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MONROE COLLEGE

REGISTRATION BOOK

Academic Year 2019 – 2020

ALL SCHOOLS & DEPARTMENTS

Course	Course Name	Prerequisites	Advisement Notes
AC-150	Forensic Accounting		
AC-161	Principles of Financial Accounting		
AC-163	Principles of Managerial Accounting	AC-161	
AC-210	Financial Accounting Application		
AC-211	Accounting Software Solutions-Small Business	AC163 (or old AC-162)	
AC-205	Intermediate Accounting I	AC-162	
AC-231	Federal Income Tax Law & Practice I		Recommended AC -161
AC-255	Accounting for non-profit and Governmental Entities		
AC-290	Internship Seminar		Sophomore Standing
AC-291	Internship Seminar	AC-290	
AC-310	Accounting Software Solutions-Enterprise	AC-163 (or old AC162)	
AC-305	Intermediate Accounting II	AC-205	
AC-332	Federal Income Tax Law & Practice II	AC-231	
AC-334	Advanced Computerized Accounting	AC-310	
AC-336	Fraud Prevention, Detection, and Investigation	AC-150, AC-162	
AC-338	Fraud Criminology, Civil, and Litigation	AC-150, AC-162, BL-101	
AC-360	Cost/Managerial Accounting	AC-163 (or old AC162)	
AC-370	Financial Statement Analysis	AC-305 (Intermediate Accounting II)	
AC-390	Internship Seminar	Junior Standing	
AC-391	Internship Seminar	AC-390	
AC-395	Corporate Internship	Junior Standing	
AC-401	Fraud Auditing and Forensic Accounting	AC-216, AC-336; AC-215	
AC-410	Advanced Fraud Investigation	AC-338, AC-401	
AC-433	Advanced Accounting	AC-305	Recommended in final semester of Corporate Accounting Degree
AC-439	Accounting Theory And Problems	AC-305	
AC-440	Auditing I	AC-305, Co-requisite AC-433	
AC-450	Forensic Accounting: Computer Fraud/IT Auditing	AC-440	
AC-460	Advanced Auditing	AC-440	
AC-480	Research Seminar in Accounting	AC-439	Recommended in final semester
BL-201	Business Law I		Recommended completion of EN109.
BL-201H	HONORS Business Law 1	none	Non-Honors Program members must have cumulative GPA of 3.2 to register.
BL-301	Business Law II	BL-201 or MG-226	Recommended students complete BL-201
CJ-101	Introduction to Criminal Justice		Can use as **LA Elective** for **non**-CJ Students
CJ-101H	HONORS Introduction to Criminal Justice		Non-Honors Program members must have cumulative GPA of 3.2 to register.

Course	Course Name	Prerequisites	Advisement Notes
CJ-106	Introduction to Fire Science	CJ-101	
CJ-110	Contemporary Security Practices		
CJ-150	American Legal System		Can use as **LA Elective** for CJ students
CJ-160	Cyber Crime	IT-118	
CJ-200	Criminal Law	CJ-101	Can use as **LA Elective** for **non**-CJ students
CJ-201	Family Law	CJ-101	
CJ-202	Prisons: Punishment & Rehabilitation in America		
CJ-205	Criminal Procedure And Process	CJ-200	
CJ-206	Police Patrol Procedures	CJ-101	
CJ-208	History of the NYPD	CJ-101	Can be used **LA Elective** for CJ students
CJ-210	Criminal Investigation	CJ-205	
CJ-210H	HONORS Criminal Investigation	CJ-205	Non-Honors Program members must have cumulative GPA of 3.2 to register.
CJ-211	Criminal Justice Systems and the Community	CJ-101	Sophomore Standing
CJ-212	Ethical Issues in Criminal Justice	CJ-101	Can use as **LA Elective** for **non**-CJ Students
CJ-212 H	HONORS: Ethical Issues in Criminal Justice	CJ-101	Non Honors Program members must have cumulative GPA of 3.2 to register.
CJ-215	Event Risk Management & Safety		Sophomore Standing
CJ-220	Women in Criminal Justice	CJ-101	Can use as **LA Elective** for CJ students
CJ-240	Correctional Administration & the Law	CJ-202	
CJ-245	Correctional Counseling	CJ-202 & LA-101	Can use as **LA Elective** for CJ students
CJ-270	Fundamentals of Criminal Trial Practice	CJ-205	
CJ-271	United States Court Systems	CJ-101 & LA-103	
CJ-280	Physical Fitness for Today's Professional		
CJ-281	Defensive Tactics		
CJ-290	Field Experience In Criminal Justice I	CJ-101	CJ majors & Sophomore Standing
CJ-292	Seminar in CJ Studies	CJ-101	Sophomore Standing & Required for Associates Level Graduation
CJ 300	Research Methods in Criminal Justice I	CJ-101	Junior Standing & can use as **LA Elective** for **non** CJ students
CJ-301	Homeland Security & Counterterrorism	CJ-205	Can use as **LA elective** for CJ students
CJ-305	Drugs In America	CJ-101	Can use as **LA elective** for CJ students
CJ-307	Forensic Applications in Criminal Investigation	CJ-210	
CJ-311	Organized Crime & Gangs	CJ-101 & LA-102	Can use as **LA elective** for CJ students
CJ-312	Domestic Violence	LA-101	Can use as **LA elective** for CJ students

Course	Course Name	Prerequisites	Advisement Notes
CJ-317	Forensics Applied to Computer Investigation	CJ-160	
CJ-320	Diversity In the Criminal Justice System	CJ-101	Can use as **LA elective** for non-CJ students
CJ-320 H	HONORS: Diversity In the Criminal Justice System	CJ-101	Non Honors Program members must have cumulative GPA of 3.2 to register
CJ-324	Introduction to Disaster Management		Junior Standing
CJ-325	Homicide Investigation	CJ-210	
CJ-326	Sex Crimes	CJ-210	
CJ-327	Crime Scene Management	CJ-307	
CJ-329	Forensic Psychology & Serial Offenders	LA-108 & LA-242	Junior Standing
CJ 350	Research Methods in Criminal Justice II	MA 135 or MA 235; & CJ 300	Junior Standing
CJ 390	Field Experience in Criminal Justice II	CJ 290 if registered prior to Fall 2009 or CJ 292	
CJ-395	Corporate Internship		Dean's Approval & Junior Standing
CJ-430	Leadership in the Criminal Justice System	CJ-300	
CJ-430 H	HONORS: Leadership in the Criminal Justice System	CJ-300	Non Honors Program members must have cumulative GPA of 3.2 to register
CJ 480	Criminal Justice Capstone	CJ-350	Senior Standing
CJ-615	Criminological Theory		Core Class
CJ-618	Crime Scene Investigation		Human Services and General Elective
CJ-620	Research Methods & Data Analysis		Core Class
CJ-630	The Supreme Court, U.S. Constitution, & Criminal Law		Core Class
CJ-640	Perspective on Drugs, Alcohol, & the Criminal Justice System		Core Class
CJ-650	The Sociology of Juvenile Delinquency		Core Class
CJ-655	Race, Class, Gender & Crime in America		Core Class
CJ-660	Statistics for Criminal Justice		Core Class
CJ-690	Internship in Criminal Justice	3 Credits	
CJ-715	The Law and Politics of the Criminal Justice System		General Elective
CJ-718	Psychology of Criminal Behavior		Human Service and General Elective
CJ-725	Organized Crime & Transnational Crime		Urban Crime Policy and General Concentration
CJ-730	Comparative Criminal Justice Systems		Core Class
CJ-735	Perspectives on Mass Incarceration and the Death Penalty		Urban Crime Policy and General Concentration
CJ-740	Leadership, Ethics, & Management in Criminal Justice		Core Class
CJ-745	The Use of Deadly Force in Contemporary America		Urban Crime Policy and General Concentration
CJ-750	Crisis Management & Disaster Preparedness		Human Service and General Elective Homeland Security Concentration
CJ-751	Critical Infrastructure Protection		Homeland Security Concentration

Course	Course Name	Prerequisites	Advisement Notes
CJ-752	Homeland Security: Programs, Policies and the Legal System		Homeland Security Concentration
CJ-755	Terrorism & Counter-Terrorism		Core Class
CJ-760	Community Violence: Causes, Effects, and Solutions		Human Service and General Elective
CJ-765	Child Development, Trauma, and the Criminal Justice System		Human Service and General Elective
CJ-770	Urban Poverty and the Family		Human Service, Community Development, and General Elective
CJ-775	Counseling Psychology & Human Services		Human Service and General Elective
CJ-777	Cybercrime, Intelligence Systems and National Security		Urban Crime Policy and General Concentration
CJ-780	Public Policy Issues in Criminal Justice		CAPSTONE COURSE
CJ -791	Master's Thesis I	Recommended 3.5 GPA and 24 credits	Any Concentration
CJ-792	Master's Thesis II	Recommended 3.5 GPA and 24 credits	Any Concentration
CS-610	Computer Architecture		
CS-615	Operating System Design		
CS-620	Software System Design		
CS-625	Object Oriented Software		
CS-630	Database Systems		
CS-633	Data Mining	CS-630	
CS-635	Mobile Computing	CS-620, CS-630	
CS-637	Designing e-Commerce Site	CS-620, CS-630	
CS-640	Computer Networks		
CS-645	Computer Security & Privacy	CS-640	
CS-650	Artificial Intelligence	CS-625	
CS-660	Managing Projects, Resources & Risks	CS-620	
CS-670	Cloud Computing	CS-645	
CS-700/701 OR CS-705/706	Special Project in Computer Science *OR* Computer Science Thesis		With the Dean's Permission
DS-101	Introduction to Patient Care and Sonography		**C grade or better is required in <u>all DS courses</u> for progression in the Diagnostic Medical Sonography major.** **Restricted to majors only**
DS-105	Principles of Imaging		
DS-160	Vascular Imaging	DS-105	
DS-170	Abdominal Sonography I	DS-105	
DS-171	Abdominal Sonography II	DS-170	
DS-180	OB/GYN Sonography I	DS-105	
DS-181	OB/GYN Sonography II	DS-180	
DS-190	Electrocardiography I	DS-105	
DS-I91	Electrocardiography II	DS-190	
DS-240	Clinical Internship I	DS-170/DS-180	
DS-241	Clinical Internship II	DS-240	
DS-242	Clinical Internship III	DS-241	
EC-201	Macroeconomics	None, Recommended AC 163	

Course	Course Name	Prerequisites	Advisement Notes
EC-201H	HONORS Macroeconomics	None, Recommended AC 163	Non-Honors Program members must have cumulative GPA of 3.2 to register.
EC-203	Microeconomics	None	Recommended EC 201 & AC 163
ED 101	Foundations of Education	None	20 hrs. of fieldwork experience
ED 310	Curriculum Development and Methods in Early Childhood, ELL & SWD.	ED 101	20 hrs. of fieldwork experience
ED 320	Normal Speech and Language Development/Linguistics	ED 101	20 hrs. of fieldwork experience
ED 330	Teaching Literacy in Early Childhood including ELLs & SwD	ED 101, 310, 320	20 hrs. of fieldwork experience Students must earn C+ or better to progress
ED 340	Teaching Math, Science and Technology in Diverse Early Childhood Classrooms	ED 101, 310 MA 115, MA 130	20 hrs. of fieldwork experience Must earn a B or better to move forward
ED 350	Teaching Social Studies in Diverse Early Childhood Classrooms	ED 101, 310	20 hrs. of fieldwork experience Must earn a B or better to move forward
ED 360	Teaching Students with Disabilities in Inclusive Settings	ED 101, 310, 330	Must earn a B or better to move forward
ED 370	Teaching English Language Learners and Multicultural Issues	ED-310, 320	20 hrs. of fieldwork experience Must earn a B or better to move forward
ED 380	Literacy Practicum in Early Childhood including SwD & ELL	ED 330	20 hrs. of fieldwork experience Students must earn B or better to move forward
ED 385	Teaching Creative Arts in Diverse Early Childhood Classrooms	ED 101	20 hrs. of fieldwork experience
ED 390	Education Seminar 1	ED 101	
ED 391	Education Seminar 2	ED 101, 390	Must earn a B or better to move forward
ED 392	Education Seminar 3	ED 391	Must earn a B or better to move forward
ED 410	Mentored Internship 1	ED 380	Must be registered for ED 450 Students must earn B or better to move forward
ED 411	Mentored Internship 2	ED 410	Must be registered for ED 451 Students must earn B or better to move forward
ED 450	Education Student Teaching 1	Completion of 96 credits	Must be registered for ED 410 Students must earn B or better to move forward

.Course	Course Name	Prerequisites	Advisement Notes
ED 451	Education Student Teaching 2	Completion of 108 credits including ED 450	Must be registered for ED 411 Students must earn B or better to move forward
BILINGUAL EDUCATION CERTIFICATE EXTENSION			
ED 311	Bilingual Curriculum Development	Departmental permission	Taught in Spanish
ED 361	Assessment & Evaluation for Bilingual Students	Departmental permission	25 hrs. of supervised field experience. Taught in English
ED 371	Teaching Bilingual Learners	Departmental permission	25 hrs. of supervised field experience Taught in English
ED 381	Bilingual Literacy & Linguistics Practicum	Departmental permission	Taught in English
ED 420	Bilingual Content Instruction (Mathematics, Social Science, Science)	Departmental permission	Taught in Spanish & English
DEVELOPMENTAL ENGLISH COURSES			
EN-038	English Fundamentals Intensive with Lab I		
EN-041	Academic Reading and Vocabulary I	EN-038	Taken with EN-038
EN-042	English Essentials with Lab II		
EN-043	Academic Reading and Vocabulary II		Taken with EN-042
EN-075	Developmental English Skills		
REQUIRED CREDIT ENGLISH COURSES			
EN-111	College Writing & Critical Analysis	Placement or EN-075	
EN-111H	College Writing & Critical Analysis		Non-Honors Program members must have cumulative GPA of 3.2 to register.
EN-121	Analytical Thinking, Writing, & Research	EN-111	
EN-121H	Analytical Thinking, Writing, & Research	EN-111	Non-Honors Program members must have cumulative GPA of 3.2 to register.
EN-206	Professional Writing & Presentation	EN-111	
EN-221	Literary Criticism & Analysis	EN-121	If required by Major or may be taken as an Elective Highly Recommended for BBA Students
ENGLISH ELECTIVES			
EN-107	Ethnic Literature	EN-111	EN 075 or equivalent
EN-108	American Literature	EN-111	
EN-116	Women Writers	EN-111	
EN-117	Creative Writing	EN-111	
EN-117H	HONORS Creative Writing	EN-111	Non-Honors Program members must have cumulative GPA of 3.2 to register.

.Course	Course Name	Prerequisites	Advisement Notes
EN-118	The Art of Poetry	EN-121	
EN-208	The American Novel	EN-121	
EN-210	Film And Literature	EN-121	
EN-210H	**HONORS** Journey into Film & Literature	EN-121	Non-Honors Program members must have cumulative GPA of 3.2 to register.
EN-211	African American Literature	EN-121	
EN-212	Autobiography	EN-121	
EN-220	Shakespeare: Stage and Screen	EN-121	
EN-220H	**HONORS** Shakespeare: Stage and Screen	EN-121	Non-Honors Program members must have cumulative GPA of 3.2 to register.
EN-230	Storytelling Across the Media	EN-121	
EN-240	Caribbean Literature	EN-111	
EN-300	Multicultural Children's Literature	EN-121	
EN-310	Myth & Folklore	EN-121	
EN-315	Masterpieces of World Literature	EN-121	
EN-320	Literary Ghosts	EN-121	
EN-325	Advanced Writing for the Social Sciences	EN-121	Recommended for selected majors as an alternative to EN-206
EN-330	Time Narratives	EN-121	
FA-302	Principles of Finance	AC-161, EC-201	Recommended AC 163 & EC 201
FA-304	Money and Banking	FA-302	
FA-305	Corporate Finance	FA-302	
FA-308	Financial Management	EC-201, FA-302	Rec: AC 330 for FA minors
FA-310	Investment Analysis	FA-302	
FA-320	Quantitative Analysis And Forecasting	FA-302, EC-203	Rec: AC 330 for FA minors
FA-361	International Finance	FA-305, FA-308, AC-215	
FR-101	French I		
FR-102	French II	FR-101	
HA-101	Introduction To Health Care	none	
HA-106	Introduction Contemporary Health Issues	none	**C grade** or better is required for progression in the Medical Assisting Major.
HA-135	Introduction to Health Informatics	None	
HA-140	Introduction To Medical Coding	HC-126	
HA-240	Medical Office Insurance and Billing Procedures	HA-140	
HA-245	Electronic Health Record	HA 101 or HA 106	
HA-280	Intermediate Medical Coding	HA-140 or HC-180	
HA-290	Medical Administration Internship		
HA-291	Medical Administration Internship	HA-290	
HA-295	Managed Care	HC-126 & HA-101 / HA-106	
HA-301	Management In Health Care I	HA 101 / HA-106 / HC 126	
HA-310	The Continuum Of Care	HA-101 / HA-106	

.Course	Course Name	Prerequisites	Advisement Notes
HA-315	Diversity In The Health Care Workplace	HA-101/HA-106	
HA-320	Advanced Medical Coding	HA-280	
HA-330	Ethical And Legal Issues In Health Care	HA-301	
HA-390	Health Service Administration Internship		72 credits; 160 hrs.
HA-391	Health Service Administration Internship	HA-390	
HA-395	Corporate Internship in Health Services Administration		
HA-435	Performance Improvement In Health Care	HA-301	
HA-440	Health Care Finance	HA-301 and AC-161	
HA-470	Research Methodologies In Health Care	MA-135 or MA-235	Capstone Course, Final Semester BBA or BS
HA 625	Health Care Information Systems	MPH Program & MS in Health Care Administration	MPH Health Administration and Leadership Concentration MS Health Care Administration Core Course MBA Health Care Concentration Elective Course
HA 705	Continuous Quality Improvement in Health Care	MS in Health Care Administration	MS Health Care Administration Core Course MBA Health Care Concentration Elective Course
HC-105	Medical Assisting I	HC-126	C grade or better is required for progression in the Medical Assisting major. Restricted to majors only
HC-108	Anatomy & Physiology	Placement in EN-109	C grade or better is required for progression in the Medical Assisting
HC-110	Medical Assisting II	HC-108 and HC-105	C grade or better is required for progression in the Medical Assisting major. Restricted to majors only
HC-126	Medical Terminology	Placement in EN-109	C grade or better is required for progression in the Medical Assisting
HC-160	Emergency Medical Applications	None	
HC-180	Medical Coding & Billing for Medical Assisting	HC-126	C grade or better is required for progression in the Medical Assisting major. Restricted to majors only
HC-208	Pathophysiology	HC-108	
HC-210	Clinical Laboratory Procedures	HC-108 and HC-105	C grade or better is required for progression in the Medical Assisting major. Restricted to majors only
HC-214	Medical Office Procedures	HC-110 or HA-140 HA-240 co-requisite	C grade or better is required for progression in the Medical Assisting major. Restricted to majors only
HC-220	Pharmacology I	HC-108 and HC-126	

Course	Course Name	Prerequisites	Advisement Notes
HC-230	Phlebotomy and EKG	HC-108 and HC-105	C grade or better is required for progression in the Medical Assisting major. Restricted to majors only.
HC-292	Medical Assisting Practicum	HC-110, HC-210, HC-230 HC-214 is a suggested co-requisite	C grade or better is required for progression in the Medical Assisting major. Final Semester
HONORS PROGRAM			
HN-150	The Honors Experience		Non-Honors Program members must have cumulative GPA of 3.2 to register.
HN-240	The Art and Culture of World Dance		
HN-250	The American Presidency		
HN-260	The Holocaust, Genocide & Human Rights		
HN-270	Contemporary Literary Genres	EN110	
HN-314	Science and Technology: The Formation of the Modern World		
HN-350	Comparative Urbanism		
HN-450	Honors Program Research Seminar		
HP-101	Introduction To Hospitality		
HP-102	Lodging Operations	HP-101	
HP-111	Restaurant Operations	HP-101	
HP-116	Beverage Management	HP-101	
HP-120	Travel And Tourism	None, Recommended HP-101	
HP-151	Culinary Arts I Lecture	Co-requisite is HP-151L	Must co-register for HP151L
HP-151L	Culinary Arts I Lab	Co-requisite is HP-151	Must co-register for HP151
HP-152	Baking Fundamentals for Culinary Students	HP-151 and HP 151L	
HP-153	Baking 1 Lecture	Co-requisite is HP-153L	Must co-register for HP153L
HP-153L	Baking 1 Lab	Co-requisite is HP-153	Must co-register for HP153
HP-155	Culinary Arts II	HP-151 and HP 151L	
HP-164	Advanced International Patisserie	HP-165	
HP-165	Baking and Pastry Arts II	HP-153 and HP-153L	
HP-201	Technology for Hospitality	HP-101	
HP-210	Purchasing for Hospitality	HP-101	
HP-215	Customer Service for Hospitality and Culinary Managers	HP-101	
HP-216	Global Destinations and Cultures	HP-120	
HP-225	Dining Room Management	HP-111, HP-116 & HP 215	
HP-230	Culinary III	HP-155	
HP-235	Culinary Arts Practicum	HP-230	
HP-250	Cuisines of Europe And The Mediterranean	HP-155	
HP-253	Techniques of Nutritional and Healthy Cooking	HP 155 for Culinary Students HP 165 for Pastry Students Co-requisite is HP 253 L	Must co-register for HP253L
HP-253L	Techniques of Nutritional and Healthy Cooking	HP 155 for Culinary Students HP 165 for Pastry Students Co-requisite is HP 253	Must co-register for HP253
HP-255	French Cuisine	HP-155	
HP-256	Latin & Caribbean Cuisine	HP-155	
HP-257	Italian Regional Cuisine	HP-155	
HP-258	Cuisines of Asia and the Middle East	HP-155	

Course	Course Name	Prerequisites	Advisement Notes
HP-259	Charcuterie	HP-230	
HP-260	Chocolates And Confections	HP-165	
HP-265	Contemporary Cakes & Desserts	HP-165	
HP-266	Advanced Plated Desserts	HP-265	
HP-275	Baking and Pastry Practicum	HP-265	
HP-290	Hospitality Internship	Sophomore Standing	Must have completed 30 credits
HP-291	Internship Seminar	HP-290	Must have completed 30 credits
HP-293	Fine Dining Internship	Sophomore Standing	Must have completed 30 credits Can be taken to fulfill internship requirement for culinary program
HP-294	Pastry Kiosk Internship	Sophomore Standing	Must have completed 30 credits Can be taken to fulfill internship requirement for baking and pastry program
HP-295	Advanced Culinary Symposium	HP-155	
HP-301	Housekeeping Management	HP-102	
HP-302	Menu Planning and Design	HP-111 and 116	
HP-303	Front Office Management	HP-102	
HP-304	Convention And Banquet Planning Management	HP-111 and 116	
HP-305	Tourism Planning and Development	HP-120	
HP-307	Caribbean Travel and Tourism	HP-120	
HP-308	Club Management	HP-101	
HP-309	Sports Tourism	HP-120	
HP-310	Sales & Marketing for Hotels and Restaurants	HP 111 and 116	
HP-315	Managerial Accounting for Hospitality	AC-161	
HP-325	Hospitality Law	HP-101	
HP-330	Advanced Cake Decorating	HP-265	
HP-390	Senior Management Apprenticeship	Junior Standing	Must be in BBA Program
HP-395	Corporate Internship		Must have completed 30 credits
HP-401	Destination Marketing	HP-310	
HP-403	Gaming and Resort Management	HP-120	
HP-404	Facilities Design And Management	HP-111 and 116	
HP-405	Safety and Security	HP-102	
HP-408	Niche Tourism	HP-120	
HP-412	Hospitality Entrepreneurship	HP-310	
HP-420	Culinary Showpieces & Grand Buffets	HP-155 OR HP-165	
HP-430	Meeting and Event Management	HP-120	
HP-431	Revenue & Yield Management	HP-310; HP-315	
HP-435	Catering Management	HP-111 and 116	
HP-436	Cost Controls for Food, Beverages, and Labor	HP-111 and 116	
HP-450	Hospitality Senior Seminar	Senior Standing	Should be taken in the final semester of the BBA
HS 101	Introduction to Human Services	none	
HS 111	Science of Addiction (CASAC only)	none	This is not an elective course.
HS 121	Principles of Interviewing and Report Writing	HS 101	
HS 122	Overview of Substance Abuse and Chemical dependency (CASAC only)	HS 111	This is not an elective course.
HS 123	Substance Abuse Treatment and Treatment Planning (CASAC only)	HS 111	This is not an elective course.

Course	Course Name	Prerequisites	Advisement Notes
HS 201	Ethical Issues in Human Services	HS 101	
HS 201H	**HONORS** Ethical Issues in Human Services	HS-101	Non-Honors Program members must have cumulative GPA of 3.2 to register.
HS 224	Addiction Counseling – The Individual (CASAC only)	HS 122 & HS 123	This is not an elective course.
HS 225	Addiction Counseling – The Family and Groups (CASAC only)	HS 122 & 123	This is not an elective course.
HS 250	Practicum in Human Services I	HS 101	
HS 255	Practicum in Human Services II	HS 121 and HS 250	
HS 320	Cultural Competence in the Human Services	HS 201	
HS 410	Social Welfare Policy	HS 201 and LA 103	
HS 410H	**HONORS** Social Welfare Policy	HS 201 and LA 103	Non-Honors Program members must have cumulative GPA of 3.2 to register.
HS 420	Administration of Human Services	HS 201	
HS 450	Field Experience I	HS 255	Junior Standing
HS 455	Field Experience II	HS 450	
HS 480	Research Seminar in Human Services		Last Semester
IL-101	Italian I		
IL-102	Italian II	IL-101	
IT-115	Electronic Spreadsheet	None	
IT-118	Integrated Business Applications	None	
IT-120	Computer Hardware	IT-100 or IT-118	
IT-126	Computer Software	IT-100 or IT-118	
IT-130	Database	IT-100 or IT-118	
IT-150	Web Design Technology	IT-100 or IT-118	
IT-156	Multimedia Authoring	IT-100 or IT-118	
IT-160	Programming Logic	IT-100 or IT-118 AND MA-115	
IT-170	Cisco I: Cisco Networking Basics	IT-100 or IT-118	
IT-172	Cisco II: Cisco Basic Routing	IT-170	
IT-215	Advanced Spreadsheet	IT-115	
IT-225	Unix/Linux	IT-100 or IT-118 and Junior Standing	
IT-250	Advanced Web Design	IT-150	
IT-257	Advanced Design Technology	IT-100 or IT-118	
IT-260	Advanced Programming	IT-160	
IT-265	Visual Basic	IT-160	Strongly Recommended: IT-115 or IT-130
IT-270	Cisco III: Cisco Switching	IT-172	
IT-271	Cisco IV: Cisco WAN Technologies	IT-270	
IT-275	Networking in a Windows Environment	IT-170	
IT-290	Internship		Sophomore Standing
IT-291	Internship	IT-290	
IT-295	System Analysis & Design	IT-130	Sophomore Standing and taken on the last semester of the AS; Capstone Course
IT-320	Operating Systems	IT-126	
IT-330	Database Management Systems	IT-130	Strongly Recommended: IT-295
IT-360	JAVA	IT-265	

Course	Course Name	Prerequisites	Advisement Notes
IT-361	Programming with Mobile Applications	IT-265	
IT-362	Mobile Application Development	IT-361	
IT-368	Web Scripting and Development	IT-250	
IT-373	Network Security	IT-170	
IT-375	Active Directory	IT-275	
IT-376	Wireless Technology	IT-172 or IT-275	Strongly Recommended: IT-373
IT-380	Social and Professional Issues in IT		Junior Standing
IT-385	Emerging Technologies		Junior Standing; Highly recommended to be taken at the last semester of the Bachelors Program
IT-387	Ethical Hacking	IT-373 and Junior Standing	
IT-390	Internship Seminar		Junior Standing
IT-391	Internship Seminar	IT-390	
IT-395	Corporate Internship in Information Technology		Approval by Dean of IT
IT-396	Management Information Systems	IT-295	
IT-430	Advanced Database Management Systems	IT-330	
IT-435	Database Administration	IT-330	
IT-472	Information Security	IT-373	
IT-477	Network and Computer Forensics	IT-373	
IT-494	IT Project Management	IT-295	Strongly Recommended: IT-396
IT-495	Senior Seminar		Senior Standing and taken in last semester of BS. Capstone Course. Strongly Recommended: LA-122
LA-101	Introduction to Psychology		
LA-101H	HONORS Introduction to Psychology		Non-Honors Program members must have cumulative GPA of 3.2 to register.
LA-102	Introduction To Sociology		
LA-103	Introduction To Political Science		
LA-105	Marriage and the Family	LA-101 or LA-102	
LA-106	Sex And Gender	LA-101 or LA-102	
LA-106H	HONORS Sex And Gender	LA-101 or LA-102	Non-Honors Program members must have cumulative GPA of 3.2 to register.
LA-107	Introduction To Civil Rights Law	EN 111	
LA-108	Psychology Of Abnormal Behavior	LA-101	
LA-108H	HONORS Psychology of Abnormal Behavior	LA101	Non-Honors Program members must have cumulative GPA of 3.2 to register.
LA-111	Introduction to Cultural Anthropology	None	
LA-112	The New York Experience		
LA-118	Introduction To Music		
LA-119	Introduction to Dramatic Arts	None	
LA-119H	HONORS Introduction to Dramatic Arts	EN-111	Non-Honors Program members must have cumulative GPA of 3.2 to register.
LA-122	Fundamentals of Communication		
LA-130	American History I: Independence To The Civil War	EN-075 OR Equivalent	

Course	**Course Name**	Prerequisites	**Advisement Notes**
LA-131	American History II: Reconstruction To The Present	EN-075 OR Equivalent	Required for Early Childhood Education
LA-135	Caribbean History		
LA-140	The Mind and Body	LA-101 or LA 102	
LA-205	Professional Communication	LA-122 or HN-150	
LA-209	Social Issues	LA-101 or LA 102	
LA 209H	HONORS Social Issues		Non-Honors Program members must have cumulative GPA of 3.2 to register.
LA-212	Drugs and Behavior	LA-101 or LA 102	
LA-214	Developmental Psychology	LA-101	Early Childhood Ed Majors must take LA-214 or LA-300
LA-214H	HONORS Developmental Psychology	LA-101	Non-Honors Program members must have cumulative GPA of 3.2 to register.
LA-218	Music and Social Culture	LA-101 or LA 102	
LA-240	Criminology	LA-101 or LA-102	
LA-241	Juvenile Delinquency	LA-101 or LA-102	
LA-242	Victimology	LA-102 and LA-240	
LA-245	Introduction to Counseling Theory	LA-101	
LA-246	Child Abuse	LA-101	
LA-247	Crisis Intervention	LA-101	
LA-254	HIV/AIDS in Society	LA-101 or LA-102	
LA-255	Psychology Across the Lifespan	LA-101	For Nursing - Passing grade C or better *Can accept another Psych elective for Nursing
LA-300	Educational Psychology	LA-101	Early Childhood Ed Majors must take LA-214 or LA-300
LA-304	Psychological Disorders of Childhood	LA-214 or LA-108 or LA-300 or LA-255	
LA-305	Introduction to Case Management	LA-245	
LA- 315	Personality Theory	LA 101	Recommended for minor in psychology
LA-325	Social Psychology	LA-101	Recommended for minor in Psychology
LA-330	Foundations of Vocational Rehabilitation Counseling	LA-101	
LA-340	Social Deviance	LA-102 and LA-240	
LA-342	Introduction to Case Management	LA-102 or LA-240	
LA-345	Group Dynamics	LA-245	
LA-350	Urban Sociology	EN-111	
LA-400	Principles and Theoretical Perspective on Parenting	LA-214 or LA-300 or LA 255	

Course	Course Name	Prerequisites	Advisement Notes
LA-410	Multi-Cultural Diversity Competency	CJ-320	
MA-050	Fundamentals of Mathematics & Algebra	Math Placement Test	
MA-115	Quantitative Reasoning	Math Placement Test or MA-050	
MA-120	Finite Mathematics and Linear Modeling	MA-115 or equivalent	Strongly advised to be taken sequentially following MA115for Accounting, Business and IT majors.
MA-135	Statistical Applications	Math Placement or MA-115	
MA-142	Pre-Calculus	Math Placement or Departmental Approval	
MA-235	Statistics For Business Decisions I	MA-115	
MA-235H	HONORS Statistics for Business Decisions I	MA-115	Non-Honors Program members must have cumulative GPA of 3.2 to register.
MA-242	Calculus I	Math Placement or MA-142	
MA-335	Statistics For Business Decisions II	MA-235	
MA-348	Linear Algebra	MA-242	
MA-352	Calculus II	MA-242	
MA-362	Calculus III	MA-352	
MG-101	Introduction to Business		
MG-101H	HONORS Introduction to Business		Non-Honors Program members must have cumulative GPA of 3.2 to register.
MG-105	Personal Financial Management		
MG-110	Real Estate		
MG-112	Business Ethics		
MG-120	Introduction to Sports Management & Marketing		
MG-125	Introduction to the Entertainment Media & Media Industry		
MG-201	Principles of Management	MG-101 or MG-120	
MG-211	Introduction to Human Resource Management	MG-101 or MG-120 or MG-201	
MG-216	Employee & Labor Relations	MG-211	
MG-217	Compensation and Benefits Administration	MG-211	
MG-226	Legal Aspects of Sports		
MG-227	Business Ethics in Sports		
MG-230	Principles of Project Management	MG-101 or MG-120 or MG-201	
MG-250	Human Resources Training & Development	MG-211	
MG-252	Recruitment & Selection	MG-211	
MG-255	Managing Cultural Diversity	MG-101 or MG-201	
MG-271	Trends in Media, Entertainment, and Culture		
MG-272	Legal Aspects of Entertainment & Media	MG-101 or MG-125 or MG-201 or BL-101	
MG-280	Intro to Public & Nonprofit Mgmt	MG-101 or MG-120 or MG-201	

Course	Course Name	Prerequisites	Advisement Notes
MG-285	Integrating Business Concepts	Sophomore Standing	Associate Capstone Course: can only be taken in the final semester of the Associate program. Online students are required to have technology that includes a webcam and microphone.
MG-290	Business Administration Internship	30 credits	Sophomore Standing
MG-291	Business Administration Internship	MG-290	
MG-305	Introduction to Management Science	IT-115 or IT 215	IT-215 with advisement
MG-313	Organization Behavior & Effectiveness	MG-201 or MG-120	Renumbered from MG-213
MG-320	Global Business	MG-201 or MG-120	
MG-330	Organizational Theory	MG-201 or MG-120	
MG-332	Sports Operations & Facilities	MG 226	
MG-333	Financial Management for Sports Organizations		
MG-340	Introduction to Entrepreneurship	(MG101 or MG201) & AC161	
MG-340H	HONORS Introduction to Entrepreneurship	(MG101 or MG201) & AC161	Non-Honors Program members must have cumulative GPA of 3.2 to register.
MG-341	Managing the Small Business	MG-340	
MG-342	New Venture Financing	MG-340	
MG-350	Strategic Global HR Management	MG-211	
MG-354	Occupational Health & Safety	MG-211 & MG-250	
MG-356	HR Legal Environment & Disparities	MG-211	
MG-362	Business Management Systems	MG-201 or MG-120	
MG-365	Seminar in Urban Entrepreneurship & Development NEW	MG-340	
MG-390	Internship	Junior Standing	
MG-391	Internship	MG-390	
MG-392	Seminar in Business Administration Professionalism	Junior Standing	
MG-394	Sports Management Internship	Junior Standing	
MG-395	Corporate Internship in Business Mgmt.	Junior or Senior Standing	
MG-425	Seminar in Human Resources	Junior or Senior Standing & MG 211	
MG-435	Sports Management Capstone	Senior Standing	
MG-485	Business Policy Strategy	Senior Standing	
KG-042	Graduate EASE		
KG-570	Foundations of Computer Science		
KG-571	Foundations of Programming		
KG-572	Foundations of Web Design		
KG-573	Foundations of Database		
KG-574	Foundations of Networking		
KG-581	Accounting Foundations		
KG-582	Management & Marketing Foundations		
KG-583	Statistics Foundations		

Course	Course Name	Prerequisites	Advisement Notes
KG-584	Economics Foundations		
KG-585	Finance Foundations		
KG-586	Healthcare Foundations		
KG-601	Foundation Core: Research and Critical Thinking		
KG-602	Ethics and Leadership-An Interdisciplinary Perspective		
KG 689	Graduate Professional Experience Prep		
KG-690	Graduate Professional Experience I	KG-689 if required	
KG-691	Graduate Professional Experience II	KG-690	
KG-692	Graduate Professional Experience III	KG-691	
KG-693	Graduate Professional Experience IV	KG-692	
KG-694	Graduate Professional Experience V	KG-693	
KG-695	Graduate Professional Experience VI	KG-694	
KG-696	Graduate Professional Experience VII	KG-695	
KG-697	Graduate Professional Experience VIII	KG-696	
MG-615	Managing in the Global Environment	Pre-req –Management and Marketing Foundations, if required	Core Course
MG-616	Healthcare Policy	Pre-req –Management and Marketing Foundations, if required	MBA Healthcare Concentration Required course MS Health Care Administration Core Course
MG-620	Research and Statistics for Managerial Decision Making	Pre-req –Management and Marketing Foundations, if required	Core Course MS Health Care Administration Core Course
MG-625	Strategies for Decision Analysis	Pre-req –Management and Marketing Foundations, if required	MBA Healthcare Concentration Elective Course
MG-630	Organizational Behavior and Leadership in the 21st Century	Pre-req –Management and Marketing Foundations, if required	Core Course MS Health Care Administration Core Course
MG-632	Human Resources Seminar I: HR Competencies and the Organization	MG 630	
MG-634	Human Resources Seminar II: Strategy and People	MG 630	
MG-636	Human Resources Seminar II: The Workplace Setting	MG 630	
MG-640	Managerial Economics	MG 620 & Economics Foundations course, if required	Core Course
MG-660	Strategic Marketing	Pre-req –Management and Marketing Foundations, if required	Core Course
MG-670	Managerial Finance	Pre-req - Finance Foundations if required	Core Course
MG-681	Operational Excellence in Healthcare	Pre-req - MG-620	MBA Healthcare Concentration Elective Course
MG-745	Global Supply Chain Management	MG 620	
MG-746	Logistics Obtimization	MG 620	

Course	Course Name	Prerequisites	Advisement Notes
MG-747	Business Process Design and Improvement	MG 620	
MG-750	Project Management		
MG-751	Entrepreneurship: Managing Innovation, Executing Strategy and Sustaining Growth	Pre-req – Management and Marketing Foundations, if required	
MG-753	Marketing for the Entrepreneur	MG 660	
MG-754	Social Entrepreneurship	MG 630	
MG-756	Business Data Mining	MG 620	
MG-757	Marketing Analytics	MG 660	
MG-758	Decision Modeling for Managers	MG 620	
MG-762	Financial Markets and Institutions	MG-670	
MG763	Project Risk and Cost Management	MG 750	
MG764	Agile Project Management	MG 750	
MG-770	Financial Statement Analysis	Pre-Req. - Foundations of Accounting, if required	Core Course
MG-775	Negotiation and Conflict Management	MG-630	Elective Course
MG-800	Strategic Management		Core Course; Capstone Course Must be taken in final semester of MBA
MK-101	Marketing Foundations		
MK-110	Social Media Marketing		
MK-201	Integrated Advertising & Promotions	MK-101 or MG-120	
MK-202	Art of Selling	MK-101 or MG-120	
MK-203	Branding & Product Development	MK-101 or MG-120	
MK-205	Retail Management	MK-101 or MG-120	
MK-206	Digital & Search Engine Marketing	MK-101 or MK-110 or MG-120	
MK-208	Internet Marketing Solutions	MK-101 or MK-110 or MG-120	
MK-212	Market Research	MK-101 or MG-120	
MK-322	Marketing Management	MK-101 or MG-120	Recommended that student complete MG 201
MK-342	Consumer Behavior	MK-101 or MG-120	Recommended that student complete MG 201
MK-775	International Marketing	MG 660	
MK-776	Interactive and Direct Marketing	MG 660	
MK-777	Consumer Behavior	MG 660	
NS 106	Dosage Calculations & Pharmacology	Co-req. NS-117	Must pass with B or better
NS 117	Fundamentals of Nursing	Co-req. NS-106	Passing grade C+ or better
NS 122	Maternal-Child Nursing	NS-106, NS-117	Passing grade C+ or better
NS 126	Medical Surgical & Transitional Nursing	NS-122, Co-req. NS-130	Passing grade C+ or better
NS 130	Psychosocial Nursing	NS-122, Co-req. NS-126	Passing grade C+ or better
NS 206	CCC of the Child-Bearing Family	NS-207, Co-req. NS-209, NS-250	Passing grade C+ or better

Course	Course Name	Prerequisites	Advisement Notes
NS 207	LPN to RN Transition & Introduction to CCC (Culturally Competent Care)	Admission to RN AAS Program Co-req. NS-221 , NS-226	Monroe grads progressing directly into this program are required to achieve a passing score on the ATI Comprehensive Assessment. LPN Licensure must be achieved before the end of the semester in order to progress to the next level. Monroe grads who do not progress directly into the program (deferred) may be re-considered for admission at a later time. - Non-Monroe LPNs must have New York State licensure as a Licensed Practical Nurse in good standing and are required to take the TEAS and LPN knowledge-based assessment exams. - Students must also have A&P I & II, Microbiology, LA 101, EN 111 & pass a Dosage Calculation/ Pharmacology exam. *
NS 209	Health Assessment Across the Lifespan	NS-207, Co-req. NS-206, NS-250	Passing grade C+ or better
NS 211	CCC of the Child-Rearing Family	NS-206, Co-req. NS-255, NS-261	Passing grade C+ or better
NS 221	Advanced Pharmacology	NS-106, Co-req. NS-207, NS-226	Passing grade C+ or better
NS 226	CCC of the Adult with Mental Health Alterations	Co-req. NS-207, NS-221	Passing grade C+ or better
NS 250	CCC of the Adult with Health Alterations I	NS-117, Co-req. NS-206, NS-209	Passing grade C+ or better
NS 255	CCC of the Adult with Health Alterations II	NS-250, Co-req. NS-211, NS-261	Passing grade C+ or better
NS 261	Trends in Professional Nursing	NS-250, Co-req. NS-211, NS-255	Passing grade C+ or better
NS 300	Nursing Theory Influences on Today's Practice	NS-117; NS-250 Admission to BS Nursing Major Program	Passing grade C+ or better Monroe grads progressing directly into this program are required to achieve a passing score on the ATI Comprehensive Assessment. RN Licensure must be achieved before the end of the semester in order to progress to the next level. -- Monroe grads who do not progress directly into the program (deferred) may be re-considered for admission at a later time. -- Non-Monroe RNs must have New York State licensure as a Registered Nurse in good standing and are granted 34 Professional Credtis.

Course	Course Name	Prerequisites	Advisement Notes
NS 310	CCC of the Older Adult	NS-117	Passing grade C+ or better
NS 400	Pathophysiology & Clinical Reasoning for Nursing	NS-209, NS-250	Passing grade C+ or better
NS 410	CCC in Community Health & the Role of the Professional Nurse Practicum	NS-250	Passing grade C+ or better
NS 420	Evidence-Based Nursing Research	MA-135, NS-209, NS-250 Co-req. NS-450	Passing grade C+ or better
NS 450	Culturally Competent Leadership in Professional Nursing Seminar & Practicum	NS-250, NS 261; NS-300 Co-req. NS-420	Passing grade C+ or better
PH-111	Public Health I	HA-101/HA-106 / PT-101; MA 127 Co-requisite	
PH-115	Women's Health	None	
PH -116	Race, Ethnicity, and Health	HA-101 / HA-106 / PT-101/NS-126 / NS-250	
PH -205	Global Health	HA-101 / HA-106 / NS-126 / NS-250	
PH -206	Community Health Services	HA-101 / HA-106	
PH -208	Maternal and Child Health	HA-101/HA-106	
PH -211	Public Health II	PH-111; MA 135 is a corequisite	
PH -220	Epidemiology	PH 111	
PH -250	Introduction to Gerontology	HA-101 / HA-106 / & LA-101 / LA-102	
PH-255	Health and Human Behavior	HA-101 / HA-106 / & LA-101 / LA-102 / LA-111	
PH-370	Environmental Health Issues	HC-126 and HA-101/ HA-106	
PH-396	Field Experience in Public Health		Senior Standing BS in Public Health only
PH-420	Community Health Program Planning	PH-206 and PH-255	
PH 601	Public Health Systems and Practice	MPH Program	Core Course
PH 605	Behavioral and Social Aspects of Public Health	MPH Program	Core Course
PH 620	Health Promotion and Education in Diverse Communities	MPH Program	Community Health Concentration
PH 625	Administration and Leadership in Public Health	MPH Program	Health Administration and Leadership Concentration
PH 640	Environmental and Occupational Health	MPH Program	Core Course
PH 650	Health Policy and Management	MPH Program	Core Course
PH 655	Community Health Program Planning and Development	MPH Program	Community Health Concentration
PH 660	Principles of Biostatistics	MPH Program	Core Course
PH 670	Finance and Economics in Public Health	MPH Program	Health Administration and Leadership Concentration
PH 675	Public Health Informatics	MPH Program	Elective course
PH 680	Emergency Management in Public Health	MBA Program	MBA Health Care Concentration Elective Course
PH 685	Public Health Policy and Law	MPH Program	Health Administration and Leadership Concentration

Course	Course Name	Prerequisites	Advisement Notes
PH 690	Global Health	MPH Program MS Health Care Administration	MPH Program & MS Health Care Administration Core Course MBA Health Care Concentration Elective
PH 705	Principles of Epidemiology	MPH Program	Core Course
PH 710	Public Health Nutrition	MPH Program	Community Health Concentration
PH 715	Public Health Ethics	MPH Program	Elective course
PH 760	Thesis Proposal	MPH Program	
PH 765	Thesis Data Analysis and Interpretation	MPH Program	
PH 770	Research Methods in Public Health	MPH Program	Community Health / Health Administration and Leadership Concentration
PH 780	Internship	MPH Program	
SC-106	Environmental Science	None	
SC-112	General Biology	None	
SC-114 SC114L	Anatomy and Physiology I with Laboratory	Must have met the requirements for credit Math and English;	For Nursing - Passing grade C+ or better and taken within 5 years C grade or better is required for progression in the Diagnostic Medical Sonography major.
SC-116 SC-116L	Anatomy and Physiology II with Laboratory	SC-114 and SC-114L	For Nursing - Passing grade C+ or better and taken within 5 years C grade or better is required for progression in the Diagnostic Medical Sonography major.
SC-118 SC-118L	Principles of Microbiology with Laboratory	SC-114 and SC-114L	For Nursing - Passing grade C+ or better and taken within 5 years
SC-120 SC-120L	Human Biology with Laboratory	Must have met the requirements for credit Math and English	
SC-130 SC-130L	General Chemistry with Laboratory	Must have met the requirements for credit math & English	For Nursing - Passing grade C+ or better and taken within 5 years
SC-135	Cross Sectional Anatomy	SC-114, SC-114L	C grade or better is required in all DS courses for progression in the Diagnostic Medical Sonography major. Restricted to DS majors only
SC-145	Ultrasound Physics		
SC-208	Clinical Nutrition & Diet Therapy	HC-108	For Nursing - Passing grade C+ or better and taken within 5 years. *Can accept another Nutrition elective for Nursing
SP-101	Spanish I		
SP-102	Spanish II	SP-101	

2019 - 2020 ACADEMIC YEAR
KING
GRADUATE SCHOOL

- **MBA in**
  BUSINESS MANAGEMENT

- **MS in**
  ACCOUNTING

- **MS in**
  COMPUTER SCIENCE

- **MS in**
  CRIMINAL JUSTICE

- **MPH in**
  PUBLIC HEALTH

2019 - 2020 ACADEMIC YEAR
KING
GRADUATE SCHOOL

- **MBA in**
  BUSINESS MANAGEMENT

The MBA concentrations available to students are:

- ***ACCOUNTING***
- ***FINANCE***
- ***INFORMATION TECHNOLOGY***
- ***MARKETING***
- ***HEALTH CARE***
- ***HUMAN RESOURCES***
- ***BUSINESS ANALYTICS***
- ***SUPPLY CHAIN MANAGEMENT***
- ***INTERNATIONAL BUSINESS***
- ***PROJECT MANAGEMENT***

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
GENERAL MBA IN BUSINESS MANAGEMENT

FOUNDATION CORE COURSES ***(MAY BE REQUIRED)***		**CREDITS**
KG-581	Accounting Foundations	1
KG-582	Management and Marketing Foundations	1
KG-583	Statistics Foundations	1
KG-584	Economics Foundations	1
KG-585	Finance Foundations	1
KG-586	Healthcare Foundations	1
	Must receive a 'P' (Pass) grade or better for Foundation Credit or a grade of "C" or better to receive transfer credits for the equivalent undergraduate coursework	

Course Code	Title	Credits	Pre-requisites
KG 601	Research and Critical Analysis	1	None
KG 602	Ethics and Leadership: An interdisciplinary Perspective	2	None
MG 615	Managing in the Global Environment	3	Management and Marketing Foundations course, if required
MG 620	Research and Statistics for Managerial Decision Making	3	Statistics Foundations course, if required
MG 630	Organizational Behavior and Leadership in the 21st Century	3	Management and Marketing Foundations course, if required
MG 640	Managerial Economics	3	MG 620 & Economics Foundations course, if required
MG 660	Strategic Marketing	3	Management and Marketing Foundations **course, if required**
MG 670	Managerial Finance	3	Finance Foundations course, if required
MG 770	Financial Statement Analysis	3	Accounting Foundations course, if required
MG 800	Strategic Management (Capstone Course)	3	Completed 24 Credits
MG/MK/CS	Elective	3	
MG/MK/CS	Elective	3	
MG/MK/CS	Elective	3	
Total		**36**	

CONTINUED

ELECTIVE/CONCENTRATION COURSES (THREE REQUIRED)		
CONCENTRATION-RELATED ELECTIVES COURSES **MBA students should declare one of the following concentrations: Entrepreneurship; Finance: Health Care; Information Technology; Marketing; Accounting, Human Resources, Business Analytics, Supply Chain Management, or International Business. The three selected courses must fulfill the requirements of the chosen concentration. **Students who are pursuing the general business management track can take three elective courses from any concentrations listed below. Note that pre-requisite foundation core courses may be required. Students may choose to select a dual concentration track by adding 9 additional elective credits in the additional concentration of choice. Dual concentration degree credit requirements is 46 credits in total.***		
***Declared Concentration:**		
1.		
2.		
3.		
	Total Concentration (or Elective) Course Credits	**9**
	Total Credits	**36**

RECOMMENDED SEQUENCE FOLLOWS

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
MBA IN BUSINESS MANAGEMENT

General MBA in Business Management

MBA SEMESTER 1

COURSE #	NAME	PREREQUISITES	CREDITS
KG 601	Research and Critical Analysis		1
MG 615	Managing in the Global Environment	Management and Marketing Foundations course, if required	3
MG 620	Research and Statistics for Managerial Decision Making	Statistics Foundations course, if required	3
KG 602	Ethics and Leadership -An Interdisciplinary Perspective		2
	Total		9

MBA SEMESTER 2

COURSE #	NAME	PREREQUISITES	CREDITS
MG 640	Managerial Economics	None	3
MG 630	Organizational Behavior & Leadership	Management and Marketing Foundations course, if required	3
MG 670	Managerial Finance	Finance Foundations course, if required	3
	Total		18

MBA SEMESTER 3

COURSE #	NAME	PREREQUISITES	CREDITS
MG 770	Accounting & Financial Statement Analysis	Accounting Foundations course, if required.	3
MG 660	Strategic Marketing	Management and Marketing Foundations course, if required	3
	Open Elective for General track or Elective related to declared concentration		
	Total		27

MBA SEMESTER 4

COURSE #	NAME	PREREQUISITES	CREDITS
MG 800	Strategic Management	Completed 24 Credits	3
	Open Elective for General track or Elective related to declared concentration		3
	Open Elective for General track or Elective related to declared concentration		3
	Total		36

REQUIRED COURSES FOR MBA CONCENTRATIONS

This MBA program is designed to provide the student with the opportunity to complete both a general MBA and a concentration that reflects the students' area of specialization and emersion. To complete the declared concentrations, students must complete the 3 Elective Courses (9 credits) for their declared concentration:

ACCOUNTING (choose 3 courses)
AC 610 – Managerial Accounting Analysis
AC 630 – Advanced Accounting Information System
AC 650 – Financial Accounting Theory and Reporting
AC 670 – International Accounting (IFRS)

FINANCE
MG 760 – International Finance
MG 761 – Mergers and Acquisitions
MG 762 – Financial Markets and Institutions

HEALTH CARE (choose 3 courses with MG616 being one of them)
MG 616 – Health Care Policy
PH 680 – Emergency Management in Public Health
PH 690 – Global Health
HA 625 – Health Information Systems
HA 705 – Continuous Quality Improvement in Health Care
MG 625 – Strategies for Decision Analysis in Health Care

HUMAN RESOURCES
MG 632 – Human Resources Seminar I: HR Competencies and the Organization
MG 634 – Human Resources Seminar II: HR Strategy and People
MG 636 – Human Resources Seminar III: The Workplace Setting

INFORMATION TECHNOLOGY (choose 3)
CS 620 – Software System Design
CS 625 – Object Oriented Programming (Prerequisite: CS620
CS 630 – Database Systems
CS 640 – Computer Networks
CS 660 – Managing Projects, Resources & Risks (Prerequisite: CS-620)

MARKETING
MK 775 – International Marketing
MK 776 – Interactive and Direct Marketing
MK 777 – Consumer Behavior

CONTINUED

BUSINESS ANALYTICS
MG 756 – Business Data Mining
MG 757 – Marketing Analytics
MG 758 – Decision Modeling for Managers

SUPPLY CHAIN MANAGEMENT
MG 745 – Global Supply Chain Management
MG 746 – Logistics Optimization
MG 747 – Business Process Design and Improvement

INTERNATIONAL BUSINESS
MG 775 – International Marketing
MG 760 – International Finance
MG 745 – Global Supply Chain Management

PROJECT MANAGEMENT
MG 750 – Project Management
MG 763 – Project Risk and Cost Management
MG 764 – Agile Project Management

GENERAL
MBA student can select any three of the above listed concentration courses as long as the required pre-requisite is met.

DUAL CONCENTRATION
MBA student can declare a dual concentration by completing two of the above listed concentrations and take a total of 45 credits as long as the required pre-requisite is met.

2019 - 2020 ACADEMIC YEAR
KING GRADUATE SCHOOL

- **MS in**
  ACCOUNTING

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
MS IN ACCOUNTING

COURSES		Prerequisites	Credits
KG-601	Research and Critical Analysis	None	**1**
KG-602	Ethics & Leadership: An Interdisciplinary Perspectives	None	**2**
AC-610	Managerial Accounting Analysis	None	**3**
AC-620	Financial Statement Analysis & Reporting	AC 610	**3**
AC-630	Advanced Accounting Info Systems	AC 610	**3**
AC-640	Federal Estates, and Gift Taxation	AC 630	**3**
AC-650	Financial Accounting Theory & Reporting	AC 610	**3**
AC-660	Advanced Auditing	AC 620	**3**
AC 670	International Accounting	AC 650	**3**
AC-780	Accounting, Tax & Audit Seminar	AC 650 or AC 660	**3**
FA-620	Advanced Quantitative Methods & Analysis	None	**3**
MG-615	Managing in a Global Environment	None	**3**
MG-640	Managerial Economics	None	**3**
Total Credits			**36**

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
MS IN ACCOUNTING

MS Accounting SEMESTER 1

COURSE #	NAME	PREREQUISITES	CREDITS
AC 610	Managerial Accounting Analysis	None	3
MG 615	Managing in the Global Environment	None	3
KG 602	Ethics and Leadership: An Interdisciplinary Perspective	None	2
KG 601	Research and Critical Analysis		1
	Sub-Total		9

MS Accounting SEMESTER 2

COURSE #	NAME	PREREQUISITES	CREDITS
AC 630	Advanced Accounting Information Systems	AC 610	3
FA 620	Advanced Quantitative Methods & Analysis	None	3
AC 620	Financial Statement Analysis & Reporting	AC 610	3
	Sub-Total		9

MS Accounting SEMESTER 3

COURSE #	NAME	PREREQUISITES	CREDITS
AC 640	Federal Estate & Gift Taxation	AC 630	3
AC 650	Financial Accounting Theory & Application	AC 610	3
AC 660	Advanced Auditing	AC 620	3
	Sub- Total		9

MS Accounting SEMESTER 4

COURSE #	NAME	PREREQUISITES	CREDITS
AC 670	International Accounting (IFRS)	AC 650	3
AC 780	Accounting, Tax & Audit Seminar	AC 650 & AC 660	3
MG 640	Managerial Economics	None	3
	Sub- Total		9

TOTAL CREDITS **36**

2019 - 2020 ACADEMIC YEAR
KING
GRADUATE SCHOOL

- **MS in**
  COMPUTER SCIENCE

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
MS IN COMPUTER SCIENCE

TOTAL REQUIREMENTS (36 CREDITS)		
Core Courses (27 Credits)		
KG-601 Research and Critical Analysis		**1**
KG-602 Ethics and Leadership		**2**
CS-610 Computer Architecture		**3**
CS-620 Software System Design		**3**
CS-630 Database Systems		**3**
CS-615 Operating System Design		**3**
CS-625 Object Oriented Software		**3**
CS-640 Computer Networks		**3**
CS-700 Special Project in Computer Science *OR* CS-705 Computer Science Thesis	With the Dean's Permission	**6**
Elective Courses (9 Credits - Any 3)		
CS-633 Data Mining	CS-630	**3**
CS-635 Mobile Computing	CS-620, CS-630	**3**
CS-637 Designing e-Commerce Site	CS-620, CS-630	**3**
CS-645 Computer Security & Privacy	CS-640	**3**
CS-650 Artificial Intelligence	CS-625	**3**
CS-660 Managing Projects, Resources & Risks	CS-620	**3**
CS-670 Cloud Computing	CS-645	**3**

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
MS IN COMPUTER SCIENCE

MS-CS SEMESTER I

COURSE #	NAME	PREREQUISITES	CREDITS
KG-601	Research and Critical Analysis	None	1
KG-602	Ethics and Leadership	None	2
CS-610	Computer Architecture	None	3
CS-620	Software System Design	None	3
		Subtotal	9

MS-CS SEMESTER II

COURSE #	NAME	PREREQUISITES	CREDITS
CS-625	Object Oriented Software	None	3
CS-630	Database Systems	None	3
CS-640	Computer Networks	None	3
		Subtotal	9

MS-CS SEMESTER III

COURSE #	NAME	PREREQUISITES	CREDITS
CS-615	Operating System Design	None	3
CS-645	Computer Security & Privacy	CS-640	3
CS-xxx	MS-CS Elective		3
		Subtotal	9

MS-CS SEMESTER IV

COURSE #	NAME	PREREQUISITES	CREDITS
CS-xxx	MS-CS Elective		3
CS-700 *OR* CS-705	Special Project in Computer Science *OR* Computer Science Thesis	With the Dean's Permission	6*
		Subtotal	9

Total Credits **36**

* CS-700/701 or CS-705/706 is recommended to be taken in two consecutive semesters by registering for 3 credits in each semester

2019 - 2020 ACADEMIC YEAR
KING
GRADUATE SCHOOL

- **MS in**
  CRIMINAL JUSTICE

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
MS IN CRIMINAL JUSTICE

COURSES	CREDITS
COURSE REQUIREMENTS ***(24 credits)***	
1. KG 601 Research and Critical Analysis	**1**
2. CJ 615 Criminological Theory	**3**
3. CJ 620 Research Methods and Data Analysis	**3**
4. CJ 630 The Supreme Court, The United States Constitution, and Criminal Law	**3**
5. CJ 640 Perspective on Drugs, Alcohol, and the Criminal Justice System	**3**
6. CJ 730 Comparative Criminal Justice System	**3**
7. KG 602 Ethics and Leadership-An Interdisciplinary Perspective	**2**
8. CJ 755 Terrorism and Counter Terrorism	**3**
9. CJ 780 Public Policy Issues in Criminal Justice	**3**
Subtotal	**24**
ELECTIVES ***(12 credits)***	
1. CJ 618 Crime Scene Investigation	**3**
2. CJ 650 The Sociology of Juvenile Delinquency	**3**
3. CJ 655 Race, Class, Gender, and Crime in America	**3**
4. CJ 660 Statistics for Criminal Justice	**3**
5. CJ 690 Internship in Criminal Justice	**3**
6. CJ 715 The Law and Politics of the Criminal Justice System	**3**
7. CJ 718 Psychology and Criminal Behavior	**3**
8. CJ 725 Organized Crime and Transnational Crime	**3**
9. CJ 735 Perspectives on Mass Incarceration and the Death Penalty	**3**
10. CJ 745 The Use of Deadly Force in Contemporary America	**3**
11. CJ 750 Crisis Management and Disaster Preparedness	**3**
12. CJ 751 Critical Infrastructure Protection	**3**
13. CJ 752 Homeland Security: Program, Policies and the Legal System	**3**
14. CJ 760 Community Violence: Cause, Effects, and Solutions	**3**
15. CJ 765 Child Development, Trauma, and the Criminal Justice System	**3**
16. CJ 770 Urban Poverty and the Family	**3**
17. CJ 775 Counseling Services & Human Services	**3**
18. CJ 777 Cybercrime, Intelligence Systems and National Security	**3**
19. CJ 791 Master's Thesis (optional) T**aken during** CJ 792 Master's Thesis **last 2 semesters**	(3) (3) **6**
Subtotal	**12**
Total Credits	**36**

2019 – 2020 ACADEMIC YEAR RECOMMENDED SEQUENCE MS IN CRIMINAL JUSTICE

MS in CJ SEMESTER 1

COURSE #	NAME	CREDITS
KG 601	Research and Critical Analysis	1
KG 602	Ethics and Leadership-An Interdisciplinary Perspective	2
CJ 615	Criminological Theory	3
CJ 630	The Supreme Court, The United States Constitution, and Criminal Law	3
	Total	9

MS in CJ SEMESTER 2

COURSE #	NAME	CREDITS
CJ 620	Research Methods and Data Analysis	3
CJ 730	Comparative Criminal Justice System	3
CJ 640	Perspective on Drugs, Alcohol, and the Criminal Justice System	3
	Total	18

MS in CJ SEMESTER 3

COURSE #	NAME	CREDITS
CJ XXX	Elective	3
CJ 755	Terrorism and Counter Terrorism	3
CJ 791 CJ XXX	Master's Thesis or Elective	3
	Total	27

MS in CJ SEMESTER 4

COURSE #	NAME	CREDITS
CJ 780	Public Policy Issues in Criminal Justice	3
CJ 792 or CJ XXX	Master's Thesis continued if CJ791 was taken or Elective	3
CJ XXX	Elective	3
	Total	36

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
MS IN CRIMINAL JUSTICE
CONCENTRATION

Human Services

In addition to all other **MS in Criminal Justice** requirements, the ***Human Services*** concentration requires successful completion of **12** credits in ***Human Services*** related courses from the following:

Concentration Requirements *(12 credits)*	
• CJ 618 Crime Scene Investigation	**3**
• CJ 650 The Sociology of Juvenile Delinquency	**3**
• CJ 718 Psychology and Criminal Behavior	**3**
• CJ 750 Crisis Management and Disaster Preparedness	**3**
• CJ 760 Community Violence: Cause, Effects, and Solutions	**3**
• CJ765 Child Development, Trauma, and the Criminal Justice System	**3**
• CJ 770 Urban Poverty and the Family	**3**
• CJ 775 Counseling Services & Human Services	**3**
• CJ 791/792 Thesis I & II (Optional)	**6**

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
MS IN CRIMINAL JUSTICE
CONCENTRATION

Urban Crime Policy

In addition to all other **MS in Criminal Justice** requirements, the ***Urban Crime Policy*** concentration requires successful completion of **12** credits in ***Urban Crime Policy*** related courses from the following:

Concentration Requirements ***(12 credits)***	
• CJ 655 Race, Class, Gender, and Crime in America	**3**
• CJ 725 Organized Crime and Transnational Crime	**3**
• CJ 735 Perspectives on Mass Incarceration and the Death Penalty	**3**
• CJ 745 The Use of Deadly Force in Contemporary America	**3**
• CJ 776 New York City and the Great Crime Decline	**3**
• CJ 777 Cybercrime, Intelligence Systems and National Security	**3**
• CJ 791/792 Thesis I & II (Optional)	**6**

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
MS IN CRIMINAL JUSTICE
CONCENTRATION

Homeland Security

In addition to all other **MS in Criminal Justice** requirements, the ***Homeland Security*** concentration requires successful completion of 12 credits in ***Homeland Security*** related courses from the following:

Concentration Requirements ***(12 credits)***	
• CJ 750 Crisis Management and Disaster Preparedness	**3**
• CJ 751 Critical Infrastructure Protection	**3**
• CJ 752 Homeland Security: Programs, Policies and the Legal System	**3**
• CJ 777 Cybercrime, Intelligence Systems and National Security	**3**
• CJ 791/792 Thesis I & II (Optional)	**6**

2019 - 2020 ACADEMIC YEAR
KING
GRADUATE SCHOOL

- **MPH in**
  PUBLIC HEALTH

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
MPH WITH CONCENTRATION IN HEALTH ADMINISTRATION AND LEADERSHIP

COURSES	CREDITS
FOUNDATION CORE COURSE	
KG 601 Research and Critical Analysis	**1**
PROFESSIONAL CORE	
PH 601 Public Health Systems and Practice	**3**
PH 605 Behavioral and Social Aspects of Public Health	**3**
PH 640 Environmental and Occupational Health	**3**
PH 650 Health Policy and Management	**3**
PH 660 Principles of Biostatistics	**3**
PH 690 Global Health	**3**
PH 705 Principles of Epidemiology	**3**
KG 602 Ethics and Leadership-An Interdisciplinary Perspective	**2**
THESIS COURSES	
PH 760 Thesis Proposal	**3**
PH 765 Thesis Data Analysis and Interpretation	**3**
PH 780 Internship	**3**
CONCENTRATION COURSES	
PH 625 Administration and Leadership in Public Health	**3**
PH 670 Finance and Economics in Public Health	**3**
PH 685 Public Health Policy and Law	**3**
PH 770 Research Methods in Public Health	**3**
Total Credits	**45**

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
MPH WITH CONCENTRATION IN HEALTH ADMINISTRATION AND LEADERSHIP

MPH SEMESTER 1

COURSE #	NAME	PREREQUISITES	CREDITS
KG 601	Research and Critical Analysis		1
PH 601	Public Health Systems and Practice		3
PH 605	Behavioral and Social Aspects of Public Health		3
KG 602	Ethics and Leadership-An Interdisciplinary Perspective		2
	Total		9

MPH SEMESTER 2

COURSE #	NAME	PREREQUISITES	CREDITS
PH 660	Principles of Biostatistics		3
PH 625	Administration and Leadership in Public Health		3
PH 640	Environmental and Occupational Health		3
	Total		18

MPH SEMESTER 3

COURSE #	NAME	PREREQUISITES	CREDITS
PH 705	Principles of Epidemiology	PH 660	3
PH 670	Finance and Economics in Public Health		3
PH 685	Public Health Policy and Law		3
	Total		27

MPH SEMESTER 4

COURSE #	NAME	PREREQUISITES	CREDITS
PH 760	Thesis Proposal	PH 770 – Co-requisite	3
PH 770	Research Methods in Public Health	PH 660	3
PH 650	Health Policy and Management		3
	Total		36

MPH SEMESTER 5

COURSE #	NAME	PREREQUISITES	CREDITS
PH 690	Global Health		3
PH 765	Thesis Data Analysis and Interpretation	PH 760	3
PH 780	Internship in Public Health		3
	Total		45

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
MPH WITH CONCENTRATION IN COMMUNITY HEALTH

COURSES	CREDITS
FOUNDATION CORE	
KG 601 Research and Critical Analysis	**1**
CORE COURSES	
PH 601 Public Health Systems and Practice	**3**
PH 605 Behavioral and Social Aspects of Public Health	**3**
PH 640 Environmental and Occupational Health	**3**
PH 650 Health Policy and Management	**3**
PH 660 Principles of Biostatistics	**3**
PH 690 Global Health	**3**
PH 705 Principles of Epidemiology	**3**
KG 602 Ethics and Leadership-An Interdisciplinary Perspective	**2**
THESIS COURSES	
PH 760 Thesis Proposal	**3**
PH 765 Thesis Data Analysis and Interpretation	**3**
PH 780 Internship	**3**
CONCENTRATION COURSES	
PH 620 Health Promotion and Education in Diverse Communities	**3**
PH 655 Community Health Program Planning and Development	**3**
PH 710 Public Health Nutrition	**3**
PH 770 Research Methods in Public Health	**3**
Total Credits	**45**

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
MPH WITH CONCENTRATION IN COMMUNITY HEALTH

MPH SEMESTER 1

COURSE #	NAME	PREREQUISITES	CREDITS
KG 601	Research & Critical Analysis		1
PH 601	Public Health Systems and Practice		3
PH 605	Behavioral and Social Aspects of Public Health		3
KG 602	Ethics and Leadership-An Interdisciplinary Perspective		2
	Total		9

MPH SEMESTER 2

COURSE #	NAME	PREREQUISITES	CREDITS
PH 660	Principles of Biostatistics		3
PH 620	Health Promotion & Education in Diverse Communities		3
PH 640	Environmental and Occupational Health		3
	Total		18

MPH SEMESTER 3

COURSE #	NAME	PREREQUISITES	CREDITS
PH 705	Principles of Epidemiology	PH 660	3
PH 655	Community Health Program Planning & Development		3
PH 710	Public Health Nutrition		3
	Total		27

MPH SEMESTER 4

COURSE #	NAME	PREREQUISITES	CREDITS
PH 760	Thesis Proposal	PH 770 Co-requisite	3
PH 770	Research Methods in Public Health	PH 660	3
PH 650	Health Policy and Management		3
	Total		36

MPH SEMESTER 5

COURSE #	NAME	PREREQUISITES	CREDITS
PH 690	Global Health		3
PH 765	Thesis Data Analysis and Interpretation	PH 760	3
PH 780	Internship in Public Health		3
	Total		45

2019 - 2020 ACADEMIC YEAR
SCHOOL OF
ALLIED HEALTH PROFESSIONS

- **AAS in MEDICAL ADMINISTRATION**

- **BBA in HEALTH SERVICES ADMINISTRATION**
  - **Specialization in Medical Coding**

- **BS in PUBLIC HEALTH**
  - **Minor in Human Services**

- **AAS in MEDICAL ASSISTING**

- **AAS in Diagnostic Medical Sonography**

For MINORS available to BBA students majoring in HEALTH SERVICES ADMINISTRATION
See the "Minors for Bachelor Students" Section

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
AAS IN MEDICAL ADMINISTRATION

COURSES	CREDITS
MAJOR REQUIREMENTS (31 credits)	
Medical Administration Requirements (28 credits)	
1. HA 101 Introduction to Health Care	**3**
2. HC 126 Medical Terminology	**3**
3. HA 140 Introduction to Medical Coding	**3**
4. HA 240 Medical Office Billing, Operations and Procedures	**3**
5. HA 295 Concepts of Managed Care	**3**
6. HA 245 Electronic Health Record	**3**
7. AC 161 Principles of Financial Accounting	**3**
8. HC 214 Medical Office Procedures	**4**
Major Area Elective (6 credits)*	**3**
1.	**3**
2.	**3**
*Any course with a prefix of IT, HA, HC or PH	
HA 290 Internship, **Strongly Recommended**	
GENERAL EDUCATION REQUIREMENTS (24 credits)	
1. Mathematics	**3**
2. EN 111 College Writing and Critical Analysis	**3**
3. EN 121 Analytical Thinking, Writing and Research	**3**
4. EN 206 Professional Writing and Presentation	**3**
5. HC 108 Anatomy and Physiology	**3**
6. LA 122 Fundamentals of Communication	**3**
7. Liberal Arts or Social Science	**3**
8. IT 115 Electronic Spreadsheet	**3**
OPEN ELECTIVES (6 credits)	
1.	**3**
2.	**3**
TOTAL CREDITS: (Must Equal at least 60 credits and at least 20 courses)	**61**

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
AAS IN MEDICAL ADMINISTRATION

SEMESTER 1

Course Code	Description	PREREQUISITES	Credits
HA 101	Introduction to Health Care	None	3
HC 126	Medical Terminology	Placement in EN 111	3
EN 111	College Writing and Critical Analysis	Placement or EN068, 070 or EN 075	3
IT 115	Electronic Spreadsheet	None	3
LA 122	Fundamentals of Communication	None	3
	Total		**15**

SEMESTER 2

Course Code	Description	PREREQUISITES	Credits
HA 245	Electronic Health Records	HA 101 or HA 106	3
HA 140	Introduction to Medical Coding	HC 126	3
EN 121	Analytical Thinking, Writing and Research	EN 111	3
MA 115	Quantitative Reasoning	Placement or MA038, 040 or MA 050	3
HC 108	Anatomy and Physiology	Placement in EN 111	3
	Total		**30**

SEMESTER 3

Course Code	Description	PREREQUISITES	Credits
AC 161	Principles of Financial Accounting	None	3
EN 206	Professional Writing and Presentation	EN 121	3
HA 240	Medical Office Insurance and Billing Procedures	HA 140	3
Open Elective			3
LA	Liberal Arts Elective		3
	Total		**45**

SEMESTER 4

Course Code	Description	PREREQUISITES	Credits
HA 295	Concepts of Managed Care	HC 126 & HA 101 / HA 106	3
HA	Medical Administration Elective		3
HA	Medical Administration Elective		3
HC 214	Medical Office Procedure	HA 140	4
Open Elective			3
	Total		**61**

*** Major Area and Open Elective should be chosen based on advisement and area of concentration.**

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
BBA IN HEALTH SERVICES ADMINISTRATION

COURSES	CREDITS	COURSES	CREDITS
MAJOR REQUIREMENTS (60 credits)		**OTHER REQUIREMENTS (60 CREDITS)**	
		Computer Courses (6 credits)	
Health Services Admin. Requirements (33 Credits)		1. IT 115	3
1. HA 101 Introduction to Health Care **OR** HA 106 Contemporary Health Issues	3	2.	3
2. HA 295 Concepts of Managed Care	3	***General Education (33 credits) of which twelve (12) credits must be in English***	
3. HC 126 Medical Terminology	3	1. EN _____	3
4. HA 301 Management in Health Care	3	2. EN _____	3
5. HA 310 Continuum of Health Care	3	3. EN _____	3
6. HA 315 Cultural Competency in Health Care	3	4. EN _____	3
7 HA 330 Ethical and Legal Issue	3	5.	3
8. HA 435 Performance Improvement in Healthcare	3	6.	3
9 HA 440 Health Care Finance	3	7.	3
10 HA 390 HSA Internship I			
11. HA 470 Research Methodologies in Healthcare	3	8.	3
	3	9.	3
Major Area Electives (15 credits)		10. MA _____	3
1.	3	11. MA _____	3
2.	3		
3.	3	***Open Electives (21 credits)***	
4.	3	1.	3
5.	3	2.	3
		3.	3
Business Electives (12 credits)		4.	3
1.AC 161	3	5.	3
2.	3	6.	3
3.	3	7.	3
4.	3		
TOTAL MAJOR AREA CREDITS TAKEN:		**TOTAL OTHER CREDITS TAKEN:**	
(TOTAL CREDITS MUST EQUAL 60)		**(TOTAL MUST EQUAL 60)**	

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
BBA IN HEALTH SERVICES ADMINISTRATION

BBA SEMESTER 1

Course Code	Description	Prerequisites	Credits
HA 301	Management in Health Care	HC 126 & HA 101 / HA 106	3
HA	Major Area Elective		3
IT 115	Electronic Spreadsheet Applications		3
MG	Business Elective		3
MG	Business Elective		3
	Total		**15**

BBA SEMESTER 2

Course Code	Description	Prerequisites	Credits
HA 310	Continuum of Health Care	HA 301	3
HA 435	Performance Improvement in Health Care	HA 301	3
MA 135	Statistical Applications	Placement or MA 115	3
HA 330	Ethical and Legal Issues	HA 301	3
LA	Liberal Arts Elective		3
	Total		**30**

BBA SEMESTER 3

Course Code	Description	Prerequisites	Credits
HA 440	Health Care Finance	HA 301 & AC 161	3
HA 315	Cultural Competency in Health Care	HA 301	3
HA	Major Area Elective		3
MG	Business Elective		3
MG	Business Elective		3
	Total		**45**

BBA SEMESTER 4

Course Code	Description	Prerequisites	Credits
HA 470	Research Methodologies in Health Care	Capstone: Final Semester BBA; MA 135	3
HA	Major Area Elective		3
EN	English Elective		3
LA	Liberal Arts Elective		3
Open Elective			3
	Total		**60**

*** Major Area and Open Elective should be chosen based on advisement and area of concentration.**

2019 - 2020 ACADEMIC YEAR
SPECIALIZATION IN MEDICAL CODING

In addition to all other Medical Administration or Health Services Administration degree requirements, the ***Specialization in Medical Coding*** *requires* successful completion of the following courses.

For the Medical Administration degree this must consist of five (5) elective courses. These courses may be counted as Major Area or Open Electives.

• HA 280	Intermediate Medical Coding	Prerequisite is HA 140 or HC 180
• HA 320	Advanced Coding	Prerequisite is HA 280
• HC 208	Pathophysiology	Prerequisite is HC 108
• HC 220	Pharmacology	Prerequisite is HC 108 & HC 126
	Coding Internship	Sophomore Standing

The Medical Coding Specialization will prepare students to sit for the AHIMA Certification Examination

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
BS IN PUBLIC HEALTH

COURSES	CREDITS
MAJOR AREA COURSES AND OPEN ELECTIVE REQUIREMENTS (60 CREDITS)	
REQUIRED MAJOR AREA COURSES (30 CREDITS)	
1. HA 101 OR HA 106 OR DS 101	**3**
2. HC 126	**3**
3. PH 111 Public Health I	**3**
4. PH 206 Community Health Services	**3**
5. PH 211 Public Health II	**3**
6. PH 220 Epidemiology	**3**
7. HA 301 Management in Health Care	**3**
8. PH 370 Environmental Health Issues	**3**
9. PH 420 Community Health Program Planning	**3**
10. PH 396 Field Experience in Public Health	**3**
11. HA 470 Research Methods in Healthcare	**3**
MAJOR AREA ELECTIVES (12 CREDITS)	
1.	
2.	**3**
3.	**3**
4.	**3**
OTHER REQUIREMENT AND OPEN ELECTIVES (15CREDITS)	
1. IT 115 Electronic Spreadsheet	**3**
2.	**3**
3.	**3**
4.	**3**
5.	**3**
	____
TOTAL CREDITS TAKEN:	
(MUST EQUAL AT LEAST 60 CREDITS AND AT LEAST 20 COURSES)	

COURSES	CREDITS
LIBERAL ARTS REQUIRED AND ELECTIVE COURSES (60 CREDITS)	
LIBERAL ARTS COURSES (45 CREDITS)	
1. EN	**3**
2. EN	**3**
3. EN	**3**
4. EN	**3**
5. MA 115 Quantitative Reasoning	**3**
6. MA 135 Statistical Applications	**3**
7. HS 101 Introduction to Human Services	**3**
8. LA 101 Introduction to Psychology	**3**
9. LA 102 Introduction to Sociology	**3**
10. LA 108 Abnormal Psychology	**3**
11. LA 122 Fundamentals of Communications	**3**
12. LA 205 Professional Communication	**3**
13. LA 214 Developmental Psychology	**3**
14. LA 245 Introduction to Counseling Theory	**3**
15. LA 345 Group Dynamics	**3**
LIBERAL ARTS ELECTIVES (6 CREDITS)	
1.	**3**
2.	**3**
MAJOR RELATED LIBERAL ARTS ELECTIVES (9)	
3. PH 255 Health and Human Behavior	**3**
4. Must choose from the list below	**3**
5. Must choose from the list below	**3**
******Women's Health; Gerontology; Drugs and Behavior; Psychological Disorders of Childhood; HIV/AIDS in Society; Global Health Social Issues; Race, Ethnicity and Health; Child Abuse; Juvenile Delinquency; Maternal and Child Health	
TOTAL OTHER CREDITS TAKEN:	
(MUST EQUAL AT LEAST 60 CREDITS & AT LEAST 20 COURSES)	
TOTAL CREDITS MUST EQUAL AT LEAST 120	

2018 - 2019 ACADEMIC YEAR
RECOMMENDED SEQUENCE
BS IN PUBLIC HEALTH

BS SEMESTER 1

Course Code	Description	Prerequisites	Credits
HA 106	Introduction to Contemporary Health Issues		3
HC 126	Medical Terminology	Placement in EN 111	3
EN 111	College Writing and Critical Analysis	Placement or EN068, 070 or EN 075	3
IT 115	Electronic Spreadsheet		3
LA 101	Introduction to Psychology		3
		Program Totals	**15**

BS SEMESTER 2

Course Code	Description	Prerequisites	Credits
PH 111	Public Health I	HA 101/HA 106/DS101	
EN 121	Analytical Thinking, Writing and Research	EN 111	3
LA 108	Abnormal Psychology	LA 101	3
LA 122	Fundamentals of Communication		3
MA 115	Quantitative Reasoning	Placement or MA038, MA 040 or MA 050	3
		Program Totals	**30**

BS SEMESTER 3

Course Code	Description	Prerequisites	Credits
PH 206	Community Health Services	HA106 / HA 101	3
PH 211	Public Health II	PH 111; MA 135 is a co-requisite	3
EN 206	Professional Writing and Presentation	EN 121	3
LA 214	Developmental Psychology	LA 101	3
MA 135	Statistical Applications	MA 115	3
	Totals		**45**

BS SEMESTER 4

Course Code	Description	Prerequisites	Credits
PH 220	Principles of Epidemiology	PH 111; MA 135	3
PH 255	Health and Human Behavior	HA106 /HA 101/DS 101; LA 101 / LA 102/LA 111	3
LA 102	Introduction to Sociology		3
	Major, Open or Regular Liberal Arts Elective		3
	Major, Open or Regular Liberal Arts Elective		3
	Totals		**60**

*** Major, Open or Regular Liberal Arts Elective should be chosen based on advisement and area of concentration.**

CONTINUED

2018 - 2019 ACADEMIC YEAR
RECOMMENDED SEQUENCE
BS IN PUBLIC HEALTH

BS SEMESTER 5

Course Code	Description	Prerequisites	Credits
PH 370	Environmental Health Issues	HC 126; HA 101/HA 106/DS101	3
HS 101	Introduction to Human Services		3
LA 205	Professional Communication		3
	Major, Open or Regular Liberal Arts Elective		3
	Major, Open or Regular Liberal Arts Elective		3
		Program Totals	**75**

BS SEMESTER 6

Course Code	Description	Prerequisites	Credits
PH 420	Community Health Program Planning	PH 206 & PH 255	3
HA 301	Management in Health Care	HA 101/ HA 106/Ds 101; HC 126	3
LA 245	Counseling Theory	LA 101	3
	Major, Open or Regular Liberal Arts Elective		3
	Major, Open or Regular Liberal Arts Elective		3
		Program Totals	**90**

BS SEMESTER 7

Course Code	Description	Prerequisites	Credits
LA 345	Group Dynamics	LA 245	3
EN XXX	English Elective		3
	Major, Open or Regular Liberal Arts Elective		3
	Major, Open or Regular Liberal Arts Elective		3
	Major, Open or Regular Liberal Arts Elective		3
		Program Totals	**105**

BS SEMESTER 8

Course Code	Description	Prerequisites	Credits
PH 396	Field Experience in Public Health		3
HA 470	Research Methods in Health care	MA 13 /MA 235 – Final Semester	3
	Major, Open or Regular Liberal Arts Elective		3
	Major, Open or Regular Liberal Arts Elective		
	Major, Open or Regular Liberal Arts Elective		
		Program Totals	**120**

*** Major, Open or Regular Liberal Arts Elective should be chosen based on advisement and area of concentration.**

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
AAS IN MEDICAL ASSISTING

COURSES	CREDITS
MAJOR REQUIREMENTS (34 credits)	
Medical Assisting Requirements (34 Credits)	
1. HC-105 Medical Assisting I (LAB)	4
2. HC-110 Medical Assisting II (LAB)	4
3. HC-126 Medical Terminology	3
4. HC-180 Medical Coding & Billing for Medical Assisting	4
5. HC-210 Clinical Lab Procedures (LAB)	4
6. HC 214 Medical Office Procedures (LAB)	4
7. HC 230 EKG and Phlebotomy	4
8. HC 292 Medical Assisting Practicum	4
9. HA 106 Contemporary Health Issues	3
GENERAL EDUCATION REQUIREMENTS (24 credits)	
1. Mathematics	3
2. EN 111 College Writing and Critical Analysis	3
3. EN 121 Analytical Thinking, Writing and Research	3
4. EN 206 Professional Writing and Presentation	3
5. HC-108 Anatomy and Physiology	3
6. Liberal Arts Elective	3
7. Liberal Arts Elective	3
8. IT 115 Electronic Spreadsheet	3
OPEN ELECTIVES (6 credits)	
1.	3
2.	3
TOTAL CREDITS: (Must Equal at least 60 credits and at least 18 courses)	64

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
AAS IN MEDICAL ASSISTING

SEMESTER 1

Course Code	Description	Prerequisites	Credits
HA 106	Introduction to Contemporary Health Issues	None	3
EN 111	College Writing and Critical Analysis	Placement or EN068, 070 or EN 075	3
IT 115	Electronic Spreadsheet	None	3
LA 122	Fundamentals of Communication	None	3
LA	Liberal Arts Elective (Psychology)		3
	Total		**15**

SEMESTER 2

Course Code	Description	Prerequisites	Credits
HC 126	Medical Terminology	Placement in EN 111	3
HC 108	Anatomy and Physiology	Placement in EN 111	3
EN 121	Analytical Thinking, Writing and Research	EN 111	3
MA 115	Quantitative Reasoning	Placement or MA038, 040 or MA 050	3
	Total		**27**

SEMESTER 3

Course Code	Description	Prerequisites	Credits
HC 105	Medical Assisting I (3 hrs. Lecture + 3 hrs. Lab)	HC 126	4
HC 180	Medical Coding & Billing for Medical Assisting	HC 126	4
EN 206	206 Professional Writing and Presentation	EN 121	3
Open	Open Elective		3
	Total		**41**

SEMESTER 4

Course Code	Description		Credits
HC 110	Medical Assisting II (3 hrs. Lecture + 3 hrs. Lab)	HC 108 & HC 105	4
HC 210	Clinical Laboratory Procedures (2hrs. lecture + 2 hrs. Lab)	HC 108 & HC 105	4
HC 230	Phlebotomy & EKG (2hrs. lecture + 2 hrs. Lab)	HC 108 & HC 105	4
	Total		**53**

SEMESTER 5

Course Code	Description		Credits
HC 214	Medical Office Procedures (3 hrs. Lecture + 3 hrs. Lab)	HC 110 or HA 140 HC 240 is a co-requisite	4
HC 292	Medical Assistant Practicum (offsite clinical)	HC 110, HC 210, HC 230 &	4
Open	Open Elective		3
	Total		**64**

*** Major Area and Open Elective should be chosen based on advisement and area of concentration.**

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
AAS IN DIAGNOSTIC MEDICAL SONOGRAPHY

COURSES	CREDITS
MAJOR REQUIREMENTS (55 credits)	
Diagnostic Medical Sonography Requirements (55 Credits)	
DS 101 Introduction to Patient Care and Sonography	3
DS 105 Principles of Imaging	2
DS 170 Abdominal Sonography I	3
DS 180 OB/GYN Sonography I	3
DS 240 Clinical Internship I	2
SC 145 Ultrasound Physics	4
DS 171 Abdominal Sonography II	3
DS 181 OB/GYN Sonography II	3
DS 241 Clinical Internship II	3
DS 190 Echocardiography I	3
DS 191 Echocardiography II	3
DS 160 Vascular Imaging I	3
DS 160 Vascular Imaging II	3
DS 242 Clinical Internship III	3
SC 114 Anatomy and Physiology I	3
SC 114L Anatomy and Physiology I Lab	1
SC 116 Anatomy and Physiology II	3
SC 116L Anatomy and Physiology II Lab	1
HC 208 Pathophysiology	3
HA 126 Medical Terminology	3
GENERAL EDUCATION REQUIREMENTS (26 Credits)	
MA 115 Quantitative Reasoning	3
LA 101 Introduction to Psychology	3
EN 111 College Writing and Critical Analysis	3
LA 122 Fundamentals of Communication	3
TOTAL CREDITS: (Must Equal at least 60 credits and at least 18 courses)	67

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
AAS IN DIAGNOSTIC MEDICAL SONOGRAPHY

SEMESTER 1

Course Code	Description	Prerequisites	Credits
SC 114	Anatomy and Physiology I		3
SC 114L	Anatomy and Physiology I Lab		1
MA 115	Quantitative Reasoning		3
DS 101	Introduction to Patient Care and Sonography		3
DS 105	Principles of Imaging		2
DS 170	Abdominal Sonography I	DS 105	3
DS 180	OB/GYN Sonography I	DS 105	3
	Total		**18**

SEMESTER 2

Course Code	Description	Prerequisites	Credits
SC 116	Anatomy and Physiology II	SC 114	3
SC 116L	Anatomy and Physiology II Lab	SC 114L	1
DS 240	Clinical Internship I	DS 170/DS 180	2
HC 126	Medical Terminology		3
SC 145	Ultrasound Physics		4
DS 171	Abdominal Sonography II	DS 170	3
DS 181	OB/GYN Sonography II	DS 180	3
	Total		**37**

SEMESTER 3

Course Code	Description	Prerequisites	Credits
LA 101	Introduction to Psychology		3
EN 111	College Writing and Critical Analysis		3
DS 241	Clinical Internship II	DS 240	3
DS 190	Echocardiography I	DS 105	3
DS 191	Echocardiography II	DS 190	3
DS 160	Vascular Imaging I	DS 105	3
	Total		**55**

SEMESTER 4

Course Code	Description		Credits
HC 208	Pathophysiology	SC 114/SC 114L	3
LA 122	Fundamentals of Communication		3
DS 242	Clinical Internship III	DS 241	3
DS 161	Vascular Imaging II		3
	Total		**67**

2019 - 2020 ACADEMIC YEAR
SCHOOL OF BUSINESS
&
ACCOUNTING

- **DEPARTMENT OF ACCOUNTING & FINANCE**

- **DEPARTMENT OF BUSINESS MANAGEMENT**

2019 - 2020 ACADEMIC YEAR
SCHOOL OF BUSINESS
&
ACCOUNTING

- **DEPARTMENT OF ACCOUNTING & FINANCE**

2019 - 2020 ACADEMIC YEAR
SCHOOL OF BUSINESS
&
ACCOUNTING

- **AAS in ACCOUNTING**

- **BBA in ACCOUNTING**

For MINORS available to BBA students majoring in ACCOUNTING

- ***FINANCE***

See the "Minors for Bachelor Students" Section

ACCOUNTING AND FINANCE DEPARTMENT

COURSE OFFERING SEQUENCING- ACADEMIC YEAR 2018-2019

Course Number	Prior Course Number	Course Name	Credits	Departmental Final	Pre-requisite	Bronx Day	Bronx Evening	New Rochelle Day	New Rochelle Evening	Online
AC-150		Fund of Forensic Accounting	3		None	FL,WN,SP	FL,WN,SP	FL,WN,		
AC-161		Principles of Financial Accounting	3	✓	None	FL,WN,SP	FL,WN,SP	FL,WN,SP	FL,WN,SP	FL,WN,SP
AC-163	AC-162	Principles of Managerial Accounting	3	✓	AC-161 Principles of Financial Accounting	FL,WN,SP	FL,WN,SP	FL,WN,SP		FL, WN
AC-210		Financial Accounting Application	3			FL	FL	FL		
AC-211		Accounting Software Solutions-Small Business	3		AC-163 Principles of Managerial Accounting	FL,WN,SP	FL,WN,SP	FL,WN,SP		
AC-205	AC-215	Intermediate Accounting I	3	✓	AC-162 Principles Of Accounting II	FL,WN,SP	FL,WN,SP	FL,WN,SP		
AC-231		Federal Income Tax I	3	✓	None	FL,WN,SP	FL,WN,SP	FL,WN,SP		FL,WN,
AC-255		Accounting for non-Profit and Governmental Entities								
AC-310	AC-212	Computerized Accounting II	3		AC-211 Computerized Accounting I	FL,WN,SP	FL,WN,SP	FL,WN,SP		
AC-305	AC-331	Intermediate Accounting II	3		AC-215 Intermediate Accounting I	FL,WN,SP	FL,WN,SP	FL,WN,SP		
AC-332		Federal Income Tax II	3		AC-231 Federal Income Tax I	FL,WN,SP	FL,WN,SP	FL, WN		WN
AC-334		Advanced Computerized Accounting	3		AC-310 Computerized Accounting II	FL,WN,SP SAT.				
AC-336		Fraud Prevention ,Detection & Investigation	3		AC-162 Principles of Accounting II	FL	WN			
AC-338		Fraud Criminology ,Civil & Litigation	3		AC-162 Principles of Accounting II & BL-201-Business Law I	WN	FL			
AC-360	AC-214 & AC-428	Cost/Managerial Accounting	3		AC-163 Principles of Managerial Accounting					
AC-370	New	Financial Statement Analysis	3		AC-305 Intermediate Accounting II					
AC 390		Internship	3		30 Credits	FL, WN, SP	FL, WN, SP	FL, WN, SP		
AC 391		Internship	3		30 Credits	FL, WN, SP	FL, WN, SP	FL, WN, SP		
AC 395		Corporate Internship	6		30 Credits	FL, WN, SP	FL, WN, SP	FL, WN, SP		
AC-401		Fraud Auditing & Forensic Accounting	3		AC-215 Intermediate Accounting I & AC-336Fraud Prevention ,Detection & Investigation	FL	WN			
AC-410		Advance Fraud Investigation	3		AC-338 Fraud Crim ,Civil ligit & AC-401 Fraud Auditing & Forensic Accounting	WN				
AC-433	AC-430	Advanced Accounting	3		AC-331 Intermediate Accounting II	FL,WN,SP	FL,WN,SP	FL,WN,SP		
AC-440		Auditing	3		AC-331 Intermediate Accounting II & CO-REQUISITE AC-430 Advance Accounting	FL,WN,SP	FL,WN,SP			
AC-439	AC-449	Accounting Theories and Problems	3		AC-331 Intermediate Accounting II	FL,WN,SP	FL,WN,SP			
AC-450		Forensic Accounting Computer Fraud /IT Auditing	3		AC-440 Auditing	FL	WN			
AC-460		Advance Auditing	3		AC-440 Auditing	FL,WN,SP SAT.				
AC-480		Research and Seminar in Accounting	3		AC-449 Accounting Theories and Problems		FL,WN,SP			
BL-201		Business Law I	3	✓	EN-111 College Writing and Critical Thinking	FL,WN,SP	FL,WN,SP	FL,WN,SP		FL,WN,SP
BL-301		Business Law II	3		BL-201 Business Law I	FL,WN,SP	FL,WN,SP	WN		FL,WN,SP
EC-201		Macroeconomics	3	✓	AC-161 Principles Of Accounting I	FL,WN,SP	FL,WN,SP	FL,WN,SP	FL	FL,WN,SP
EC-203		Microeconomics	3		AC-161 Principles Of Accounting I	FL,WN,SP	FL,WN,SP	FL,WN,SP	WN	FL,WN,SP
FA-302		Principles of Finance	3	✓	EC-201 Macroeconomics	FL,WN,SP	FL,WN,SP	FL,WN,SP		FL,WN,SP
FA-304		Money and Banking	3	✓	FA-302 Principles of Finance	FL,WN,SP	FL,WN,SP	WN		FL,WN,SP
FA-305		Corporate Finance	3		FA-302 Principles of Finance	FL	FL			FL
FA-308		Financial Management	3		FA-302 Principles of Finance	WN	WN	FL		WN
FA-310		Investment Analysis and Forecasting	3		FA-302 Principles of Finance	FL	WN	WN		WN
FA-320		Quantitative Analysis and Forecasting	3		EC-203 Microeconomics, FA-302 Principles of Finance	SP	WN			SP
FA-351		International Finance	3		FA-305 Corporate Finance ,FA-308 Financial Management ,AC-330 Intermediate Accounting I		SP			SP

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
AAS IN ACCOUNTING

MAJOR REQUIREMENTS (30 credits)	**CREDITS**
Accounting Requirements (15credits)	
1. AC 161 Principles of Financial Accounting	**3**
2. AC 163 Principles of Managerial Accounting	**3**
3. AC 211 Accounting Software Solutions–Small Business	**3**
4. MK 101 Marketing Foundations	**3**
5. BL 201 Business Law I	**3**
Major Area Component & Electives (at least 15 credits and at least 5 courses)	
Major Component Courses	
1. AC 205 Intermediate Accounting I	**3**
2. AC 360 Cost/Managerial Accounting	**3**
3. AC 231 Federal Income Tax I	**3**
Major Open Elective Courses	
4.	**3**
5**.**	**3**
*Any course with a prefix of AC, BL, EC, FA **or with approval: IT, MG, or MK**	
GENERAL EDUCATION REQUIREMENTS (27credits)	
1. MA115 Quantitative Reasoning OR Higher	**3**
2. LA/MA (MA120 Finite Math - Strongly Recommended)	**3**
3. EN 111 College Writing and Critical Analysis	**3**
4. EN 121 Analytical Thinking, Writing, and Research	**3**
5. EN 206 Professional Writing and Presentation	**3**
6. LA 122 Funds of Communication	**3**
7. EC 201 Macroeconomics	**3**
8. IT 118 Integrated Business Applications	**3**
9. IT 115 Electronic Spreadsheet Applications	**3**
OPEN ELECTIVE *(3 credits)*	
1. LA (LA 103 Political Science – strongly recommended)	**3**
TOTAL CREDITS	**60**

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
AAS IN ACCOUNTING

SEMESTER 1

COURSE #	NAME	PREREQUISITES	CREDITS
AC-161	Principles of Financial Accounting	None	**3**
MK101	Marketing Foundations	None	**3**
LA 122	Fundamentals of Communication	None	**3**
IT 118	Integrated Business Applications	None	**3**
EN-111	College Writing and Critical Analysis	Placement or EN 068 or EN 070	**3**
	Total		**15**

SEMESTER 2

COURSE #	NAME	PREREQUISITES	CREDITS
AC-163	Principles of Managerial Accounting	AC 161	**3**
BL-201	Business Law I	None / Recommended EN 111	**3**
IT-115	Spreadsheet	None	**3**
MA-130 or MA115	Intermediate Algebra or Quantitative Reasoning	Placement or MA 038 or MA 040	**3**
EN-121	Analytical Thinking, Writing, and Research	EN 111	**3**
	Total		**15**

SEMESTER 3

COURSE #	NAME	PREREQUISITES	CREDITS
AC-205	Intermediate Accounting I	AC 163	**3**
AC-211	Accounting Software Solutions-Small Business	AC 163	**3**
LA/MA	MA140 College Algebra or MA120 Finite Math Strongly Recommended	MA130 or MA115 Quantitative Reasoning	**3**
EN-206	Professional Writing and Presentation	EN 121 with advisement	**3**
Open Elective	Political Science strongly recommended	None	
	Total		**15**

SEMESTER 4

COURSE #	NAME	PREREQUISITES	CREDITS
AC, BL, FA	Major Area Elective		**3**
AC, BL, FA	Major Area Elective		**3**
AC-214	Cost Accounting	AC 163 / Recommended AC 205	**3**
AC-231	Federal Income Tax 1	None	**3**
EC 201	Macroeconomics	AC163 Strongly recommended	**3**
	Total		**15**
Total			**60**

***Major Area and Open Electives should be chosen based upon advisement and area of concentration.**

2019 - 2020 ACADEMIC YEAR
AAS IN ACCOUNTING
CONCENTRATIONS

AAS in Accounting Concentrations—effective Fall 2016

All concentrations require the completion of a minimum of three courses (9 credits) related to the specific concentration.

Business Law –9 credits	
Requirements—9 credits	
BL 201-Business Law I (must be 1 of 3 courses)	3 cr.
BL 301-Business Law II (BL 201 or MG 226)	3 cr.
CJ 271-US Court Systems (PR: CJ-101 & LA-103)	3 cr.
MG 216-Employee & Labor Relations (PR: MG 211)	3 cr.
MG 226-Legal Aspects of Sports (PR: MG 101 or MG 125 or MG 201 or BL 201)	3 cr.
MG 272-Legal Aspects of Entertainment and Media (PR: MG 101 or MG 125 or MG 201 or BL 201)	3 cr.

Finance –9 credits	
Requirements—9 credits	
MG 105-Personal Finance (must be 1 of 3 courses)	3 cr.
FA 302-Principles of Finance (PR: EC 201)	3 cr.
FA 304-Money & Banking (PR: FA 302)	3 cr.
FA 305-Corporate Finance (PR: FA 302)	3 cr.
FA308-Financial Management (PR: EC 201 & FA 302)	3 cr.
FA 310-Investment Analysis (PR: FA 302)	3 cr.

MONROE COLLEGE
School of Business & Accounting

ACCOUNTING MAJOR AREA CONCENTRATIONS – FL15

Deciding on a major area concentration is an important step in improving your success in the job market. It can assist you in demonstrating that you have some expertise and/or passion in one specific business-related area, and may be helpful when listed on your resume and on job applications. Please review the following business related concentrations, and then meet with your Student Services Advisor or Chairperson to insure that the needed major and/or Open Electives are available, and to then complete the processing of this declaration form.

SUMMARY OF AAS ACCOUNTING CONCENTRATIONS

[ ] Finance The study of Finance addresses the ways in which individuals and business allocate and use economic resources over time. Finance is used by individuals, governments, businesses, schools and not-for-profit organizations. Careers in commercial banking, real estate, financial planning are examples of career paths one can take after studying finance.

[ ] Business Law The study of law enables you to understand the U.S. legal system and the various facets of our community that it affects. Whether a successful entrepreneur or criminal justice practitioner one must understand the legal system and how it impacts economic success and security. Careers related to the law include criminal or corporate attorney, legal assistant, court administrators, various federal assignments, judges, sole practitioner, and compliance officer.

[ ] Finance: MG105-Personal Finance (must be 1 of 3 courses)
FA 302 Principles of Finance
FA 304 Money and Banking
FA 305 Corporate Finance
FA 308 Financial Management
FA 310 Investment Analysis

[ ] Business Law: BL 201 Business Law I (must be 1 of 3 courses)
BL 301 Business Law II
CJ 271-US Court Systems
MG 216-Employee & Labor Relations
MG 226 Legal Aspects of Sports
MG 272 Legal Aspects of Entertainment and Media

I (please print clearly), _____, ID number_____hereby declare my intention to complete a business concentration in _____ as part of my AAS Accounting Degree Requirements. Signature: _____

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
BBA IN ACCOUNTING (120 Credits)

COURSES	CR	COURSES	CR
MAJOR REQUIREMENTS (at least 66 credits)		**OTHER REQUIREMENTS (54 credits)**	
Accounting and Auditing (at least 42 credits and at least 14 courses)		***Computer Courses (9 credits)***	
1. AC 161 Principles of Financial Accounting	**3**	1. IT 118 Integrated Business Applications	**3**
2. AC 163 Principles of Managerial Accounting	**3**	2. IT 115 Electronic Spreadsheet	**3**
3. AC 216 Intermediate Accounting I	**3**	3. IT 215 Advanced Spreadsheet	**3**
4. AC 360 Cost/Managerial Accounting	**3**	***General Education (33 credits) of which 12 credits must be in English***	
5. AC 331 Intermediate Accounting II	**3**	1. EN 111 College Writing & Critical Analysis	**3**
6. AC 370 Financial Statement Analysis	**3**	2. EN 121 Analytical Thinking, Writing & Reasoning	**3**
7. AC 430 Advanced Accounting	**3**	3. EN 206 Professional Writing & Presentation	**3**
8. AC 440 Auditing	**3**	4. EN	**3**
9. AC 449 Accounting Theory & Problems	**3**	5. EC 201 Macroeconomics	**3**
10. AC 211 Accounting Software Solutions-Small Business	**3**	6. EC 203 Microeconomics	**3**
11. AC 310 Accounting Software Solutions-Enterprise	**3**	7. LA (LA103 Strongly recommended)	**3**
12. AC 231 Federal Income Tax Law and Practice I	**3**	8. LA 122 Funds of Communication or LA 205 Professional Communication	**3**
13. AC 332 Federal Income Tax Law and Practice II	**3**	9. MA115 Quantitative Reasoning OR Higher	**3**
14. AC 390 or AC 290 Internship	**3**	10. MA120 Finite Math OR Higher	**3**
Law/Finance/Economics/Management/Marketing (18 credits)		11. MA 235 Statistics for Business Decisions	**3**
1. BL 201 Business Law I	**3**		
2. BL 301 Business Law II	**3**	***Open Electives (12 credits)***	
3. MK 101 Marketing Foundations	**3**	1.	**3**
4. FA 302 Principles of Finance	**3**	2.	**3**
5. MG 305 Intro to Mgmt. Science	**3**	3.	**3**
6. FA (FA304 Strongly Recommended)	**3**	4.	**3**
Major Area Elective (6 credits)			
1.	**3**		
2.	**3**		
*Any course with a prefix of AC, BL, EC, FA, MG, **&, w/ approval, IT**			
TOTAL MAJOR REQUIREMENTS:	**66**	**TOTAL OTHER REQUIREMENTS:**	**54**
		TOTAL CREDITS	**120**

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
BBA IN ACCOUNTING (120 Credits)

SEMESTER 1

COURSE #	NAME	PREREQUISITES	CREDITS
AC-161	Principles of Financial Accounting	None	**3**
MK101	Marketing	None	**3**
LA 122	Fundamentals of Communication	None	**3**
IT-118	Integrated Business Applications	None	**3**
EN-111	College Writing and Critical Analysis	Placement or EN 068 or EN 070	**3**
	Total		**15**

SEMESTER 2

COURSE #	NAME	PREREQUISITES	CREDITS
AC-163	Principles of Managerial Accounting	AC 161	**3**
BL-201	Business Law I	EN 111	**3**
IT-115	Spreadsheet	None	**3**
MA-130 or MA115	Intermediate Algebra or Quantitative Reasoning	Placement or MA 038 or MA 040	**3**
EN-121	Analytical Thinking, Writing, and Research	EN 111	**3**
	Total		**15**

SEMESTER 3

COURSE #	NAME	PREREQUISITES	CREDITS
AC-205	Intermediate Accounting I	AC 163	**3**
AC-211	Accounting Software Solutions-Small Business	AC 163	**3**
LA/MA	MA140 College Algebra or MA120 Finite Math Strongly Recommended	MA130 or MA115 Quantitative Reasoning	**3**
EN-206	Professional Writing and Presentation	EN 121 with advisement	**3**
Open Elective	Political Science strongly recommended	None	
	Total		**15**

SEMESTER 4

COURSE #	NAME	PREREQUISITES	CREDITS
AC, BL, FA	Major Area Elective		**3**
AC, BL, FA	Major Area Elective		**3**
AC-360	Cost/Managerial Accounting	AC 163 / Recommended AC 205	**3**
AC-231	Federal Income Tax 1	None	**3**
EC 201	Macroeconomics	AC163 Strongly recommended	**3**
	Total		**15**

***Major Area and Open Electives should be chosen based upon advisement and area of concentration.**

(CONTINUED)

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
BBA IN ACCOUNTING (120 Credits)

. SEMESTER 5

COURSE #	NAME	PREREQUISITES	CREDITS
AC-305	Intermediate Accounting II	AC 205	**3**
AC-370	Financial Statement Analysis	AC 305	**3**
FA-302	Principles of Finance	AC 161, EC 201(AC162 strongly recommended)	**3**
MA-235	Statistics for Business Decisions	Placement or MA 140 or MA 115	**3**
EN Elective	Recommended EN 221	With Advisement	**3**
	Total		**15**

SEMESTER 6

COURSE #	NAME	PREREQUISITES	CREDITS
AC-430	Advanced Accounting	AC 331	**3**
FA-	FA304 Money and Banking Strongly recommended		**3**
IT-215	Advanced Spreadsheet	IT 115	**3**
EC-203	Microeconomics	EC 201 strongly recommended	**3**
Open Elective			**3**
	Total		**15**

SEMESTER 7

COURSE #	NAME	PREREQUISITES	CREDITS
AC-449	Accounting Theory and Problems	AC 331	**3**
AC- 390 or AC 290	Internship		
MG 305	Introduction to Management Science	IT 115 & IT 215 with advisement	**3**
Open Elective			**3**
Major Elective			**3**
	Total		**15**

SEMESTER 8

COURSE #	NAME	PREREQUISITES	CREDITS
AC-440	Auditing	AC 331 / Co-requisite AC 430	**3**
BL-301	Business Law II	BL 201	**3**
AC-332	Federal Income Tax Law and Practices II	AC 231	**3**
Open Elective	IT 130 Database Strongly Recommended	IT 118	**3**
Major Elective	AC391 Strongly Recommended		**3**
	Total		**120**

***Major Area and Open Electives should be chosen based upon advisement and area of concentration**

BBA in Accounting Minors—Effective fall 2018

All minors require the completion of a minimum of six courses related to the specific minor.

Finance –18 credits	
Requirements—9 credits	
FA 302-Principles of Finance (PR: EC 201)	3 cr.
FA 304-Money & Banking (PR: FA 302)	3 cr.
FA 305-Corporate Finance (PR: FA 302)	3 cr.
Electives—9 credits	
(choose three from the list below)	
MG 112-Business Ethics	3 cr.
MG 105-Personal Finance	3 cr.
FA 310-Investment Analysis (FA 302)	3 cr.
FA 308-Financial Management (PR: EC 201 & FA 302)	3 cr.
FA 361-International Finance (FA 305)	3 cr.

Business Law –18 credits	
Requirements—9 credits	
BL 201-Business Law I	3 cr.
BL 301-Business Law II (BL 201 or MG 226)	3 cr.
CJ 150-American Legal System	3 cr.
Electives—9 credits	
(choose three from the list below)	
CJ 271-US Court Systems (PR: CJ-101 & LA-103)	3 cr.
CJ 101-Intro to Criminal Justice	3 cr.
MG 216-Employee & Labor Relations (PR: MG 211)	3 cr.
MG 226-Legal Aspects of Sports (PR: MG 101 or MG 125 or MG 201 or BL 201)	3 cr.
MG 272-Legal Aspects of Entertainment and Media (PR: MG 101 or MG 125 or MG 201 or BL 201)	3 cr.

2019 - 2020 ACADEMIC YEAR
SCHOOL OF BUSINESS
&
ACCOUNTING

- ## DEPARTMENT OF BUSINESS MANAGEMENT

2019 - 2020 ACADEMIC YEAR
SCHOOL OF BUSINESS
&
ACCOUNTING

➢ AAS in BUSINESS ADMINISTRATION (WITH CONCENTRATIONS)

For CONCENTRATIONS available to AAS students majoring in BUSINESS MANAGEMENT

See the Description of Concentrations and Declaration Form in the "Concentrations for AAS Students" in this section

➢ BBA in BUSINESS MANAGEMENT

For MINORS available to BBA students majoring in BUSINESS MANAGEMENT

See the Description of Minors and Declaration Form in the "Minors for Bachelor Students" Section

➢ AAS in SPORTS MANAGEMENT

For CONCENTRATIONS available to AAS students majoring in SPORTS MANAGEMENT

See the Description of Concentrations and Declaration Form in the "Concentrations for AAS Students" in this section

➢ BBA in SPORTS MANAGEMENT

For MINORS available to BBA students majoring in SPORTS MANAGEMENT

See the Description of Minors and Declaration Form in the "Minors for Bachelor Students" Section

Eff. Fall 2017

DEPT. OF BUSINESS ADMINISTRATION

COURSE OFFERING SEQUENCING- ACADEMIC YEAR 2017/2018

Course Number	Prior Course Number	Course Name	Credits	Departmental Final	Pre-requisite	Bronx Day	Bronx Evening	New Rochelle Day	New Rochelle Evening	Online
MG-101		Introduction to Business	3	✓	None	FL, WN, SP	FL, WN, SP	FL, WN, SP	FL,WN, SP	FL,WN, SP
MG-105		Personal Financial Management	3		None	FL, WN, SP	FL, WN, SP	FL,WN, SP	FL,WN, SP	FL, WN, SP
MG-110		Real Estate	3		None	SP	SP	SP		SP
MG-112	MG-212	Business Ethics	3		None	FL, WN, SP	FL, WN	FL, WN, SP	FL,WN	FL,WN, SP
MG-120	MG-225	Introduction to Sports Management & Marketing	3	✓	None	FL, WN, SP	FL, WN, SP	FL, WN, SP		FL, WN, SP
MG-125		Introduction to the Entertainment & Media Industry	3		None	WN	WN	WN		WN
MG-201		Principles of Management	3	✓	MG-101 or MG-120	FL,WN,SP	FL, WN, SP	FL, WN, SP	FL,WN, SP	FL,WN, SP
MG-211		Introduction to Human Resource Management	3		MG-101 or MG-120 or MG-201	FL,WN,SP	FL,WN,SP	FL,WN,SP	FL,WN, SP	FL,WN, SP
MG-216		Employee & Labor Relations	3		MG-211	FL,WN,SP	FL, SP	FL,WN		FL,WN, SP
MG-217		Compensation and Benefit Admin	3		MG-211	FL,WN	SP	FL,WN		FL,WN
MG-226		Legal Aspects of Sports	3		MG101 or MG120	FL, WN, SP	FL, WN, SP	FL, WN, SP		FL, WN, SP
MG-227		Business Ethics in Sports	3	✓	MG101 or MG120	FL, WN, SP	FL, WN, SP	FL, WN, SP		FL, WN, SP
MG-230		Principles of Project Mgmt	3		MG-101 or MG-120 or MG-201	FL,WN,SP	FL,WN,SP	FL,WN,SP	FL	FL,WN,SP
MG-250		Human Resource Training & Development	3		MG-211	SP	SP	WN		SP
MG-252		Recruitment & Selection	3		MG-211	WN	WN	FL		WN
MG-255		Managing Cultural Diversity	3		MG-101 or MG-201	FL	FL	SP		WN
MG-271		Trends in Media, Entertainment, and Culture	3		MG-101 or MG-125 or MG-201	FL	WN	FL		FL
MG-272		Legal Aspects of Entertainment & Media	3		MG-101 or MG-125 or MG-201 or BL-201	SP	SP	SP		SP
MG-280		Introduction to Public & Nonprofit Management	3		MG-101 or MG-120 or MG-201	FL	WN	FL,SP		WN
MG-285		Integrating Business Concepts	3	✓	Sophomore	FL,WN,SP	FL,WN,SP	FL,WN,SP	FL	FL,WN,SP
MG-290		Internship	3		30 Credits	FL,WN,SP	FL,WN,SP	FL,WN,SP	FL,WN,SP	FL,WN,SP
MG-291		Internship	3		MG-290	FL,WN,SP	FL,WN,SP	FL,WN,SP	FL,WN,SP	FL,WN,SP
MG-305	MG-205	Introduction to Mgmt. Science	3	✓	IT-115 OR IT-215	FL,WN,SP	FL,WN,SP	FL,WN,SP	SP	FL,WN,SP
MG-313	MG-213	Organization Behavior & Effectiveness	3		MG-201 or MG-120	FL, WN, SP	FL, WN, SP	WN, SP		FL,WN, SP
MG-320	MG-240	Global Business	3	✓	MG-201 or MG-120	FL,WN,SP	FL,WN,SP	FL,WN,SP	FL	FL,WN,SP
MG-325		Management Science Application	3		MG-305	WN	WN	SP		SP
MG-330		Organizational Theory	3		MG-201 or MG-120	FL,WN,SP	FL,WN,SP	FL,WN,SP	FL	FL,WN,SP
MG-332		Sports Operations & Facilities	3		MG2-226	FL,WN,SP	FL,WN,SP	FL,WN,SP		FL,WN,SP
MG-333		Financial Management for Sports Organizations	3		MG-120	FL,WN,SP	FL,WN,SP	FL,WN,SP		FL,WN,SP
MG-340	MG-260	Introduction to Entrepreneurship	3	✓	(MG-101 or MG-201) & AC-161	FL,WN,SP	FL,WN,SP	FL,WN,SP	FL,WN,SP	FL,WN,SP
MG-341	MG-262, 204	Managing the Small Business	3		MG-340	WN	WN	FL		WN
MG-342	MG-265	New Venture Financing	3		MG-340	FL	FL	FL		FL
MG-350		Strategic Global HR Management	3		MG-211	WN	WN	FL		SP
MG-354		Occupational Health & Safety	3		MG-211 & MG-250	WN	WN	SP		WN
MG-356		HR Legal Environment & Desparities	3		MG-211	FL	FL	FL		FL
MG-362		Business Management Systems	3		MG-201 or MG-120	FL,WN,SP	FL,WN,SP	FL,WN,SP		FL,WN,SP
MG-390		Internship	3		Junior	FL,WN,SP	FL,WN,SP	FL,WN,SP	FL,WN,SP	FL,WN,SP
MG-391		Internship	3		MG-390	FL,WN,SP	FL,WN,SP	FL,WN,SP	FL,WN,SP	FL,WN,SP
MG-392		Seminar in Business Admin. Professionalism	3		Junior	FL	WN	SP		FL, WN
MG-394		Sports Management Internship	3		Junior	FL,WN,SP	FL,WN,SP	FL,WN,SP	FL,WN,SP	FL,WN,SP
MG-395		Corporate Internship in Bus Mgmt.	3		Junior	FL,WN,SP	FL,WN,SP	FL,WN,SP	FL,WN,SP	FL,WN,SP
MG-425		Seminar in Human Resources	3		Junior	SP	SP	SP		SP
MG-435		Sports Management Capstone	3	✓	Senior	FL,WN,SP	FL,WN,SP	FL,WN,SP		FL,WN,SP
MG-485	MG-335	Business Policy & Strategy	3	✓	Senior	FL,WN,SP	FL,WN,SP	FL,WN,SP	FL,WN	FL,WN,SP
MK-101		Marketing Foundations	3	✓	None	FL,WN,SP	FL,WN,SP	FL,WN,SP	FL,WN,SP	FL,WN,SP
MK-110		Social Media Marketing	3		None	FL, WN, SP	FL,WN,SP	FL,WN,SP		FL, WN. SP
MK-201		Integrated Advertising & Promotions	3		MK-101 or MG-120	FL	SP	WN		FL
MK-202		Art of Selling	3		MK-101 or MG-120	SP	WN	FL		SP
MK-203		Branding & Product Development	3		MK-101 or MG-120	FL	WN	FL		FL
MK-205		Retail Marketing	3		MK-101 or MG-120	SP	SP	WN		SP
MK-206		Digital & Search Engine Marketing	3		MK-101 or MK-110 or MG-120	FL, WN, SP	FL, WN, SP	FL, WN, SP	FL	FL, WN, SP
MK-208	MG-203	Internet Marketing Solutions	3		MG-101 or MG-120 or MK-101	SP	FL	SP	FL	WN
MK-212		Market Research	3		MK-101 or MG-120	FL	WN	SP		FL
MK-322		Marketing Management	3		MK-101 or MG-120	SP	SP	WN		SP
MK-342		Consumer Behavior	3		MK-101 or MG-120	FL, WN, SP	FL, WN, SP	FL, WN, SP		FL, WN, SP
BL-201	BL-101	Business Law 1	3	✓	None					
BL-301	BL-102	Business Law 2	3	✓	BL-201 or MG-226					
						Semester the course will be offered				
						(FL=Fall, WN=Winter, SP=Spring)				

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
AAS IN BUSINESS ADMINISTRATION

COURSES	CREDITS
MAJOR REQUIREMENTS (30 credits)	
Business Requirements (18 credits)	
1. AC 161 Principles of Financial Accounting	3
2. AC 163 Principles of Managerial Accounting	3
3. MG 101 Introduction to Business	3
4. MG 201 Principles of Management	3
5. MK 101 Marketing Foundations	3
6. MG 285 Integrating Business Concepts	3
Major Area Components & Electives (12 credits)*	
Major Component Courses	
1. BL 201 Business Law I	3
Major Component Elective Courses	
2.	3
3.	3
4.	3
* It is strongly recommended that Major Area Electives be used to complete the requirements of a declared business Concentrations; or any course with a prefix of AC, BL, EC, FA, MG, or MK, and HP (Hospitality only) with advisement. ** Students should use the 1st Major Area Elective course to explore business concentrations before formally declaring.	
GENERAL EDUCATION REQUIREMENTS (30 credits)	
1. MA 130 Intermediate Algebra /MA115 Quantitative Reasoning	3
2. LA/MA (MA 120 Finite Math – strongly recommended)	3
3. EN 111 College Writing and Critical Analysis	3
4. EN 121 Analytical Thinking, Writing, and Research	3
5. EN 206 Professional Writing and Presentation	3
6. LAXXX (LA 103 Political Science recommended)	3
7. EC 201 Macroeconomics	3
8. LA 122 Fundamentals of Communications or 120 Speech Communication	3
9. IT 118 Integrated Business Applications	3
10. IT 115 Electronic Spreadsheet Applications	3
TOTAL CREDITS: (Must Equal at least 60 credits and at least 20 courses)	**60**

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
AAS IN BUSINESS ADMINISTRATION

SEMESTER 1

COURSE #	NAME	PREREQUISITES	CREDITS
MG 101	**Introduction to Business**	None	**3**
EN 111	**College Writing and Critical Analysis**	Placement or EN 068 or EN 070	**3**
LA 122	**Fundamentals of Communication or LA120 Speech Communication**	None	**3**
MK 101	**Marketing Foundations**	None	**3**
IT 118	**Integrated Business Applications**	None	**3**
	Total		**15**

SEMESTER 2

COURSE #	NAME	PREREQUISITES	CREDITS
MG 201	**Principles of Management**	MG 101 or MG-120	**3**
EN 121	**Analytical Thinking, Writing, and Research**	EN 111	**3**
MA 130 / MA 115	**Intermediate Algebra Quantitative Reasoning**	Placement or MA 038 or MA 040	**3**
AC 161	**Principles of Financial Accounting**	None	**3**
IT 115	**Electronic Spreadsheet Applications**	IT 118	**3**
	Total		**15**

SEMESTER 3

COURSE #	NAME	PREREQUISITES	CREDITS
EN 206	**Professional Writing and Presentation**	EN 121 with advisement	**3**
MG/MK	**Major Area Elective**	Should relate to declared Concentration if applicable or MG290 Internship - recommended	
AC163	**Principles of Managerial Accounting**	AC161	**3**
LA XXX	**LA103 Political Science (strongly recommended)**	(None)	**3**
LA/MA XXX MA140/MA120	**College Algebra/ Finite Math Strongly Recommended**	MA130 or MA115	**3**
	Total		**15**

SEMESTER 4

COURSE #	NAME	PREREQUISITES	CREDITS
EC 201	**Macroeconomics**	AC-162 strongly recommended	**3**
MG 285	**Integrating Business Concepts**	Sophomore Standing	**3**
BL 201	**Business Law I**	None / Recommended EN 109	**3**
MG/MK	**Major Area Elective**	Should relate to declared Concentration or MG290	**3**
MG/MK	**Major Area Elective**	Should relate to declared Concentration or MG230	**3**
	Total		**15**
Total			**60**

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
AAS IN SPORTS MANAGEMENT

MAJOR REQUIREMENTS (30 credits)	**CREDITS**
Business Requirements (12 credits)	
1. AC 161 Principles of Financial Accounting	**3**
2. AC 163 Principles of Managerial Accounting	**3**
3. MG 101 Introduction to Business	**3**
4. MG 201 Principles of Management	**3**
Major Area Component & Electives (18 credits)	
Major Component Courses	
1. MG 120 Introduction to Sports Management & Marketing	**3**
2. MG 226 Legal Aspects of Sports	**3**
3. MG 227 Business Ethics of Sports	**3**
Major Open Elective Courses	
4. MG 290 Internship (strongly recommended)	**3**
5. MG/MK Major Area Elective	**3**
6. MG/MK Major Area Elective	**3**
GENERAL EDUCATION REQUIREMENTS (27credits)	
1. MA115 Quantitative Reasoning	**3**
2. LA/MA elective (MA120 Finite Math - Strongly Recommended)	**3**
3. LA/MA elective	**3**
4. LA 122 Funds of Communication or LA 205 Professional Communication	**3**
5. EN 111 College Writing and Critical Analysis	**3**
6. EN 121 Analytical Thinking, Writing, and Research	**3**
7. EN 206 Professional Writing and Presentation	**3**
8. EC 201 Macroeconomics	**3**
9. IT 118 Integrated Business Applications or IT103	**3**
OPEN ELECTIVE (3 credits)	
Open Elective (IT115 Electronic Spreadsheet Applications-strongly recommended)	**3**
TOTAL DEGREE CREDITS	**60**

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
AAS IN SPORTS MANAGEMENT

SEMESTER 1

Course Code	Description	Prerequisites	Credits
MG 101	Intro to Business	None	3
EN 111	College Writing and Critical Analysis	None	3
LA 122 or LA 205	Fundamentals of Communication or Professional Communication	None	3
MG 120	Intro to Sports Management & Marketing	None	3
IT 118	Integrated Business Applications	None	3
	Subtotal		**15**

SEMESTER 2

Course Code	Description	Prerequisites	Credits
MG 201	Principles of Management	MG 120 or MG 101	3
EN 121	Analytical Thinking, Writing and Research	EN 111	3
MA 115	Quantitative Reasoning	None	3
AC 161	Principles of Accounting I	None	3
MG 226	Legal Aspects of Sports	MG 101 or MG 120	3
	Subtotal		**15**

SEMESTER 3

Course Code	Description	Prerequisites	Credits
EN 206	Professional Writing and Presentation	EN 121 with Advisement	3
MG/MG	Major Area Elective	None	3
AC 163	Principles of Managerial Accounting	AC 161	3
LA/MA	General Education Elective	None	3
MG 227	Business Ethics of Sports	MG 101 of MG 120	3
	Subtotal		**15**

SEMESTER 4

Course Code	Description	Prerequisites	Credits
EC 201	Macroeconomics	None	3
MG/MK	Major Area Elective	None	3
MG/MK	Major Area Elective	None	3
LA/MA	General Education Elective	None	3
	Open Elective	None	3
	Subtotal		**15**
TOTAL CREDITS			**60**

2019 - 2020 ACADEMIC YEAR
AAS IN BUSINESS ADMINISTRATION
CONCENTRATIONS

AAS in Business Administration Concentrations—effective fall 2018

Accounting –9 credits	
Requirements—9 credits	
AC 211-Computerized Accounting I (PR: AC 163) must be 1 of 3 courses	3 cr.
AC 310-Computerized Accounting II (PR: AC 211)	3 cr.
AC 215-Intermediate Accounting I (PR: AC 163)	4 cr.
MG 112-Business Ethics	3 cr.

Finance –9 credits	
Requirements—9 credits	
MG 105-Personal Finance (must be 1 of 3 courses)	3 cr.
FA 302-Principles of Finance (PR: EC 201)	3 cr.
FA 304-Money & Banking (PR: FA 302)	3 cr.
FA 305-Corporate Finance (PR: FA 302)	3 cr.
FA 308-Financial Management (PR: EC 201 & FA 302)	3 cr.
FA 310-Investment Analysis (PR: FA 302)	

Human Resources –9 credits	
Requirements—9 credits	
MG 211-Human Resources Management (PR: MG 101 or MG 120 or MG 201) must be 1	3 cr.
of 3 courses	3 cr.
MG 216-Employee and Labor Relations (PR: MG 211)	3 cr.
MG 217-Compensation and Benefits Administration (PR: MG 211)	3 cr.
MG 255-Managing Cultural Diversity (PR: MG 101 or MG 201)	3 cr.

Marketing –9 credits	
Requirements—9 credits	
MK 101-Marketing Foundation (must be 1 of 3 courses)	3 cr.
MK 110-Social Media Marketing	3 cr.
MK 201-Integrated Advertising & Promotion (PR: MK 101 or MG 120)	3 cr.
MK 202-Art of Selling (PR: MK 101 or MG 120)	3 cr.

Sports Management –9 credits	
Requirements—9 credits	
MG 120-Introduction to Sports Management (must be 1 of 3 courses)	3 cr.
MG 226-Legal Aspects of Sports (PR: MG 101 or MG 120)	3 cr.
MG 227-Business Ethics in Sports (PR: MG 101 or MG 120)	3 cr.
MK 206-Digital and Search Engine Marketing (PR: MK 101 or MK 110 or MG 120)	3 cr.

(Continued)

2019 - 2020 ACADEMIC YEAR
AAS IN BUSINESS ADMINISTRATION
CONCENTRATIONS

Business Law –9 credits	
Requirements—9 credits	
BL 201-Business Law I (must be 1 of 3 courses)	3 cr.
BL 301-Business Law II (PR: BL 201 or MG 226)	3 cr.
CJ 150-American Legal System	3 cr.
CJ 101-Intro to Criminal Justice	3 cr.
MG 216-Employee & Labor Relations (PR: MG 211)	3 cr.
MG 226-Legal Aspects of Sports (PR: MG 101 or MG 125 or MG 201 or BL 201)	3 cr.
MG 272-Legal Aspects of Entertainment and Media (PR: MG 101 or MG 125 or MG 201 or BL 201)	

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
BBA IN BUSINESS MANAGEMENT

COURSES	CREDITS	COURSES	CREDITS
MAJOR REQUIREMENTS (60 credits)		**OTHER REQUIREMENTS (60 credits)**	
Accounting (6 credits)		***Computer Courses (9 credits)***	
1. AC 161 Principles of Financial Accounting	**3**	1. IT 118 Integrated Business Applications	**3**
2. AC 163 Principles of Managerial Accounting	**3**	2. IT 115 Electronic Processing	**3**
		3. IT 215 Advanced Spreadsheet	**3**
Management (30 credits)		***General Education (39credits) of which 12 credits must be in English***	
1. MG 101 Introduction to Business	**3**	1. EN 111 College Writing & Critical Analysis	**3**
2. MK 101 Marketing Foundations	**3**	2. EN 121 Analytical Thinking, Writing & Research	**3**
3. MG 201 Principles of Management	**3**	3. EN 206 Professional Writing & Presentation	**3**
4. MG 230 Principles of Project Mgmt. or MG 285 Integrating Business Concepts	**3**	4. EN	**3**
5. MG 320 Global Business	**3**	5. EC 201 Macroeconomics	**3**
6. MG 313 Organizational Behavior	**3**	6. EC 203 Microeconomics	**3**
7. MG 340 Intro to Entrepreneurship	**3**	7. MA115 Quantitative Reasoning	
8. MG 305 Intro to Management Science	**3**	8. MA120 Finite Math	**3**
9. MG 290 or MG 390	**3**	9. MA 235 Statistics for Bus. Decisions	**3**
10. MG 485 Business Policy	**3**	10. LA 205 Professional Communication	**3**
		11. LA103 Political Science (strongly recommended)	**3**
Law/Business Mgmt. Systems/Finance (9 credits)		12. LA	**3**
1. BL 201 Business Law I	**3**	13.	**3**
2. MG 362 Business Management Systems	**3**		
3. FA 302 Finance	**3**	***Open Electives (12 credits)***	
		1.	**3**
Major-Area Electives (15 credits)		2.	**3**
1.	**3**	3.	**3**
2.	**3**	4.	**3**
3.	**3**		
4.	**3**		
5.	**3**		
TOTAL MAJOR CREDITS TAKEN:		**TOTAL OTHER CREDITS TAKEN:**	
(TOTAL CREDITS MUST EQUAL 60)		**(TOTAL MUST EQUAL 60)**	
TOTAL CREDITS			**120**

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
BBA IN BUSINESS MANAGEMENT
(For Students with an Associate Degree)

BBA SEMESTER 1 or with AAS degree SEMESTER 5

COURSE #	NAME	PREREQUISITES	CREDITS
EC 203	**Microeconomics**	EC 201 & AC 163 strongly recommended	**3**
MG 230	**Project Management or MG 285 Integrating Business Concepts**	MG 101 or MG-120 or MG-201	**3**
MG 340	**Introduction to Entrepreneurship**	(MG 101 or MG-201) & AC-161	**3**
MG/MK	**Major Area Elective**	Should relate to declared Minor if applicable	**3**
MA 235	**Statistics For Business**	Placement or MA 140 or MA 115	**3**
			15

BBA SEMESTER 2 or with AAS degree SEMESTER 6

COURSE #	NAME	PREREQUISITES	CREDITS
MG 320	**Global Business**	MG-201 or MG-120	**3**
FA 302	**Finance**	AC 161 & EC 201(AC163 & EC 201 Strongly recommended)	**3**
MG/MK	**Major Area Elective or MG390 Internship**	Should relate to declared Minor if applicable	**3**
MG 362	**Business Management Systems**	MG 201 or MG-120	**3**
IT 215	**Advanced Spreadsheet**	IT 115	**3**
			15

BBA SEMESTER 3 or with AAS degree SEMESTER 7

COURSE #	NAME	PREREQUISITES	CREDITS
MG 313	**Organizational Behavior**	MG 201 or MG-120	**3**
MG/MK	**Major Area Elective**	Should relate to declared Minor if applicable	**3**
MG 390/391	**Internship**	Junior Standing	**3**
MG 305	**Introduction to Management Science**	IT 115 / IT 215 with advisement	**3**
Open	**Open Elective**		**3**
			15

BBA SEMESTER 4 or with AAS degree SEMESTER 8

COURSE #	NAME	PREREQUISITES	CREDITS
MG 485	**Business Policy & Strategy**	Senior Standing	**3**
LA 205	**Professional Communication**	LA 120 or LA 122	**3**
MG/MK	**Major Area Elective**	Should relate to declared Minor if applicable	**3**
MG/MK	**Major Area Elective**	Should relate to declared Minor if applicable	**3**
Open	**Open Elective**	Should relate to declared Minor if applicable; or LA-103 or LA-131 strongly recommended	**3**
			15
TOTAL			**120**

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
BBA IN SPORTS MANAGEMENT

COURSES	CREDITS	COURSES	CREDITS
MAJOR REQUIREMENTS (63 credits)		**OTHER REQUIREMENTS (57 credits)**	
Accounting Requirements (6 credits)		***Computer Courses (6 credits)***	
1. AC 161 Principles of Financial Accounting	**3**	1. IT 118 Integrated Business Applications	**3**
2. AC 163 Principles of Managerial Accounting	**3**	2. IT 115 Electronic Processing	**3**
Management and Marketing Requirements (21 credits)			
1. MG 101 Introduction to Business	**3**	***General Education (39 credits)***	
2. MG 201 Principles of Management	**3**	1. EN 111 College Writing and Critical Analysis	**3**
3. MG 230 Principles of Project Management	**3**	2. EN 121 Analytical Thinking, Writing, and Research	**3**
4. MG 290 or MG 390 Internship	**3**	3. EN 206 Professional Writing and Presentation	**3**
5. MG 320 Global Business	**3**	4. EN 305 Advanced Business Writing	**3**
6. MK 342 Consumer Behavior	**3**	5. EC 201 Macroeconomics	**3**
7. MK 206 Digital and Search Engine Marketing	**3**	6. EC 203 Microeconomics	**3**
Sports Management Requirements(21 credits)		7. MA 115 Quantitative Reasoning	**3**
1. MG 120 Intro to Sports Management & Marketing	**3**	8. MA 120 Finite Math or higher	**3**
2. MG 226 Legal Aspects of Sports	**3**	9. MA 145 Statistics for Business	**3**
3. MG 227 Business Ethics of Sports	**3**	10. LA 205 Professional Communication	**3**
4. MG 332 Sports Operations & facility Management	**3**	11. LA Elective	**3**
5. MG 333 Financial Management for Sports Organizations	**3**	12. LA Elective	**3**
6. MG 394 Sports Management Internship	**3**	13. LA Elective	**3**
7. MG 435 Sports Management Capstone Seminar	**3**		
Major Area Electives (15 credits)		***Open Electives (12 credits)***	
1.	**3**	1.	**3**
2.	**3**	2.	**3**
3.	**3**	3.	**3**
4.	**3**	4.	**3**
5.	**3**		
TOTAL CREDITS	**63**	**TOTAL CREDITS**	**57**
TOTAL DEGREE CREDITS (MAJOR AND OTHER REQUIREMENTS)			**120**

2019 - 2020 ACADEMIC YEAR RECOMMENDED SEQUENCE SPORTS MANAGEMENT BBA

SEMESTER 1

Course Code	Description	Prerequisites	Credits
MG 101	Intro to Business	None	3
EN 111	College Writing and Critical Analysis	None	3
LA 205	Professional Communication	None	3
MG 120	Intro to Sports Management and Marketing	None	3
IT 118	Integrated Business Applications	None	3
	Subtotal		**15**

SEMESTER 2

Course Code	Description	Prerequisites	Credits
MG 201	Principles of Management	MG 120 or MG 101	3
EN 121	Analytical Thinking, Writing and Research	EN 111	3
MA 115	Quantitative Reasoning	None	3
AC 161	Principles of Financial Accounting	None	3
MG 226	Legal Aspects of Sports	MG 101/MG 120	3
	Subtotal		**15**

SEMESTER 3

Course Code	Description	Prerequisites	Credits
EN 206	Professional Writing and Presentation	EN 121 with advisement	3
MG/MK	Major Area Elective	None	3
AC 163	Principles of Managerial Accounting	AC 161	3
LA XXX	Liberal Arts Elective	None	3
MG 227	Business Ethics of Sports	MG 101/MG 120	3
	Subtotal		**15**

SEMESTER 4

Course Code	Description	Prerequisites	Credits
EC 201	Macroeconomics	None	3
MG/MK	Major Area Elective	None	3
IT 115	Electric Spreadsheet	IT 118	3
LA XXX	Liberal Arts Elective	None	3
	Open Elective		3
	Subtotal		**15**

CONTINUED

2019 - 2020 ACADEMIC YEAR RECOMMENDED SEQUENCE SPORTS MANAGEMENT BBA

SEMESTER 5

Course Code	Description	Prerequisites	Credits
EC 203	Microeconomics	None	3
MG 230	Project Management	MG 201/MG 120	3
MG 333	Financial Management for Sports Organizations	MG 120	3
MA 120	Finite Math	MA 115	3
MG/MK	Major Area Elective	None	3
	Subtotal		**15**

SEMESTER 6

Course Code	Description	Prerequisites	Credits
MG 320	Global Business	MG 201 or MG 120	3
MA 235	Statistics for Business	MA 115	3
MK 206	Digital and Search Engine Marketing	MK 101 or MK 110 or MG 120	3
MG 390/MG 290	Internship	Junior Standing	3
	Open Elective		3
	Subtotal		**15**

SEMESTER 7

Course Code	Description	Prerequisites	Credits
MG 394	Sports Management Internship	Junior Standing	3
MG 332	Sports Operations & Facility	MG 226	3
MK 342	Consumer Behavior	MG 120/MK 101	3
MG/MK	Major Elective	None	3
	Open Elective		3
	Subtotal		**15**

SEMESTER 8

Course Code	Description	Prerequisites	Credits
MG 435	Sports Management Capstone	Senior Standing	3
LA XXX	Liberal Arts Elective	None	3
MG/MK	Major Area Elective	None	3
EN 305	Advanced Business Writing	None	3
	Open Elective		3
	Subtotal		**15**
TOTAL CREDITS			**120**

BBA in Business Management Minors—Effective Fall 2018

All minors require the completion of a minimum of six courses related to the specific minor.

Accounting –19 credits	
Requirements—10 credits	
AC 211-Computerized Accounting I (PR: AC 163)	3 cr.
AC 310-Computerized Accounting II (PR: AC 211)	3 cr.
AC 215-Intermediate Accounting (PR: AC 163)	4 cr.
Electives—9 credits	
(choose three from the list below)	
MG 105-Personal Financial Management	3 cr.
FA 304-Money & Banking (PR: FA 302)	3 cr.
FA 308-Financial Management (PR: EC 201 & FA 302)	3 cr.
FA 310-Investment Analysis (PR: FA 302)	3 cr.

Finance –18 credits	
Requirements—9 credits	
FA 302-Principles of Finance (PR: EC 201)	3 cr.
FA 304-Money & Banking (PR: FA 302)	3 cr.
FA 305-Corporate Finance (PR: FA 302)	3 cr.
Electives—9 credits	
(choose three from the list below)	
MG 112-Business Ethics	3 cr.
MG 105-Personal Finance	3 cr.
FA 310-Investment Analysis (FA 302)	3 cr.
FA 308-Financial Management (PR: EC 201 & FA 302)	3 cr.
FA 361-International Finance (FA 305)	3 cr.

Human Resources –18 credits	
Requirements—9 credits	
MG 211-Human Resources Management (PR: MG 101 or MG 120 or MG 201)	3 cr.
MG 216-Employee and Labor Relations (PR: MG 211)	3 cr.
MG 217-Compensation and Benefits Administration (PR: MG 211)	3 cr.
Electives—9 credits	
(choose three from the list below)	
MG 252-Recruitment and Selection (PR: MG 211)	3 cr.
MG 255-Managing Cultural Diversity (PR: MG 101 or MG201)	3 cr.
MG 330-Organizational Theory (PR: MG 120 or MG 201)	3 cr.
MG 350-Strategic Global HR Management (MG 211)	3 cr.

Marketing –18 credits	
Requirements—9 credits	
MK 101-Marketing Foundation	3 cr.
MK 110-Social Media Marketing	3 cr.
MK 201-Integrated Advertising & Promotion (MK 101 or MG 120)	3 cr.
Electives—9 credits	
(choose three from the list below)	
MK 203-Branding & Product Development (MK 101 or MG 120)	3 cr.
MK 206-Digital & Search Engine Marketing (MK 101 or MK 110 or MG 120)	3 cr.
MK 322-Marketing Management (MK 101 or MG 120)	3 cr.
MK 342-Consumer Behavior (MK 101 or MG 120)	3 cr.

Sports Management –18 credits	
Requirements—9 credits	
MG 120-Introduction to Sports Management	3 cr.
MG 226-Legal Aspects of Sports (PR: MG 101 or MG 120)	3 cr.
MG 227-Business Ethics in Sports (PR: MG 101 or MG 120)	3 cr.
Electives—9 credits	
(choose three from the list below)	
MG 332-Sports Operations & Facility (PR: MG 226)	3 cr.
MG 333-Financial Management of Sports Organization (MG 120)	3 cr.
MK 206-Digital and Search Engine Marketing (PR: MK 101 or MK 110 or MG 120)	3 cr.
MG 435-Sports Management Capstone	3 cr.

Business Law –18 credits	
Requirements—9 credits	
BL 201-Business Law I	3 cr.
BL 301-Business Law II (BL 201 or MG 226)	3 cr.
CJ 150-American Legal System	3 cr.
Electives—9 credits	
(choose three from the list below)	
CJ 271-US Court Systems (PR: CJ-101 & LA-103)	3 cr.
CJ 101-Intro to Criminal Justice	3 cr.
MG 216-Employee & Labor Relations (PR: MG 211)	3 cr.
MG 226-Legal Aspects of Sports (PR: MG 101 or MG 125 or MG 201 or BL 201)	3 cr.
MG 272-Legal Aspects of Entertainment and Media (PR: MG 101 or MG 125 or MG 201 or BL 201)	3 cr.

2019 - 2020 ACADEMIC YEAR
SCHOOL
OF
CRIMINAL JUSTICE

- **AS in**
  CRIMINAL JUSTICE

- **BS in**
  CRIMINAL JUSTICE

- **AS in**
  HUMAN SERVICES

- **BS in**
  HUMAN SERVICES

For MINORS available to BS students majoring in CRIMINAL JUSTICE

See the "Minors for Bachelor Students" Section

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
AS IN CRIMINAL JUSTICE

COURSES	CREDITS
MAJOR AREA REQUIREMENTS (24 CREDITS)	
MAJOR AREA COURSES (24 CREDITS)	
1. CJ 101 Introduction to Criminal Justice	**3**
2. CJ 200 Criminal Law	**3**
3. CJ 202 Prisons: Punishment & Rehabilitation in America	**3**
4. CJ 205 Criminal Procedure and Process	**3**
5. CJ 210 Criminal Investigation	**3**
6. CJ 211 Criminal Justice Systems and the Community	**3**
7. CJ 212 Ethical Issues in Criminal Justice	**3**
8. CJ 292 Seminar in Criminal Justice Studies	**3**
LIBERAL ARTS REQUIREMENTS (27 CREDITS)	
LIBERAL ARTS REQUIREMENTS (24 CREDITS)	
1. EN 111 College Writing & Critical Analysis	**3**
2. EN 121 Analytical Thinking, Writing & Research	**3**
3. MA 115 Quantitative Reasoning	**3**
4. HS 101 Introduction to Human Services	**3**
5. LA 101 Introduction to Psychology	**3**
6. LA 102 Introduction to Sociology	**3**
7. LA 103 Introduction to Political Science	**3**
8. LA 240 Criminology	**3**
LIBERAL ARTS ELECTIVES (3 CREDITS)	
1.	**3**
OTHER REQUIREMENT & OPEN ELECTIVES (9 CREDITS)	
1. IT 118 Integrated Business Applications	**3**
2. LA 122 Fundamentals of Communications (**Strongly Recommended**)	**3**
3.	**3**
	_____
TOTAL CREDITS: (Must Equal at least 60 credits and at least 20 courses)	**60**

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
AS IN CRIMINAL JUSTICE

SEMESTER 1

Course Code	Description	Prerequisites	Credits
CJ 101	Introduction to Criminal Justice	None	**3**
LA 101	Introduction to Psychology	None	**3**
EN 111	College Writing & Critical Analysis	Placement Test or a **C** in EN 068, 070 or EN075	**3**
LA 122	Fundamentals of Communication	None	**3**
CJ 202	Prisons: Punishment & Rehabilitation in America	None	**3**
			15

SEMESTER 2

Course Code	Description	Prerequisites	Credits
EN 121	Analytical Thinking, Writing, and Research	EN 111	**3**
CJ 200	Criminal Law	CJ 101	**3**
LA 103	Introduction to Political Science	None	**3**
MA 115	Quantitative Reasoning	Placement or MA038,040 or MA050	**3**
IT 118	Integrated Business Applications	None	**3**
			30

SEMESTER 3

Course Code	Description	Prerequisites	Credits
CJ 205	Criminal Procedure & Practice	CJ 200	**3**
CJ 212	Ethical Issues in Criminal Justice	CJ 101	**3**
OPEN	Open Elective		**3**
HS 101	Introduction to Human Services	None	**3**
LA 102	Introduction to Sociology	None	**3**
			45

SEMESTER 4

Course Code	Description	Prerequisites	Credits
CJ 210	Criminal Investigation	CJ 205	**3**
CJ 211	Criminal Justice Systems and the Community	CJ 101	**3**
CJ 292	Seminar in Criminal Justice Studies	CJ 101 & Sophomore Standing Required for Associate Degree	**3**
OPEN	Open elective		**3**
LA 240	Criminology	LA 101 or LA 102	**3**
			60

*** Electives should be chosen based on advisement.**

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
BS IN CRIMINAL JUSTICE

COURSES	CREDITS	COURSES	CREDITS
MAJOR AREA COURSES AND OPEN ELECTIVE REQUIREMENTS (60 CREDITS)		**LIBERAL ARTS REQUIRED AND ELECTIVE COURSES (60 CREDITS)**	
REQUIRED MAJOR AREA COURSES (42 CREDITS)		**LIBERAL ARTS COURSES (42 CREDITS)**	
1. CJ 101 Introduction to CJ	**3**	1. EN	**3**
2. CJ 200 Criminal Law	**3**	2. EN	**3**
3. CJ 202 Prisons: Punishment & Rehabilitation in America	**3**	3. EN	**3**
4. CJ 205 Criminal Procedure and Process	**3**	4. EN	**3**
5. CJ 210 Criminal Investigation	**3**	5. HS 101 Introduction to Human Services	**3**
6. CJ 211 Criminal Justice System and the Community	**3**	6. LA 101 Introduction to Psychology	**3**
7. CJ 212 Ethical Issues in CJ	**3**	7. LA 102 Introduction to Sociology	**3**
8. CJ 292 Seminar in CJ Studies	**3**	8. LA 103 Introduction to Political Science	**3**
9. CJ 300 Research Methods in CJ I	**3**		
10. CJ 320 Diversity in the CJ System	**3**	9. LA 108 Psychology of Abnormal Behavior	**3**
11. CJ 350 Research Methods in CJ II	**3**	10. LA 130 American History I	**3**
12. CJ 390 Field Experience in CJ II	**3**	11. LA 240 Criminology	**3**
13. CJ 430 CJ Leadership Course	**3**	12. LA 242 Victimology	**3**
14. CJ. 480 Capstone Course	**3**	13. MA 127 Quantitative Methods or MA 115 Quantitative Reasoning	**3**
		14. MA 135 Statistical Applications	**3**
OTHER REQUIREMENTS AND OPEN ELECTIVES (18 CREDITS)		**LIBERAL ARTS & OPEN ELECTIVES (18 CREDITS)**	
1. IT 118 Integrated Business Applications	**3**	1.	**3**
2. LA 122 Fundamentals of Communications (Strongly Recommended)	**3**	2.	**3**
3.	**3**	3.	**3**
4.	**3**	4.	**3**
5.	**3**	5.	**3**
6.	**3**	6.	**3**
TOTAL CREDITS TAKEN:		**TOTAL OTHER CREDITS TAKEN:**	
(MUST EQUAL AT LEAST 60 CREDITS & AT LEAST 20 COURSES)		(MUST EQUAL AT LEAST 60 CREDITS & AT LEAST 20 COURSES)	
		TOTAL CREDITS MUST EQUAL AT LEAST 120	

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
BS IN CRIMINAL JUSTICE

SEMESTER 5

Course Code	Description	Prerequisites	Credits
CJ 300	Research Methods in CJ I	CJ 101	3
CJ 320	Diversity in the Criminal Justice System	CJ 101	3
MA 135	Statistical Methods	Placement test or MA 127 or MA 130 or MA 115	3
LA 242	Victimology	LA 102 & LA 240	3
EN xxx	English Elective		3
			75

SEMESTER 6

Course Code	Description	Prerequisites	Credits
CJ 350	Research Methods in CJ II	MA 135 or MA 235; & CJ 300	3
LA 130	American History I	None	3
LA 120	Introduction to Speech	None	3
LA 108	Psychology of Abnormal Behavior	LA 101	3
EN xxx	English Elective		3
			90

SEMESTER 7

Course Code	Description	Prerequisites	Credits
CJ 390	Field Experience in Criminal Justice II	**CJ 290** if registered before Fall '09 **CJ 292** if registered in Fall '09 or after	3
CJ 430	Criminal Justice Leadership Course	CJ 300	3
LA xxx	Liberal Arts Elective		3
LA xxx	Liberal Arts Elective		3
OPEN	Open Elective		3
			105

SEMESTER 8

Course Code	Description	Prerequisites	Credits
CJ 480	Capstone Course	CJ 350	3
LA xxx	Liberal Arts Elective		3
LA xxx	Liberal Arts Elective		3
OPEN	Open Elective		3
OPEN	Open Elective		3
			120

*** Electives should be chosen based on advisement.**

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
AS IN HUMAN SERVICES

COURSES	CREDITS
MAJOR REQUIREMENTS (32 credits)	
Human Services Requirements (32 credits)	
1. HS 101 Introduction to Human Services	**3**
2. HS 121 Principles of Interviewing and Report Writing	**3**
3. HS 201 Ethical Issues in Human Services	**3**
4. HS 250 Practicum in Human Services I	**4**
5. HS 255 Practicum in Human Services II	**4**
6. LA 103 Introduction to Political Science	**3**
7. LA 108 Psychology of Abnormal Behavior	**3**
8. LA 209 Social Issues	**3**
9. LA 245 Introduction to Counseling Theory	**3**
10. LA 255 Psychology Across the Lifespan	**3**
GENERAL EDUCATION REQUIREMENTS (24 credits)	
1. MA 115 Quantitative Reasoning	**3**
2. EN 111 College Writing and Critical Analysis	**3**
3. EN 121 Analytical Thinking, Writing and Research	**3**
4. EN 206 Professional Writing and Presentation	**3**
5. LA 101 Introduction to Psychology	**3**
6. LA 102 Introduction to Sociology	**3**
7. LA 122 Fundamentals of Communication	**3**
8. IT 115 Electronic Spreadsheet	**3**
OPEN ELECTIVES (6 credits)	
1.	**3**
2.	**3**
TOTAL CREDITS: (Must Equal at least 60 credits and at least 20 courses)	**62**

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
AS IN HUMAN SERVICES

SEMESTER 1

Course Code	Description	PREREQUISITES	Credits
HS 101	Introduction to Human Services	None	3
EN 111	College Writing and Critical Analysis	Placement or EN 068 or EN 070	3
LA 101	Introduction to Psychology	None	3
IT 115	Electronic Spreadsheet	None	3
LA 102	Introduction to Sociology	None	3
	Total		**15**

SEMESTER 2

Course Code	Description	PREREQUISITES	Credits
LA 108	Psychology of Abnormal Behavior	LA 101	3
EN 121	Analytical Thinking, Writing, and Research	EN 111	3
HS 121	Principles of Interviewing and Report Writing	HS 101	3
HS 201	Ethical Issues in Human Services	HS 101	3
MA 115	Quantitative Reasoning	Placement or MA 038 or MA 040	3
	Total		**30**

SEMESTER 3

Course Code	Description	PREREQUISITES	Credits
LA 209	Social Issues	LA 101 or LA 102	3
LA 103	Introduction to Political Science	None	3
HS 250	Practicum in Human Services I	HS 101	4
LA 245	Introduction to Counseling Theory	LA 101	3
LA 255	Lifespan Psychology	LA 101	3
	Total		**46**

SEMESTER 4

Course Code	Description	PREREQUISITES	Credits
HS 255	Practicum in Human Services II	HS 250 and HS 121	4
EN 206	Professional Writing and Presentation	EN 121	3
LA 122	Fundamentals of Communication	None	3
Open Elective			3
Open Elective			3
	Total		**62**

*** Major Area and Open Elective should be chosen based on advisement and area of concentration.**

2019 – 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
BS IN HUMAN SERVICES

COURSES	CREDITS	COURSES	CREDITS
MAJOR AREA COURSES AND OPEN ELECTIVE REQUIREMENTS (64 CREDITS		**LIBERAL ARTS REQUIRED AND ELECTIVE COURSES (60 CREDITS**	
Required Major Area Courses (37 Credits)		***Liberal Arts Courses (54 credits)***	
1. HS 101 Introduction to Human Services		1. EN	3
2. HS 121 Principles of Interviewing and Report Writing	3	2. EN	3
3. HS 201 Ethical Issues in Human Services	3	3. EN	3
4. HS 250 Practicum in Human Services I	3	4. EN	3
5. HS 255 Practicum in Human Services II	4	5. LA 101 Introduction to Psychology	3
6. HS 320 Cultural Competence in Human Services	4	6. LA 102 Introduction to Sociology	3
7. HS 410 Social Welfare Policy	3	7. LA 103 Introduction to Political Science	3
8. HS 420 Administration of Human Services	3	8. LA 108 Psychology of Abnormal Behavior	3
9. HS 450 Field Experience in Human Services I	3	9 LA 122 Fundamentals of Communication	3
10. HS 455 Field Experience in Human Services II	4	10. LA 205 Professional Communication	3
11. HS 480 Research Seminar in Human Services	4	11. LA 209 Social Issues	3
Human Services Electives (12 credits)	3	12. LA 212 Drugs and Society	3
1.		13. LA 245 Introduction to Counseling Theory	3
2.	3	14. LA 247 Crisis Intervention	3
3.	3	15. LA 255 Lifespan Psychology	3
4.	3	16. LA 345 Group Dynamics	3
		17. MA 115 Quantitative Reasoning	3
OTHER REQUIREMENTS AND OPEN ELECTIVES (15 credits)		18. MA 135 Statistical Applications	3
1. IT 115	3	**LIBERAL ARTS ELECTIVES (6 CREDITS)**	
2.	3		
3.	3	1. LA 305 Introduction to Case Management	
4.	*3*	2.	
5.	3	**TOTAL OTHER CREDITS TAKEN**	**60**
TOTAL CREDITS TAKEN	**64**	**TOTAL CREDITS**	**124**

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
BS IN HUMAN SERVICES

BS SEMESTER 1

Course Code	Description	PREREQUISITES	Credits
LA 247	Crisis Intervention	LA 101	3
HS 320	Cultural Competence in Human Services	HS 201	3
LA 305	Introduction to Case Management	LA 245 (**Very Highly Recommended)**	3
LA XXX	Major Area Elective		3
LA 205	Professional Communication	None	3
	Total		**77**

BS SEMESTER 2

Course Code	Description	PREREQUISITES	Credits
HS 410	Social Welfare Policy	HS 201 and LA 103	3
LA XXX	Major Area Elective		3
LA 212 **o**r CJ 305	Drugs and Society **or** Drugs in America	LA 101 or LA 102 **or** CJ 101	3
HS 420	Administration of Human Services	HS 201	3
LA 345	Group Dynamics	LA 245	3
	Total		**92**

BS SEMESTER 3

Course Code	Description	PREREQUISITES	Credits
HS 450	Field Experience I	Junior Standing	4
LA XXX	Major Area Elective		3
EN	English Elective	EN 121	3
LA XXX	Major Area Elective		3
Open Elective			3
	Total		**108**

BS SEMESTER 4

Course Code	Description	PREREQUISITES	Credits
HS 455	Field Experience II	HS 450	4
HS 480	Research Seminar in Human Services	Senior Standing	3
Open Elective			3
Open Elective			3
Open Elective			3
	Total		**124**

*** Major Area and Open Elective should be chosen based on advisement and area of concentration.**

2019 - 2020 ACADEMIC YEAR
SCHOOL OF
EDUCATION
(For Students Beginning in Fall 2015 and Beyond)

- **BS in**
  EDUCATION

- **Bilingual Education Certificate Extension**

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
BS IN EDUCATION

COURSES	CREDITS	COURSES	CREDITS
MAJOR AREA COURSES AND OPEN ELECTIVE REQUIREMENTS (57 CREDITS)		**LIBERAL ARTS REQUIREMENTS (36 CREDITS)**	
1. ED 101 Foundations of Education	**3**	1. MA 115 Quantitative Reasoning	**3**
2. ED 310 Curriculum Development and Methods in Early Childhood, ELL, & SWD	**3**	2. MA 135 Statistical Applications	**3**
3. ED 320 Normal Speech and Language Development/ Linguistics	**3**	3. EN 111 College Writing & Critical Analysis	**3**
4. ED 330 Teaching Literacy in Early Childhood including SWD & ELL	**3**	4. EN 121 Analytical Thinking, Writing & Research	**3**
5. ED 340 Teaching Math, Science and Technology in Diverse Early Childhood Classrooms inc. SWD	**3**	5. LA 130 American History 1	**3**
6. ED 350 Teaching Social Studies in Diverse Early Childhood Classrooms	**3**	6. LA 131 American History 2	**3**
7. ED 360 Teaching Students w Disabilities	**3**	7. SC 106 Environmental Science	**3**
8. ED 370 Teaching English Language Learners and Multicultural	**3**	8. SC 112 General Biology	**3**
9. ED 380 Literacy Practicum in Early Childhood including SWD & ELL	**3**	9. SP 101 or FR 101 Foreign Language 1	**3**
10. ED 385 Teaching Creative Arts in Diverse Early Childhood Classrooms	**3**	10. SP 102 or FR 102 Foreign Language 2	**3**
11. ED 390 Education Seminar: 1	**3**	11. LA 118 Introduction to Music or / LA 119 Dramatic Arts	**3**
12. ED 391 Education Seminar: 2	**3**	12. IT 118 Integrated Business Application	**3**
13. ED 392 Education Seminar 3	**3**		
14. ED 410 Mentored Internship 1	**3**		
15. ED 411 Mentored Internship 2:	**3**		
16. ED 450 Education Student Teaching: 1	**6**		
17. ED 451 Education Student Teaching: 2	**6**		
	57		
OTHER REQUIREMENTS			
CONTINUED		**CONTINUED**	

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
BS IN EDUCATION

COURSES	CREDITS			
Credit Concentration **English / Social Sciences (27 CREDITS)**				
Choose 3 from the following				
1. Select any 1 (3 cr.)				
LA 245 Intro Counseling Theory, **OR** LA 345 Group Dynamics, **OR** LA 209 Social Issues **OR** LA 350 Urban Sociology	**3**			
2. Select any 1 (3 cr.)				
LA 214 Developmental Psychology, **OR** LA 300 Educational Psychology	**3**			
6. Required Courses: (21 cr.)				
LA 101 Introduction to Psychology	**3**			
LA 122 Speech communication	**3**			
LA 304 Psychological Disorders of Children	**3**			
LA 400 Principles and Theoretical Perspectives of Parenting	**3**			
EN 325 Advanced Writing for Social Sciences	**3**			
Choose 2 of the 3 courses below				
EN 208 The American Novel	**3**			
EN 221 Literary Criticism and Analysis	**3**			
EN 315 Masterpieces of World Literature	**3**			
	27			
Total Major Area Credits Taken	**84**		**Total Other Credits Taken**	**36**
TOTAL CREDITS TAKEN	**120**			

2019 - 2020 ACADEMIC YEAR
REQUIRED SEQUENCE
BS IN EDUCATION

PLEASE READ AND FOLLOW PRERQUISITE NOTES

SEMESTER 1

Course Code	Description	Prerequisites	Credits
ED 101	Foundations of Education (+20 hrs.)	none	3
LA 101	Introduction to Psychology (Early Start Eligible)	none	3
IT 118	Integrated Business Application	none	3
EN 111 (H)	College Writing & Critical Analysis **(H, if eligible)**	Placement into EN 111	3
LA 122	Speech Communication (Early Start Eligible)	none	3
HN 150	**The Honors Experience(By invitation only)**		**3**
		Total	**15/18**

SEMESTER 2

Course Code	Description	Prerequisites	Credits
ED 310	Curriculum Development and Methods in Early Childhood, ELL, SWD (+20 hrs.)	ED 101	3
MA 115	Quantitative Reasoning		3
LA 130 **(H)**	American History I **(H, if eligible)**	none	3
EN 121 **(H)**	Analytical Thinking, Writing, & Research **(H, if eligible)**	EN 111	3
SC 106	Environmental Science	none	3
	Total		**30**

SEMESTER 3

Course Code	Description	Prerequisites	Credits
ED 320	Normal Speech and Language/ Linguistics (+20 hrs.)	ED 101	3
ED 390	Education Seminar 1	ED 101	3
LA 131 **(H)**	American History 2 **(H, if eligible)**	LA 130	3
EN 325	Advanced Writing for Social Sciences	EN 121	3
LA 214 OR LA 300	Developmental Psychology OR Educational Psychology	LA 101 LA 101	3
	Total		**45**

CONTINUED

2019 - 2020 ACADEMIC YEAR
REQUIRED SEQUENCE
BS IN EDUCATION

PLEASE READ AND FOLLOW PRERQUISITE NOTES

SEMESTER 4

Course Code	Description	Prerequisites	Credits
ED 330	Teaching Literacy in Early Childhood Inc. SWD & ELL, ELA (+20hrs)	ED 320	3
SC 112	General Biology		3
ED 350	Teaching Social Studies in Diverse Early Childhood (+20 hrs.)	ED, 310	3
MA 135	Statistical Applications	Placement or MA 115	3
EN 208 OR EN 221	The American Novel Literary Criticism & Analysis	EN 121	3
	Total		**60**

SEMESTER 5

Course Code	Description	Prerequisites	Credits
ED 391	Education Seminar 2	ED 101, 390	3
EN 315 OR EN 221	Masterworks of World Literature Literary Criticism & Analysis	EN 121	3
ED 340	Teaching Mathematics, Science, Technology in Diverse Early Childhood (+20 hrs.)	ED 101, 310	3
SP/FR 101	Foreign Language I	none	3
ED 360	Teaching Students with Disabilities in Inclusive Settings (required only for students who entered program Fall 15 and after)	ED 101, 310	3
	Total		**75**

SEMESTER 6

Course Code	Description	Prerequisites	Credits
ED 370	Teaching English Language Learners and Multicultural Issues (+20 hrs.)	ED 310, 320	3
ED 392	Education Seminar 3	ED, 391	3
LA 304	Psychological Disorders of Children	LA 214 or LA 300	3
ED 380	Literacy Practicum in Early Childhood Inc. SWD & ELL (+20hrs)	ED 330	3
SP/FR 102	Foreign Language II	SP 101 / FR 101	3
HN 450	**Honors Research (By invitation only)**		**3**
	Total		**90/96**

CONTINUED

2019 - 2020 ACADEMIC YEAR
REQUIRED SEQUENCE
BS IN EDUCATION

PLEASE READ AND FOLLOW PRERQUISITE NOTES

SEMESTER 7

Course Code	Description	Prerequisites	Credits
ED 410	Mentored Educational Internship 1**:** B-2 Gen Ed & Special Needs Education	ED 101, 390, 391, 392	3
ED 450	Education Student Teaching 1: Grades Birth - Grade 2 **(+200 hrs.)**	Completion 96 credits	6
LA 245 or LA 345 or LA 209 or LA 350	Counseling Theory Group Dynamics Social Issues Urban Sociology	LA 101 LA 245, LA 101 or LA 102 EN 121	3
LA 118 or LA 119	Introduction to Music or Dramatic Arts **MAY ONLY BE TAKEN IN 7TH or 8TH SEMESTER**	EN 121	3
	Total		**105**

SEMESTER 8

Course Code	Description	Prerequisites	Credits
ED 411	Mentored Educational Internship 2 : B-2	ED 410	3
ED 451	Education Student Teaching 2: Birth - Grade 2 **(+200 hrs.)**	ED 450	6
ED 385	Creative Arts in Diverse Early Childhood Classrooms	ED 101, 310	3
LA 400	Principles and Theoretical Perspectives of Parenting **MAY ONLY BE TAKEN IN 7th or 8TH SEMESTER**	LA 214 or LA 300, LA 243	3
	Total		**120**

CONTINUED

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
BILINGUAL EDUCATION CERTIFICATE EXTENSION

COURSES	COURSE NAMES	CREDITS
Courses may be taken in any order		
1. ED 311	**Bilingual Curriculum Development**	**3**
2. ED 361	**Assessment & Evaluation for Bilingual Students**	**3**
3. ED 371	**Teaching Bilingual Learners**	**3**
4. ED 381	**Bilingual Literacy & Linguistics Practicum**	**3**
5. ED 420	**Bilingual Content Instruction (Mathematics, Social Studies, Science)**	**3**
	Total	**15**

2019 – 2020 ACADEMIC YEAR
SCHOOL OF HOSPITALITY MANAGEMENT
&
THE CULINARY ARTS

- **AAS in**
  HOSPITALITY MANAGEMENT

- **BBA in**
  HOSPITALITY MANAGEMENT
  (WITH CONCENTRATIONS)

- **MINORS available to BBA students majoring in HOSPITALITY MANAGEMENT**

- **AAS in**
  THE CULINARY ARTS

- **AAS in**
  THE BAKING AND PASTRY ARTS

2019 – 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
AAS IN HOSPITALITY MANAGEMENT

COURSES	CREDITS
MAJOR REQUIREMENTS (30 credits)	
Hospitality Requirements (27 credits)	
1. HP 101 Introduction to Hospitality	**3**
2. HP 102 Lodging Operations	**3**
3. HP 111 Restaurant Operations	**3**
4. HP 116 Beverage Management	**3**
5. HP 120 Travel and Tourism	**3**
6. HP 215 Customer Service	**3**
7. HP 225 Dining Room Management	**3**
8. HP 290 Hospitality Internship	**3**
9. AC 161 Principles of Accounting I	**3**
Major Area Electives *(3 credits)* HP	
1.	**3**
GENERAL EDUCATION REQUIREMENTS (27 credits)	
1. MA 115 Quantitative Reasoning	**3**
2. EN 111 College Writing & Critical Analysis	**3**
3. EN 121 Analytical Thinking, Writing & Research	**3**
4. EN 206 Professional Writing & Presentation	**3**
5. LA-122 Fundamentals of Communication	**3**
6. LA-XXX	**3**
7. LA-XXX	**3**
8. MG105 Personal Financial Management	**3**
9. IT 115 Electronic Spreadsheet	**3**
OPEN ELECTIVE (3 credits)	
1.	**3**
	60
TOTAL CREDITS: (Must Equal at least 60 credits and at least 20 courses)	

*** Major Area and Open Electives should be chosen based on advisement and area of concentration.**

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
AAS IN HOSPITALITY MANAGEMENT

SEMESTER 1

COURSE #	NAME	PREREQUISITES	CREDITS
HP-101	Introduction to Hospitality	None	**3**
LA 122	Fundamentals of Communication	None	**3**
EN-111	College Writing & Critical Analysis	Placement or EN068, 070 or EN075	**3**
MG-105	Personal Financial Management	None	**3**
LA-XXX	Liberal Arts Elective (LA-100 in Bx)		**3**
	Total		**15**

SEMESTER 2

COURSE #	NAME	PREREQUISITES	CREDITS
HP-102	Lodging Operations	HP 101	**3**
HP-111	Restaurant Operations	HP 101	**3**
HP-120	Travel and Tourism	None / Recommended HP 101	**3**
EN-121	Analytical Thinking, Writing & Research	EN 111	**3**
MA-115	Quantitative Reasoning	Placement or MA038, 040 or MA050	
	Total		**30**

SEMESTER 3

COURSE #	NAME	PREREQUISITES	CREDITS
HP116	Beverage Management	HP 101	**3**
HP-215	Customer Svc. For Hosp. and Culinary Managers	HP101	**3**
EN-206	Professional Writing & Presentation	EN 121 with advisement	**3**
AC-161	Accounting I	None	**3**
IT-115	Electronic Spreadsheet	IT 100 or IT 118 / advisement	**3**
	Total		**45**

SEMESTER 4

COURSE #	NAME	PREREQUISITES	CREDITS
HP-225	Dining Room Management	HP 111, HP 116 and HP 215	**3**
	*Open Elective		**3**
LA-XXX	Liberal Arts Elective		**3**
HP-XXX	*Hospitality Elective		**3**
HP-290	Hospitality Internship	Completion of 30 credits	**3**
	Total		**60**

***Major Area and Open Electives should be chosen based upon advisement and area of concentration.**

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
BBA IN HOSPITALITY MANAGEMENT

PROGRAM # 176 - BBA HOSPITALITY MANAGEMENT

_____ _____/_____/_____ _____

STUDENT NAME SOCIAL SECURITY NO. DATE OF ENTRY

COURSES	CREDITS	COURSES	CREDITS
MAJOR REQUIREMENTS (66 credits)		**OTHER REQUIRMENTS (54 credits)**	
Accounting (3 credits)		***Computer Courses (3 credits)***	
1. AC 161 Accounting 1	3	1. IT 115 Electronic Spreadsheet Applications	3
HOSPITALITY (36credits)		GENERAL EDUCATION REQUIREMENTS (39 credits)	
1. HP 101 Introduction to Hospitality	3	1. EN 111 College Writing & Critical Analysis	3
2. HP 111Restaurant Operations	3	2. EN 121 Analytical Thinking, Writing & Research	3
3. HP116 Beverage Management		3. EN 206 Professional Writing & Presentation	3
4. HP 120 Travel and Tourism	3	4. EN 221 (Highly Recommended)	3
5. HP 215 Customer Service	3	5. LA 122 Communication	3
6. HP 225 Dining Room Management	3	6. LA XXX	3
7. HP 290 Hospitality Internship	3	7. LA XXX	3
8. HP 310 Sales and Marketing for Hotels/Rest	3	8. LA XXX	3
9. HP 315 Managerial Accounting for the Hospitality Industry	3	9. LA XXX	3
10. HP 325 Hospitality Law	3	10. LA XXX	3
11. HP450 Hospitality Senior Seminar	3	11. LA XXX	3
12. HP 390 Senior Management Apprenticeship	3	12. MA 115 Quantitative Reasoning	3
		13. MA 135 Statistical Applications	3
Management/Economics (12 credits)		**OPEN ELECTIVES** (12 Credits)	
1. MG 101 Introduction to Business	3	1.	3
2. MG 105 Personal Financial Management	3	2.	3
3. MG201 Principles of Management	3	3.	3
4. MG211 Human Resource Management	3	4.	3
Major Area Electives (15 credits)			
1.	3		
2.	3		
3.	3		
4.	3		
5.	3		
TOTAL CREDITS: (Must Equal at least 63 credits and at least 21 courses)	66	**TOTAL CREDITS:**	54
		TOTAL CREDITS MUST EQUAL 120	120

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
BBA IN HOSPITALITY MANAGEMENT

SEMESTER 1

COURSE #	NAME	PREREQUISITES	CREDITS
HP-101	Introduction to Hospitality	None	3
EN-111	College Writing & Critical Analysis	Placement or EN068, 070 or EN075	3
LA-122	Fundamentals of Communication	None	3
MG-105	Personal Financial Management	None	3
LA-	Liberal Arts Elective (LA100 in BX)		3
	Total		15

SEMESTER 2

COURSE #	NAME	PREREQUISITES	CREDITS
AC-161	Accounting I	None	3
HP-111	Restaurant Operations	HP 101	3
HP-120	Travel and Tourism	None / Recommended HP 101	3
IT-115	Electronic Spreadsheet	IT 100 or IT 118 / advisement	3
EN-121	Analytical Thinking, Writing & Research	EN-111	3
	Total		30

SEMESTER 3

COURSE #	NAME	PREREQUISITES	CREDITS
HP-215	Customer Service	HP-101	3
EN-206	Professional Writing & Presentation	EN-121	3
MA-115	Quantitative Reasoning	Placement or MA038, 040 or MA050	3
MG-101	Principles of Management	None	3
HP-116	Beverage Management	HP 111	3
	Total		45

SEMESTER 4

COURSE #	NAME	PREREQUISITES	CREDITS
HP 225	Dining Room Management	HP 111, HP 116 and HP 215	3
HP-Elective			3
MA-135	Statistical Applications	Placement or MA 127 or MA 130 or MA 115	3
MG-201	Principles of Management	MG 101	3
HP-290	Hospitality Internship	Sophomore standing & 30 credits	3
	Total		60

(Continued)

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
BBA IN HOSPITALITY MANAGEMENT

SEMESTER 5

COURSE #	NAME	PREREQUISITES	CREDITS
HP-310	Sales & Marketing for Hotels and Restaurants	HP111	3
HP-325	Hospitality Law	HP 101	3
HP-Elective			3
Open Elective			3
MG-211	Human Resource Management	MG 101	3
	Total		75

SEMESTER 6

COURSE #	NAME	PREREQUISITES	CREDITS
HP-315	Managerial Accounting for Hospitality	AC 161, HP 111	3
HP-elective			3
LA-elective			3
LA-elective			3
LA-elective			3
	Total		90

SEMESTER 7

COURSE #	NAME	PREREQUISITES	CREDITS
HP-elective			3
LA-elective			3
LA-elective			3
Open-elective			3
Open-elective			3
	Total		105

SEMESTER 8

COURSE #	NAME	PREREQUISITES	CREDITS
HP-450	Hospitality Senior Seminar	MA 135 / Advisement	3
HP-390	Senior Management Apprenticeship	Junior Standing	3
Open-elective			3
LA-elective			3
HP-elective			3
	Total		120

2019 - 2020 ACADEMIC YEAR
BBA IN HOSPITALITY MANAGEMENT
CONCENTRATIONS

Concentration in Culinary Management

In addition to all other BBA degree requirements, the Culinary Management concentration requires successful completion of 15 credits in specialized courses as follows:

Required Culinary Management Specialization Courses:
HP-252 Techniques of Healthy Cooking HP-302 Menu Planning and Design HP-412 Entrepreneurship for Hospitality Entities HP-435 Catering Management HP-436 Cost Controls for Food, Beverage, and Labor

Concentration in Tourism and Destination Management

In addition to all other BBA degree requirements, the Tourism and Destination Management concentration requires successful completion of 15 credits in specialized courses as follows:

Required Tourism and Destination Management Specialization Courses
HP-401 Destination Marketing HP-305 Tourism Planning and Development HP-408 Niche Tourism HP-412 Entrepreneurship for Hospitality Entities HP-430 Meeting and Event Management

SCHOOL
OF
HOSPITALITY MANAGEMENT
&
THE CULINARY ARTS

- **AAS in**
  THE CULINARY ARTS

- **AAS in**
  THE BAKING AND PASTRY ARTS

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
AAS IN CULINARY ARTS

COURSES	CREDITS
MAJOR REQUIREMENTS (30credits)	
Culinary Arts Requirements (27 credits)	
1. HP 101 Introduction to Hospitality	**3**
2. HP 111 Restaurant Operations	**3**
3. HP 151 Culinary Arts I	**2**
4. HP151L Culinary Arts I Lab	**1**
5. HP 152 Baking Fundamentals	**3**
6. HP 155 Culinary Arts II	**3**
7. HP 230 Culinary Arts III	**3**
8. HP235 Culinary Arts Practicum	**3**
9. HP 253 Techniques of Nutritional & Healthy Cooking (Lecture)	**2**
HP 253L Techniques of Nutritional & Healthy Cooking (Lab)	**1**
10. HP293 Fine Dining Internship	**3**
Major Area Elective (HP) 3credits	
1.	**3**
GENERAL EDUCATION REQUIREMENTS (27 credits)	
1. MA 115 Quantitative Reasoning	**3**
2. EN 111 College Writing & Analysis	**3**
3. EN 121 Analytical Thinking, Writing & Research	**3**
4. EN 206 Professional Writing & Presentation	**3**
5. LA XXX	**3**
6. LA XXX	**3**
7. LA XXX	**3**
8. MG 105 Personal Financial Management	**3**
9. IT 115 Electronic Spreadsheet Applications	**3**
OPEN ELECTIVE (3 credits)	
1.	**3**
	_____
TOTAL CREDITS: (Must Equal at least 60 credits and at least 20 courses)	

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
AAS IN CULINARY ARTS

SEMESTER 1

COURSE #	NAME	PREREQUISITES	CREDITS
HP-101	Introduction to Hospitality	None	3
HP-151	Culinary Arts I	Co-requisite HP 151L	2
HP-151L	Culinary Arts I Lab	Co-requisite HP 151	1
EN-111	College Writing & Analysis	Placement or EN068, 070 or EN075	3
MG-105	Personal Financial Management	None	3
LA-	Liberal Arts Elective		3
	Total		15

SEMESTER 2

COURSE #	NAME	PREREQUISITES	CREDITS
MA-115	Quantitative Reasoning	Placement or MA038, 040 or MA050	3
HP-155	Culinary Arts II	HP 151 & HP 151L	3
HP-152	Baking Fundamentals	HP 151 & HP 151L	3
EN-121	Analytical Thinking, Writing & Research	EN 111	3
HP-111	Restaurant Operations	HP 101	3
	Total		30

SEMESTER 3

COURSE #	NAME	PREREQUISITES	CREDITS
HP-230	Culinary Arts III	HP 155	3
IT-115	Electronic Spreadsheet	IT 101 or IT 103 / Advisement	3
EN-206	Professional Writing & Presentation	EN 121	3
HP-253	Techniques of Nutritional and Healthy Cooking	HP 155 Co-Requisite HP-253L	2
HP-253L	Techniques of Nutritional and Healthy Cooking	HP 155 Co-Requisite HP-253	1
LA-	Liberal Arts Elective		3
	Total		45

SEMESTER 4

COURSE #	NAME	PREREQUISITES	CREDITS
HP-235	Culinary Arts Practicum	HP 230	3
HP293	Fine Dining Internship	Must have completed 30 credits	3
HP-	Hospitality Elective		3
LA-	Liberal Arts Elective		3
Open elective	Open Elective		3
	Total		60

***Major Area and Open Electives should be chosen based upon advisement and area of concentration.**

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
AAS IN BAKING & PASTRY ARTS

COURSES	CREDITS
MAJOR REQUIREMENTS (30credits)	
Culinary Arts Requirements (24 credits)	
1. HP 101 Introduction to Hospitality	**3**
2. HP 111 Restaurant Operations	**3**
3. HP 153 Baking and Pastry I	**2**
4. HP 153L Baking and Pastry I Lab	**1**
5. HP 165 Baking and Pastry Arts II	**3**
6. HP 265 Contemporary Cakes and Desserts	**3**
7. HP 275 Pastry Arts Practicum	**3**
8. HP294 Pastry Cafe Internship	**3**
9 HP 253 Techniques of Nutritional & Healthy Cooking (Lecture)	**2**
HP 253L Techniques of Nutritional & Healthy Cooking (Lab)	**1**
Major Area Elective (HP) 6 credits	
1.	**3**
2.	**3**
GENERAL EDUCATION REQUIREMENTS (27 credits)	
1. MA 115 Quantitative Reasoning	**3**
2. EN 111 College Writing & Analysis	**3**
3. EN 121 Analytical Thinking, Writing & Research	**3**
4. EN 206 Professional Writing & Presentation	**3**
5. LA XXX	**3**
6. LA XXX	**3**
7. LA XXX	**3**
8. MG 105 Personal Financial Management	**3**
9. IT 115 Electronic Spreadsheet Applications	**3**
OPEN ELECTIVES (3 Credits)	**3**
1.	
	_____
TOTAL CREDITS: (Must Equal at least 60 credits and at least 20 courses)	**60**

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
AAS IN BAKING AND PASTRY ARTS

SEMESTER 1

COURSE #	NAME	PREREQUISITES	CREDITS
HP-101	Introduction to Hospitality	None	3
HP-153	Baking I	Co-requisite HP 153L	2
HP-153 L	Baking I Lab	Co-requisite HP 153	1
EN-111	College Writing & Analysis	Placement or EN068, 070 or EN075	3
MG-105	Personal Financial Management	None	3
LA-	Liberal Arts Elective		3
	Total		15

SEMESTER 2

COURSE #	NAME	PREREQUISITES	CREDITS
MA-115	Quantitative Reasoning	Placement or MA038, 040 or MA045	3
HP-111	Restaurant Operations	HP 101	3
HP-165	Baking II	HP 153 & HP 153L	3
EN-121	Analytical Thinking, Writing & Research	EN 111	3
LA-	Liberal Arts Elective		3
	Total		30

SEMESTER 3

COURSE #	NAME	PREREQUISITES	CREDITS
IT-115	Electronic spreadsheet	IT 100 or IT 118	3
HP-265	Contemporary Cakes and Desserts	HP 165	3
EN-206	Professional Writing & Presentation	EN 121	3
HP-253	Techniques of Nutritional and Healthy Cooking	HP 165 Co-Requisite HP-253L	2
HP-253L	Techniques of Nutritional and Healthy Cooking	HP 165 Co-Requisite H-253	1
LA-	Liberal Arts Elective		3
	Total		45

SEMESTER 4

COURSE #	NAME	PREREQUISITES	CREDITS
HP-275	Baking and Pastry Practicum	HP 265	3
	Open Elective		3
HP-	Hospitality Elective		3
HP-	Hospitality Elective		3
HP-294	Pastry Café Internship	Must have completed 30 credits	3
	Total		60

***Major Area and Open Electives should be chosen based upon advisement and area of concentration**

2019 – 2020 ACADEMIC YEAR
SCHOOL OF
INFORMATION TECHNOLOGY

- **AS in**
  COMPUTER INFORMATION SYSTEMS

- **BS in**

  COMPUTER INFORMATION SYSTEMS

  COMPUTER NETWORKS AND CYBERSECURITY

There are no MINORS available in the School of Information Technology

2019 – 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
AS IN COMPUTER INFORMATION SYSTEMS
(For Students Starting to Major IN Fall 2019 and Later)

COURSES	***CREDITS***
MAJOR REQUIREMENTS (28 credits)	
Information Technology Requirements (22 credits)	
1. IT100 Introduction to Information Technology	**3**
2. IT118 Integrating Business Applications **or** MG105 Personal Finance	**3**
3. IT120 Computer Hardware	**3**
4. IT126 Computer Software	**3***
5. IT130 Database	**3**
6. IT150 Web Design	**3**
7. IT170 Cisco I	**3**
Major Area Electives (6 credits)	
8. IT172 Cisco II	**3***
9. IT260 Advanced Programming OR IT280 Object Oriented Programing	**3**
LIBERAL ARTS REQUIRED and ELECTIVES (33 credits)	
General Education Requirements (21 credits)	
1. MA115 Quantitative Reasoning	**3**
2. MA XXX Math or LA XXX Liberal Arts Elective	**3**
3. EN111 College Writing and Critical Analysis	**3**
4. EN121 Analytical Thinking, Writing & Research	**3**
5. EN206 Professional Writing & Presentation	**3**
6. LA122 Fundamentals of Communication	**3**
7. LA XXX Liberal Arts Elective or Social Science	**3**
MAJOR-RELATED LIBERAL ARTS COURSE (6 credits):	
1. IT160 Programming Logic	**3**
2. IT295 System Analysis and Design	**3**
Liberal Arts Electives (6 credits)	
1.	**3**
2.	**3**
TOTAL CREDITS: (Must Equal at least 61 credits and at least 20 courses)	

Note: Students, who have not taken IT125 or IT171 yet, will take IT126 and IT172 instead.

2019 – 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
AS IN COMPUTER INFORMATION SYSTEMS
(For Students Starting the Major IN Fall 2019 and Later)

SEMESTER 1

COURSE #	NAME	Prerequisites	CREDITS
IT 100	Introduction to Information Technology	None	3
IT 118 **or** MG 105	Integrated Business Applications **or** Personal Finance	None	3
LA xxx	Liberal Arts Elective		3
EN 111	College Writing and Critical Analysis	Placement or EN068, 070 or EN075	3
LA 122	Fundamentals of Communication	None	3
		Total	**15**

SEMESTER 2

COURSE #	NAME	Prerequisites	CREDITS
IT 120	Computer Hardware	IT 100 or IT 118	3
IT 130	Database	IT 100 or IT 118	3
IT 170	CISCO I	IT 100 or IT 118	3
EN 121	Analytical Thinking, Writing & Research	EN 111	3
MA 115	Quantitative Reasoning	Placement or MA038, 040 or MA050	3
		Total	**30**

SEMESTER 3

COURSE #	NAME	Prerequisites	CREDITS
IT 126	Computer Software	IT 100 or IT 118	3*
IT 160	Programming Logic	IT 100 or IT 118 **AND** MA-115	3
IT xxx	IT Elective (IT172 CISCO II)	IT 170	3
EN 206	Professional Writing & Presentation	EN 121 / Advisement Notes	3
MA xxx **or** LA xxx	Math or Liberal Arts		3
		Total	**45**

SEMESTER 4

COURSE #	NAME	Prerequisites	CREDITS
IT 150	Web Design	IT 100 or IT 118	3
IT 295	Systems Analysis and Design	IT 130/Sophomore Standing	3
IT xxx	IT Elective (IT260 OR IT280)	IT 160	3
LA xxx	Liberal Arts Elective		3
LA xxx	Liberal Arts Elective		3
		Total	**60**

Note: Students, who have not taken IT125 or IT171 yet, will take IT126 and IT172 instead.

2019 – 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
BS IN COMPUTER INFORMATION SYSTEMS
(For Students Starting the Major IN Fall 2019 and Later)

COURSES	CREDITS	COURSES	CREDITS
MAJOR REQUIREMENTS (60 CREDITS)		**LIBERAL ARTS REQUIRED and ELECTIVE COURSES (60 CREDITS)**	
Information Technology Core (39 credits)		***Liberal Arts Courses (24 credits)***	
1. IT100 Intro to Information Technology	**3**	1. EN111 College Writing & Critical Analysis	**3**
2. IT120 Computer Hardware	**3**	2. EN121 Analytical Thinking, Writing & Research	**3**
3. IT126 Computer Software	**3***	3. EN206 Professional Writing & Presentation	**3**
4. IT130 Database	**3**	4. EN221 Literary Criticism & Analysis	**3**
5. IT150 Web Design	**3**	5. LA122 Fundamentals of Communication	**3**
6. IT170 CISCO I	**3**	6. MA115 Quantitative Reasoning	**3**
7. IT172 CISCO II	**3***	7. MA120 Finite Math & Linear Modeling	**3**
8. IT280 Object Oriented Programming	**3**	8.MA-235 Statistics I or MA242 Calculus I	**3**
9. IT373 Network Security	**3***		
10. IT376 Wireless Technology	**3**		
11. IT390 Internship Seminar	**3**		
12. IT495 Senior Seminar	**3**	***Major Related Liberal Arts Courses (18 credits)***	
		1. IT295 Systems Analysis and Design	**3**
		2. IT320 Operating Systems	**3**
Major Area and Open Electives or Minor (21 credits)		3. IT330 Database Management Systems	**3**
1.	**3**	4. IT260 Advanced Programming	**3**
2.	**3**	5. IT396 Management Information Systems	**3**
3.	**3**	6. IT494 IT Project Management	**3**
4.	**3**		
5.	**3**		
6.	**3**	***Liberal Arts Electives (18 credits)****	
7.	**3**	1. Some suggested courses below.	**3**
		2. Some suggested courses below.	**3**
		3. Some suggested courses below.	**3**
		4. Some suggested courses below.	**3**
		5. Some suggested courses below.	**3**
		6. Some suggested courses below.	**3**
		* IT380 Social and Professional Issues in IT; ENXXX Technical Documentation, CJ 160 Cyber Crime; LA205 Professional Communication; LA101 Psychology; LA102 Sociology; SC126 Ecology and Environmental Studies (See attached additional course list)	
		TOTAL OTHER CREDITS TAKEN:	
TOTAL MAJOR AREA CREDITS TAKEN:		**(TOTAL MUST EQUAL 60)**	
(TOTAL CREDITS MUST EQUAL 60)			
		TOTAL CREDITS MUST EQUAL 120	

2019 - 2020 ACADEMIC YEAR
BS in Computer Information Systems
(For Students Starting the Major IN Fall 2019 and Later)

SEMESTER 1

COURSE #	NAME	Prerequisites	CREDITS
IT 100	Introduction to Information Technology	None	3
MA 115	Quantitative Reasoning	Placement or MA038, 040 or MA050	3
EN 111	College Writing and Critical Analysis	Placement or EN068, 070 or EN075	3
LA 122	Fundamentals of Communication	None	3
LA xxx	Liberal Arts Elective		3
		Total	**15**

SEMESTER 2

COURSE #	NAME	Prerequisites	CREDITS
IT 120	Computer Hardware	IT 100 or IT 118	3
IT 170	CISCO I	IT 100 or IT 118	3
EN 121	Analytical Thinking, Writing and Research	EN 111	3
MA 120	Finite Math & Linear Modeling	MA 115	3
IT 130	Database	IT 100 or IT 118	3
		Total	**30**

SEMESTER 3

COURSE #	NAME	Prerequisites	CREDITS
IT 126	Computer Software	IT 100 or IT 118	3
IT 160	Programming Logic	IT 100 or IT 118/Advisement Notes	3
IT 172	CISCO II	IT 170	3
IT 150	Web Design	IT 100 or IT 118	3
EN 206	Professional Writing and Presentation	EN 121/Advisement Notes	3
		Total	**45**

SEMESTER 4

COURSE #	NAME	Prerequisites	CREDITS
IT xxx	IT Elective	IT 100 or IT 118	3
IT 295	Systems Analysis and Design	IT 170 / Sophomore Standing	3
IT xxx	IT Elective		3
MA xxx	Math		3
LA xxx	Liberal Arts Elective		3
		Total	**60**

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
BS in Computer Information Systems
(For Students Starting the Major IN Fall 2019 and Later)

SEMESTER 5

COURSE #	NAME	Prerequisites	CREDITS
IT 260	Advanced Programming	IT 160 / Advisement Notes	3
IT 330	Database Management Systems	IT 130 / Advisement Notes	3
IT xxx	IT Elective		3
IT xxx	IT Elective		3
EN 305	Advanced Business Writing		3
		Total	**75**

SEMESTER 6

COURSE #	NAME	Prerequisites	CREDITS
IT 373	Network Security	IT 170	3
IT 396	Management Information Systems	IT 295	3
IT 280	Object Oriented Programming	IT 160 / Advisement Notes	3
IT xxx	IT Elective		3
LA xxx	Liberal Arts Elective		3
		Total	**90**

SEMESTER 7

COURSE #	NAME	Prerequisites	CREDITS
IT 320	Operating Systems	IT 125	3
IT 376	Wireless Technology	IT 171 or IT 275 / Advisement Notes	3
IT 494	IT Project Management	IT 295	3
IT xxx	IT Elective		3
IT 390/492	Internship Seminar		3
		Total	**105**

SEMESTER 8

COURSE #	NAME	Prerequisites	CREDITS
IT 495	Senior Seminar	Senior Standing, Last Semester of BS / Advisement Notes	3
IT xxx	IT Elective		3
LA xxx	Liberal Arts Elective		3
LA xxx	Liberal Arts Elective		3
LA xxx	Liberal Arts Elective		3
		Total	**120**

*****Open Electives should be used for course in the technology area you would like to concentrate, such as: Networking, Web and Database, Security, or Programming

2019 - 2020 ACADEMIC YEAR
BS IN COMPUTER NETWORKS and CYBERSECURITY
(For Students Starting the Major IN Fall 2019 and Later)

COURSES	CREDITS	COURSES	CREDITS
MAJOR REQUIREMENTS (60 CREDITS)		**LIBERAL ARTS REQUIRED and ELECTIVE COURSES (60 CREDITS)**	
Information Technology Core (39 credits)		***Liberal Arts Courses (24 credits)***	
1. IT100 Intro to Information Technology	**3**	1. EN111 College Writing & Critical Analysis	**3**
2. IT120 Computer Hardware	**3**	2. EN121 Analytical Thinking, Writing & Research	**3**
3. IT126 Computer Software	**3***	3. EN206 Professional Writing & Presentation	**3**
4. IT170 CISCO I	**3**	4. EN221 Literary Criticism & Analysis	**3**
5. IT172 CISCO II	**3***	5. LA122 Fundamentals of Communication	**3**
6. IT270 CISCO III	**3**	6. MA115 Quantitative Reasoning	**3**
7. IT271 CISCO IV	**3**	7. MA120 Finite Math & Linear Modeling	**3**
8. IT275 Networking in a Windows Environment	**3**	8. MA-235 Statistics I or MA242 Calculus I	**3**
9. IT373 Network Security	**3***		
10. IT376 Wireless Technology	**3**		
11. IT390 Internship Seminar	**3**	***Major Related Liberal Arts Courses (18 credits)***	
12. IT495 Senior Seminar	**3**	1.IT295 Systems Analysis and Design	**3**
• IT160 Programming Logic	**3**	2.IT320 Operating Systems	**3**
		3.IT387 Ethical Hacking	**3**
Major Area and Open Electives or Minor (21 credits)*		4. IT472 Information Security	**3**
1. IT130 – Database (Required Elective)	**3**	5. IT477 Network and Computer Forensics	**3**
2. IT396 – Management Information Systems (Required Elective)	**3**	6. IT494 IT Project Management	**3**
3. Some suggested courses below.	**3**		
4. Some suggested courses below.	**3**		
5. Some suggested courses below.	**3**	***Liberal Arts Electives (18 credits)****	
6. Some suggested courses below.	**3**	1. Some suggested courses below.	**3**
7. Some suggested courses below.	**3**	2. Some suggested courses below.	**3**
		3. Some suggested courses below.	**3**
		4. Some suggested courses below.	**3**
		5. Some suggested courses below.	**3**
		6. Some suggested courses below.	**3**
		* IT380 Social and Professional Issues in IT; ENXXX Technical Documentation, CJ 160 Cyber Crime; LA205 Professional Communication; LA101 Psychology; LA102 Sociology; SC126 Ecology and Environmental Studies (See attached additional course list)	
*IT225 Unix/Linux, IT375 Active Directory, IT425 Virtual Desktop Infrastructure, CJ101 Intro to Criminal Justice, CJ 160 Cybercrime, LA 240 Criminology, CJ 317 Forensics Applied to Computer Investigations, IT 118 Integrated Business Applications		**TOTAL OTHER CREDITS TAKEN:**	
		(TOTAL MUST EQUAL 60)	
TOTAL MAJOR AREA CREDITS TAKEN:			
(TOTAL CREDITS MUST EQUAL 60)		**TOTAL CREDITS MUST EQUAL 120**	

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
BS IN COMPUTER NETWORKS and CYBERSECURITY
(For Students Starting the Major IN Fall 2019 and Later)

SEMESTER 1

COURSE #	NAME	Prerequisites	CREDITS
IT 100	Introduction to Information Technology	None	3
LA xxx	Liberal Arts Elective	None	3
EN 111	College Writing and Critical Analysis	Placement or EN068, 070 or EN075	3
LA 122	Fundamentals of Communication	None	3
MA 115	Quantitative Reasoning	Placement or MA038, 040 or MA050	3
		Total	**15**

SEMESTER 2

COURSE #	NAME	Prerequisites	CREDITS
IT 120	Computer Hardware	IT 100 or IT 118	3
IT 130	Database	IT 100 or IT 118/Required Elective	3
IT 170	CISCO I	IT 100 or IT 118	3
EN 121	Analytical Thinking, Writing and Research	EN 111	3
MA 120	Finite Math & Linear Modeling	MA 115	3
		Total	**30**

SEMESTER 3

COURSE #	NAME	Prerequisites	CREDITS
IT 126	Computer Software	IT 100 or IT 118	3
IT 160	Programming Logic	IT 100 or IT118	3
IT 172	CISCO II	IT 170	3
LA xxx	Liberal Arts Elective		3
EN 206	Professional Writing and Presentation	EN 121/Advisement Notes	3
		Total	**45**

SEMESTER 4

COURSE #	NAME	Prerequisites	CREDITS
IT 295	Systems Analysis and Design	IT 130 / Sophomore Standing / Capstone Course Advisement Notes	3
IT 320	Operating Systems	IT 126	3
IT 373	Network Security	IT 170	3
MA 142/242	Statistics I or Calculus I	MA 120	3
LA xxx	Liberal Arts Elective		3
		Total	**60**

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
BS IN COMPUTER NETWORKS and CYBERSECURITY
(For Students Starting the Major IN Fall 2019 and Later)

SEMESTER 5

COURSE #	NAME	Prerequisites	CREDITS
IT 270	CISCO III	IT 172	3
IT 376	Wireless Technology	IT 172 or IT 275	3
IT 275	Networking in Windows Environment	IT 170	3
IT xxx	IT Elective		3
EN 221	Literary Criticism and Analysis	EN 121	3
		Total	**75**

SEMESTER 6

COURSE #	NAME	Prerequisites	CREDITS
IT 387	Ethical Hacking	IT 373	3
IT 271	CISCO IV	IT 270	3
IT 396	Management Information Systems	IT 295 / Required Elective	3
IT xxx	IT Elective		3
LA xxx	Liberal Arts Elective		3
		Total	**90**

SEMESTER 7

COURSE #	NAME	Prerequisites	CREDITS
IT 472	Information Security	IT 373	3
IT 494	IT Project Management	IT 295	3
IT xxx	IT Elective		3
IT xxx	IT Elective		3
IT 390	Internship Seminar		3
		Total	**105**

SEMESTER 8

COURSE #	NAME	Prerequisites	CREDITS
IT 495	Senior Seminar	Senior Standing, Last Semester of BS / Advisement Notes	3
IT 477	Network and Computer Forensics	IT 373	3
LA xxx	Liberal Arts Elective		3
LA xxx	Liberal Arts Elective		3
LA xxx	Liberal Arts Elective		3
		Total	**120**

*****Open Electives should be used for course in the technology area such as: Networking, Web and Database, Security, or Programming

School of Information Technology
Master Course List of Non-LA and LA Courses Effective FALL 2015

New Course Number	Course Name	Non LA	LA	Prerequisites
IT-100	Introduction to Information Technology		x	None
IT-115	Electronic Spreadsheet	x		None
IT-118	Integrated Business Applications	x		None
IT-120	Computer Hardware	x		IT-100 or IT-118
IT-126	Computer Software		x	IT-100 or IT-IT-118
IT-130	Database	x		IT-100 or IT-IT-118
IT-150	Web Design Technology	x		IT-100 or IT-118
IT-156	Multimedia Authoring	x		IT-100 or IT-118
IT-160	Programming Logic		x	IT-100 or IT-118 **AND** MA-115
IT-170	Cisco I: Cisco Networking Basics	x		IT-100 or IT-118
IT-172	Cisco II: Cisco Basic Routing	x		IT-170
IT-215	Advanced Spreadsheet	x		IT-115
IT-225	Unix/Linux	x		IT-100 or IT-118; Junior Standing
IT-250	Advanced Web Design	x		IT-150
IT-260	Advanced Programming		x	IT-160
IT-270	Cisco III: Cisco Switching	x		IT-172
IT-271	Cisco IV: Cisco WAN Technologies	x		IT-270
IT-275	Networking in a Windows Environment	x		IT-170
IT-290	Internship	x		Sophomore Standing
IT-291	Internship	x		IT-290
IT-295	System Analysis & Design		x	Sophomore standing and IT-130
IT-320	Operating Systems		x	IT-125
IT-330	Database Management Systems		x	IT-130
IT-360	JAVA	x		IT-260 or IT-280
IT-361	Programming with Mobile Applications	x		IT-260 or IT-280
IT-362	Mobile Application Development	x		IT-361
IT-368	Web Scripting and Development	x		IT-250

CONTINUED

School of Information Technology
Master Course List of Non-LA and LA Courses Effective FALL 2015

New Course Number	Course Name	Non LA	LA	Prerequisites
IT-373	Network Security		x	IT-170
IT-375	Active Directory	x		IT-275
IT-376	Wireless Technology	x		IT-172 or IT-275
IT-380	Social and Professional Issues in IT		x	Junior Standing
IT-385	Emerging Technologies		x	Junior Standing
IT-387	Ethical Hacking		x	IT-373 and Junior Standing
IT-390	Internship Seminar	x		Junior Standing
IT-391	Internship Seminar	x		IT-390
IT-395	Corporate Internship in Information Technology	x		Junior Standing and Approval by Dean of IT
IT-396	Management Information Systems		x	IT-295
IT-425	Virtual Desktop Infrastructure	x		IT-373
IT-435	Database Administration		x	IT-330
IT-472	Information Security		x	IT-373
IT-477	Network and Computer Forensics		x	IT-373
IT-494	IT Project Management		x	IT-295
IT-495	Senior Seminar	x		Senior Standing and taken in last semester of BS. Strongly Recommended: LA-122/LA-120

2019 - 2020 ACADEMIC YEAR
SCHOOL OF NURSING

- **Certificate in Practical Nursing**

- **AAS in Registered Nursing**

- **BS in Nursing**
  RN-BS, Nursing Major

- **Traditional Option**

- **Second Degree Accelerated**

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
CERTIFICATE IN PRACTICAL NURSING

COURSES		CREDITS
PN Requirements (Semester I: 14 credits)		
1. SC 114	Human Anatomy & Physiology I with Lab	**4**
2. NS 106	Dosage Calculation & Pharmacology	**3**
3. NS 117	Fundamentals of Nursing	**7**
	Total	**14**
LPN Requirements (Semester II: 13 credits)		
1. SC 116	Human Anatomy & Physiology II with Lab	**4**
2. LA 101	Introduction to Psychology	**3**
3. EN 111	College Writing & Critical Analysis	**3**
4. NS 122	Maternal-Child Nursing (*LPN only course*)	**3**
	Total	**13**
LPN Requirements (Semester III: 13 credits)		
1. SC 118	Microbiology with Lab	**4**
2. NS 130	Psychosocial Nursing (*PN only course*)	**2**
3. NS 126	Medical Surgical & Transitional Nursing (*PN only course*)	**7**
	Total	**13**
Total Nursing Credits		**22**
Total Liberal Arts Credits		**18**
Total Required PN Credits		**40**

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
AAS IN REGISTERED NURSING

COURSES		CREDITS
RN Requirements (Semester I: 14 credits)		
1. SC 130	Chemistry with lab	**4**
2. NS 221	Advanced Pharmacology	**2**
3. NS 207	LPN to RN Transition & Introduction to CCC (*AAS only course*)	**2**
4. LA 255	Psychology Across the Lifespan *(or other Psych elective*)	**3**
5. NS 228	CCC of the Adult with Mental Health Alterations	**3**
	Total	**14**
RN Requirements (Semester II: 14 credits)		
1. NS 216	CCC of the Child-Bearing Family	**3**
2. NS 250	CCC of the Adult with Health Alterations I	**5**
3. LA 102	Introduction to Sociology	**3**
5. NS 209	Health Assessment Across the Lifespan	**3**
	Total	**14**
RN Requirements (Semester III: 14 credits)		
1. EN 121	Analytical Thinking, Writing & Research	**3**
2. NS 217	CCC of the Child-Rearing Family	**3**
3. NS 255	CCC of the Adult with Health Alterations II	**5**
4. NS 261	Trends in Professional Nursing	**3**
	Total	**14**
Total Nursing Credits		**29**
Total Liberal Arts & Science Credits		**13**
Total Required Credits for AAS in Registered Nursing		**42**

***CCC= Culturally Competent Care**

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
BS IN NURSING: RN to BS Option

BS REQUIRED COURSES	Credits Monroe Grads	Credits Non-Monroe Grads
BS Requirements ***(Semester I: Monroe Grads 18 cr. – Non Monroe Grades 21cr.)***		
1. LA 122 Fundamentals of Communication	**3**	**3**
2. HA 101 Introduction to Health Care Policy	**3**	**3**
3. PH 116 Race, Ethnicity and Health	**3**	**3**
4. NS 300 Nursing Theory Influences on Today's Practice - ***Hybrid***	**3**	**3**
5. LA 900 Liberal Arts Elective (*Recommended: EN 325 Advanced Writing for the Social Sciences*)	**3**	**3**
6. LA 900 Liberal Arts Elective (*Recommended: MK 110 Social Media Marketing*)	**3**	**3**
Total	**18**	
***NON-MONROE GRADS:** NS 209 Health Assessment Across the Lifespan **+ 3 credits** **Total**		**21**
BS Requirements ***(Semester II: Monroe Grads 17 cr. – Non Monroe Grades 21cr.)***		
1. MA 135 Statistical Applications	**3**	**3**
2. PH 205 Global Health Issues – ***Hybrid***	**3**	**3**
3. NS 400 Pathophysiology & Clinical Reasoning for Nursing - ***Online***	**3**	**3**
4. NS 410 Culturally Competent Care in Community Health & the Role of the Professional Nurse Practicum – ***Hybrid***	**5**	**5**
5. LA 900 Liberal Arts Elective (*Recommended: CJ 312 Domestic Violence*)	**3**	**3**
Total	**17**	
***NON-MONROE GRADS:** SC 130 Chemistry with Lab **+ 4 credits** **Total**		**21**
BS Requirements ***(Semester III: 18 cr.)***		
1. HA 135 Introduction to Health Informatics	**3**	**3**
2. NS 310 Culturally Competent Care of the Older Adult - ***Online***	**2**	**2**
3. NS 420 Evidenced-Based Nursing Research – ***Hybrid***	**3**	**3**
4. NS 450 Culturally Competent Leadership in Professional Nursing Seminar & Practicum - ***Hybrid***	**4**	**4**
5. LA 900 Liberal Arts Elective (*Recommended: MG 112 Business Ethics*)	**3**	**3**
6. LA 900 Liberal Arts Elective	**3**	**3**
Total	**18**	**18**
Totals	**53**	**60**

Monroe RN Graduates	Credits	Non-Monroe RN Graduates	Credits
		Total Granted for Professional Credits	**34**
Total Nursing Credits	**20**	Total Nursing Credits	**23**
Total Liberal Arts & Science	**33**	Total Liberal Arts & Science Credits	**37**
		Prerequisites: A&P 1& II, Micro, Eng. I& II, Psy Lifespan, Psy Elective, Sociology	**27**
Total Required BS Credits	**53**	Total Required BS Credits	**121**

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
BS IN NURSING: Traditional Option

COURSES		CREDITS
Requirements (Semester I: 13 credits)		
1. SC 114	Human Anatomy & Physiology with lab	**4**
2. EN 111	College Writing and Critical Analysis	**3**
3. HA 101	Introduction to Health Care Policy	**3**
4. NS 106	Dosage Calculation and Pharmacology	**3**
	Total	**13**
Requirements (Semester II: 14 credits)		
1. SC 116	Human Anatomy & Physiology with lab	**4**
3. LA 101	Introduction to Psychology	**3**
5. NS 119	Introduction to CCC and Nursing Essentials	**7**
	Total	**14**
Requirements (Semester III: 16 credits)		
1. SC 130	General Chemistry with Lab	**4**
2. EN 121	Analytical Thinking, Writing & Research	**3**
3. LA 122	Fundamentals of Communication	**3**
4. HA 135	Introduction to Health Informatics	**3**
3. NS 209	Health Assessment Across the Lifespan	**3**
	Total	**16**
Requirements (Semester IV: 15)		
1. SC 118	Microbiology with Lab	**4**
3. LA 102	Introduction to Sociology	**3**
3. NS 250	CCC of Adults with Health Alterations I	**5**
4.	Liberal Arts Elective	**3**
	Total	**15**
Requirements (Semester V: 15 credits)		
1. PH 116	Race, Ethnicity, and Health	**3**
2. LA 255	Psychology Across the Lifespan	**3**
3. EN 325	Advanced Writing for the Social Sciences	**3**
4. MA 135	Statistical Applications	**3**
3. NS 228	CCC of Adults with Mental Health Alterations	**3**
	Total	**15**

Continued

Requirements (Semester VI: 16 credits)	
1. NS 310 CCC of Older Adults	**2**
2. PH 205 Global Health Issues	**3**
3. NS 221 Advanced Pharmacology	**2**
4. NS 216 CCC of the Child-Bearing Family	**3**
5. NS 300 Nursing Theory Influences on Today's Practice	**3**
6 Liberal Arts Elective	**3**
Total	**16**
Total	**17**
Requirements (Semester VIII: 15 credits)	
1. NS 420 Evidence-Based Research	**3**
2. NS 255 CCC of Adults with Health Alterations II	**5**
3. NS 450 CCC Leadership in Professional Nursing Seminar & Practicum	**4**
4. Liberal Arts Elective	**3**
Total	**15**
Total Nursing Credits	**57**
Total Liberal Arts & Science Credits	**52**
Total Liberal Arts Elective Credits	**12**
Total Required Credits for AAS in Registered Nursing	**121**

***CCC= Culturally Competent Care**

2019 - 2020 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
SECOND DEGREE ACCELERATED
BS IN NURSING: IMG Option

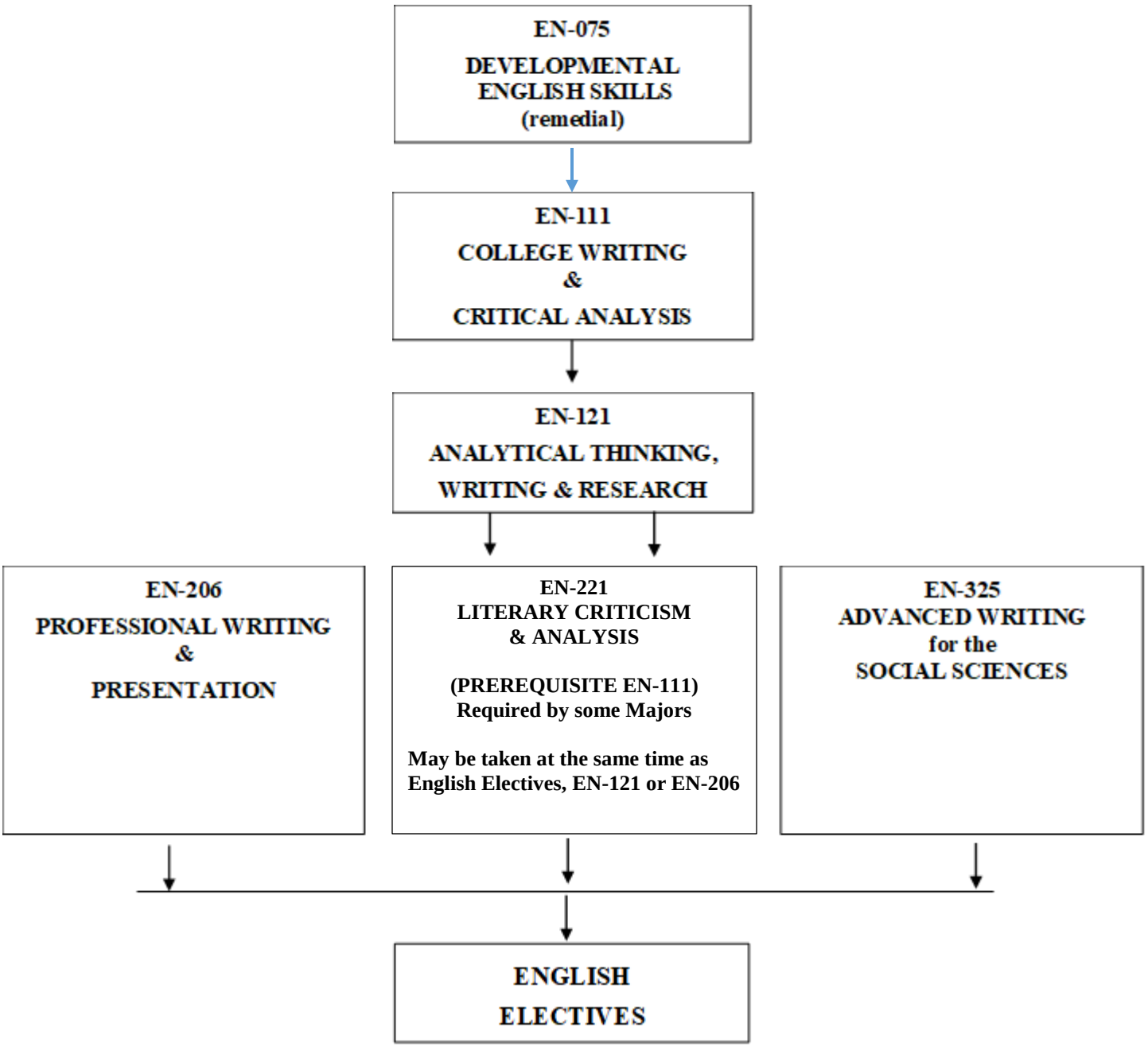
NS COURSES (only)	**CREDITS**
Requirements (Semester I: 11 credits)	
1. NS 106 Dosage Calculation and Pharmacology	**3**
2. NS 209 Health Assessment Across the Lifespan	**3**
3. NS 300 Nursing Theory Influences on Today's Practice	**3**
4. NS 310 Care of the Older Adult	**2**
Total	**11**
Requirements (Semester II: 7 credits)	
5. NS 119 Introduction to CCC and Nursing Essentials	**7**
Total	**7**
Requirements (Semester III: 8 credits)	
1. NS 228 CCC of Adults with Mental Health Alterations	**3**
4. NS 250 CCC of Adults with Health Alteration I	**5**
Total	**8**
Requirements (Semester IV: 9)	
1. NS 216 CCC of the Child-Bearing Family	**3**
2. NS 217 CCC of the Child-Rearing Family	**3**
3. NS 261 Trends in Professional Nursing	**3**
Total	**9**
Requirements (Semester V: 9 credits)	
1. NS 410 CCC in Community Health and the Role of the Professional Nurse	**5**
2. NS 450 CCC Leadership in Professional Nursing Seminar & Practicum	**3**
Total	**9**
Requirements (Semester VI: 8 credits)	
1. NS 420 Evidence-Based Nursing Research	**3**
5. NS 255 CCC of Adults with Health Alterations II	**5**
Total	**8**
Total Nursing Credits	**52**
Total IMG Transfer Credits	**57**
English & Math Credits	**12**
Total Required Credits for BS in Nursing	**121**

***CCC= Culturally Competent Care**

GENERAL EDUCATION

- ***English (EN)***
- ***Social Sciences (LA)***
- ***Mathematics (MA)***

2019 - 2020 ACADEMIC YEAR
RECOMMENDED SEQUENCE
ENGLISH COURSES



2019 - 2020 ACADEMIC YEAR
DEPARTMENT OF MATHEMATICS
ADVISEMENT

COURSE	PREREQUISITES	ADVISEMENT
MA-050 Fundamentals of Mathematics & Algebra	Math Placement Test	
MA-115 Quantitative Reasoning	Math Placement Test or MA-050	
MA-120 Finite Mathematics and Linear Modeling	MA-115	Strongly advised for Accounting, Business and IT majors. To be taken sequentially following MA115.
MA-135 Statistical Applications	MA-115	
MA-142 Pre-Calculus	Math Placement Test or Departmental Approval	
MA-235 Statistics for Business Decisions I	MA-115	
MA-235H HONORS Statistics for Business Decisions I	MA-115	Non-Honors Program members must have a cumulative GPA of 3.2 to register.
MA-242 Calculus I	Math Placement Test or MA-142	
MA-245 Statistics for Business Decisions II	MA-235	
MA-252 Calculus II	Math Placement Test or MA-242	
MA-348 Linear Algebra	Calculus I	
MA-352 Calculus II	Calculus I	
MA-362 Calculus III	Calculus II	

MONROE COLLEGE HONORS PROGRAM

HONORS AT MONROE COLLEGE

The Monroe College Honors Program aims to serve the most promising incoming students and our highest-performing continuing students who are insatiably curious and love to learn. Characteristically, Honors students take calculated academic risks, and readily engage in academic discussion, debate, research, and writing.

The Honors Program emphasizes full intellectual engagement of students and faculty through promotion of an academic environment characterized by the highest standards of discourse, integrity, and respect. The pursuit of excellence in college-level studies entails thorough understanding and informed appreciation of areas within – as well as outside, a major field of specialization. To that end, the Honors Program sponsors lectures, seminars, and workshops for Honors Program students and faculty, many of which are extended to the general Monroe College community. In addition, each semester, the Honors Program sponsors the Honors Conference, a scholarly and celebratory program where Honors students present projects and papers to the college community.

EXPECTATIONS AND REQUIREMENTS

Students and faculty often ask, *What makes an Honors course different from a course in the standard curriculum?* Many times, people assume that students will be required to read additional chapters of text or write longer papers, or answer more exam questions. This is not the case. Honors courses are not *quantitatively* different; rather, they are *qualitatively* different. Hence, the program offers courses that challenge through active learning opportunities intended to broaden and deepen the academic experience.

Clearly, a requisite to be considered for the Honors program is academic excellence. However, Honors students are also expected to excel in school and community involvement, integrity, and leadership, as well. Honors students break boundaries in primary research and creative endeavors. In short, Honors students are expected to distinguish themselves among their peers, and within the Monroe academic community.

Whether on the Associate's or Bachelor's level, students must have a 3.30 cumulative GPA at the time of graduation, participated in Honors Program events and activities (including community service), and have earned the required number of Honors units. On the Associate's level, students must complete a *minimum* of 9 Honors units. On the Bachelor's level, students must complete a *minimum* of 18 Honors units. A student earns Honors units by taking Honors courses and specially designated Honors sections of general education courses/major-area courses in the regular curriculum, earning a "C" or better. Students who complete the Honors Program receive notations on their transcripts and diplomas.

ADMISSIONS

New students may be referred by the Director of Admissions, the Director of International Programs, a member of the Honors Board, or any college faculty member or staff person. In addition, exceptional students may be invited to participate in the Honors Program based on previous academic success, excellent writing ability, and remarkable interview with a member of the Honors Executive Board.

Admission Criteria for Continuing Monroe Students

- High academic standing—minimum cumulative GPA of 3.3
- Superior writing, analysis, and critical thinking skills
- Recommendation from a Monroe College faculty or staff member
- Record of leadership and/or positive involvement in the campus community
- Successful interview with an Honors Program administrator
  Completed Honors Program application

Members of the Honors Executive Board evaluate applicants for admission into the Honors Program.

MORE INFORMATION

For additional information, contact Prof. Kathryn MacDonald, Coordinator of the Monroe College Honors Program (kmacdonald@monroecollege.edu) or 914.740.6452.

FALL 2019 Honors Course Schedule

Taking Honors Courses

Any Honors Program Member can take any Honors course, as long as that course fits within the student's schedule and program of study.

However, non-Honors Program Members may also take Honors courses provided the student has a minimum cumulative GPA of 3.2.

Bronx Campus			
Course Number	*Course Name*	*Dates/Times*	*Instructor*
HN150-01H	The Honors Experience	M: 2 – 5 p.m.	TBA
HN150-02H	The Honors Experience	T/Th: 10:40 a.m. to 12:10 p.m.	MacDonald
HN243-01H	The World of Modern Art	W: 2 – 5 p.m.	Mills
HN450-01H	Honors Program Research Seminar	Th: 1 – 4 p.m.	MacDonald
EN111-01H	College Writing and Critical Analysis	M/W: 10:40 a.m. to 12:10 p.m.	Wigutow
EN111-02H	College Writing and Critical Analysis	T/Th: 1 p.m. to 2:30 p.m.	Wigutow
EN221-02H	Literary Criticism and Analysis	T/Th: 9 a.m. to 10:30 a.m.	Burzi

New Rochelle Campus			
Course Number	*Course Name*	*Dates/Times*	*Instructor*
HN150-72H	The Honors Experience	M/W: 8:45 a.m. to 10:15 a.m.	MacDonald
HN160-72H	Decades: A Cultural Exploration	T/Th: 10:25 a.m. to 11:55 a.m.	Brozo
EN111-72H	College Writing and Critical Analysis	M/W: 10:25 a.m. to 11:55 a.m.	Negrin
EN111-73H	College Writing and Critical Analysis	T/Th: 8:45 a.m. to 10:15 a.m.	Scott
EN221-72H	Literary Criticism and Analysis	M/W: 8:45 a.m. to 10:15 a.m.	Negrin

ALL HONORS COURSES ARE OPEN TO ALL MONROE COLLEGE STUDENTS, PROVIDED THE STUDENT HAS A MINIMUM CUMULATIVE GPA OF 3.2.

Please contact Kathryn MacDonald with questions or concerns (x6452 or kmacdonald@monroecollege.edu)

2019 - 2020 ACADEMIC YEAR
MINORS FOR BACHELOR STUDENTS

The minors listed below are available to **BBA** students majoring in

- **Accounting** (effective Fall 2018)
  - ***BUSINESS LAW***
  - ***FINANCE***

- **Business Management** (effective Fall 2018)
  - ***ACCOUNTING***
  - ***BUSINESS LAW***
  - ***FINANCE***
  - ***HUMAN RESOURCES***
  - ***MARKETING***
  - ***SPORTS MANAGEMENT***

The minors listed below are available to **BS** students majoring in

- **Criminal Justice** (effective Fall 2018)
  - ***HUMAN SERVICES***
  - ***LEGAL STUDIES***
- **Public Health** (effective Fall 2017)
  - ***HUMAN SERVICES (Criminal Justice & Public Health)***

The minors listed below are available to all **Bachelor students**.

- **Psychology** (effective Fall 2016)

- **English** (effective Fall 2019)

- **Mathematics** (effective Fall 2019)

2019 - 2020 ACADEMIC YEAR
MINORS IN ACCOUNTING

The ***BUSINESS LAW MINOR*** *requires* successful completion of 18 credits in Business Law or Business related courses.

This must consist of:

- Three (3) required Business Law Minor courses — 9 credits
- A minimum of three (3) Business Law Minor Elective Courses — 9 credits

18 credits

Business Law –18 credits	
Requirements—9 credits	
BL 201-Business Law I	3 cr.
BL 301-Business Law II (PR: BL 201 or MG 226)	3 cr.
CJ 150-American Legal System	3 cr.
Electives—9 credits	
(choose three from the list below)	
CJ 101-Intro to Criminal Justice	3 cr.
CJ 271-US Court Systems (PR: CJ-101 & LA-103)	3 cr.
MG 216-Employee & Labor Relations (PR: MG 211)	3 cr.
MG 226-Legal Aspects of Sports (PR: MG 101 or MG 125 or MG 201 or BL 201)	3 cr.
MG 272-Legal Aspects of Entertainment and Media (PR: MG 101 or MG 125 or MG 201 or BL 201)	3 cr.

I _____ , ID # _____hereby declare my intention to complete the above listed minor, and as part of my Business Management Degree Requirements.

Signature: _____ Date: _____

2019 - 2020 ACADEMIC YEAR
MINORS IN ACCOUNTING

The ***FINANCE MINOR*** *requires* successful completion of 18 credits in Finance or Business related courses.

This must consist of:

- Three (3) required Finance Minor courses 9 credits
- A minimum of three (3) Finance Minor Elective Course 9 credits

18 credits

Finance –18 credits	
Requirements—9 credits	
FA 302-Principles of Finance (PR: EC 201)	3 cr.
FA 304-Money & Banking (PR: FA 302)	3 cr.
FA 305-Corporate Finance (PR: FA 302)	3 cr.
Electives—9 credits	
(choose three from the list below)	
MG 112-Business Ethics	3 cr.
MG 105-Personal Finance	3 cr.
FA 310-Investment Analysis (PR: FA 302)	3 cr.
FA 308-Financial Management (PR: EC 201 & FA 302)	3 cr.
FA 361-International Finance (PR: FA 305)	3 cr.

I _____ , ID # _____hereby declare my intention to complete the above listed minor, and as part of my Business Management Degree Requirements.

Signature: _____ Date: _____

2019 - 2020 ACADEMIC YEAR
MINORS IN BUSINESS MANAGEMENT

The ***ACCOUNTING MINOR*** *requires* successful completion of 19 credits in Accounting or Business related courses.

This must consist of:

- Three (3) required Accounting Minor courses 10 credits
- A minimum of three (3) Accounting Minor Elective Courses 9 credits

19 credits

Accounting –19 credits	
Requirements—10 credits	
AC 211-Computerized Accounting I (PR: AC 162)	3 cr.
AC 310-Computerized Accounting II (PR: AC 211)	3 cr.
AC 215-Intermediate Accounting (PR: AC 162)	4 cr.
Electives—9 credits	
(choose three from the list below)	
MG 105-Personal Financial Management	3 cr.
FA 304-Money & Banking (PR: FA 302)	3 cr.
FA 308-Financial Management (PR: EC 201 & FA 302)	3 cr.
FA 310-Investment Analysis (PR: FA 302)	3 cr.

I _____ hereby declare my intention to complete the above listed minor as part of my Business Management Degree Requirements.

Signature: _____ Date: _____

2019 - 2020 ACADEMIC YEAR
MINORS IN BUSINESS MANAGEMENT

The ***BUSINESS LAW MINOR*** *requires* successful completion of 18 credits in Legal Studies or Business related courses.

This must consist of:

- Three (3) required Legal Studies Minor courses 9 credits
- A minimum of three (3) Legal Studies Minor Elective Courses 9 credits

18 credits

Business Law –18 credits	
Requirements—9 credits	
BL 201-Business Law I	3 cr.
BL 301-Business Law II (PR: BL 201 or MG 226)	3 cr.
CJ 150-American Legal System	3 cr.
Electives—9 credits	
(choose three from the list below)	
CJ 101-Intro to Criminal Justice	3 cr.
CJ 271-US Court Systems (PR: CJ-101 & LA-103)	3 cr.
MG 216-Employee & Labor Relations (PR: MG 211)	3 cr.
MG 226-Legal Aspects of Sports (PR: MG 101 or MG 125 or MG 201 or BL 201)	3 cr.
MG 272-Legal Aspects of Entertainment and Media (PR: MG 101 or MG 125 or MG 201 or BL 201)	3 cr.

I _____ , ID # _____hereby declare my intention to complete the above the above listed minor as part of my Business Management Degree Requirements.

Signature: _____ Date: _____

2019 - 2020 ACADEMIC YEAR
MINORS IN BUSINESS MANAGEMENT

The ***FINANCE MINOR*** *requires* successful completion of 18 credits in Finance or Business related courses.

This must consist of:

- Three (3) required Finance Minor courses 9 credits
- A minimum of three (3) Finance Minor Elective Courses 9 credits

18 credits

Finance –18 credits	
Requirements—9 credits	
FA 302-Principles of Finance (PR: EC 201)	3 cr.
FA 304-Money & Banking (PR: FA 302)	3 cr.
FA 305-Corporate Finance (PR: FA 302)	3 cr.
Electives—9 credits	
(choose three from the list below)	
MG 112-Business Ethics	3 cr.
MG 105-Personal Finance	3 cr.
FA 310-Investment Analysis (PR: FA 302)	3 cr.
FA 308-Financial Management (PR: EC 201 & FA 302)	3 cr.
FA 361-International Finance (PR: FA 305)	3 cr.

I _____ , ID # _____hereby declare my intention to complete the above listed minor as part of my Business Management Degree Requirements.

Signature: _____ Date: _____

2019 - 2020 ACADEMIC YEAR
MINORS IN BUSINESS MANAGEMENT

The ***HUMAN RESOURCES MINOR*** *requires* successful completion of 18 credits in Human Resources or Business Related courses/

This must consist of:

- Three (3) required Human Resources Minor courses 9 credits
- A minimum of three (3) Human Resources Minor Elective Courses 9 credits

18 credits

Human Resources –18 credits	
Requirements—9 credits	
MG 211-Human Resources Management (PR: MG 101 or MG 120 or MG 201)	3 cr.
MG 216-Employee and Labor Relations (PR: MG 211)	3 cr.
MG 217-Compensation and Benefits Administration (PR: MG 211)	3 cr.
Electives—9 credits	
(choose three from the list below)	
MG 252-Recruitment and Selection (PR: MG 211)	3 cr.
MG 255-Managing Cultural Diversity (PR: MG 101 or MG201)	3 cr.
MG 330-Organizational Theory (PR: MG 120 or MG 201)	3 cr.
MG 350-Strategic Global HR Management (PR: MG 211)	3 cr.

I _____ , ID # _____hereby declare my intention to complete the above listed minor as part of my Business Management Degree Requirements.

Signature: _____ Date: _____

2019 - 2020 ACADEMIC YEAR
MINORS IN BUSINESS MANAGEMENT

The ***MARKETING MINOR*** *requires* successful completion of 18 credits in Marketing or Business related courses.

This must consist of:

- Three (3) required Marketing Minor courses 9 credits
- A minimum of three (3) Marketing Minor Elective Courses 9 credits

18 credits

Marketing –18 credits	
Requirements—9 credits	
MK 101-Marketing Foundation	3 cr.
MK 110-Social Media Marketing	3 cr.
MK 201-Integrated Advertising & Promotion (PR: MK 101 or MG 120)	3 cr.
Electives—9 credits	
(choose three from the list below)	
MK 203-Branding & Product Development (PR: MK 101 or MG 120)	3 cr.
MK 206-Digital & Search Engine Marketing (PR: MK 101 or MK 110 or MG 120)	3 cr.
MK 322-Marketing Management (PR: MK 101 or MG 120)	3 cr.
MK 342-Consumer Behavior (PR: MK 101 or MG 120)	3 cr.

I _____ , ID # _____hereby declare my intention to complete the above the above listed minor as part of my Business Management Degree Requirements.

Signature: _____ Date: _____

2019 - 2020 ACADEMIC YEAR
MINORS IN BUSINESS MANAGEMENT

The ***SPORTS MANAGEMENT MINOR*** *requires* successful completion of 18 credits in Sports Management or Business related courses.

This must consist of:

- Three (3) required Sports Management Minor courses 9 credits
- A minimum of three (3) Sports Management Minor Elective Courses 9 credits

18 credits

Sports Management –18 credits	
Requirements—9 credits	
MG 120-Introduction to Sports Management	3 cr.
MG 226-Legal Aspects of Sports (PR: MG 101 or MG 120)	3 cr.
MG 227-Business Ethics in Sports (PR: MG 101 or MG 120)	3 cr.
Electives—9 credits **(choose three from the list below)**	
MG 332-Sports Operations & Facility (PR: MG 226)	3 cr.
MG 333-Financial Management of Sports Organization (PR: MG 120)	3 cr.
MK 206-Digital and Search Engine Marketing (PR: MK 101 or MK 110 or MG 120)	3 cr.
MG 435-Sports Management Capstone	3 cr.

I _____ , ID # _____hereby declare my intention to complete the above the above listed minor, and as part of my Business Management Degree Requirements.

Signature: _____ Date: _____

2019 - 2020 ACADEMIC YEAR
MINOR IN LEGAL STUDIES
FOR BS STUDENTS IN CRIMINAL JUSTICE

In addition to all other Criminal Justice requirements, the ***Legal Studies Minor*** requires successful completion of 18 credits in pre-law related courses.

This must consist of:

- Three (3) required Legal Studies Minor Courses 9 credits
- Select Three (3) Legal Studies Minor Elective Courses 9 credits

18 credits

Required Minor Courses	
CJ-150	American Legal System
LA-107	Civil Rights Law
BL-201	Business Law I
Recommended Elective Courses	
MG-110	Real Estate
MG-112	Business Ethics
MG-211	Human Resource Management
MG-216	Employee & Labor Relations
MG-226	Legal Aspects of Sports
MG-272	Legal Aspects of Entertainment & Media
CJ-290	Internship
CJ-271	US Court Systems
CJ 201	Family Law
CJ-270	Fund. of Criminal Trial Practice
BL-301	Business Law II

I _____ ID # _____hereby declare my intention to complete the above listed minor, and as part of my Criminal Justice Degree Requirements.

Signature: _____ Date: _____

2019 - 2020 ACADEMIC YEAR
MINOR IN HUMAN SERVICES FOR BS STUDENTS IN CRIMINAL JUSTICE & PUBLIC HEALTH

In addition to all other Criminal Justice and Public Health degree requirements, the ***Human Services Minor*** requires successful completion of 18 credits in Human Services related courses.

This must consist of:

▪ Four (4) required Human Services Minor Courses	12 credits
▪ Select Two (2) Human Services Minor Elective Courses	6 credits
	18 credits

Required Human Services Minor Courses 12 credits required (courses may be counted as Major Area or Open Electives).	
▪ LA-245	Introduction to Counseling Theory
▪ LA-247	Crisis Intervention
▪ CJ-305	Drugs in America
OR	
▪ LA 212	Drugs and Behavior
▪ LA-305	Introduction to Case Management
▪ LA-410	Multi-Cultural Diversity Competency
OR	
▪ HA-315	Diversity in the Health Care Workplace

Human Services Elective Minor Courses 6 credits required (courses may be counted as Major Area or Open Electives).	
▪ LA-204	Psychological Disorders of Childhood
▪ LA-209	Social Issues
▪ LA-241	Juvenile Delinquency
▪ LA-246	Child Abuse
▪ LA-254	HIV/AIDS in Society
▪ LA-255	Lifespan Psychology
▪ LA-340	Social Deviance
▪ LA-345	Group Dynamics
▪ PH-116	Race, Ethnicity & Health
▪ PH-208	Maternal & Child Health
▪ PH-250	Gerontology
▪ CJ -312	Domestic Violence

I _____ ID # _____hereby declare my intention to complete the above listed minor, and as part of my Criminal Justice Degree Requirements.

Signature: _____ Date: _____

2019 - 2020 ACADEMIC YEAR
MINOR IN CASAC FOR BS STUDENTS
IN HUMAN SERVICES & CRIMINAL JUSTICE

In addition to all other Human Services and Criminal Justice degree requirements, the ***CASAC Minor*** requires successful completion of 18 credits in Human Services related courses.

This must consist of:

- Five (5) required Human Services Minor Courses — 15 credits
- One (1) required Liberal Arts Minor courses — 3 credits

Required Human Services Minor Courses 12 credits required (courses may be counted as Major Area or Open Electives).
▪ HS-111 Science of Addiction
▪ HS-122 Overview of Addiction and Chemical Dependency
▪ HS-123 Substance Abuse Assessment and Treatment Planning
▪ HS-224 Addiction Counseling – The Individual
▪ HS-225 Addiction Counseling – The family and Groups

Required Liberal Arts Minor Courses 3 credits required (courses may be counted as Major Area or Open Electives).
▪ LA-305 Introduction to Case Management

I _____ ID # _____hereby declare my intention to complete the above listed minor, and as part of my Criminal Justice Degree Requirements.

Signature: _____ Date: _____

2019 - 2020 ACADEMIC YEAR
MINOR IN PSYCHOLOGY

The ***PSYCHOLOGY MINOR*** is available to all Bachelor Students.

This must consist of:

- Three (3) courses from section A — 9 credits
- A minimum of three (3) courses from section B — 9 credits

18 credits

Section A 9 credits required		
COURSE CODE	**COURSE NAME**	**PRE-REQUISITE**
LA-101	Introduction to Psychology	None
LA-108	Abnormal Psychology	LA-101
LA-214	Development Psychology	LA-101
LA-245	Introduction to Counseling Theory	LA-101
LA-255	Lifespan Psychology	LA-101

Section B Minimum of 9 credits required		
COURSE CODE	**COURSE NAME**	**PRE-REQUISITE**
LA-300	Educational Psychology	LA-101
LA-304	Psychological Disorders in Childhood	LA-214 or LA-108 or LA-300
LA-305	Introduction to Case Management	LA-245
LA-325	Social Psychology	LA-101
LA-330	Foundations of Vocational/Rehabilitation Counseling	LA-101
LA-345	Group Dynamics	LA-245
LA-400	Principles and Theoretical Perspectives on Parenting	LA-214 or LA-300

2019 - 2020 ACADEMIC YEAR
MINOR IN ENGLISH

The ***PSYCHOLOGY MINOR*** is available to all Bachelor Students.

This must consist of:

- Three (3) courses from section A — 9 credits
- A minimum of three (2) courses from section B — 6 credits

15 credits

Section A 9 credits required			
COURSE CODE	**COURSE NAME**	**PRE-REQUISITE**	**CREDITS**
EN 107	Ethnic Literature	EN 111	3
EN 108	American Literature	EN 111	3
EN 111	College Writing and Critical Analysis	Placement or EN 075	3
EN 116	Women Writers	EN 111	3
EN 117	Creative Writing	None	3
EN 118	The Art of Poetry	EN 121	3
EN 208	American Novel	EN 121	3
EN 210	Film and Literature	EN 121	3
EN 211	African American Literature	EN 121	3
EN 212	Autobiography	EN 121	3
EN 220	Shakespeare Stage and Film	EN 121	3
EN 221	Literary Criticism	EN 121	3
EN 230	Storytelling Across the Media	EN 121	3
EN 240	Caribbean Literature	EN 121	3

Section B Minimum of 6 credits required			
COURSE CODE	**COURSE NAME**	**PRE-REQUISITE**	**CREDITS**
EN 310	Legends, Myths, and Folklore	EN 121	3
EN 315	Masterworks of World Literature	EN 121	3
EN 320	Modern Ghosts	EN 121	3
EN 325	Advanced Writing for the Social Sciences	EN 121	3
EN 330	Time Narratives	EN 121	3

2019 - 2020 ACADEMIC YEAR
MINOR IN MATHEMATICS

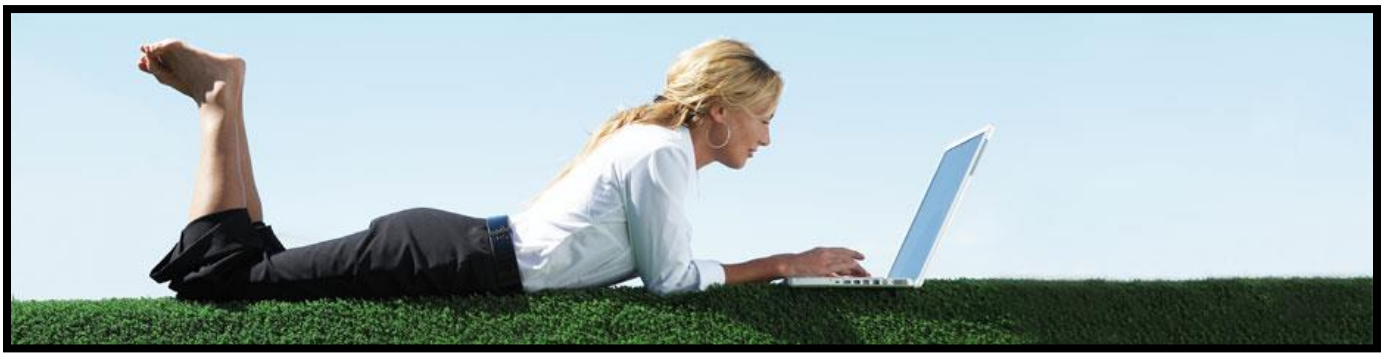
The ***MATHEMATICS MINOR*** is available to all Bachelor Students.

This must consist of:

- Six (6) courses listed below 18 credits

16 credits required		
COURSE CODE	**COURSE NAME**	**CREDITS**
MA 120	Finite Math and Linear Modeling	3
MA 135 **OR** MA 235	Statistical Applications Statistics for Business Decisions	3
MA 142	Pre-Calculus	3
MA 242	Calculus I	3
MA 335	Statistics for Business Decisions II	3
MA 348	Linear Algebra	3
MA 352	Calculus II	3
MA 362	Calculus III	3

MONROE COLLEGE ONLINE



AY 2019 - 2020
Registration Booklet

For assistance, please call Online Learning
(718) 933-6700, ext. 8592

Online Classes Begin

FALL 2019
Start Date: Friday, September 6th
Access to Blackboard: Wednesday, September 4th

To login to your Online course(s),
please go to http://elearn.monroecollege.edu

User ID: First letter of your first name, your entire last name, and the last four digits of college ID number.

Password: Once you receive your temporary password, customize your password setting.

Monroe College Online Learning System Requirements

ONLINE COURSE/E-MAIL REQUIREMENTS

- Students are required to have access to a **reliable computer** to access their online courses and college email, at home or at work with an ISP (Internet Service Provider) such as MSN, AOL, Roadrunner, Optimum, etc.

SOFTWARE REQUIREMENTS

- Students who register in online courses will utilize **Microsoft Office 2016** (which includes Word, Excel, Access, and PowerPoint) to complete your assignments and to view your professor's weekly lecture notes and other learning materials. A copy of Microsoft Office may be obtained from **MyMonroe**.
- Login with your Monroe credentials and select **eAcademy Webstore** from the Single Sign-On screen.
- Students may be asked to also download additional applications for multimedia (Java) and PDF files.
- Students are required to possess a **webcam** and **headset** in order to communicate with faculty and fellow classmates.

COMPUTER AND SYSTEM REQUIREMENTS

- While **Blackboard** generally functions well in many browsers, the following are formally supported and tested:
    - PCs running Windows OS: **Google Chrome, Mozilla Firefox**
    - Macs running OS X: **Mozilla Firefox or Chrome**
    - Windows 7&10 or higher, 2 GH Pentium Processor, 80 GB free on your hard disk, and a minimum of 2 GB of RAM

FOR FURTHER ASSISTANCE, CONTACT BLACKBOARD SUPPORT AT:

888-602-2682 24hours/7days

Monroe College – Is Online Learning For Me?

Taking courses online can be a rewarding experience but requires dedication, time, and technical know-how. Please take the quiz below to find out if you are ready for the online experience.

1. My technology access is best described as:

	I have a computer at home with Internet access.
	I have regular access to a computer with Internet access.
	I don't have a computer.

2. My technology skills are:

	Very good. I can use e-mail, Web browsers, word-processing software, and can download files and create attachments. I like trying to solve technology problems on my own and don't get frustrated easily.
	Average. I can use e-mail, Web browsers and word-processing software. I don't feel comfortable solving technology problems on my own.
	Very basic. I have used e-mail, Web browsers and word-processing software, but I get frustrated when things don't work the way they should.

3. Face-to-face communication is:

	Not essential to me. I am comfortable learning without face-to-face interaction.
	Important to me. I am leery about my ability to learn without being able to see the instructor or other students.
	Essential and I learn only if I can interact in person with the instructor and other students.

4. When I need help in class:

	I feel comfortable asking questions and asking for help.
	I hesitate to ask questions of the instructor, but I will ask for help if I need it.
	I often feel intimidated asking questions or asking for help.

5. The amount of uninterrupted time I have to devote to an online class is:

	15 hours or more per week, anytime during the day or night.
	10-15 hours per week, mainly at night.
	Less than 10 hours per week.

6. I would describe my personal style as:

	Self-motivated, self-disciplined and organized.
	Motivated, but I need help remembering assignments and due dates.
	Spontaneous and not too disciplined- I need someone to motivate me and help me stay on top of my coursework.

7. My reading and writing abilities:

	I enjoy reading and writing and have confidence in my abilities.
	I read well but I'm not comfortable expressing myself in writing.
	I don't like reading and look for classes without a lot of writing assignments.

8. Class discussions are:

	Important to me and very useful in helping me learn the information presented in class.
	Somewhat important to my learning. I sometimes participate in class discussions.
	Not very useful to me. I don't usually participate in class discussions.

9. Feedback from my instructor must be:

	Within a week so that I may review what I did.
	Within a few days, or I forget what I did.
	Immediate or I get very frustrated.

10. I am considering taking an online course because:

	I've taken an online class before and enjoyed the experience.
	I'm curious about online classes and have room in my schedule.
	I need the class for a graduation requirement or job situation and I can't fit it in to my campus schedule.

Scores/Feedback:

20 points or higher - Based on your responses, you are a good candidate for online learning. You have a good combination of study skills, equipment and personal attributes necessary to succeed in the online environment.

11- 20 points - Based on your responses, you are a good candidate for online learning. You may need to make some adjustments to your study schedule or get comfortable with technology before you register for online classes.

Less than 10 points – At this time, online courses may not be the best fit for you. Your responses indicate that a traditional classroom setting would be more beneficial for your educational success.

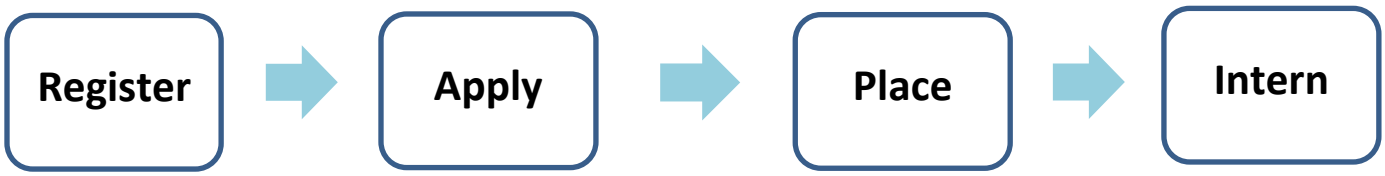
AY 2019 – 2020

CAREER SERVICES

INTERNSHIP PROGRAM GUIDE

Dear Student,

Guess what…it is time to get ready for your internship! Your Academic School and Career Services wants to inform you about the internship process. You must start AND COMPLETE the process in **the semester prior to your actual internship**!



Fall 2019 Internship Guidelines/Deadlines

Mon., June 18th – Fri. August 31st	**Complete all steps of the Internship process (see pg. 2).**
Wed., July 17th **4:00 PM – 6:00 PM** **Mintz Auditorium, Bronx Campus**	Attend the **Internship Fast Lane!** **Meet with employers for a possible internship placement.** *Career Services-approved resume, Monroe College ID, & professional attire required.
Fri., August 30st **Internship Placement & Agreement Form Deadline**	***Please note that if you do not meet the Friday, August 30st deadline with an Internship Agreement Form, you will not be able to take the course until the Winter 2019 semester… even if you need it for graduation!**

Sincerely,

Pamela Della Porta, Executive Director, Career Services, pdellaporta@monroecollege.edu

CAREER SERVICES INTERNSHIP TEAM:

BX CAMPUS:

- **Dr. Militza Gonzalez**: migonzalez@monroecollege.edu
  Human Services (H.S.), & MBA Interns
- **Cathy Carbonelli**: ccarbonelli@monroecollege.edu
  Baking & Pastry and Culinary Arts, Hospitality Management, Diagnostic Medical Sonography, & MPH Interns
- **Phillip Peroune**: phperoune@monroecollege.edu
  Business and Accounting Interns
- **Newrisha Nital**: nnital@monroecollege.edu
  Health Services Administration, Medical Administration, and Public Health Interns
- **Brigitte Perez**: bperez@monroecollege.edu
  Computer Information Systems & MSCS Interns (Both Campuses)
- **Marion Sadavoy**: msadavoy@monroecollege.edu
  Criminal Justice Interns

NR CAMPUS:

- **Shenique Rojas-Hyman**: srojashyman@monroecollege.edu
  Criminal Justice Interns
- **Veralyn Gabriel**: vgabriel@monroecollege.edu
  Allied Health, Baking & Pastry and Culinary Arts, Hospitality Management, C. J., H.S., & MPH Interns
- **Paula DeGregorio**: pdegregorio@monroecollege.edu
  Business and Accounting & MBA Interns
- **Debbie Leung**: dleung@monroecollege.edu
  MBA Interns & CPT paperwork

MONROE COLLEGE | Career Services

INTERNSHIP PROCESS

(Student Guide)

STEP 1
- Register for the Internship Course through Student Services

STEP 2
- Meet with your Career Advisor to review your resume and explore placement options

STEP 3
- Apply for internship positions and begin interviewing process

STEP 4
- Submit Internship Supervisor's business card to Internship Coordinator upon accepting an offer

STEP 5
- Internship Supervisor submits agreement form to Internship Coordinator for approval

STEP 6
- **YOU ARE OFFICIALLY AN INTERN!**
- Complete your hours at the internship site, complete all assignments on BlackBoard, and attend mandatory meetings

GUIDELINES FOR THE INTERNSHIP PROGRAM

PREREQUISITES:

- You must have at least **30 credits in the Associate's program** or **72-75 credits in the Bachelor's program** in order to register.
- Graduate students are advised to visit their Academic Advisor in the King Graduate School regarding registration for the internship course.

COURSE REQUIREMENTS:

1. Each major is required to complete a minimum amount of hours for the semester. You are more than welcome to surpass the required hours. Hours are tracked via timesheets provided by the college and must be scanned and submitted to the Internship Professor through BlackBoard and via email to internships@monroecollege.edu. The position must be related to your major.

   The following is the required hours for each major:
   Undergraduate Students:
   - **Accounting:** 160hours, approximately 15 hours per week
   - **Business/ Sports Management:** 160 hours, approximately 15 hours per week
   - **Computer Information Systems:** 160 hours, approximately 15 hours per week
   - **Corporate Internships (6 credits):** 320 hours, approximately 30 hours per week
   - **Criminal Justice**: 160 hours, approximately 15 hours per week
   - **Culinary, Baking & Pastry Arts, and Hospitality (AAS):** 120 hours, approximately 12 hours per week
   - **Diagnostic Medical Sonography**: 160 hours, approximately 15 hours per week
   - **Health Services Administration:** 160 hours, approximately 15 hours per week
   - **Hospitality Management (BBA):** 160 hours, approximately 15 hours per week
   - **Human Services (AAS and BS):** 160 hours, approximately 15 hours per week
   - **Medical Administration:** 120 hours, approximately 15 hours per week
   - **Public Health (BS):** 160 hours, approximately 15 hours per week

   Graduate Students:
   - **MBA/ MSCJ:** 120 hours, approximately 15 hours per week
   - **MS in Public Health:** 240 hours, approximately 24 hours per week

2. A faculty advisor is assigned to you according to your major once you have registered for the course with your Academic & Retention Advisor. Your Faculty Advisor will give you the syllabus for the course. All assignments must be completed in Blackboard beginning the first week of the semester whether or not you started your internship!

3. Students are required to attend all mandatory meetings (on-site and/or online).

COURSE REGISTRATION CODES:

Associate's Degree Internship Course Code Numbers for Registration:	
Accounting	AC-290/291
Business Administration/ Sports Management	MG-290/291
Diagnostic Medical Sonography (Practicum)	DS-240/241/242
Hospitality/ Culinary Arts/Baking and Pastry Arts	HP-290/291/293/294
Human Services (Practicum)	HS-250/255
Medical Administration	HA-290/291
Bachelor's Degree Internship Course Code Numbers for Registration:	
Accounting	AC-390/391/395
Business Management/ Sports Management	MG-390/391/395
Computer Information Systems	**IT-390/391/395**
Criminal Justice	**CJ-390/391/395**
Health Services Administration	**HA-390/391/395**
Human Services (Practicum)	**HS-450/ 455**
Hospitality Management	**HP-390/391/395**
Public Health	PH-396
King Graduate School Internship Course Code Numbers for Registration:	
MBA	MG-690/691/692
MS in Criminal Justice	CJ-690
MS in Public Health	PH-780

INTERNSHIP FAQs

❖ WHAT IS AN INTERNSHIP?

An internship is an outside experience in the industry of a chosen career that gives students the opportunity to integrate academic study with professional work experience in job placements. The experience will directly relate to their college majors and/or career interests.

As the name implies, it is a joint effort in which businesses, government, social and cultural agencies work with the college. The program is designed to enhance academic and personal growth through the practical application of theoretical and technical knowledge gained in the classroom. Students will get a head start networking and making professional contacts, exploring their career options while building their resumes for future employment opportunities.

Through the ***Internship Program***, students will learn about the variety of possibilities that are open to them with their particular academic training, personal interests and values. You will acquire a clearer understanding of the work environment and a greater appreciation of the considerable skills that professionals themselves bring to the work environment. Since you have an opportunity to relate theory to application in your Internship placements, you will easily see the relationship between the "world of the classroom" and the "world of work."

❖ HOW DOES AN INTERNSHIP WORK?

The ***Internship Program*** provides you with a series of work experiences, either at the same organization or at two or more organizations. You are allowed to earn up to 9 credits during your college career (6 during your Bachelor's degree and 3 during your Associates degree **OR** 6 during your Associates degree and 3 during your Bachelor's degree). Each successive work experience offers new responsibilities and challenges and builds on the previous one and on the academic work completed between or during the work experiences.

❖ WHAT ARE CREDIT AND NON CREDIT INTERNSHIPS?

When students are completing an internship for academic credit, they gain valuable experience in their field of study, while taking a prescribed online internship course. The course would appear on their academic transcript. For undergraduate students, each internship course is worth 3 credits (6 credits for corporate internships). Students can earn up to 9 academic credits for multiple internships. This course is required for all Bachelor's degrees and some Associate's. Graduate students should reach out to their academic advisor, as students are evaluated on an individual basis.

If you are interested in obtaining work experience in your field and do not meet the requirements, you can gain work experience without earning academic credit (i.e. volunteering).

❖ HOW DOES CAREER SERVICES ASSIST WITH PLACEMENTS?

We will do all we can to assist you in finding an internship. However, you must secure the position yourself. Whether or not you obtain a placement will depend on how well you fare in the job search process. We will also help you develop an effective resume and coach you on successful interviewing skills. Keep in mind that you're often in competition with other students, from both Monroe College and other colleges. ***The prospective employer makes the final decision on whether or not you are hired. The internship placement process takes time. Get started early!***

❖ WHAT IS A CORPORATE INTERNSHIP?

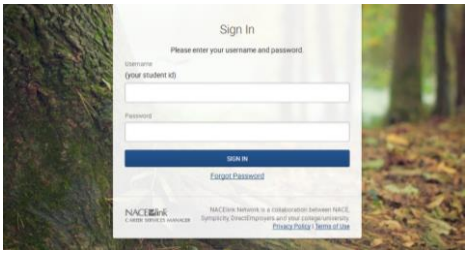
A Corporate Internship is a highly-specialized six-credit program designed to provide students with the opportunity to apply theoretical knowledge obtained in the classroom within a corporate setting. Through this experiential process, students are prepared to perform as professionals by gaining "Real Life" experience through the rigors of a highly structured internship program. A Corporate Internship can be an integral part of each of the majors, usually taking place in the third semester. The qualities, goals and advantages that distinguish "Corporate Internships" from the standard internship format are:

- Students are required to complete approximately 30 hours per week, totaling 320 work hours over the course of a semester
- Students receive 6 credits
- There is a higher degree of synchronization between the classroom and internship experience
- The extensive exposure and hands on experience enables the student to gain an in depth understanding of the industry
- Direct involvement in projects, thereby assisting the company in resolving specific problems and extending one's knowledge base
- The sponsoring company gets to know prospective full-time candidates, assessing his/her profile and fit for future positions

WELCOME TO MUSTANG JOBLINK'S
"How to Guide" for Internship Students

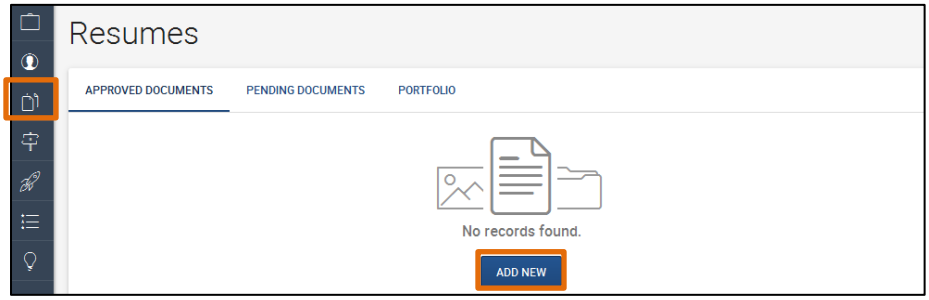
Mustang JobLink: Career Services serves as home to Mustang JobLink, a database that serves as a hub for employers and students to connect and interact when there are job and internship opportunities available. You also receive important announcement such as: events, Job and Internship Fairs and On Campus Recruitment.

1. **Open a browser, visit https://monroe-csm.symplicity.com/students/**. You will land directly on the following page:

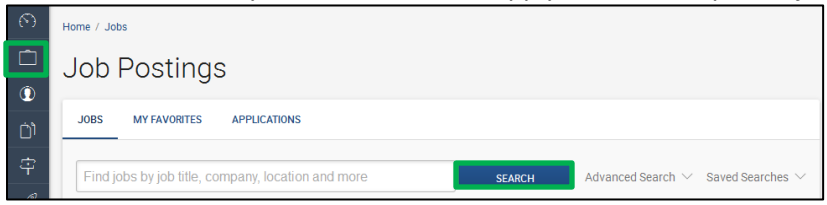


2. **Enter your Username:** Student ID (7 digit #)
3. **Enter your Password:** If you are a freshman, password is "MONROE" all caps. If you are an upperclassman student, you probably have to reset your password.
4. **Resetting your password:** If you reset your password, your new password will be sent by the automated system to the preferred email in the database. However, you should always check both your Monroe College and personal emails as it is very common to forget which email you have indicated to have as your preferred.
5. **Click on the Surveys Tab/Icon:** In this section you will find your internship forms. Please click the respond button to fill out and hit the submit button once you are done.

6. **Click on the Documents Tab/Icon:** In this section you can upload your resume, cover letter, and/or thank you letter.



7. **Click on the Jobs Tab/Icon:** In this section you can browse and apply for internships and jobs.



Internship Search Tracker

Student Name:_____ ID #:_____ Major:_____

Date	Company Name	Position Title	Contact Name	Contact Phone #	Method of Contact (i.e. referral, Mustang joblink)	Date of Follow-up contact

Satisfactory Academic Progress

Academic Year 2019 - 2020

TUITION ASSISTANCE PROGRAM (TAP) GUIDELINES

Effective Fall 2012

- **Student who received first TAP payment prior to Fall 2010**

or

- **Student enrolled in at least 6 semester hours of non-credit remedial coursework in first semester of their first TAP payment in Fall 2010 or later**

Associate Degrees & Certificate Programs

Before being certified for this payment	1st	2nd	3rd	4th	5th	6th
A student must have accrued at least these many credits	0	3	9	18	30	45
With at least this grade point average	0	.75	1.25	1.50	2.0	2.0
Minimum number of credit hours that must be completed the prior semester.	0	6	6	9	9	12

Baccalaureate Program

Before being certified for this payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
A student must have accrued at least these many credits	0	3	9	21	33	45	60	75	90	105
With at least this grade point average	0	1.1	1.25	1.5	2.0	2.0	2.0	2.0	2.0	2.0
Minimum number of credit hours that must be completed the prior semester	0	6	6	9	9	12	12	12	12	12

Effective Fall 2012

WHEN TO USE

Student who received first TAP payment Fall 2010 or later
Student enrolled in less than 6 semester hours of non-credit remedial coursework

Associate Degrees & Certificate Programs

Before being certified for this payment	1st	2nd	3rd	4th	5th	6th
A student must have accrued at least these many credits	0	6	15	27	39	51
With at least this grade point average	0	1.3	1.50	1.8	2.0	2.0
Minimum number of credit hours that must be completed the prior semester.	0	6	9	12	12	12

Baccalaureate Program

Before being certified for this payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
A student must have accrued at least these many credits	0	6	15	27	39	51	66	81	96	111
With at least this grade point average	0	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0
Minimum number of credit hours that must be completed the prior semester	0	6	9	12	12	12	12	12	12	12

FEDERAL AID GUIDELINES

QUALITATIVE STANDARD			QUANTITATIVE STANDARD	
Semester	**Cumulative GPA**		**Semester 1-3**	**Must complete 50% of courses attempted with passing grades.**
1	**0.75**			
2	**1.25**		**Semester 4-12**	**Must complete 67% of courses attempted with passing grades.**
3	**1.50**			
4	**1.75**			
5+	**2.00**			

Student will be dismissed from the College if the Qualitative Standards are not met.
Student may be on SAP federal warning if Quantitative Standards are not met.