defining project stakeholders and understanding their relationship to the project.
- Understanding organizational influences on project management.
- Understanding common project selection techniques.
- Defining the purpose of the project character.
- Understanding the purpose of project management tools and techniques.

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**PROJECT SCOPE & QUALITY MANAGEMENT**  
(PROJECT SCOPE/QLTY MGMT)

**MGT4501**

The course presents an overview of project management and the importance to the organization. The integration of project management principles is studied, as well as project scope management and project quality management.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Understanding the nature of project management and the integration of the functions of managing within the organization.
- Defining project life cycles and the usage and benefits of progress reports.
- Discussing the different roles of project actors (e.g., project manager, staff, middle management, specialist, top management) and how to deal with and manage conflict during the different life cycles.
- Understanding how to document requirements of the project and build the project plan, determine the validity of the project, and build work breakdown structures.
- Identifying the customer and analyzing the needs as the basis of project specification.
- Understanding how to monitor the project progress and manage the necessary change during execution.
- Understanding the need for selecting and assigning the correct people on the project, and proper delegation of responsibilities and authority to achieve objectives.
- Understanding the process of documenting the project from inception through conclusion, closing the project out with positive results to maximize organizational contractual benefits.
- Using the various project management tools, the benefits delivered, and when the tools should be applied.
- Understanding quality and quality management, including the costs of quality and the costs of non-quality.
- The tools and methods used to provide quality assurance and the attributes of quality through quality planning and control.
- Understanding cost/benefit analysis as applied to project go/no go decisions.
- Applying statistical control concepts and the importance of quality design.
- Developing an action plan when results do not meet project specification.
- Understanding the Pareto principle and diagrams and how they relate to and assist in project management.
- Understanding and defending the zero defects concept.
- Knowing how motivation works within the organization and the project team to enhance quality.

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**PROJECT COST & CONTRACT PROCUREMENT**  
(PROJ COST/CONT PROCURE)

**MGT4502**

The course covers a broad range of cost related uses, ranging from basic budgeting to cost estimating to capital budgeting. It also covers basic contract and procurement principles. The course prepares students for Scheduling & Cost Controls and Contracting for Project Managers portion of the Project Management Certification test.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Defining and discussing life cycle costing and the use of Work Breakdown Structure (WBS) as a budget tool and target cost.

- Defining and discussing the various terms that are integral to cost management: target cost, target price, definitive estimates, conceptual estimates, preliminary estimates, point of assumption, committed costs, opportunity costs, sunk costs, law of diminishing returns, learning curve theory, parametric estimates, order of magnitude estimates, appropriation, and level of effort work.
- Demonstrating an understanding of how to work various problems: cost of capital, computing interest rates, and calculating labor costs.
- Understanding the differences between fixed costs and variable costs and how they impact the project production and success.
- Understanding and discussing the various earned value concepts: BCWP, BCWS, ACWP, cost variance, cost performance index, estimate at complete (EAC).
- Understanding and discussing capital budgeting and demonstrating through working problems: (net present value, internal rate of return, payback period analysis).
- Discussing the meaning and use of depreciation of capital and demonstrating knowledge of reading cost tables.
- Discussing capital investment concepts (fixed capital, working capital).
- Discussing various types of contracts important to organizations and how and when they may be used for the benefit of the organization.
- Knowing the legal implications of contracts and understanding the importance of and differences of the various contract terms: Cost Plus Fixed Fee (CPFF), Cost Plus Incentive Fee (CPIF), Fixed Price (FP), and Time and Materials (T&M).
- Demonstrating the ability to analyze the rent versus lease trade-offs and the lease versus purchase advantages and disadvantages.
- Discussing how to analyze, make, or buy decisions.
- Understanding various types of warranties and their importance to the organization.
- Understanding the three basic elements of procurement management (purchasing, expediting, inspection) and how they help the organization meet its objectives.
- Understanding international contract/procurement issues and how they must be worked differently than domestic issues.
- Discussing the differences of and the benefits between centralized and decentralized contracting.
- Understanding the purchasing cycle and how it works within the organization.
- Understanding the importance of and principles of Contract negotiation with the other party, both resources and suppliers.

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## **PROJECT RISK & TIME MANAGEMENT** **(PROJ RISK/TIME MGMT)**

**MGT4503**

The course presents risk and time management concepts as processes to improve the likelihood of a project's successful and timely completion. The student will learn quantitative and qualitative techniques to assess project risk, how to mitigate and control risk and how to more effectively communicate the cost savings benefits of risk management to project sponsors and project team members. In addition, the student will learn about techniques to estimate, schedule and control project activities using PERT, CPM and other methods. The course adds new concepts and methods to those learned in previous project management courses and integrates and expands the risk and time management processes using case studies, exercises and real world experiences. Class material will include, but not be limited to, topics emphasized by the Practice Management Institute and its certification exam.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Defining and discussing the risk management and time management processes.
- Distinguishing among and identifying various types of risk.
- Understanding risk management techniques.
- Discussing, quantifying and prioritizing risks affecting the likely outcomes of a project.
- Selecting risk analysis tools in project management.
- Understanding how to plan and implement basic risk mitigation strategies.
- Understanding how to implement and monitor risk response and control strategies.

- Developing responsibility matrices, workaround strategies and other alternative responses to changes in risk during the life of the project.
- Defining project activities within the work breakdown structure (WBS).
- Understanding techniques to develop project network diagrams and activity update lists.
- Understanding tools to develop and analyze activity duration estimates.
- Preparing activity schedules using CPM, GERT, PERT and simulation methods.
- Discussing the relative advantages of GANTT (bar) charts, milestone charts and time-scaled network diagrams.
- Discussing techniques to implement and monitor an ongoing schedule control process in order to respond to unplanned changes.
- Understanding methods for and the importance of performance measurement and reporting.
- Understanding the importance of team communication, interaction and agreement in successful project time and risk management efforts.

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**PROJECT HUMAN RESOURCES &  
COMMUNICATION MANAGEMENT  
(PROJ HUMAN RES/COMM MGMT)**

**MGT4504**

The course covers the processes required to make effective use of people involved with a project. Stakeholders include: sponsors, customers, individuals, contributors. In addition, the course covers processes required to ensure timely and appropriate generation, collection, dissemination, storage and ultimate disposition of project information. Major topics include those typically covered by the Project Management Institute Human Resource Management and Communication Management Examinations.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Discussing the forms of organizations and the impact of organizational structures on the manager- employee relationship.
- Understanding and discussing the roles and responsibilities of the project manager.
- Discussing the types of power and ways that power can be used both positively and negatively.
- Understanding how to manage conflict effectively including various techniques and methods available for project managers.
- Discussing the personnel issues that can and do arise within the organization including the effective and proper use of performance appraisals.
- Discussing the importance of training, career planning, productivity, and teamwork.
- Discussing motivation and rewards including how they may be used effectively.
- Discussing specific motivation theories including: Maslow, Herzberg, Douglas McGregor's Theory X and Theory Y.
- Discussing the importance of proper resource allocation and coordination.
- Discussing the various components of the communication process.
- Discussing various communication barriers versus effective communication.
- Discussing formal versus informal communications.
- Discussing traits and proper usage of different kinds of communication.
- Discussing the organizational climate and its impact on communication.
- Discussing the role of the project in effective communication.
- Discussing the importance of feedback in communication.
- Discussing the importance of communicating with customers and the usage of appropriate methods.

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**COMPUTER CONCEPTS & INTERNET TECHNOLOGIES  
(COMPUTER CNCPTS/INTERNET)**

**MIS2110**

The course presents activities that validate successful use of personal computers in a telecommunications-learning environment. The course emphasizes the practical applications of educational communications. Skills gained are essential for advanced on-line learning.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Demonstrating a working vocabulary of personal computer hardware and basic Internet terms.
- Identifying and discussing the internal components of the personal computer.
- Describing the various operating systems of the personal computer.
- Installing and evaluating commercially available software applications.
- Demonstrating the ability to communicate via the Internet using e-mail.
- Demonstrating the ability to manage file attachments to Internet e-mail.
- Demonstrating the ability to investigate and evaluate specific systems available for accessing the Internet in a given location.
- Demonstrating the ability to do research via the Internet and applying research skills in reporting.
- Demonstrating the ability to apply basic OS skills relative to general file management on a personal computer.
- Demonstrating the ability to manage the processes of extracting compressed files.
- Discussing the meaning and merits of a computer *firewall*.
- Demonstrating the ability to extract, install, run, and evaluate an unidentified application.
- Demonstrating a working knowledge of the Windows and DOS operating systems.
- Performing file management functions used in the daily operations of personal computers.
- Using commercially available software packages.
- Discussing how to select personal computer software and hardware.
- Discussing how to service and maintain personal computers.
- Identifying communications software, hardware, and services available for personal computers.
- Discussing networking of personal computers.
- Evaluating the latest peripherals available for personal computers.
- Describing the latest advancements in personal computer technology.
- Discussing how to apply personal computer technology and applications in a work environment.

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## CONCEPTS OF TELECOMMUNICATIONS (CONCEPTS OF TELECOMM)

MIS4321

The course acquaints the learner with the major terms and definitions incorporated in on-line research via telecommunications. Topics include technologies utilized in telecommunications, hardware requirement for telecommunications, linking hardware and software, linking protocols, and file management.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Discussing the general terms and definitions used in the discipline of telecommunications.
- Identifying the various technologies utilized in telecommunications.
- Assessing and discussing the strengths and weaknesses of the various types of telecommunications technologies.
- Discussing computer technology and hardware requirements for telecommunications.
- Identifying the various types and technologies involved in modem hardware.
- Discussing modem versus direct link between computer systems.
- Describing networking technology.
- Discussing software support/programs necessary for modem-to-modem or computer-to-computer communications.
- Discussing and using modem protocols for linking systems.
- Discussing the various types of file protocols necessary for transferring data from one system to another.
- Demonstrating the ability to gain access to on-line telecommunications systems.
- Demonstrating the ability to transfer data (downloading and uploading) between systems.
- Demonstrating the ability to transfer data to a third party through Internet and Intranets.
- Discussing ways to protect both hardware and software within a telecommunications system.
- Demonstrating the ability to utilize and navigate through menus and sub-menus in nets.
- Demonstrating real-time conferencing and in discussing the strengths and weaknesses of the medium.

- Discussing the technology used to provide voice communication in a business environment including PBXs, Centrex, key systems, and voice over IP.
- Discussing the different forms of specialized digital telecommunication services including T1s, T3s, ISDN, DSL, frame relay, Ethernet, ATM and SONET.

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## **EMERGING TECHNOLOGIES (EMERGING TECHNOLOGIES)**

**MIS4322**

Emerging Technologies is a research-oriented course designed to guide the learner toward a greater appreciation and understanding of newly developing products and concepts that will have an impact on business. Topics include emerging products, investigation of emerging products, discussion of trends, and anticipation of future products.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Discussing the difference between an emerging technological product and a technological concept.
- Initiating an independent investigation of a product identified by the professor.
- Initiating independent research into a technological concept identified by the professor.
- Identifying the technological strengths and weaknesses of an identified product and of an emerging technological concept.
- Developing an in-depth technological overview report of a product.
- Reviewing literature relevant to advancing technologies and identifying trends that will result in new products.
- Grouping and interpreting emerging technologies for work opportunities/applications.
- Identifying or suggesting new products logically derived from emerging products.
- Discussing how emerging technological concepts breed technological products and how emerging products breed new technological concepts.
- Designing a new product logically derived from newly introduced technological concepts.
- Selecting an emerging technological concept and suggesting future emerging products logically derived from the concept.
- Selecting technological products and theorizing on anticipated emerging concepts.
- Discussing the practical and theoretical strengths and weaknesses in forecasting product development based on technological concepts.
- Identifying the practical and logical limits/parameters present in discussing emerging technologies.

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## **ERGONOMICS IN INFORMATION SYSTEMS (ERGONOMICS IN INFO SYS)**

**MIS4325**

The course studies the human-machine systems interface within an environment. Topics include identifying human capabilities in machine systems, visual, audio and tactical displays, human factors in systems design, and noise and fatigue management.

**PREREQUISITE: Computer fundamentals course.**

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Describing the history of the development of ergonomics and human factors in information systems.
- Describing the ergonomics of a person-machine system.
- Defining error and reliability in humans.
- Identifying human capabilities as they relate to hearing, vision, and psychomotor skills.
- Identifying human-machine interfaces in visual, audio and tactical displays.
- Comparing human-machine interfaces in tools and tools design.
- Explaining human-machine interfaces in data entry and information processing.
- Discussing human factors in software design and hardware design.
- Identifying human factors as they relate to work and fatigue.
- Defining the ergonomics of the workspace design.

- Delineating the physical description of noise and the impact of noise on human-machine interfaces.
- Describing the human-machine micro environment.
- Evaluating environmental stress and its influence upon the human-machine interface.

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## **ANALYSIS & DESIGN OF INFORMATION SYSTEMS** (ANALYSIS/DESIGN INFO SYS)

**MIS4338**

The course presents the management duties of the systems analyst. Topics include steps in the design process, development of computer information systems, system audit procedures, conversion skills, and data flow diagrams.

**PREREQUISITE: Computer fundamentals course.**

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Describing the life cycle of systems in organizations.
- Discussing effective communications between the user and Information Systems Service Department.
- Identifying and classifying alternatives in planning an information system.
- Discussing effective information gathering in management and reporting.
- Using several tools and techniques to express problems and design alternatives.
- Discussing documentation and system audit procedures.
- Creating structure charts, data flow diagrams, and data dictionaries as a part of total documentation systems.
- Describing project management control as it affects conversion, implementation, testing and refinement of systems.
- Discussing the role of continued interaction between systems analysts and users.
- Developing a needs analysis for user information requirements.
- Developing specifications for a major system in terms of functions, interfaces, and models.
- Discussing the impact of information systems development on individual and group behavior.
- Discussing various financial and economic techniques that should be utilized to justify the implementation of a new information system.
- Presenting written summaries and proposals of projects for management action.
- Discussing methods of maintaining and updating existing information systems.
- Analyzing system integration and growth.
- Presenting a report outlining the implementation process of a new information system for an existing enterprise.

UNDERGRADUATE

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## **MARKETING** (MARKETING)

**MKT3151**

The course explores the role of marketing in organizations and society by examining how firms select markets, forecast demand, design and distribute products, advertise and sell, set prices, and evaluate their efforts.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Explaining the role of marketing in our economy and society.
- Identifying the environmental issues and factors affecting a company's marketing activities.
- Describing how cultural, social and psychological factors influence consumer decision-making processes.
- Discussing how demand estimates for products and services are derived.
- Assessing marketing opportunities and problems.
- Explaining how firms segment markets and select target markets.
- Describing the new product planning process.
- Discussing the relationship between a product's life cycle stage and the strategies used to promote, price, and distribute the product.
- Explaining how firms establish prices for goods and services.

- Understanding the factors affecting a company's distribution strategy.
- Describing how promotional programs can effectively integrate advertising, personal selling, sales promotion, and publicity.
- Discussing the impact of the Internet and the World Wide Web on marketing strategies.
- Evaluating company marketing strategies.
- Describing the role of marketing research in developing marketing strategies.
- Identifying ethical issues in the practice of marketing.

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## **CONTEMPORARY MATHEMATICS** (CONTEMPORARY MATHEMATICS)

**MAT1013**

The course presents basic mathematical principles relative to decision-making. Topics include the fundamental concepts of inductive and deductive reasoning, logic, problem solving models, numeration systems, and real number properties.

**PREREQUISITE: Two years of high school algebra or the equivalent.**

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Developing problem-solving models.
- Deducing from general to specific.
- Inducing from part to whole.
- Designing a formula for a given sequence.
- Identifying and performing set operations.
- Utilizing set schematics to organize data.
- Interpreting truth tables.
- Resolving basic Boolean Algebra operations.
- Applying logic to form valid conclusions.
- Employing a calculator to solve problems.
- Converting between various notations, bases, and forms.
- Recognizing the characteristics of numeration systems.
- Applying the Real number properties.
- Evaluating operations on the Real numbers.
- Solving applied interest problems.
- Calculating the annual percentage rate of a loan.
- Analyzing amortization of a home loan.
- Expressing analytical thinking, orally and in writing, and applying that knowledge to other disciplines and to real-world situations.

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## **SURVEY OF MATHEMATICS** (SURVEY OF MATHEMATICS)

**MAT1014**

The course presents a basic introduction to number theory. Topics include algebra, geometry, topology, probability, and statistics.

**PREREQUISITE: Two years of high school algebra or the equivalent.**

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Applying the concepts of similar and congruent figures.
- Solving linear equations and inequalities.
- Simplifying rational expressions.
- Identifying modular problem applications.
- Determining angle measure and type.
- Utilizing metric units.
- Calculating perimeter and area.
- Computing the volume of various solids.
- Graphing on a coordinate system.
- Constructing a map using ordered pairs.

- Distinguishing between permutations and combinations.
- Deriving the probability of an event.
- Illustrating various types of graphical displays.
- Comparing measures of central tendency.
- Interpreting measures of dispersion.
- Analyzing data using the standard normal distribution.
- Expressing analytical thinking, orally and in writing, and applying that knowledge to other disciplines and to real-world situations.

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## QUANTITATIVE METHODS FOR BUSINESS I (QUANTITATIVE METHODS I)

**MAT1021**

The course presents the fundamental concepts of mathematics necessary in the social and management sciences. The course reviews linear, quadratic, exponential and logarithmic functions and introduces the geometry and algebra of linear programming. Systems of linear, quadratic, exponential and logarithmic equations, along with matrix algebra are included.

**PREREQUISITE: Two years of high school algebra or the equivalent.**

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Graphing on the coordinate plane.
- Applying polynomials, rational expressions, exponents, and radicals.
- Solving systems of equations.
- Utilizing linear quadratic, exponential and logarithmic equations to solve problems.
- Designing linear functions for business operations.
- Analyzing linear programming problems, geometrically.
- Defining convex polygonal sets.
- Maximizing or minimizing linear systems.
- Identifying key steps in Gauss-Jordan elimination.
- Discussing the Pivot Transformation calculation.
- Developing linear systems in tableau form.
- Explaining laws of matrix algebra for problem solving.
- Performing mathematical operations on matrices.
- Illustrating identity and inverse matrix concepts.
- Examining the simplex algorithm in linear programming problems.
- Constructing an input/output matrix.
- Creating linear programming models.
- Expressing analytical thinking, orally and in writing, and applying that knowledge to other disciplines and to real-world situations.

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## QUANTITATIVE METHODS FOR BUSINESS II (QUANTITATIVE METHODS II)

**MAT1022**

The course presents an overview of business math concepts including functions, graphs, limits, continuity, derivatives, antiderivatives, definite integrals, and applications of differentiation and integration to modern business practice. The focus is to help apply these math tools to real business practice.

**PREREQUISITE: MAT1021 or the equivalent.**

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Developing the limit of a function concept.
- Analyzing a limit analytically.
- Determining a limit graphically.
- Identifying the techniques for evaluating limits.
- Distinguishing continuous functions.
- Interpreting the derivative in various formats.

- Utilizing various derivative formulas.
- Examining maxima and minima with derivatives.
- Determining marginal analysis in business and economics.
- Solving optimization problems.
- Applying derivatives to economic concepts.
- Using higher order derivatives and tests.
- Defining antiderivative and integral.
- Computing antiderivative, indefinite, and definite integral.
- Employing various techniques of integration.
- Calculating the area under a curve.
- Modeling the definite integral to business problems.
- Expressing analytical thinking, orally and in writing, and applying that knowledge to other disciplines and to real-world situations.

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**PERSPECTIVES ON DEATH/DYING**  
(PERSPECTIVES:DEATH/DYING)

**PSY3735**

The course surveys current American practices with regard to the psychosocial phenomena of death and dying. Both research and experiential data are used to examine the nature of our behavioral responses to the phenomena. Attention is specifically given to ethical concerns.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Describing the presence of and practices related to death and dying within various cultures, with particular emphasis upon the United States.
- Identifying stereotypical relationships established between aging and dying.
- Describing the multidimensional nature of death anxiety.
- Examining links between death anxiety and psychosocial adjustment, i.e., coping strategies, pathology, and/or stress reactions.
- Considering trends in societal attitudes toward euthanasia.
- Exploring the responses of family, co-workers, and friends to a dying person.
- Analyzing the psychological and philosophical foundations for dying found in the predominant literature and media of the day.
- Examining the interrelationship between the process of living and dying.
- Analyzing public policies and practices related to issues of dying.
- Comparing and contrasting healthy and unhealthy grieving.
- Conducting a cross-cultural comparison of institutionalized practices for dealing with death and dying.
- Focusing on issues of dying and grieving specific to cases of suicide.
- Examining the relationship among selected demographics such as age, gender, religious preference, educational level and one's expressed death anxiety.
- Developing a source of information for use by professionals and the public who are addressing issues of death and dying.
- Exploring areas of thanatology that require further research.

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**THE LIFE & TEACHINGS OF JESUS**  
(LIFE/TEACHINGS OF JESUS)

**REL2032**

The course presents a survey of the life and ministry of Jesus Christ as presented in the four gospels (Matthew, Mark, Luke, and John), including historical, political, social, and religious context.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Describing key elements of the Greco-Roman backgrounds of the New Testament, including Roman presence and influence during the life of Jesus.
- Identifying religious and political parties in first century Judaism, including the Zealots, the Herodians, the Essenes, and the Sanhedrin.
- Discussing the themes and purposes of the four Gospels.

- Discussing the pre-existent state of Jesus Christ as the eternal Son of God and the concept of Incarnation.
- Correlating the two genealogies in Matthew and Luke.
- Comparing and explaining variations among Gospel parallels.
- Discussing the birth and childhood of both Jesus and John the Baptist.
- Describing the prophetic ministry of John the Baptist and its correlation with the beginning of the public ministry of Jesus, including his baptism.
- Grappling with the meaning and implications of the stories of Jesus' temptation by Satan in the wilderness.
- Analyzing unique encounters with people, such as the woman at the well of Sychar.
- Tracing the three stages of the great Galilean ministry of Jesus.
- Tracing the later Judean Ministry, the Perea Ministry, and the last public ministry of Jesus in Jerusalem.
- Describing the arrest, trial, crucifixion, and burial of Jesus.
- Describing the resurrection, numerous appearances, and the ascension of Christ.
- Understanding the substance and meaning of select parables of Jesus.
- Discussing the Sermon on the Mount with special attention to the Beatitudes, the influence and responsibility of discipleship, the meaning of prayer, and the Golden Rule.
- Discussing the purpose and value of the signs and miracles of Jesus.
- Discussing the broad implications of the ministry of Jesus and the gospel message to the nations of the world.
- Discussing the purpose and value of the signs and miracles Jesus performed.
- Discussing the broad implications of the ministry of Jesus and the gospel message to the nations of the world.

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**THE GOSPEL OF JOHN**  
**(THE GOSPEL OF JOHN)**

**REL3821**

The course presents a study of the life and teachings of Jesus Christ as revealed in the fourth Gospel, called the Gospel of John.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Understanding the theological motive of the Gospel of John.
- Discovering evidences for the historicity and authorship of the Gospel of John.
- Discussing the historical background and theme of the Gospel of John.
- Characterizing the uniqueness of John from other gospel writers.
- Identifying the Pharisees, Sadducees, Essenes, and Gnostics.
- Tracing the developing oppositions to Jesus and his teachings.
- Discussing the theology of John relevant to human suffering.
- Discussing the miracles of Jesus presented by John, including their purpose and results.
- Describing the climax of opposition to the Christ and the results.
- Understanding the theology of the claims of Christ.
- Understanding the significance of the new birth.
- Describing the evidence of the bodily resurrection of Jesus in the Gospel of John and its importance for Christians today.
- Comprehending the revolutionary nature of the person and work of Jesus as revealed in the Gospel of John and, especially, as it relates to Him as Savior of the world.
- Determining a practical application of John's summary of Jesus' High Priestly prayer.
- Discussing the Holy Spirit as guide, comforter and revealer.
- Understanding the parables of Jesus as presented by John.
- Understanding the Old Testament background of the Gospel of John.
- Understanding the Old Testament prophecies fulfilled in the Gospel of John.

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**FAMILY RELATIONS**  
**(FAMILY RELATIONS)**

**REL3851**

The course presents a study of biblical principles as well as pertinent psychological and behavioral principles involved in maintaining harmonious Christian family relationships. Family life from an historical, social, theoretical, and life-cycle approach are all studied in a biblical context.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Understanding the biblical concept of family, including marriage and parenting.
- Identifying basic human needs from a biblical perspective.
- Understanding the biblical concept of love.
- Discussing the family as a system, including family systems theory, dysfunctional families and functional families.
- Describing factors that influence mate selection.
- Discussing the role of communication in the home.
- Understanding healthy conflict resolution in the home.
- Discussing the concepts of sex and healthy sexuality in the home.
- Describing the biblical role of parents and children in the home.
- Discussing adolescence as well as common problems including alcohol, drugs, sex, social pressure, eating disorders, etc.
- Discussing divorce and remarriage and their effects on the family.
- Identifying the various forms of non-traditional families represented in today's culture.
- Discussing aging and its effects on family.

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## **CONCEPTS OF BIOLOGY & HEALTHFUL LIVING** **(BIOLOGY/HEALTHFUL LIVING)**

**SCI1026**

The course presents concepts of wellness and healthful living in today's modern society. Different aspects of human health within a world context are covered including cancer, nutrition, drug use, and abortion.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Discussing the implication of an individual's value system on society.
- Identifying the major components of health.
- Identifying and describing contemporary nutrition diets and describing their advantages and disadvantages.
- Contrasting the research set forth by the American Cancer Society and the tobacco industry as it may relate to the relationship of lung, mouth, lip and nasal cancer and the use of tobacco.
- Identifying and describing the leading preventative and detection techniques available for men and women as they relate to present or future personal occurrences of one or more forms of cancer.
- Explaining the physiological and psychological traumas often associated with a cancer victim and his/her friends, family and/or associates.
- Describing the preparation/precaution recommended by leading authorities prior to engaging in a vigorous physical fitness program.
- Describing the influences of drug and alcohol abuse on the United States economy and industrial production.
- Identifying and describing the leading forms, the target population, and growth of drug abuse in the last twenty years.
- Defining suicide, identifying the characteristics of individuals most commonly associated as being suicide candidates, and identifying and describing organizations whose primary purpose focuses on suicide prevention activities and/or who work with families of suicide victims.
- Describing and discussing the increasing incidence of sexually transmitted diseases (STD) in the United States.
- Identifying and discussing the biological and social implications of HIV/AIDS.
- Contrasting the arguments advocated by the Right to Life versus the Freedom of Choice philosophies.
- Identifying and describing recommended coping strategies for individuals to utilize in order to minimize the influences of common stress factors.
- Describing and interpreting the major medical tests which are generally prescribed by physicians.

The course presents basic ecological concepts and principals and their application and practice in our present environment. Topics include fossil fuel energy sources, nuclear energy, ecosystems, and agricultural chemicals and their effects on the environment.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Describing and discussing what is meant by a sustained society.
- Defining what is meant by an ecosystem approach to environmental issues.
- Defining the following ecological items: abiotic and biotic factors, commensalism, community, competition, consumer, decomposer, environment, food chain, foodweb, limiting factor, niche, range of tolerance and trophic level.
- Discussing selected major human population growth issues.
- Describing the environmental impact of the fossil fuel energy sources commonly used by industrialized nations.
- Identifying the benefits and risks of nuclear energy.
- Identifying the basic components of aquatic and terrestrial ecosystems.
- Defining succession and distinguishing between primary and secondary successions.
- Describing predator-prey, parasite-host, competitive, mutualistic, and commensalistic relationships.
- Comparing the differences between a community and an ecosystem.
- Listing several conservation organizations that are dedicated to the preservation of wildlife and other natural resources.
- Listing the major biomes of North America and identifying major characteristics of each.
- Comparing the advantages and disadvantages of agricultural chemicals used to increase food production.
- Comparing succession in a pond to that in an old field.
- Comparing the components of a freshwater ecosystem with those of a marine ecosystem.
- Discussing the causes and consequences of pollutants on terrestrial and aquatic ecosystems.

