



2015 – 2016 Course Catalog

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Robert Morris University
offers professional, career-focused
education in a collegiate setting
to diverse communities.

Mission

Institutional Description & Characteristics

.....
Robert Morris University is an independent,
not-for-profit, multi-location institution offering
associate, baccalaureate, and graduate degree
programs that focus on integrating theory and
applications. Robert Morris University prepares
students to be practitioners in their chosen fields,
socially responsible to their communities, and
foundations for their families.

Core Values

.....
COMMITTED LEADERSHIP
SERVING THE COMMUNITY
CREATING OPPORTUNITY
THROUGH EXPERIENTIAL TEACHING

Foundational Elements & Standards

.....
APPLIED CONTEXT: The University delivers
programs that are professional, contextual, and
immersed in career disciplines.

COMMITMENT TO TEACHING: The University is
committed to remaining a teaching-focused institution.

PRACTICING DIVERSITY: The University encourages
and values the contributions of all individuals
reflecting a "real world" diversity.

STUDENT CENTERED: The University champions
student success by tailoring services and resources
to student's individual academic, athletic,
artistic, and career goals.

ACCESSIBILITY: The University assists students
in overcoming geographical, temporal, cultural, and
financial barriers to academic and
professional opportunities.

COLLABORATION: The University fosters
external engagement, which mutually benefits
the University and local communities.

.....
HONOR: To appreciate the individuals
who create our shared identity

CHALLENGE: To consider alternatives to
one's own practice

GUIDE: To inspire change

DISCOVER: To achieve something unforeseen

Operational Objectives

.....
Robert Morris University is dedicated to:

GROWTH: To provide the opportunity for an RMU
education to an increasing number of students.

IMPROVEMENT: To continually improve program
offerings and the delivery of services.

VIABILITY: To manage scarce resources
with efficiency.

ENRICHMENT: To enrich the personal and
professional lives of students, faculty, staff,
alumni, and the communities we serve.

School of Study & Department Missions

Institutional Credentials

Organization and Governance

Robert Morris University is a private, independent, not-for-profit institution of higher education. It is incorporated and operated under the provisions of the General Not-for Profit Corporation Act of the State of Illinois and is declared tax exempt by the U.S. Department of the Treasury 501(c) (3).

Overall institutional policy is established by the University's Board of Trustees.

Approvals

Robert Morris University is approved by the Illinois Board of Higher Education and is authorized to award the following degrees: Master of Business Administration, Master of Information Systems, Master of Management, Bachelor of Business Administration, Bachelor of Applied Science in Graphic Design, Bachelor of Science in Accounting, Bachelor of Science in Nursing, Bachelor of Applied Science in Computer Studies, Bachelor of Professional Studies, and the Associate in Applied Science. Medical Assisting Diplomas are earned along with the Associate Degree requirements.

In addition, Robert Morris University is:

- Approved for foreign students by the U.S. Justice Department. The University is authorized under federal law to enroll non-immigrant alien students.
- Approved for Veteran's Administration educational benefits. Servicepersons and veterans should contact the Associate Registrar for information.
- Approved for Social Security by the Department of Health and Human Services.
- Approved by the Illinois Department of Vocational Rehabilitation Training.
- Approved by the American Bar Association for the Paralegal Program.

Accreditation

Robert Morris University is accredited by the Higher Learning Commission and is a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602, (312) 263-0456.

Robert Morris University has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE), located in Lenexa, Kansas. The Business programs in the following degrees are accredited by the IACBE:

- Master of Business Administration with specializations in Accounting, Management, Human Resources, and Finance;
- Bachelor of Business Administration in Accounting;
- Bachelor of Business Administration in Management;
- Associate of Applied Science in Business Administration

The Robert Morris University Medical Assisting Diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Medical Assisting Education Review Board (MAERB).

The Robert Morris University Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Accreditation Review Council on Education in Surgical Technology & Surgical Assisting (ARC-STSA). Commission on Accreditation of Allied Health Programs, 1361 Park Street, Clearwater, Florida 33756, (727) 210-2350, www.caahep.org.

The AAS Nursing program is accredited by The Accreditation Commission for Education in Nursing (ACEN)

The Accreditation Commission for Education in Nursing
3343 Peachtree Road, NE - Suite 850
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

2015 – 2017

Academic Calendar

Quarter Start Dates

Mon July 20, 2015
 Mon September 28, 2015
 Mon December 7, 2015
 Mon February 22, 2016
 Mon May 2, 2015
 Mon July 18, 2016
 Mon September 26, 2016
 Mon December 9, 2016

Quarter End Dates

Sat September 26, 2015
 Sat December 5, 2015
 Sat February 20, 2016
 Sat April 30, 2016
 Sat July 9, 2016
 Sat September 24, 2016
 Sat December 3, 2016
 Sat February 18, 2017

2015-2016 Holidays & Breaks

Independence Day	Friday, July 3, 2015 thru Saturday, July 4, 2015
Summer Break	Monday, July 13 thru Saturday, July 18, 2015
Labor Day	Monday, September 7, 2015
Thanksgiving	Thursday, November 26 thru Saturday, November 28, 2015
Winter Break	Thursday, December 24, 2015 thru Saturday, January 2, 2016
Martin Luther King Day	Monday, January 18, 2016
President's Day	Monday, February 15, 2016
Spring Break	Thursday, March 24, 2016 thru Saturday, March 26, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016
Summer Break	Monday, July 11 thru Saturday, July 16, 2016
Labor Day	Monday, September 5, 2016
Thanksgiving	Thursday, November 24, 2016 thru Saturday, November 26, 2016
Winter Break	Monday, December 26, 2016 thru Saturday, December 31, 2016

Robert Morris University

Degree Programs

Master of Business Administration Degree

Concentrations:

- Accounting
- Human Resource Management
- Information Security Management
- Management

Dual Concentrations:

- Accounting/Finance
- Management/Finance
- Management/Human Resource Management

Master of Information Systems Degree

Concentrations:

- Business Analytics
- Information Security Management
- Mobile Computing

Master of Management Degree

Concentrations:

- Design & Media
- Health Care Administration
- Higher Education Administration
- Law Enforcement Administration
- Sports Administration

Bachelor of Business Administration Degree

Concentrations:

- Accounting
- Economics
- Finance
- Information Systems Management
- Management
- Marketing

Dual Concentrations:

- Accounting/Finance
- Management/Finance
- Management/Human Resources
- BS/MBA Accounting

Bachelor of Applied Science Degree in Graphic Design

Bachelor of Applied Science Degree in Computer Studies

Bachelor of Professional Studies

Concentrations:

- Advanced Culinary & Hospitality Management
- Applied Health Sciences
- Architectural Technology
- Law Enforcement Management
- Law Office Administration

Bachelor of Science in Accounting

Bachelor of Science in Nursing

Associate Degree

Majors:

- Business Administration
- Drafting & Design Technology
- Computer Networking Specialist
- Culinary Arts
- Exercise & Sports Studies
- Graphic Design
- Medical Assisting (*Professional Diploma also awarded*)
- Nursing
- Paralegal
- Pharmacy Technician
- Surgical Technology

Robert Morris University ICenter

The Robert Morris University ICenter is the University's vehicle to provide meaningful **experiential learning opportunities** for its students. The ICenter allows students from all majors and levels to work as consultants with real clients in an authentic work environment, all while earning "Integration Level" credentials, credit towards their degree and valuable work experience. In ICenter Projects, students take initiative, make decisions and are accountable for results in a creative and supportive environment while working on projects that pertain to their professional goals. ICenter projects are not case studies or simulations, they are actual projects where teams of students drawn from multiple majors work with real clients--both internal and external--on actual projects with tangible outcomes and professional expectations. The project work in the ICenter focuses on integrating oral and written communication skills, teamwork, understanding diversity from both a team and client perspective, using technology efficiently, budgeting and project management utilizing past and current coursework as well as job skills.

College of Liberal Arts

The Liberal Arts curriculum at Robert Morris University is designed to provide students seeking applied degrees with a coherent background in the major fields of human knowledge: the Humanities, the Social Sciences, Fine Arts, and the Natural & Physical Sciences. Students practice various modes of inquiry as they analyze and integrate the ideas, cultural traditions, and technological developments that have shaped and will continue to shape the world in which they live. Interdisciplinary themes of oral and written communication, critical thinking, and cultural appreciation reinforce vital knowledge and key skills. This structured program prepares students to compete effectively in the workplace and cope with an environment increasingly characterized by rapid change and diversity.

Students of Robert Morris University earn applied degrees in various majors in the fields of Business Administration, Health Studies, Art & Design, Computer Studies, and Culinary Arts. Liberal Arts Education at Robert Morris University complements these programs with a core of specific course choices delivered in conjunction with initiatives in several interdisciplinary themes. This approach gives students pursuing diverse career paths a uniformly broad, but directed, foundation in intellectual inquiry.

The Liberal Arts Core Curriculum offers all students opportunities to expand their knowledge of the world, their immediate communities, and themselves. It addresses common themes amid the diversity of human experience and promotes discourse on the fundamental issues that define the contemporary world. These include communicating effectively across cultural barriers, evaluating alternative viewpoints objectively to solve problems, making ethical decisions and supporting them rationally, adopting technology as a tool for the pursuit and explication of knowledge, and experiencing the world's cultural heritage. Students develop perspectives, knowledge, and cognitive skills that find application in their professional education and careers as well.

The program of Liberal Arts challenges students to change, to venture away from the safety of easy answers, to take on new ways of looking, seeing, doing and thinking. In this way, students awaken to the power of ideas. This awareness is the heart of what makes us human and connects us to what the world has been; what it is, and what it can be. A liberal arts education creates a shared experience built from diversity and enjoins us to think critically and responsibly about how decisions affect the community and each individual's unique role in it.

Outcome Statements

Oral Communication – communicate thoughts and ideas effectively in spoken form for a variety of purposes and audiences.

Written Communication – communicate thoughts and ideas effectively in written form for a variety of purposes and audiences.

Critical Thinking – actively and skillfully conceptualize, apply, analyze, evaluate, and/or synthesize information to guide belief or action.

Managing Information – assess information from diverse sources in order to draw conclusions and determine validity.

Quantitative Evaluation – organize and manipulate quantitative information in problem-solving situations.

Citizenship –experiential and reflective learning leads students to a comprehension of the connectedness between individuals, cultures, and the environment.

College of Liberal Arts

The College of Liberal Arts challenges students to change, to venture away from the safety of easy answers, to take on new ways of looking, seeing, doing and thinking. In this way, students awaken to the power of ideas. This awareness is the heart of what makes us human and connects us to what the world has been; what it is, and what it can be. A Liberal Arts education creates a shared experience built from diversity and enjoins us to think critically and responsibly about how decisions affect the community and each individual's unique role in it.

English

The Communication component of the core curriculum of the College of Liberal Arts consists of three courses, including a course in communications and two courses in rhetoric and composition. Through this sequence, students apply various rhetorical strategies in both speaking and writing, while they develop their skills in research and critical thinking. By employing these strategies in academic, professional and cultural contexts, students realize that speaking, writing, and media literacy afford them the power and responsibility to sustain their lives, their families, and their communities.

Mathematics

Mathematics promotes theoretical and practical numeracy, just as the communication component of the core curriculum cultivates critical and rhetorical literacy. To fulfill the quantitative reasoning requirement of the core curriculum in Liberal Arts, students complete one to three courses in mathematical methods and a course in quantitative evaluation. They practice formal quantitative analysis and problem solving and examine data in real-world applications and in case studies. Students use technology to solve problems, conduct research, and present meaningful quantitative information. In this way, students learn firsthand about the roles that quantitative reasoning skills and technology play in the organization and communication of information.

Humanities

Humanities courses in the core curriculum in Liberal Arts augment students' awareness of past and present cultural movements, particularly in terms of artistic, literary and philosophical developments. Studying these developments enables students to understand the fine and performing arts, literature, and philosophy as different modes in which both cultural groups and individuals seek meaning and express their worldviews. Courses in these subjects equip students with the ability to think critically and articulate their own worldviews through reason, deliberation, and cultural appreciation. Students of the humanities also discover perspectives from which to examine complex relationships such as that between personal freedom and ethical duty.

Social Science

The Social Science component of the core curriculum in Liberal Arts consists of courses in behavioral science, history, or political science, as well as courses in economics or electives. The focus of each course is to acquaint students with the principles of a particular discipline, and show them how to apply these concepts in personal, professional, and civic contexts. Students learn objective methodologies to generate and test hypotheses regarding historical and contemporary social issues, and to propose and evaluate alternative solutions to actual social problems. Simulations and opportunities for service learning further promote students' consciousness of their own social responsibility.

Sciences

The Science component of the core curriculum of Liberal Arts consists of one life science and one physical science course. In these courses, students study the physical and biological processes of the universe and their interrelatedness. Through experiential exercises, they learn to apply the scientific method and use critical thinking skills to solve real-world problems and propose sustainable solutions. Students analyze global issues to evaluate their impact on humans and society, and create practical applications. A primary goal in all science classes is to provide students the information and critical thinking skills for making informed decisions in their daily lives. The study of science reveals to students the diversity and complexity of the world, while preparing them to engage in the important scientific issues of our time.

Career Management

The Career Management component of the core curriculum in Liberal Arts consists of four courses. Through Career Management, students develop a holistic approach to achieving their professional goals. In the process of planning their careers, students evaluate their own skills in relations to employer needs while exploring market trends, diverse workplace cultures, and business ethics. Students learn to assume responsibility for their professional lives and anticipate potential changes in their career paths. They consider the role of lifelong learning and sustainability in the ongoing renewal of their employment search techniques, creating a life template to progress through today's opportunities and tomorrow's challenges.

General Education Requirements:
Bachelor of Business Administration Degree
Bachelor of Science Accounting Degree

COMMUNICATIONS (three courses) 12 Qtr. Hours

Speech (one course)

COM 101	Introduction to Communications
COM 256,356	Communications Internship
COM 302,319	Independent Study

Writing (two courses)

ENG 111	Foundations for Composition & Rhetoric
ENG 114	News Writing I
ENG 211	Foundations for Literature & Argument
ENG 214	News Writing II
ENG 219, 319	Independent Study
ENG 220	Experiential Learning Portfolio Development
ENG 340	Writing & Decision Making for Publication

ANALYTICAL REASONING 16 Qtr. Hours
(four courses)

Mathematical Methods (Three courses, one from each group, or two from Group B and one from Group C)

Group A:

MAT 172	Quantitative Analysis & Problem Solving
MAT 160	Math for Pharmacy Technician Practice
MAT 170	Math for Nursing Practice

Group B:

MAT 210	Finite Mathematics
MAT 220	Discrete Mathematics
MAT 240	Calculus for Business & Social Science

Group C:

MAT 305	Probability: The Science of Chance
MAT 320	Statistics for Business & Social Sciences

Computer Literacy (one course)

CIS 110	Quantitative Problem Solving
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SCIENCE (two courses) 8 Qtr. Hours

Life/Laboratory Science (at least one course)

SCI 130	Human Anatomy & Physiology I
SCI 140	Biological Science
SCI 148	Nutrition, Health & The Environment
SCI 154	Microbiology for Healthcare Professionals
SCI 160	Physics
SCI 180	Microbes & Society
SCI 240	Animal Behavior

Science Electives

SCI 110	Earth Science
SCI 112	Environmental Science
SCI 115	Humans & Environment
SCI 170	Scientific Revolutions
SCI 201	Topics in the Sciences
SCI 219, 319	Independent Study

HUMANITIES (four courses) 16 Qtr. Hours

(one upper division course required)

Fine/Performing Arts (one course)

HUM 100	Humanities Through the Arts
HUM 125	Appreciating Theatre Arts
HUM 127	Film Studies: Dramatic Narrative
HUM 175	Cultural Exploration

Literature (one course)

HUM 120	Literary Studies
HUM 220	Metaphor in the Public Sphere
HUM 230	Introduction to Shakespeare
HUM 310	Contemporary Comparative Literature

Critical Thought (one course)

HUM 105	Comparative World Views
HUM 130	Issues in Philosophy: Problems of Knowledge and Existence

Humanities Electives

HUM 253	Ethics & Law
HUM 320	Topics in Aesthetics

Creative Expressions (one course)

CRX 107	Creative Expressions: Digital Photography
CRX 108	Creative Expressions: Painting
CRX 109	Creative Expressions: Art Studio
CRX 112	Creative Expressions: Creative Writing
CRX 113	Creative Expressions: Cooking Techniques for the Non-Professional

CRX 225	Creative Studies
CRX 230	Critical Thinking About Self & Society
HUM 200	Topics in the Humanities
HUM 225	Rehearsal & Theatre Production
HUM 219, 319	Independent Study

SOCIAL SCIENCES (three courses) 16 Qtr. Hours

Behavioral Sciences (one course)

SSC 120	Psychology: Perspectives & Practices
SSC 125	Lifespan Developmental Psychology
SSC 130	Contemporary Sociology
SSC 205	Social Psychology
SSC 208	The Holocaust: Memory, History, Meaning
SSC 209	Modern War: The Human Experience
SSC 210	The Psychology of Abnormal Behavior
SSC 221	Contemporary Topics in Health & Fitness
SSC 235	The Darwinian Revolution: The Theory of Evolution & Modern Life

Cultural Studies

SSC 260	Cultural Anthropology
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History & Political Science (one course)

SSC 219, 319	Independent Study
SSC 140	Western Civilization to 1600
SSC 142	American History to 1865
SSC 160	Western Civilization: 1600 to the Present
SSC 162	American History: 1877 to the Present
SSC 220	American Democratic Principles
SSC 225	History & Culture of Food
SSC 240	Great Political Issues
SSC 248	The American Civil War
SSC 270	Chicago Urban Experience
SSC 321	Trends in Public Health

Economics

ECN 306	Principles of Microeconomics
ECN 307	Principles of Macroeconomics

CAREER MANAGEMENT 16 Qtr. Hours

CMT 110	College as Career
CMT 220	Developing Professional Presence
CMT 330	Personal Narrative & Branding
CMT 440	Life-Long Career Strategy <i>or</i>
ICP 350	Intermediate ICenter Project <i>or</i>
ICP 450	Advanced ICenter Project

CLA Free Elective 4 Qtr. hours

TOTAL GENERAL EDUCATION 88 Qtr. Hours

Bachelor of Applied Science Degree in Computer Studies

COMMUNICATIONS (four courses) 12 Qtr. Hours

Speech (one course)

COM 101	Introduction to Communications
COM 256,356	Communications Internship
COM 302, 319	Independent Study

Writing (two courses)

ENG 111	Foundations for Composition & Rhetoric
ENG 114	News Writing I
ENG 211	Foundations for Literature & Argument
ENG 214	News Writing II
ENG 325	Writing for the Community

ANALYTICAL REASONING (four courses) 16 Qtr. Hours

Mathematical Methods (Three courses, one from Group A and two from Group B)

Group A:

MAT 172	Quantitative Reasoning & Problem Solving
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Group B:

MAT 210	Finite Mathematics
MAT 220	Discrete Mathematics

Computer Literacy (one course)

CIS 110	Quantitative Problem Solving
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SCIENCE (two courses) 8 Qtr. Hours

Life/Laboratory Science (at least one course)

SCI 140	Biological Science
SCI 148	Nutrition, Health & The Environment
SCI 160	Physics
SCI 180	Microbes & Society
SCI 240	Animal Behavior

Science Electives

SCI 110	Earth Science
SCI 112	Environmental Science
SCI 115	Humans & Environment
SCI 170	Scientific Revolutions
SCI 201	Topics in the Sciences
SCI 219, 319	Independent Study

HUMANITIES (four courses) 16 Qtr. Hours (one upper division course required)

Fine/Performing Arts (one course)

HUM 100	Humanities Through the Arts
HUM 125	Appreciating Theatre Arts
HUM 127	Film Studies: Dramatic Narrative
HUM 175	Cultural Exploration

Literature (one course)

HUM 120	Literary Studies
HUM 220	Metaphor in the Public Sphere
HUM 230	Introduction to Shakespeare
HUM 310	Contemporary Comparative Literature

Critical Thought (one course)

HUM 105	Comparative World Views
HUM 130	Issues in Philosophy: Problems of Knowledge and Existence
HUM 136	Philosophy of Religion
HUM 253	Ethics & Law
HUM 320	Topics in Aesthetics

Creative Expressions (one course)

CRX 107	Creative Expressions: Digital Photography
CRX 108	Creative Expressions: Painting
CRX 109	Creative Expressions: Art Studio
CRX 112	Creative Expressions: Creative Writing
CRX 113	Creative Expressions: Cooking Techniques for the Non-Professional
HUM 219, 319	Independent Study
HUM 225	Rehearsal & Theatre Production

SOCIAL SCIENCES (three courses) 12 Qtr. Hours

Behavioral Sciences (at least one course)

SSC 120	Psychology: Perspectives & Practices
SSC 125	Lifespan Developmental Psychology
SSC 130	Contemporary Sociology
SSC 205	Social Psychology
SSC 210	The Psychology of Abnormal Behavior
SSC 221	Contemporary Topics in Health & Fitness
SSC 260	Cultural Anthropology
SSC 219, 319	Independent Study

History & Political Science (at least one course)

SSC 140	Western Civilization to 1600
SSC 142	American History to 1865
SSC 160	Western Civilization: 1600 to the Present
SSC 162	American History: 1877 to the Present
SSC 220	American Democratic Principles
SSC 240	Great Political Issues
SSC 248	The American Civil War
SSC 270	Chicago Urban Experience

Economics

ECN 306	Principles of Microeconomics
ECN 307	Principles of Macroeconomics

CAREER MANAGEMENT 16 Qtr. Hours

CMT 110	College as Career
CMT 220	Developing Professional Presence
CMT 330	Personal Narrative & Branding
CMT 440	Life-Long Career Strategy <i>or</i>
ICP 350	Intermediate ICenter Project <i>or</i>
ICP 450	Advanced ICenter Project

CLA Free Elective 4 Qtr. hours

TOTAL GENERAL EDUCATION 84 Qtr. Hours

Bachelor of Applied Science Degree in Graphic Design

COMMUNICATIONS (four courses) 12 Qtr. Hours

Speech (one course)

COM 101	Introduction to Communications
COM 256,356	Communications Internship
COM 302, 319	Independent Study

Writing (two courses)

ENG 111	Foundations for Composition & Rhetoric
ENG 114	News Writing I
ENG 211	Foundations for Literature & Argument
ENG 214	News Writing II
ENG 340	Writing & Decision Making for Publications
ENG 350	Feature Writing (upper division)
ENG 360	Screenwriting (upper division)

ANALYTICAL REASONING 8 Qtr. Hours (two courses)

Mathematical Methods (One Course)

MAT 172	Quantitative Reasoning & Problem Solving
MAT 210	Finite Mathematics
MAT 240	Calculus for Business & Social Science

Computer Literacy (one course)

CIS 110	Quantitative Problem Solving
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SCIENCE (two courses) 8 Qtr. Hours

Life/Laboratory Science (at least one course)

SCI 140	Biological Science
SCI 148	Nutrition, Health & The Environment
SCI 154	Microbiology for Healthcare Professionals
SCI 160	Physics
SCI 180	Microbes & Society
SCI 240	Animal Behavior

Science Electives

SCI 110	Earth Science
SCI 112	Environmental Science
SCI 115	Humans & Environment
SCI 170	Scientific Revolutions
SCI 201	Topics in the Sciences
SCI 219, 319	Independent Study

HUMANITIES (four courses) 16 Qtr. Hours (one upper division course required)

Fine/Performing Arts

ART 110	Art History I
ART 111	Art History II
HUM 100	Humanities Through the Arts
HUM 125	Appreciating Theatre Arts
HUM 127	Film Studies: Dramatic Narrative
HUM 175	Cultural Exploration
HUM 260	History of Architecture & Design I
HUM 261	History of Architecture & Design II

Literature (one course)

HUM 120	Literary Studies
HUM 220	Metaphor in the Public Sphere
HUM 230	Introduction to Shakespeare
HUM 310	Contemporary Comparative Literature

Critical Thought (one course)

HUM 105	Comparative World Views
HUM 130	Issues in Philosophy: Problems of Knowledge and Existence
HUM 136	Philosophy of Religion
HUM 253	Ethics & Law
HUM 320	Topics in Aesthetics

SOCIAL SCIENCES (four courses) 16 Qtr. Hours

Behavioral Sciences (one course)

SSC 120	Psychology: Perspectives & Practices
SSC 125	Lifespan Developmental Psychology
SSC 130	Contemporary Sociology
SSC 205	Social Psychology
SSC 210	Thy Psychology of Abnormal Behavior
SSC 260	Cultural Anthropology
SSC 219, 319	Independent Study

History & Political Science (one course)

SSC 140	Western Civilization to 1600
SSC 142	American History to 1865
SSC 160	Western Civilization: 1600 to the Present
SSC 162	American History: 1877 to the Present
SSC 220	American Democratic Principles
SSC 240	Great Political Issues
SSC 248	The American Civil War
SSC 270	Chicago Urban Experience

Economics

ECN 306	Principles of Microeconomics
ECN 307	Principles of Macroeconomics

CAREER MANAGEMENT 16 Qtr. Hours

CMT 110	College as Career
CMT 220	Developing Professional Presence
CMT 330	Personal Narrative & Branding
CMT 440	Life-Long Career Strategy <i>or</i>
ICP 350	Intermediate ICenter Project <i>or</i>
ICP 450	Advanced ICenter Project

CLA Free Elective 4 Qtr. hours

TOTAL GENERAL EDUCATION 80 Qtr. Hours

Bachelor of Professional Studies Degree

Law Enforcement Management Concentration

Bachelor of Professional Studies

The Bachelor of Professional Studies (BPS) is a degree-completion program designed specifically for students with a background in certain disciplines with certain emphasis areas/majors. The junior/senior coursework is designed as a “cap” and provides qualified students a seamless transition with little or no loss of credit to upper division.

The Professional Studies cap encompasses upper division coursework from a range of areas, thus the program’s multidisciplinary, applied focus. The program enables students to broaden their career expectations through development of skills and knowledge needed for multifaceted, public- or private-sector career roles related to their associate degree major. The Junior-Senior level curriculum groupings include coursework related to the areas of professional practice, the professional studies core; thematic sequences elective coursework, courses students select to address specific interests; and advanced courses in a concentration related to the student’s curriculum focus during freshmen/sophomore years.

During the program, students will complete the professional studies core which focuses on the foundations of professional practice including financial planning, marketing, project management and facilities management. Through the concentration and thematic sequences elective courses, they will develop advanced professional skills and abilities to complement those acquired in their first two years.

Program Objectives

The Bachelor of Professional Studies at Robert Morris University will:

- Equip students with knowledge about the common managerial elements of organizations.

Students will develop competencies in general management, financial planning, marketing, project management and facilities management.

- Furnish students with a broad but directed foundation in intellectual inquiry to develop perspectives, knowledge, and cognitive skills that find application in the professional coursework.

Students will be able to integrate knowledge and skills from the multiple disciplines represented in the professional core, concentration, thematic sequences and general education courses.

- Provide undergraduates, through selection of a concentration relevant to previous associate degree level coursework, the opportunity to further develop proficiency related to that area of emphasis.

Students will expand their knowledge and experience in their chosen field of study through more advanced coursework and an internship in their selected concentration.

Concentration Objectives

Graduates of the Bachelor of Professional Studies Degree, Law Enforcement Management concentration will:

- Develop an understanding of the diverse aspects of administration and management in law enforcement.

Students will develop skills in personnel and financial resource management, leadership, legal issues, human relations within an agency, and relations with the media and agency stakeholders.

- Identify contemporary public service issues/problems and apply appropriate criminal procedures.

Students will develop criminal investigative techniques, public service methodologies, and critical thinking in order to bring a particular case to its logical conclusion.

- Identify and apply the appropriate procedures related to the collection of evidence and related investigatory data for a given case.

Students will apply the appropriate procedures for the collection and evaluation of evidence and data in preparing criminal cases for law enforcement agencies.

Summary of Degree Requirements

Professional Core

Qtr. Hours

24

BPS 320	Project Management
BPS 340	Role of the Professional in Society
BPS 370	Service Marketing
BPS 380	Facilities Management
BPS 410	Financial Planning for Professionals
BPS 450	Professional Studies Strategy (Capstone)

Concentration

20

LEA 310	Organization & Administration in Law Enforcement
LEA 330	Social Issues in Criminal Justice
LEA 356	Advanced Internship
LEA 435	Criminal Law & Procedure
LEA 445	Criminal Investigations

Thematic Sequence Electives

52

Thematic Sequence I	12 – Communication
Thematic Sequence II	12 – Quantitative
Thematic Sequence III	12 – People & Society
Thematic Sequence IV	16 – Concentration Related

Thematic Sequences must include:

CMT 330	Personal Narrative & Branding
CMT 440	Life-Long Career Strategy <i>or</i>
ICP 350	Intermediate ICenter Project <i>or</i>
ICP 450	Advanced ICenter Project

In order to meet the 52 credit hour requirements in elective coursework, students will enroll in four thematic sequences. Each is a group of related courses selected under the direction of a faculty member, advisor, or Dean. The course selections will be guided by the student’s interests as well as education background.

Associate in Applied Science Degree**COMMUNICATIONS (four courses) 12 Qtr. Hours****Speech (one course)**

COM 101	Introduction to Communications
COM 256,356	Communications Internship

Writing (two courses)

ENG 111	Foundations for Composition & Rhetoric
ENG 114	News Writing I
ENG 211	Foundations for Literature & Argument
ENG 214	News Writing II

ANALYTICAL REASONING (two courses) 8 Qtr. Hours**Mathematical Methods (one course)**

MAT 172	Quantitative Reasoning & Problem Solving
MAT 160	Math for Pharmacy Technician Practice
MAT 170	Math for Nursing Practice
MAT 210	Finite Mathematics
MAT 220	Discrete Mathematics
MAT 240	Calculus for Business & Social Science

Computer Literacy (one course)

CIS 110	Quantitative Problem Solving
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SCIENCE (one course) 4 Qtr. Hours**Life/Laboratory Science (one course)**

SCI 110	Earth Science
SCI 112	Environmental Science
SCI 130	Human Anatomy & Physiology I
SCI 140	Biological Science
SCI 145	Nutrition and the Science of Cooking
SCI 160	Physics
SCI 180	Microbes & Society
SCI 240	Animal Behavior

HUMANITIES (one course) 4 Qtr. Hours**Fine/Performing Arts**

ART 110	Art History I
ART 111	Art History II

Creative Expressions

CRX 107	Creative Expressions: Digital Photography
CRX 108	Creative Expressions: Painting
CRX 109	Creative Expressions: Art Studio
CRX 112	Creative Expressions: Creative Writing
CRX 113	Creative Expressions: Cooking Techniques for the Non-Professional

CRX 225	Creative Studies
CRX 230	Critical Thinking About Self & Society
HUM 100	Humanities Through the Arts
HUM 120	Literary Studies
HUM 125	Appreciating Theatre Arts
HUM 127	Film Studies: Dramatic Narrative
HUM 130	Issues in Philosophy: Problems of Knowledge & Existence

HUM 175	Cultural Exploration
HUM 219, 319	Independent Study
HUM 225	Rehearsal & Theatre Production
HUM 230	Introduction to Shakespeare
HUM 253	Ethics & Law

SOCIAL SCIENCES (one course) 4 Qtr. Hours**Behavioral Sciences (one course)**

SSC 120	Psychology: Perspectives & Practices
SSC 125	Developmental Psychology
SSC 130	Contemporary Sociology
SSC 140	Western Civilization to 1600
SSC 142	American History to 1865
SSC 160	Western Civilization: 1600 to the Present
SSC 162	American History: 1877 to the Present
SSC 205	Social Psychology
SSC 220	American Democratic Principles
SSC 225	The History of Culture of Food
SSC 240	Great Political Issues
SSC 248	The American Civil War
SSC 219, 319	Independent Study
SSC 260	Cultural Anthropology

CAREER MANAGEMENT 8 Qtr. Hours

CMT 110	College as Career
CMT 220	Developing Professional Presence

CLA Free Elective 4 Qtr. hours

TOTAL GENERAL EDUCATION 44 Qtr. Hours

College of Liberal Arts Faculty

Jill McGinty

Dean
B.S., Indiana University
M.B.A., Robert Morris University

Shashank Atre, Natural & Physical Sciences

Science Curriculum Chair
B.S., Indore University
M.Sc. (Tech), School of Mines
M.S., University of Wisconsin-Madison
Ph.D., University of Wisconsin-Madison

James Baltrum, English & Communications

Teaching Fellow
B.A., Illinois State University
M.A., DePaul University

Joseph Barda, Social Science, English & Humanities

B.A. Loyola University of Chicago
M.A., Northeastern Illinois
M.A., Northeastern Illinois

David Belotti, English & Communications

B.A., University of Wisconsin-Parkside
M.A., University of Wisconsin-Milwaukee
Ph.D., University of Wisconsin-Milwaukee

Kathleen Buhe, Social Science

Adjunct Teaching Fellow
B.A., Loyola University-Chicago
M.A., Loyola University-Chicago

Judith Conrad, Communications

B.S. Western Illinois University
M.A., Governors State University

Jill Crawford

B.S., University of Illinois
M.A., Northeastern Illinois University

Gerard Deder, Humanities

Senior Teaching Fellow
B.A., Northern Illinois University
M.F.A., Florida Atlantic University

Ellen Deinzer, Math

B.S., Lewis University
M.S., Loyola University

Paula Diaz, English & Communications

B.A., University of Denver
M.F.A., University of Iowa

Melissa Gaddini, Mathematics

Curriculum Chair, Mathematics
B.S., University of Illinois at Chicago
M.S., University of Illinois at Chicago

Beth Gainer, English & Communications

Teaching Fellow
B.A., Michigan State University
M.A., DePaul University

Paul Gaszak, English & Communications

Curriculum Chair, English/Humanities/Social Science
B.A., Lewis University
M.A., DePaul University
M.A., Roosevelt University

Nicole Hager, English & Communications

B. A., University of Illinois-Springfield
M.A., University of Illinois-Springfield

Thomas Herion, Law Enforcement Administration

Curriculum Chair, Law Enforcement Administration
B.A., Northeastern Illinois University
M.A., University of Illinois
Police Staff & Command Certificate, Northwestern University

Roslyn Iasillo, Natural & Physical Sciences

Adjunct Teaching Fellow
B.S., Loyola University-Chicago
M.S., Loyola University-Chicago
M.A., St. Xavier University
Ed.D., Nova Southeastern University

Jenny Jocks Stelzer, English & Communications

Sustainability Council Chair
B.A., Western Michigan University
M.A., DePaul University

Wesley Kusiak, Mathematics

B.S., Rzeszow University of Technology, Poland
M.S., Illinois Institute of Technology

Mary Lunt, English & Communications

B.A., Ohio State University
M.A., Cleveland State University
M.S., Kent State University

Ellen Mannos, Career Management

Curriculum Chair, Career Management
B.S., National-Louis University
M.S., National-Louis University

Marie McKenna, Social Science

B.A., University of St. Thomas
M.P.S., Loyola University
M.S.W., University of Illinois
Ph.D., (candidate) Institute for Clinical Social Work

Michael McMahon, English & Communications

Senior Teaching Fellow
B.A., John Carroll University
M.A., DePaul University

Patricia McNicholas, Mathematics

B.A., St. Xavier University
M.B.A., St. Xavier University
M.S., University of Illinois-Chicago

Lauren Miller, Social Science

B.S., University of Illinois Urbana-Champaign
M.A., Loyola University of Chicago
Ph.D., Loyola University of Chicago

Deborah Moldenhauer, English

B.A., Western Illinois University
M.S., Western Illinois University

Thomas Murphy, Law Enforcement Administration

M.S., Calumet College of St. Joseph

Patricia Nuccio, Natural & Physical Sciences

B.S.N., Elmhurst College
M.H.P.E., University of Illinois at Chicago
M.A., Northeastern Illinois University

Sara O'Neal, Communications & Career Management	Jeff Sing, Career Management	Judith Zaleski, Humanities.....
B.E.D., University of Missouri-Columbia	B.A., Indiana University	B.A., Lehman College
M.E.D., University of Missouri-Columbia	J.D., Drake University	M.S.W., University of Illinois at Urbana-Champaign
Jelena Ozegovic, Social Science	Nancy Smith-Irons, English & Communications	
General Education Assessment Chair	B.S., University of Illinois-Urbana	
B.A., Kansas State University	M.A., Governors State University	
M.A., Kansas State University		
Ph.D., Loyola University-Chicago	Michael Stelzer Jocks, Social Science	
	Eagle Newspaper Coordinator	
Kurt Pepperell, Science.....	B.A., Michigan State University	
A.A., Lincoln College	M.A., Loyola University-Chicago	
B.S., Southern Illinois University, Edwardsville		
B.S., Logan University	Peter Stern, Humanities & Social Science.....	
D.C., Logan University	B.A., Tufts University	
David Pyle, English & Communications	M.A., University of Chicago	
Sr. Fellow for Academic Practice	Ph.D., New School for Social Research	
B.A., University of Georgia		
M.Ed., DePaul University	Louis Storino, Mathematics	
Carrie Roath, Communications	B.S., Illinois Institute of Technology	
B.A., Eastern Illinois University	M.S., Illinois Institute of Technology	
M.A., Eastern Illinois University	M.B.A., DePaul University	
Kathleen Ruggio, Social Science.....	Theodore Szyszka, Mathematics.....	
B.A., Westchester University	B.S., University of Illinois-Chicago	
M.A., Edinboro University	M.S., Illinois Institute of Technology	
Edward Russell, Social Science.....	Osvaldo Valdez, Law Enforcement Administration.....	
Senior Teaching Fellow	B.A., Lewis University	
B.A., Lewis University	M.S., Lewis University	
M.A., Northern Illinois University	Police & Staff Command Certificate, Northwestern University	
M.A., Governors State University	Jane Wendorff-Craps, English & Communications	
Ghazi Sarhan, Mathematics	Senior Teaching Fellow	
B.S., Southern Illinois University	A.A.S., Illinois Central College	
M.A., DePaul University	B.S., Illinois State University	
David Sgarlata, English, Communications & Humanities	M.A., Western Illinois University	
B.A., Northwestern University	Gerard Wozek, English & Communications.....	
M.A., Northwestern University	B.A., Loyola University-Chicago	
M.A., DePaul University	M.A., Northeastern Illinois University	
Ph.D., Northwestern University	M.A., DePaul University	
Vern Sims, English & Communications	Molly Zahorik, Social Science.....	
Teaching Fellow	Senior Teaching Fellow	
B.A., University of Illinois-Chicago	B.S., Eastern Illinois University	
M.Ed., University of Illinois-Chicago	M.A. Eastern Illinois University	

School of Business Administration

Consistent with the Robert Morris University mission, the School of Business Administration is committed to fully preparing our diverse student body for entry into the workforce, career advancement and/or the pursuit of graduate level education.

Bachelor of Business Administration Degree

The Bachelor of Business Administration (BBA) degree program is a broad-based general business curriculum with sound applied business components. The program's educational objectives focus on the understanding of business and the development of accounting and management skills through the study of finance, management, marketing and economics. Graduates of the BBA program graduate with business skills utilizing current technology that can be applied toward a number of careers.

Robert Morris University has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE), located in Lenexa, Kansas. The business programs in the following degrees are accredited by the IACBE:

- Master of Business Administration with specializations in Accounting, Management, Human Resources, and Finance;
- Bachelor of Business Administration in Accounting;
- Bachelor of Business Administration in Management;
- Associate of Applied Science in Business Administration

Program Objectives

The Bachelor of Business Administration at Robert Morris University will:

- Equip students with a strong foundation to evaluate and integrate business theories and skills.

Students will develop competencies in accounting, economics, finance, general management, management information systems, and marketing. These skills will culminate in a major project whereby students are expected to fully assess the threats and opportunities of the competitive environment and the strengths and weaknesses of an organization.

- Prepare students to research, frame, and defend business solutions within a managerial context, both on an individual basis and in a group setting.

Students will acquire and apply research, analysis, professional communication, problem solving, and critical thinking skills through

comprehensive projects. They will also demonstrate an awareness of ethical issues and the ability to incorporate ethical perspectives in organizational decision-making.

(Also see the General Studies curriculum objectives.)

Bachelor of Professional Studies

The Bachelor of Professional Studies (BPS) is a degree-completion program designed specifically for students with a background in certain disciplines with certain emphasis areas/majors. The Junior-Senior course work is designed as a "cap" and will provide qualified students a seamless transition with little or no loss of credit.

The Professional Studies cap encompasses upper division coursework from a range of areas, thus the program's multidisciplinary, applied focus. The program enables students to broaden their career expectations through development of skills and knowledge needed for multifaceted, public- or private-sector career roles related to their associate degree major. The Junior-Senior level curriculum groupings include coursework related to the areas of professional practice, the professional studies core (thematic sequences elective coursework, courses students select to address specific interest) and advanced courses in a concentration related to the student's curriculum focus during the Freshmen/Sophomore years.

During the program, students will complete the professional studies core which focuses on the foundations of professional practice including financial planning, marketing, project management and facilities management. Through the concentration and thematic sequences elective courses, they will develop advanced professional skills and abilities to complement those acquired in their first two years.

Program Objectives

The Bachelor of Professional Studies at Robert Morris University will:

- Equip students with knowledge about managerial elements of organizations.

Students will develop competencies in general management, financial planning, marketing, project management and facilities management.

- Furnish students with a broad but directed foundation in intellectual inquiry to develop perspectives, knowledge, and cognitive skills that find application in the professional coursework.

Students will be able to integrate knowledge and skills from the multiple disciplines represented in the professional core, concentration, thematic sequences and general education courses.

- Provide undergraduates, through selection of a concentration relevant to previous associate degree level coursework, the opportunity to further develop proficiency related to that area of emphasis.

Students will expand their knowledge and experience in their chosen field of study through more advanced coursework and an internship in their selected concentration.

Bachelor of Science in Accounting

The Bachelor of Science in Accounting is designed to develop the important technical, professional and interpersonal skills needed in this dynamic field. Over the last two decades, the field of accounting has changed dramatically in response to such explosive trends as the computer revolution, increased government regulations, frequent tax law changes, the globalization of business, and the on-going downsizing and restructuring of corporations. Course work will provide comprehensive coverage in these areas, as well as offering the opportunity to specialize in specific areas of financial accounting, cost accounting, auditing, forensics, governmental and not-for-profit accounting.

Program Objectives

The Bachelor of Science in Accounting at Robert Morris University will:

- Develop student's understanding of the conceptual framework of accounting and the application of generally accepted accounting principles.

Students will be able to explain and execute the accounting cycle, make decisions based on alternatives in accounting pronouncements, prepare and analyze financial statements, examine financial data and apply generally accepted auditing standards and be able to perform compliance work in US taxation as well as make recommendations regarding the Internal Revenue Tax Code.

- Develop student's critical thinking and analytic reasoning skills in relation to identifying how management and industry issues affect accounting principles and impact financial statements.

Students will be able to determine the position of both parties before making a business decision. In addition, students will be able to assess and recommend relevant management issues involving various decision processes, including Uniform Commercial Code issues.

- Equip students to embrace and utilize a variety of technologies and applications to solve problems.

Students will be able to use personal computing software (e.g., Excel and Quickbooks); financial tools (e.g., TI83 calculator); and technological devices (e.g., I-Touch) to make sound business decisions.

- Prepare students for an accounting specialty in a career that has strong regional and national growth potential.

Students will be able to pursue opportunities for additional, specific and higher level course work which better prepares them for graduate study in an area of accounting and/or counts towards fulfilling the basic requirements for sitting for certifications, such as the CPA, CMA and CFE

Bachelor of Business Administration Degree Accounting Concentration

This concentration is designed to provide coursework and experience in intermediate and advanced accounting topics. The concentration builds on many business career specialties that have provided some prior training in accounting and business administration. Graduates with this concentration can obtain positions in various business settings requiring specialized accounting skills as well as general business knowledge.

Program Concentration Objectives

The Accounting BBA concentration at Robert Morris University will:

- Develop student's understanding of accounting principles, objectives and auditing standards.

Students will develop competencies in areas including pension issues, deferred tax situations, revenue recognition, capital leases, and contingencies. They will objectively identify strengths, weaknesses, opportunities and threats associated with a specific scenario or business activity.

- Develop student's critical thinking and analytical reasoning skills as they apply to identifying how management and industry issues affect accounting principles and the impact on financial statements.

Students will determine the position of both parties before making a business decision. In addition, they will be able to assess and recommend relevant management issues involving various decision processes, including Uniform Commercial Code issues.

- Equip students to analyze relevant business situations, determine the financial results of the options available and provide a written recommendation to management.

Students will determine the budgetary problems and make recommendations for change.

Summary of Degree Requirements		Qtr. Hours
Accounting		16
ACC 110	Financial Accounting I	
ACC 111	Financial Accounting II	
ACC 112	Financial Statement Analysis	
ACC 300	Managerial Accounting I	
Finance		4
FIN 300	Principles of Finance	
Information Systems		4
CIS 310	Management Information Systems	
<i>or</i>		
CIS 311	Information Systems & Internal Controls	
Management		8
MGT 310	Contemporary Applied Management	
MGT 450	Business Strategy & Policy	
Choose one of the following:		4
MGT 340	Organizational Behavior	
MGT 350	Human Resource Management	
MGT 400	Operations Management	
MKT 370	Global Marketing Practices	
Marketing		4
MKT 305	Marketing Principles & Analysis	
Accounting Concentration		24
ACC 280	Intermediate Accounting I	
ACC 281	Intermediate Accounting II	
ACC 380	Intermediate Accounting III	
ACC 460	Auditing	
BUS 300	Contemporary Legal Issues	
BUS 356	Advanced Internship	
Choose a minimum of one from the following:		4
ACC 305	Individual Taxation	
ACC 310	Corporate Taxation	
ACC 400	Cost Accounting	
ACC 430	Consolidated/Non-Profit Accounting	
Major Electives		28
Total Major Requirements		96
Free Electives		8
General Education courses must include the following courses:		84
CMT 330	Personal Narrative & Branding	
CMT 440	Life-Long Career Strategy <i>or</i>	
ICP 350	Intermediate ICenter Project <i>or</i>	
ICP 450	Advanced ICenter Project	
Bachelor Degree Requirements Met		188

Bachelor of Business Administration Degree

Economics Concentration

The BBA Economics concentration includes coursework and experience in intermediate and advanced topics in applied economics. The coursework provides experience in economic methods and quantitative reasoning that are valued in many careers in business and government, including – but not limited to – business administration, accounting, and law.

Program Concentration Objectives

The Economics BBA concentration at Robert Morris University will:

- Develop student's ability to analyze the choices of individuals, businesses and governments from an economic perspective.

Students will develop competencies using optimization techniques and other methods of quantitative reasoning to develop and evaluate business strategies and public policies. In addition, students will be able to identify and quantify the costs and benefits in private and public choices regarding the allocation of scarce resources toward competing goals.

Students will determine budgetary problems and make recommendations for change.

Summary of Degree Requirements		Qtr. Hours
Accounting		16
ACC 110	Financial Accounting I	
ACC 111	Financial Accounting II	
ACC 112	Financial Statement Analysis	
ACC 300	Managerial Accounting I	
Economics		8
ECN 220	Introduction to Microeconomics	
ECN 230	Introduction to Macroeconomics	
Finance		4
FIN 300	Principles of Finance	
Information Systems		4
CIS 310	Management Information Systems	
Management		8
MGT 310	Contemporary Applied Management	
MGT 450	Business Strategy & Policy	
Choose one of the following		4
MGT 340	Organizational Behavior	
MGT 350	Human Resource Management	
MGT 400	Operations Management	
MKT 370	Global Marketing Principles	
Marketing		4
MKT 305	Marketing Principles & Analysis	
Economics Concentration Courses		24
BUS 356	Advanced Internship	
ECN 320	Microeconomics: Theory & Applications	
ECN 330	Macroeconomics: Theory & Policy	
ECN 340	Contemporary Issues in Public Policy	
ECN 355	Economics of Gender & Labor Markets	
ECN 470	Global Economics	
Major Electives		28
Total Major Requirements		100
Free Electives		4
General Education courses must include the following courses:		84
CMT 330	Personal Narrative & Branding	
CMT 440	Life-Long Career Strategy <i>or</i>	
ICP 350	Intermediate ICenter Project <i>or</i>	
ICP 450	Advanced ICenter Project	
Bachelor Degree Requirements Met		188

Bachelor of Business Administration Degree

Finance Concentration

The Finance concentration for the Bachelor of Business Administration program is designed to include coursework and experience in intermediate and advanced topics in applied finance. The coursework addresses financial tools and techniques and quantitative reasoning that are highly regarded in many careers in business and government, including, but not limited to banking, financial markets, insurance, and not-for-profit organizations.

Program Concentration Objectives

The Finance BBA concentration at Robert Morris University will:

- Develop student's ability to analyze the financial health of individuals, business and governments with a professional perspective.

Students will demonstrate competencies in using financial tools techniques and financial modeling for quantitative reasoning to develop and evaluate business strategies in a domestic and global setting. In addition, students will be able to identify and quantify the costs and benefits (cost-benefit analysis) for a business in dealing with complex financial products to achieve the primary goal of stockholders' wealth maximization.

Students may only pursue the Finance concentration as a second concentration.

Summary of Degree Requirements		Qtr. Hours
Accounting		20
ACC 110	Financial Accounting I	
ACC 111	Financial Accounting II	
ACC 112	Financial Statement Analysis	
ACC 300	Managerial Accounting I	
ACC 325	Fraud Detection, Prevention & Data Analytics	
Finance		4
FIN 300	Principles of Finance	
Information Systems		4
CIS 310	Management Information Systems	
Management		8
MGT 310	Contemporary Applied Management	
MGT 450	Business Strategy & Policy	
Choose one of the following		4
MGT 340	Organizational Behavior	
MGT 350	Human Resource Management	
MGT 400	Operations Management	
MKT 370	Global Marketing Principles	
Marketing		4
MKT 305	Marketing Principles & Analysis	
Finance Concentration Courses		20
FIN 325	Investment Management	
FIN 465	Fixed Income Securities & Portfolio Management	
FIN 485	Financial Analysis & Valuation	
ICP 350	Intermediate ICenter Project	
BUS 356	Advanced Internship	
Major Electives		28
Total Major Requirements		92
Free Electives		4
General Education courses must include the following courses:		92
CMT 330	Personal Narrative & Branding	
CMT 440	Life-Long Career Strategy <i>or</i>	
ICP 450	Advanced ICenter Project	
Bachelor Degree Requirements Met		188

Bachelor of Business Administration Degree
Management Concentration

This concentration is designed to provide coursework and experience in advanced topics in management and marketing. The concentration builds on many career specialties in business or related fields requiring managerial skills, including – but not limited to – business administration, accounting, business management, retailing, and marketing. Graduates with this concentration can obtain management and supervisory positions in business or related fields requiring strong managerial training.

Program Concentration Objectives

The Management BBA concentration at Robert Morris University will:

- Develop students' ability to analyze an organization from a strategic perspective.

Students will evaluate both external and internal environments using various analytical frameworks, formulate and evaluate different strategic alternatives, and choose a course of action.

Summary of Degree Requirements		Qtr. Hours
Accounting		16
ACC 110	Financial Accounting I	
ACC 111	Financial Accounting II	
ACC 112	Financial Statement Analysis	
ACC 300	Managerial Accounting I	
Finance		4
FIN 300	Principles of Finance	
Information Systems		4
CIS 310	Management Information Systems	
<i>or</i>		
CIS 311	Information Systems & Internal Controls	
Management/Marketing		8
MGT 310	Contemporary Applied Management	
MGT 450	Business Strategy & Policy	
Marketing		4
MKT 305	Marketing Principles & Analysis	
Management Concentration		24
BUS 356	Advanced Internship	
MGT 340	Organizational Behavior	
MGT 350	Human Resource Management	
MGT 400	Operations Management	
MKT 370	Global Marketing Principles	
MKT 440	Marketing Problems& Applications	
Major Electives		36
Total Major Requirements		96
Free Electives		12
General Education courses must include:		72
CMT 330	Personal Narrative & Branding	
CMT 440	Life-Long Career Strategy <i>or</i>	
ICP 350	Intermediate ICenter Project <i>or</i>	
ICP 450	Advanced ICenter Project	
Bachelor Degree Requirements Met		188

Bachelor of Business Administration Degree

Marketing Concentration

This Marketing concentration for the Bachelor of Business Administration program is designed to include coursework and experience in applied marketing. The coursework provides training in market research methods and quantitative reasoning that are valued in many careers in business and government, including – but not limited to – business management, market research and social media.

Program Concentration Objectives

The Marketing BBA concentration at Robert Morris University will:

- Develop students' ability to create an effective marketing strategy, including applying the four elements of marketing: price, product, promotion and placement/distribution.

Students will develop competencies in using market research and other methods of quantitative and qualitative reasoning to develop and evaluate effective marketing strategies. In addition, students will be able to identify and quantify the components of an effective marketing strategy in a technology-based world.

Students may pursue the Marketing concentration as a second concentration.

Summary of Degree Requirements		Qtr. Hours
Accounting		16
ACC 110	Financial Accounting I	
ACC 111	Financial Accounting II	
ACC 112	Financial Statement Analysis	
ACC 300	Managerial Accounting I	
Finance		4
FIN 300	Principles of Finance	
Information Systems		4
CIS 310	Management Information Systems	
Management		8
MGT 310	Contemporary Applied Management	
MGT 450	Business Strategy & Policy	
Choose one of the following:		4
MGT 340	Organizational Behavior	
MGT 350	Human Resources Management	
MGT 400	Operations Management	
MKT 370	Global Marketing Principles	
Marketing		4
MKT 305	Marketing Principles & Analysis	
Marketing Concentration		24
BUS 356	Advanced Internship	
MKT 320	Consumer Preferences & Choices	
MKT 331	Social Media Marketing	
MKT 440	Marketing Problems & Applications	
MKT 430	Sports Marketing	
ICP 350	Intermediate ICenter Project	
Major Electives		28
Total Major Requirements		100
Free Electives		4
General Education courses must include:		92
CMT 330	Personal Narrative & Branding	
CMT 440	Life-Long Career Strategy <i>or</i>	
ICP 450	Advanced ICenter Project	
Bachelor Degree Requirements Met		188

Bachelor of Professional Studies Degree

Law Office Administration Concentration

Program Objectives

The Bachelor of Professional Studies at Robert Morris University will:

- Equip students with knowledge about the common managerial elements of organizations.

Students will develop competencies in general management, financial planning, marketing, project management and facilities management.

- Furnish students with a broad but directed foundation in intellectual inquiry to develop perspectives, knowledge, and cognitive skills that find application in the professional coursework.

Students will be able to integrate knowledge and skills from the multiple disciplines represented in the professional core, concentration, thematic sequences and general education courses.

- Provide undergraduates, through selection of a concentration relevant to previous associate degree level coursework, the opportunity to further develop proficiency related to that area of emphasis.

Students will expand their knowledge and experience in their chosen field of study through more advanced coursework and an internship in their selected concentration.

Concentration Objectives

The Law Office Administration BPS concentration at Robert Morris University will:

- Develop students' ability to analyze crime evidence and civil disputes and prepare documents for hearings or trials.

Students will evaluate and resolve disputes through alternative legal methods such as arbitration mediation, negotiation and conciliation. Students will investigate crimes and civil disputes and analyze evidence within the evidentiary rules of sufficiency and admissibility in hearings or trials. Students will review cases and develop arguments through expanded research methods.

Summary of Degree Requirements

Qtr. Hours

Professional Core

24

BPS 320	Project Management
BPS 340	The Role of the Professional in Society
BPS 370	Service Marketing
BPS 380	Facilities Management
BPS 410	Financial Planning for Professionals
BPS 450	Professional Studies Strategy (<i>Capstone Course</i>)

Concentration Courses

20

LOA 307	Law Office Technology
LOA 318	Fundamentals of the Law for the Office Administrator
LOA 356	Advanced Internship
LOA 441	The Regulatory Environment of Business
LOA 480	Ethical & Professional Issues in the Legal Environment

Thematic Sequence Electives

52

Thematic Sequence I	12 – Communication
Thematic Sequence II	12 – Quantitative
Thematic Sequence III	12 – People & Society
Thematic Sequence IV	16 – Concentration Related

Thematic Sequences must include:

CMT 330	Personal Narrative & Branding
CMT 440	Life-Long Career Strategy <i>or</i>
ICP 350	Intermediate ICenter Project <i>or</i>
ICP 450	Advanced ICenter Project

In order to meet the 52 credit hour requirements in elective coursework, students will enroll in four thematic sequences. Each is a group of related courses selected under the direction of a faculty member, advisor, or Dean. The course selections will be guided by the student's interests as well as education background.

Bachelor of Science in Accounting Degree

This degree is designed to provide coursework and experience in intermediate and advanced accounting topics. The degree builds on many accounting career specialties that have provided some prior training in accounting and business administration. Graduates with this degree can obtain positions in various accounting settings requiring specialized accounting skills as well as general business knowledge.

Degree Objectives

The B.S. in Accounting Degree at Robert Morris University will:

- Develop student's understanding of the conceptual framework of accounting and the application of generally accepted accounting principles.

Students will be able to explain and execute the accounting cycle, make decisions based on alternatives in accounting pronouncements, prepare and analyze financial statements, examine financial data and apply generally accepted auditing standards and be able to perform compliance work in US taxation as well as make recommendations regarding the Internal Revenue Tax Code.

- Develop student's critical thinking and analytic reasoning skills in relation to identifying how management and industry issues affect accounting principles and impact financial statements.

Students will be able determine the position of both parties before making a business decision. In addition, students will be able to assess and recommend relevant management issues involving various decision processes, including Uniform Commercial Code issues.

- Equip students to enhance and utilize a variety of technologies and applications to solve problems.

Students will be able to use personal computing software (e.g. Excel and Quickbooks), financial tools (e.g. T183 calculator) and technological devices (e.g. I-Touch) to make sound business decisions.

- Prepare students for an accounting specialty in a career that has strong regional and national growth potential.

Students will be able to pursue opportunities for additional, specific and higher level course work which better prepares them for graduate study in an area of accounting and/or counts towards fulfilling the basic requirements for sitting for certifications, such as the CPA, CMA and CFE.

Summary of Degree Requirements		Qtr. Hours
Accounting		12
ACC 110	Financial Accounting I	
ACC 111	Financial Accounting II	
ACC 112	Statement Analysis	
Finance		8
FIN 300	Principles of Finance	
FIN 325	Investment Management	
Management		4
MGT 310	Contemporary Applied Management	
Marketing		4
MKT 305	Marketing Principles & Analysis	
Accounting Concentration		52
ACC 280	Intermediate Accounting I	
ACC 281	Intermediate Accounting II	
ACC 300	Managerial Accounting	
ACC 305	Individual Taxation	
ACC 311	Accounting Information Systems	
ACC 325	Fraud Detection, Prevention & Data Analytics	
ACC 371	Government/Nonprofit Accounting	
ACC 380	Intermediate Accounting III	
ACC 430	Consolidated/Advanced Accounting	
ACC 460	Auditing	
ACC 490	Accounting Strategy & Policy	
BUS 300	Contemporary Legal Issues	
BUS 356	Advanced Internship	

Major Electives	16
Total Major Requirements	96
Free Electives	12
General Education Courses	80
<i>(must include the following courses)</i>	
CMT 330	Personal Narrative & Branding
CMT 440	Life-Long Career Strategy <i>or</i>
ICP 350	Intermediate ICenter Project <i>or</i>
ICP 450	Advanced ICenter Project

Bachelor Degree Requirements Met	188
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Associate in Applied Science Degree

Program Concentration Objectives

Associate in Applied Science from the School of Business

Administration will:

- Develop students' ability to generate business solutions.

Students will be able to identify a problem, generate and evaluate different alternatives, and find applicable solutions incorporating ethical considerations.

- Develop students' ability to communicate in a business environment using appropriate technology, both individually and in a group setting.

Students will demonstrate presentation skills through the use of appropriate technology such as the Internet, presentation software, spreadsheets, databases, and word processing software.

(Also see the General Studies curriculum objectives.)

Associate in Applied Science Degree

Business Administration Program

The Associate in Applied Science in Business Administration is for the student who wants a solid basic business education in accounting, management, and marketing. These skills can be applied to a wide variety of careers in today's business environment.

Program Objectives

The Business Administration AAS at Robert Morris University will:

- Develop students' abilities to analyze business functional areas.

Students will be able to differentiate key components of business functional areas, including management, marketing, accounting and the business legal environment. Students will identify managerial problems and develop feasible solutions.

- Prepare students to evaluate business opportunities that could lead to the development of a business plan.

Students will apply their knowledge of business functional areas to create a business plan that capitalizes on market opportunities.

Summary of Degree Requirements

Qtr. Hours

Major Requirements

36

ACC 110	Financial Accounting I
ACC 111	Financial Accounting II
ACC 112	Statement Analysis
BUS 200	Legal Environment of Business
FIN 125	Introduction to Finance
MGT 101	Introduction to Business
MGT 280	Principles of Management
MGT 282	Critical Thinking for Managers
MGT 310	Contemporary Applied Management

General Education Core

36

Recommended Major Courses

8

MGT 285	Small Business Management
MKT 280	Integrated Marketing Communications

Career Management

8

CMT 110	College as Career
CMT 220	Developing Professional Presence

Free Electives

4

Associate Degree Requirements Met

92

Associate in Applied Science Degree Paralegal Program

The Paralegal program emphasizes the knowledge and practical skills that will prepare students to perform as legal assistants in a variety of settings and to adapt to changes in the legal environment. Graduates will demonstrate proficiency in legal terminology, substantive and procedural rules of law, and research capabilities used in private law firms, courts, corporations, insurance companies, government offices, and other employers of paralegals.

The Robert Morris University Paralegal Associate Degree program is approved by the American Bar Association. The University is an institutional member of the American Association for Paralegal Education (AAFPE).

Program Objectives

The Paralegal AAS at Robert Morris University will:

- Prepare students to meet their career goals as paralegals or in another chosen field or to continue their education.
- Provide students with ethical standards as a framework for competent and professional decision-making.
- Equip students with knowledge of substantive law and procedural rules essential to functioning as a paralegal.
- Develop students' skills in the use of a variety of research tools.
- Develop students' ability to communicate effectively by developing thought and argument into logical written and oral form appropriate for a legal and/or business professional.
- Equip students with the ability to communicate ideas in a logical manner using appropriate legal and/or business strategies.
- Develop and enhance students' critical thinking skills necessary to analyze issues and problems.

Paralegals may not provide legal services directly to the public except as permitted by law.

Summary of Degree Requirements		Qtr. Hours
Major Requirements		40
PAR 102	Civil Litigation	
PAR 105	Legal Research & Writing	
PAR 111	Torts & Personal Injury	
PAR 121	Business Organizations	
PAR 211	Estates, Will & Trusts	
PAR 212	Real Estate	
PAR 213	Domestic Relations	
PAR 221	Commercial Law	
SEC 101	Keyboarding	
SEC 140	Legal Applications	
General Education Core		36
Major Courses		8
PAR 280	Ethics for the Paralegal	
PAR 299	Advanced Legal Research & Writing	
Career Management		8
CMT 110	College as Career	
CMT 220	Developing Professional Presence	
Associate Degree Requirements Met		92

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College of Nursing & Health Studies

Each member of the College of Nursing & Health Studies plays an integral part in achieving the mission and purposes of Robert Morris University. The key to our success as a team is our commitment to each student and to each other. The College of Nursing & Health Studies provides its students with personalized attention, opportunities for personal and professional growth, and cultural and educational experiences that prepare them for a career in health care. The faculty help students understand their ethical, moral, and personal responsibilities as practitioners in the challenging and demanding field of health care.

It is the policy of Robert Morris University to make such reasonable accommodations on behalf of individuals as may be required by the Americans with Disabilities Act, the Rehabilitation Act, or other applicable law. Qualified applicants are expected to meet all admission criteria, and matriculating students are expected to meet all progression criteria, as well as functional abilities (technical standards) with or without reasonable accommodations. Students requesting accommodations to meet these criteria must inform the University in writing and provide appropriate physician documentation of the need for accommodations at the time of admission. All requests for accommodations must be made through the Office of Student Services.

Applicants for admission, progression to clinical courses, and graduation from the University must be able to meet the physical and emotional requirements of the academic program. Individuals who pose a direct threat to the safety and welfare of others or to themselves may be denied admission, progression or graduation. The University's individualized assessment of an applicant's or a student's threat to the safety and welfare of self or others will be based on current medical evidence or on the best-available objective evidence that assesses the nature, duration and severity of the risk and the probability that the potential for injury could occur.

Each student is expected to attend all scheduled learning experiences. Continued program enrollment depends on consistent attendance. In academic courses, grades are earned on the basis of the student's attainment of the course objectives; regular and punctual attendance is expected. In lab and clinical courses, attendance is one of the factors that will be evaluated daily. "No Call, No Show" is grounds for social probation and may result in administrative withdrawal from the program. Students who must miss a class or clinical experience are expected to notify the instructor in advance according to the guidelines established for the course. The University may require documentation of illness.

Students are expected to maintain their own automobile insurance.

As Nursing & Health Studies students, you are members of health professions that will be needed in times of natural disasters, war or attacks by terrorists. Your clinical experiences are in health care settings that are also activated in these conditions. If such an event occurs while you are in the clinical setting at an acute care hospital, the hospital will institute immediate lockdown procedures, making it impossible for you to leave the premises or for anyone else to get in. Therefore, it is your responsibility to develop an anticipatory plan that your family or caregivers for your children know about and will use if you cannot leave. Your children, family members and child care providers should be familiar with the plan and able to institute it without being contacted by you, should this event occur.

In the event of changes in health status, illness, and/or exposure to communicable diseases:

1. Students who are absent three or more consecutive days due to illness are required to submit a written release from their physician to the appropriate course faculty member prior to returning to class.
2. If a student is pregnant, a signed written consent by the student's physician stating the student may participate in class and clinical activities must be submitted to the course faculty member.
3. Illness or injury which may interfere with the required educational experiences should be reported to the course faculty member. A physician's release to continue in the program is required.
4. To prevent the spread of infections/communicable diseases to others:
 - The Center of Disease Control, OSHA and institutional policies will be used as guidelines for safe practice with exposure to or an actual illness.
 - Students who have communicable disease or have been exposed to risks of acquiring such a disease must report if it will compromise their own or the ordinary safety or other students, faculty or clients.
 - As health care professionals, students and faculty are expected to minimize their risks through the recommended immunization program.
5. The following guidelines are used when assigning students to care for clients with infectious diseases:
 - There is a relationship of the assignment to the course objectives.

- Consideration for the safety of the student and the client is given before making the assignment.

Robert Morris University, like other institutions, has policies that govern students' social conduct. The University expects that students act in an appropriate, professional manner at all times, at all University sponsored events both on and off campus, and follow the guidelines governing student conduct. Any student who violates any state, federal, or municipal law shall be subject to disciplinary action for said offense(s). The adjudication of such laws may proceed regardless and/or independent of any action taken by state, federal or municipal agencies.

Appearance, attitude and professional behavior are important elements of the student's preparation and professional success. Students are expected to dress, speak, and exhibit professional behavior at all times. When a student's appearance, behavior, and/or attitude are in opposition to the educational goals to which the University's academic programs and employment assistance are dedicated, the student's conduct may result in probation or dismissal. The consequences of such conduct are dependent on the seriousness of the offense that occurred, previous violations of policies and regulations by the student, and the attitude and cooperation of the student violator as determined by University administration.

Students are expected to demonstrate evidence of personal and professional growth particularly as this relates to the development of positive interpersonal relationships and the delivery of safe care.

Students are expected to conduct themselves in a manner which is both ethical and professional while in the clinical agency or at any other time when the University is represented.

Students are expected to provide safe care during clinical assignments.

Students must submit required coursework, including research papers in classroom, clinical, or externship (practicum), when due and document references appropriately. Assigned work submitted after the scheduled due date will be penalized.

The following are **unacceptable**:

- Wearing elaborate jewelry (e.g. bulky and large).
- Visible piercings, other than one smallest in ear lobes.
- Visible tattoos

- Excessive perfumes/colognes, elaborate hair styles, excessive cosmetics
- Chewing gum
- Long and artificial fingernails
- Smoking when in uniform
- Sandals, open-toe, heeled shoes

General appearance, hygiene and manners:

- Personal hygiene must be maintained, i.e. oral, general skin care, and deodorant
- Shoes and clothes must be clean, ironed, and neatly worn at all times
- Hair must be secured so as not to fall forward
- Courtesy titles are to be used

Student behaviors are expected to reflect ethical and legal accountability for actions taken in the course of professional practice. The ultimate attainment of professional behaviors is the responsibility of the student, but faculty assumes a mentoring role. Faculty accepts responsibility to evaluate, provide feedback, and initiate corrective action when necessary.

Safety is paramount. This includes students, peers, faculty, clinical instructors, members of the healthcare team and above all, the patient.

Patient confidentiality is highly important. If a violation of patient confidentiality is reported, the sanctions may be imposed upon the student up to dismissal from the program.

Refrain from participating in care if your physical or emotional condition is a threat to patients and others. Student health must be such that no potential harm can come to a patient from care provided by a student. If the clinical instructor/preceptor has reason to question a student's ability to provide appropriate care, the student will be excluded from the clinical setting. The student may not be supervised by a relative when in the clinical setting.

Students are expected to communicate effectively and positively in the clinical setting. It is sometimes necessary to report errors or omissions or commissions to appropriate persons. Don't ignore the situation – guidance and support are available. Students are expected to be drug and alcohol free in classroom and clinical settings. Students should notify the instructor/preceptor if use of prescription or non-prescription drugs may cause adverse effects or affect the ability to do the work. Faculty accepts responsibility to evaluate, provide feedback, and initiate corrective action when necessary.

Unsafe clinical practice shall be deemed to be behaviors demonstrated by the student which threaten or violate the physical, biological, or emotional safety of the patient assigned to his/her care.

The following examples serve as guidelines for the student's understanding of unsafe clinical practices. Examples are not inclusive:

Physical Safety – unsafe behaviors; inappropriate use of side rails; wheelchairs; positioning straps and equipment; lack of proper protection of the patient which contributes falls, lacerations, burns, etc.

Biological Safety – unsafe behaviors; fails to recognize errors in aseptic technique; attends clinical site while ill; performs technical actions without appropriate supervision; fails to seek help when needed, etc.

Emotional Safety – unsafe behaviors; threatens patients, makes patient fearful; provides patient with inappropriate or incorrect information; fails to seek help when needed; and demonstrates unstable emotional behaviors, etc.

Unprofessional practice shall be deemed to be behaviors demonstrated by the student which are inappropriate – patient interactions which may be taken to be unsafe practice or to reflect negatively upon the College of Nursing & health Studies or Robert Morris University.

Examples of unprofessional behavior (not inclusive): verbal or non-verbal language, actions, or voice inflection which compromise rapport or working relations with patients, family members of patients, staff, physicians, or instructors which may compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal or ethical standards.

Violations of these standards are considered to be exceptionally serious. At the instructor's discretion, the student may be removed from the clinical site immediately. Such violation will result in the student being placed on social probation and may result in withdrawal from the program.

Because of the varied demands the clinical programs require, there is considerable communication between the instructor, advisor and the student. Feedback comes in the form of grades, practical exams, clinical instruction, and student conferences. The student conference is for a student experiencing academic, attendance, or attitudinal difficulties.

A written student conference form is provided for all conferences.

Students will be expected to attend clinical off-campus rotations to maximize educational opportunities. Students will be expected to provide their own transportation to the clinical facility. Students are responsible for clinical site parking fees. Robert Morris University and College of Nursing & Health Studies are not liable for any accidents during the off-campus rotations.

Bachelor of Professional Studies Degree Applied Health Sciences Concentration

Bachelor of Professional Studies

The Bachelor of Professional Studies (BPS) is a degree-completion program designed specifically for students with a background in certain disciplines/with certain emphasis areas/majors. The junior/senior coursework is designed as a “cap” and will provide qualified students a seamless transition with little or no loss of credit.

The Professional Studies cap encompasses upper division coursework from a range of areas, thus the program’s multidisciplinary, applied focus. The program enables students to broaden their career expectations through development of skills and knowledge needed for multifaceted, public- or private-sector career roles related to their associate degree major. The Junior-Senior level curriculum groupings include coursework related to the areas of professional practice, the professional studies core; thematic sequences elective coursework, courses students select to address specific interests; and advanced courses in a concentration related to the student’s curriculum focus during his/her freshmen/sophomore years.

During the program, students will complete the professional studies core which focuses on the foundations of professional practice including financial planning, marketing, project management and facilities management. Through the concentration and thematic sequences elective courses, they will develop advanced professional skills and abilities to complement those acquired in their first two years.

Program Objectives

The Bachelor of Professional Studies at Robert Morris University will:

- Equip students with knowledge about the common managerial elements of organizations.

Students will develop competencies in general management, financial planning, marketing, project management and facilities management.

- Furnish students with a broad but directed foundation in intellectual inquiry to develop perspectives, knowledge, and cognitive skills that find application in the professional coursework.

Students will be able to integrate knowledge and skills from the multiple disciplines represented in the professional core, concentration, thematic sequences and general education courses.

- Provide undergraduates, through selection of a concentration relevant to previous associate degree level coursework, the opportunity to further develop proficiency related to that area of emphasis.

Students will expand their knowledge and experience in their chosen field of study through more advanced coursework and an internship in their selected concentration.

Concentration Objectives

The Applied Health Sciences BPS concentration at Robert Morris University will:

- Provide undergraduates, through selection of a concentration relevant to previous associate degree level coursework, the opportunity to further develop proficiency related to that area of emphasis.

These concentration tracks are designed to provide specialized coursework and experience to pursue unlimited opportunities in recreation, wellness, health, fitness and sports careers. Students will apply skills such as programming, evaluation and education to meet health and fitness needs across populations while balancing patient/client centered care with a humanitarian perspective.

Summary of Degree Requirements Qtr. Hours

Professional Core 24

BPS 320	Project Management
BPS 340	Role of the Professional in Society
BPS 370	Service Marketing
BPS 380	Facilities Management
BPS 410	Financial Planning for Professionals
BPS 450	Professional Studies Strategy (<i>Capstone Course</i>)

Concentration Courses (Health Track) 20

AHS 304	Law & Ethics in Healthcare Today
AHS 305	Health & Disease
AHS 360	Foundations in Health Education
AHS 400	Global Health Practices
AHS 416	Advanced Internship for Healthcare

or

Concentration Courses (Fitness Track) 20

AHS 310	Contemporary Issues in Sport & Recreation
AHS 325	Coaching & Motivation in Sport
AHS 360	Foundations in Health Education
AHS 405	Techniques in Fitness and Exercise Training
AHS 415	Exercise & Sport Advanced Internship

Thematic Sequence Electives 52

Thematic Sequence I	12 – Communication
Thematic Sequence II	12 – Quantitative
Thematic Sequence III	12 – People & Society
Thematic Sequence IV	16 – Concentration Related

Thematic Sequences must include:

CMT 330	Personal Narrative & Branding
CMT 440	Life-Long Career Strategy <i>or</i>
ICP 350	Intermediate ICenter Project <i>or</i>
ICP 450	Advanced ICenter Project

In order to meet the 52 credit hour requirements in elective coursework, students will enroll in four thematic sequences. Each is a group of related courses selected under the direction of a faculty member, advisor, or Dean. The course selections will be guided by the student’s interests as well as education background.

Bachelor of Science Degree Nursing Program

Bachelor of Science in Nursing

The Bachelor of Science in Nursing Degree program will prepare students for professional careers in the Healthcare field as Registered Nurses (RNs). Students will earn a Bachelor of Science in Nursing Degree (BSN). This program prepares students to become registered nurses by taking the NCLEX-RN exam and obtain licensure from the Illinois Department of Financial & Professional Regulation (IDFPR), and meets crucial national, state, and local needs for Baccalaureate prepared nursing professionals.

In addition to the required general education and career management core, program coursework covers sciences for the profession including anatomy and physiology, healthcare, and organic chemistry, microbiology, and pharmacology. Introductory and advanced professional courses address the fundamentals of nursing care, mental health, maternal care, pediatrics, adult and critical care.

Robert Morris University's Nursing Program is seeking accreditation by the Commission on Collegiate Nursing Education (CCNE).
One DuPont Circle, NW Suite 530
Washington, DC 20036
(202) 887-6791
www.aacn.nche.edu

Program Objectives

The Nursing Program at Robert Morris University will prepare students to:

1. Practice competent, patient-centered professional nursing care for a diverse group of individuals and populations across the health continuum in a variety of settings.
2. Utilize critical thinking, evidence-based practice and research findings in professional nursing practice within established ethical and legal boundaries.
3. Demonstrate cultural competence, caring, and collaboration with the healthcare team to meet the client's needs.
4. Communicate effectively in writing, orally and electronically with clients, clients' families, and members of the interdisciplinary healthcare team.
5. Commit to lifelong learning through participation in activities of the nursing profession that benefits the global community

Nursing Program Philosophy

By advancing educational access for a diverse population of students, our Baccalaureate Nursing Program can contribute to a diverse nursing workforce to meet the healthcare needs of culturally and ethnically diverse populations. We stand ready to recruit, work together, and support a diverse group of nursing students to meet society's need for diverse nursing professionals.

Learning Environment

Our Nursing Program is designed to function in accord with the Mission Statement of Robert Morris University. This program combines Liberal Arts and Career Management with Nursing education.

Education occurs in a diverse, stimulating environment that develops critical thinking skills in the application of the nursing process. Emphasis is placed on life-long learning and use of evidence-based practice. Our professors will act as coaches and mentors to our nursing students. Faculty are expert practitioners who utilize a variety of learning strategies to capture the varied student learning styles.

Nursing Program Requirements

- Students must complete the entire nursing program within eight consecutive calendar years.
- Students must complete all nursing courses within four consecutive calendar years and graduate, or must repeat the program in its entirety.
- The nursing courses must be taken in the order prescribed in the curriculum plan.
- Students must complete all examinations administered during the program, including HESI exams.
- Students are responsible for all HESI testing fees.
- Students are responsible for all written/verbal information that is shared in scheduled classes.
- Students must sign and adhere to the College of Nursing & Health Studies Code of Conduct and Student Handbook. Failure to sign these policy guides or violate the policies can result in the student receiving a failing grade and being dismissed from the program.
- Professional behavior is expected of student both on and off campus. Students will conduct themselves in a professional manner at all times; this includes theory, clinical and lab experiences.
- Students may not be on clinical units outside of scheduled clinical hours.
- Students are responsible for transportation to a variety of clinical site locations both in the city and suburbs of Chicago.

- Prior to clinical experiences, each student must have a completed student health form including annual physical, a drug screening, a criminal background check, two-step TB test, annual flu shot, and current CPR provider level card.
- All students must show proof of health insurance prior to each clinical rotation.

***Nursing Functional Ability Requirement**

The faculty, having determined that nursing is a practice discipline with cognitive, sensory, affective, and psychomotor requirements, has adopted the list of Functional Abilities Essential for Competent Nursing Practice developed by the National Council of State Boards of Nursing. Thus, the applicant or student, with or without reasonable accommodation, must at the time of application and throughout the duration of the program, have and maintain the functional abilities.

Examples of requisite abilities include, but are not limited to:

Gross Motor Skills

1. Ability to move within confined spaces
2. Sit, stand and maintain balance
3. Reach above shoulders and below waist

Fine Motor Skills

1. Pick up objects with hands
2. Grasp small objects with hands
3. Write with pen or pencil
4. Key type, using computer

Physical Strength

1. Push, pull, support and lift 25 pounds
2. Defend self against combative client
3. Upper body strength to perform CPR
4. Move equipment
5. Carry supplies

Mobility

1. Twist
2. Bend
3. Move quickly
4. Walk

Hearing

1. Hear normal speaking levels
2. Hear faint body sounds
3. Hear auditory alarms
4. Hear in situations in which masks are used

- Visual
1. See objects up to 20 inches away
 2. See objects more than 20 feet away
 3. Use depth perception
 4. Use peripheral vision
 5. Distinguish colors and color intensity
- Tactile
1. Palpate pulses
 2. Detect temperature
 3. Feel differences in surface characteristics
- Smell
1. Detect odors
 2. Detect smoke
 3. Detect gases
- Reading
1. Read and understand written documents
- Arithmetic Competencies
1. Read digital displays
 2. Calibrate equipment
 3. Convert numbers to and from metric system
 4. Tell time
 5. Use measuring tools
 6. Count rates
 7. Add, subtract, multiply and divide whole numbers and fractions
 8. Use a calculator
 9. Record numbers accurately
- Emotional Stability
1. Establish therapeutic boundaries
 2. Provide client with emotional support
 3. Adapt to stressful environments
 4. Deal with unexpected events
 5. Focus attention
 6. Handle strong emotions
 7. Perform multiple activities concurrently
- Analytic Thinking
1. Transfer knowledge from one situation to another
 2. Process information accurately
 3. Evaluate outcomes
 4. Prioritize tasks
 5. Use short-term and long-term memory

- Critical Thinking
1. Identify cause-and-effect relationships
 2. Plan and control activities for others
 3. Synthesize knowledge
 4. Sequence information
- Interpersonal Skills
1. Negotiate interpersonal conflicts
 2. Respect differences in clients and co-workers
 3. Establish rapport with clients and co-workers
- Communication Skills
1. Ability to teach
 2. Explain and give information
 3. Speak on the telephone
 4. Direct activities of others
 5. Convey information in writing and orally

**Nursing functional abilities are the same for both the AND and BSN programs.*

Summary of Degree Requirements Qtr. Hours

Nursing & Clinical Rotations 72

NUR 190	Professional Nursing I
NUR 191	Professional Nursing II
NUR 230	Nursing Fundamentals
NUR 231	Fundamental Nursing Assessment
NUR 270	Psychiatric/Mental Health Nursing
NUR 271	Nursing Assessment I
NUR 280	Adult Medical/Surgical Nursing I
NUR 281	Nursing Assessment II
NUR 290	Nursing of Childbearing & Childrearing Families
NUR 291	Nursing Assessment III
NUR 320	Adult Medical/Surgical Nursing II
NUR 321	Nursing Assessment IV
NUR 340	Adult Medical/Surgical Nursing III
NUR 341	Nursing Assessment V
NUR 420	Adult Medical/Surgical Nursing IV
NUR 421	Nursing Assessment VI
NUR 435	Nursing Management & Leadership
NUR 450	Community Nursing
NUR 451	Nursing Assessment VII

General Education Core 80

Science Specialization & Non-Nursing Support 40

SCI 130	Human Anatomy & Physiology I
SCI 131	Human Anatomy & Physiology II
SCI 132	Human Anatomy & Physiology III
SCI 133	Chemistry for Health Sciences
SCI 154	Microbiology
SCI 191	Pharmacology I
SCI 192	Pharmacology II
SCI 233	Organic Bio Chemistry
SCI 260	Clinical Nutrition
SCI 410	Research Methods in Healthcare

Bachelor Degree Requirements Met 192

A required part of the Nursing program is taking the HESI examination. This occurs in NUR 280 and NUR 435. Students are responsible for the cost of the examination, and re-examination, if necessary. The HESI exam score will be worth 10% of the overall class grade. Standardized licensure-related testing is included in the curriculum.

Convicted felons are not eligible to sit for the NCLEX-RN examination unless granted a waiver by the NCSBN and IDFP.

Medical Assisting Program

The Robert Morris University Medical Assisting Diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs:
1361 Park Street, Clearwater, Florida 33756, (727) 210-2350,
www.caahep.org.

Upon graduation, Medical Assistant students are eligible to sit for the Certified Medical Assistant (CMA-AAMA) exam administered by the American Association of Medical Assistants. All students sit for the certified Registered Medical Assistant (RMA) exam administered by American Medical Technologists.

Convicted felons are not eligible to sit for the AMT certified Registered Medical Assistant examination or the AAMA Certified Medical Assistant exam unless granted a waiver by the respective sponsoring organization.

Prior to clinical practicum, clinical screening results including criminal background screen, drug test, current RMU health form, two-step TB screening, annual flu shot, and current CPR provider level card are required. Students are responsible for transportation to practicum. Students must show proof of health insurance prior to each clinical practicum.

Standardized certification-related testing is included in the curriculum. Students are responsible for the exam fee.

Associate in Applied Science Degree

Medical Assisting Program

Diploma Program Objective

- Prepare competent entry-level medical assistants in the cognitive (knowledge) psychomotor (skills) and affective (behavior) learning domains.

AAS Program Objective

- Prepare students for professional participation in the field of medical assisting.

The medical assisting program emphasizes the experiential and dynamic nature of the medical assistant in ambulatory care medical practice. The curriculum is designed to stimulate students' awareness of, motivation for, and commitment to the need for continuing education in order to achieve and maintain competency in the field.

(Also see the General Education Studies curriculum objectives.)

Students earn a Diploma in Medical Assisting once the Associate Degree requirements are met.

Summary of Degree Requirements		Qtr.	Hours
Diploma/AAS Major Requirements			36
MAP 115	Communications & Ethics		
MAP 120	Foundations for Clinical Practice I		
MAP 130	Foundations for Clinical Practice II		
MAP 135	Medical Business Practices		
MAP 150	Professional Certification		
MAP 201	Medical Assisting Practicum I		
MAP 211	Medical Assisting Practicum II		
SCI 127	Anatomy & Body Systems I		
SCI 128	Anatomy & Body Systems II		
General Education Core			20
Recommended Courses			4
AHS 210	Electronic Health Records Integration		
AHS 215	Emergency Preparedness & Multi-Hazard Disaster Management		
AHS 225	National Phlebotomy Certification		
AHS 245	EKG Technician Certification		
General Education Electives			20
<i>includes</i>			
AHS 100	Medical Terminology		
SSC 121	Health Psychology		
SCI 134	Life Science Biology		
Career Management			8
CMT 110	College as Career		
CMT 220	Developing Professional Presence		
Free Elective			4
Diploma/Associate Degree Requirements Met			92

All student activities associated with the curriculum, especially while students are completing his or her practicum, will be educational in nature. Students will not receive any monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution, in the capacity of a medical assistant.

Associate in Applied Science Degree

Exercise & Sports Studies Program

The A.A.S. in Exercise & Sports Studies is designed to prepare students for a professional career in a variety of fitness settings such as private health clubs, corporate fitness, community health and sports and recreation.

The Exercise & Sports program provides instruction and application of the theoretical components of health and exercise, and principles of fitness training. Coursework includes exercise science, anatomy and physiology, biomechanics, fitness assessment and programming, injury prevention, certification preparation. Graduates are prepared to become certified fitness professionals through the American College of Sports Medicine.

Students will participate in applied fitness and sports activities as part of their classes. Students will gain real world experience through field internships, work with RMU student athletes, and service learning projects and volunteer opportunities.

Program Objectives

The Exercise & Sports program at Robert Morris University prepares students to:

- Apply the theories and principles of exercise science to the reactions and adaptations of the human body to exercise.

Apply scientific knowledge in the areas of anatomy, physiology, and biomechanics to physical activity and human performance.

- Demonstrate the appropriate professional competencies to assess, design, and administer individual or group fitness programs.

Analyze the influence of fitness over the lifespan and demonstrate the ability to promote healthy lifestyle choices.

- Study the effects of physical activity and its impact on health, human performance and the quality of life from healthy to special populations.
- Develop skills in fitness assessment, program design and exercise implementation for healthy individuals, student athletes and rehabilitative services.

More specifically, students will be able to communicate effectively with clients, athletes and personnel, evaluate health and lifestyle information, and design safe and effective physical activity programs that adhere to all regulations, and procedures within the recognized scope of practice for fitness professionals. Students will demonstrate the ability to function as a professional member of an exercise and sport team, integrating their knowledge and skills to promote health and wellness, and educate, train and motivate clients and athletes to pursue a self-directed healthy lifestyle. (Also see the General Education Studies curriculum objectives.)

Summary of Degree Requirements		Qtr. Hours
Quarters 1-6		
Major Requirements		44
AHS 100	Medical Terminology	
FIT 100	Introduction to Exercise Science	
FIT 140	Human Performance for Various Populations	
FIT 165	Sport & Exercise Nutrition	
FIT 180	Fitness Assessment	
FIT 192	Introduction to Athletic Training	
FIT 205	Kinesiology & Biomechanics	
FIT 210	Exercise Program Design	
FIT 225	Exercise & Sport Externship	
SCI 121	Anatomy & Physiology	
SCI 151	Exercise Physiology	
General Education Core		36
Career Management		8
CMT 110	College as Career	
CMT 220	Developing Professional Presence	
Free Elective		4
Associate Degree Requirements Met		92

Associate in Applied Science Degree Nursing Program

Note: the AAS in Nursing is no longer accepting new students. Please see information regarding the Bachelor of Science in Nursing (BSN) degree.

The Nursing program is designed to prepare students for professional careers in the health care field as Registered Nurses. It meets crucial local, state and national needs for nursing professionals.

Robert Morris University's Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road, NE-Suite850
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

Program Objectives

The Nursing program at Robert Morris University will prepare students to:

- Practice holistic care with consideration of the physical, psychosocial, spiritual, economic and cultural needs of a diverse population.
- Employ the nursing process utilizing multiple methods of reasoning to provide safe care, with an emphasis on positive outcomes for the patient.
- Apply new knowledge from the sciences, evaluate emerging concepts and use increased accessibility to information to facilitate the implementation of care.
- Implement effective interpersonal and interdisciplinary communication with patients, families, groups of patients, members of the health care team and the community.
- Demonstrate behaviors that adhere to professional practice standards within legal/ethical parameters, and assume responsibility for one's own actions and professional development.
- Engage in leadership behaviors that reflect self-empowerment.

(Also see the General Education Studies curriculum objectives.)

Nursing Program Requirements

- Students must complete the entire nursing program within eight consecutive calendar years.
- Students must complete all nursing courses within four consecutive calendar years and graduate, or must repeat the program in its entirety.
- The nursing courses must be taken in the order prescribed in the curriculum plan.
- Students must complete all examinations administered during the program, including HESI exams.
- Students must complete all Nursing course computer requirements.
- Students must sign and adhere to the Code of Conduct. Failure to sign this policy or violation of the policy can result in the student receiving a grade of F and being dismissed from the program.
- Students are responsible for all written/verbal information that is shared in scheduled classes.
- Students may not be on clinical units outside of scheduled clinical hours.
- Students will conduct themselves in a professional manner at all times in the clinical agency.
- Students are responsible for transportation to a variety of clinical site locations.
- All students must show proof of health insurance prior to each clinical practicum.
- Students are responsible for all HESI testing fees.
- Prior to clinical experiences, each student must have a completed student health form, a drug screening, a criminal background check, two-step TB screening, annual flu shot, and current CPR provider level card.

Summary of Degree Requirements

Major Requirements		Qtr. Hours
		74
NUR 120	Introduction to Nursing	
NUR 121	Nursing I	
NUR 122	Nursing II	
NUR 123	Nursing III	
NUR 124	Nursing IV	
NUR 221	Nursing V	
NUR 222	Nursing VI	
NUR 223	Nursing VII	
NUR 224	Nursing VIII	
NUR 190	Professional Nursing I	
NUR 191	Professional Nursing II	
Science Requirements		
SCI 130	Human Anatomy & Physiology I	
SCI 131	Human Anatomy & Physiology II	
SCI 132	Human Anatomy & Physiology III	
SCI 191	Pharmacology	
Recommended Electives		4
AHS 100	Medical Terminology	
AHS 225	National Phlebotomy Certification	
General Education Core		36
SSC 125	Lifespan Development Psychology	
Career Management		8
CMT 110	College as Career	
CMT 220	Developing Professional Presence	
Associate Degree Requirements Met		118

A required part of the Nursing program is taking the HESI examination. This occurs in NUR 120, NUR 221, and NUR 224. This exam is scheduled by the student and is taken outside of the classroom. Students are responsible for the cost of the examination, and re-examination, if necessary. The HESI exam score will be worth 10% of the overall class grade. Standardized licensure-related testing is included in the curriculum.

Convicted felons are not eligible to sit for the NCLEX-RN examination unless granted a waiver by the NCSBN and IDFP.

Associate in Applied Science Degree Pharmacy Technician Program

Pharmacy Technicians work under the supervision of registered pharmacists in a variety of health care settings including retail stores, hospitals, long-term care facilities, mail order pharmacies, and pharmaceutical companies. Responsibilities of technicians include compounding medications, preparing sterile products, packaging and labeling medications, and maintaining drug inventory.

Prior to each clinical practicum, clinical screening results including criminal background screen, drug test, current RMU health form, two-step TB screening, annual flu shot, CPR provider level card, and proof of health insurance are required.

Pharmacy Technician licensure in Illinois is required prior to taking PHM 250/252. A criminal background check is part of the licensure process. According to the Illinois Department of Financial & Professional Regulations (IDFPR), students acquiring licensure for Pharmacy Technicians after January 2008 will have two years to pass their PTCB examination from the date of licensure. Failing to do so will bar such candidate from the ability of license renewal unless enrolled in a Pharm-D program.

Convicted felons are not eligible to apply for the pharmacy tech licensure and sit for the PTCB examination unless granted waivers by the respective sponsoring organization.

Program Objectives

The program objectives of the A.A.S. in Pharmacy Technician degree meet the *Model Curriculum for Pharmacy Technician Training* goals and objectives developed collaboratively by:

- American Association of Pharmacy Technicians
- American Pharmaceutical Association
- American Society of Health-System Pharmacists
- National Association of Chain Drug Stores
- Pharmacy Technician Educators Council

By meeting these goals, plus additional objectives, the student will acquire the knowledge, skills and attitudes necessary to practice as a Pharmacy Technician and the foundation necessary for career advancement.

The Pharmacy Technician program at Robert Morris University will prepare students to:

- Understand and incorporate appropriate medical terminology into all aspects of the pharmacy.

Students will develop knowledge in the use and recognition of medical terminology as it relates to the pharmacy, basic sciences, pharmaceuticals and its application to patient care.

- Apply the theories and principles of basic and applied sciences including human anatomy and physiology, and microbiology to the pharmacy technician role of dispensing medicines.

Students will acquire and apply knowledge in anatomy and physiology, microbiology, and pharmacology to the pharmacy technician role and understand their application to patient care.

- Exhibit proficiency in the theoretical and practical application of receiving and screening prescriptions, preparing and distributing medications, and assisting with basic clinical services.

Students will master the skills necessary to prepare medication, including calculating and verifying accurate measurements, and creating accurate labeling. Students will compound sterile, non-sterile, and hazardous drug products and verify drug interactions. Students will demonstrate knowledge and skills necessary to assist the pharmacist in lab tests, immunizations and other routine patient care procedures.

- Analyze pharmaceuticals and the environment and use this knowledge to identify and assume appropriate responsibility for patient care.

Students will demonstrate an ability to function as a professional, integrating knowledge and skills to support the pharmacist. Students will be able to recognize by name and by visual inspection a wide variety of current pharmaceuticals. They will be able to identify a medicine and safely calculate and dispense it. Students will understand the purpose and administration of a wide variety of pharmaceuticals and their application to disease, including patient reaction, side effects, drug interactions, safe handling and storage.

- Demonstrate accuracy in all aspects of the operations of the pharmacy.

Students will be able to communicate effectively with both the patient and other health care professionals. They will efficiently perform business operations in the pharmacy including collection of payment, completion of claim forms, purchase of pharmaceuticals and supplies, maintenance of inventory control and recording of controlled substances. Students will know and adhere to all codes,

laws, regulations, and procedures within the recognized scope of a Pharmacy Technician.

- Speak and write effectively, analyze problems and develop solutions, and advance in their career field with experience or further education.

Through the general education curriculum, students will develop key skills in critical thinking, ethical reasoning, and oral and written communications. They will be acquainted with the events, ideas, cultural traditions, and technological developments that shape the contemporary world. This foundation will prepare students to compete effectively in the workplace and to advance educationally.

(Also see the General Education Studies curriculum objectives.)

Essential Skills of Pharmacy Technician Students

Essential skills represent the ability of the applicant or student to accomplish the essential requirements of the pharmacy technician program with or without accommodation. All requests for accommodation must be made through the Office of Student Services.

Physical

1. Identify sizes and shapes
2. Discriminate colors or shades
3. Able to freely maneuver around the work area
4. Safely and accurately count and measure

Cognitive

1. Communicate fluently in spoken English
2. Able to successfully receive and transmit information
3. Read and follow instructions
4. Lift, operate instruments and perform pharmacy technician procedures

Emotional/Psychological

1. Accurately perform duties in a stressful environment
2. Identify and respond to emergency and non-routine situations

Students are responsible for transportation to a variety of clinical site locations.

Standardized licensure-related testing is included in the curriculum.

Summary of Degree Requirements		Qtr. Hours
Major Requirements		44
PHM 102	Calculation & Measurement for Medication Preparation	
PHM 103	Clinical Practices: Assisting the Pharmacist	
PHM 106	Therapeutic Agents for Common Diseases I	
PHM 107	Therapeutic Agents for Common Diseases II	
PHM 110	Community Pharmacy Practice	
PHM 112	Acute Care Pharmacy Practice	
PHM 125	Law in Ethics in Today's Pharmacy	
PHM 250	Community Pharmacy Practicum	
PHM 252	Acute Care Pharmacy Practicum	
SCI 127	Anatomy & Body Systems I	
SCI 128	Anatomy & Body Systems II	
General Education Core		40
AHS 100	Medical Terminology	
SCI 134	Life Science Biology	
Career Management		8
CMT 110	College as Career	
CMT 220	Developing Professional Presence	
Associate Degree Requirements Met		92

Associate in Applied Science Degree Surgical Technology Program

The program is designed to prepare students to become allied health care professionals who work closely with surgeons, anesthesiologists, Registered Nurses, and other surgical personnel delivering patient care and assuming appropriate responsibilities before, during, and after surgery in the contemporary high-tech operating room (OR).

The Surgical Technology program is designed to prepare competent, entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The Robert Morris University Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Accreditation Review Council on Education in Surgical Technology & Surgical Assisting (ARC-STSA).

Students must sit for the Certified Surgical Technologist certification exam offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) as a graduation requirement. Students are responsible for exam fees.

Standardized certification-related testing is included in the curriculum.

Students are responsible for transportation to a variety of clinical site locations.

Program Objectives

The Surgical Technology program at Robert Morris University will prepare students to:

- Understand and incorporate appropriate medical terminology into all aspects of patient care as entry-level surgical technologists.

Students will develop knowledge in the use and recognition of medical terminology as it relates to surgical instrumentation, operating room (OR) equipment and procedures, human anatomy and physiology, pharmacology and its application to patient care.

- Apply the theories and principles of basic and applied sciences including human physiology and surgical anatomy to the perioperative role of a surgical technologist.

Students will acquire knowledge in anatomy and physiology, pharmacology, microbiology, and surgical procedures and understand their application in the OR and to perioperative patient care.

- Exhibit proficiency in the theoretical and practical application of surgical aseptic technique, surgical procedures, and all aspects of patient care.

Students will master the skills necessary to maintain the sterile field, to understand the importance of ensuring that all members of the operating team adhere to aseptic technique, and to demonstrate the knowledge and skills necessary to prepare and apply sterile dressings following the procedure.

- Demonstrate by recognition and application fundamental concepts of pharmacology.

Students will be able to recognize by name and by visual inspection a wide variety of current pharmaceuticals. They will understand the purpose and administration of a variety of pharmaceuticals and their application to a specific surgical case, including patient reaction, side effects, drug interactions, and safe handling and storage.

- Analyze the surgical case and environment and use this knowledge to identify and assume appropriate responsibility for patient care.

Students will demonstrate an ability to function as a professional member of a surgical team, integrating their knowledge and skills to support other team members and provide all aspects of patient care. They will be able to communicate effectively with both the patient and other health care professionals. They will be able to evaluate a surgical case to ensure the appropriate surgical environment and patient care is available. Students will know and adhere to all codes, laws, regulations, and procedures within the recognized scope of Surgical Technologists.

(Also see the General Education Studies curriculum objectives.)

Motor Skills

1. Possess fine motor skills and eye-hand coordination (both hands)
2. Ability to bend, reach, push, pull, stand, stoop, walk and perform full-range of body motion
3. Possess physical health and stamina, able to lift and carry 50 pounds
4. Demonstrate visual acuity (with correction if necessary) within normal range, including peripheral and color vision
5. Demonstrate auditory acuity (with correction if necessary) within normal range

Emotional Stability

1. Ability to withstand unusual sights and smells
2. Ability to adapt to high-stress environments and/or irregular working hours using appropriate coping mechanisms

Behavior

1. Recognize the hazards of the work environment to patients, personnel and self; assumes responsibility for safety
2. Possess stable temperament, responsible, organized and patient

Intellectual/Conceptual Judgments

1. Ability to respond quickly and prioritize in routine and emergency situations
2. Ability to anticipate the needs of the surgical team and use critical thinking to problem-solve in unusual or unexpected situations

Communication

1. Ability to communicate in a rational and coherent manner both orally and in writing
2. Ability to use accurate written documentation objectively, concisely and legibly

Prior to each clinical practicum, clinical screening results including criminal background screen, drug test, current RMU health form, two-step TB screening, annual flu shot, CPR provider level card, and proof of health insurance are required.

Clinical Case Requirements

The clinical case requirement, defined in the current edition of the AST Core Curriculum for Surgical Technology, 6e is:

The total number of cases the student must complete is 120.

- Students are required to complete 30 cases in General Surgery. Twenty of the cases must be in the *First Scrub Role*.

- Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the *First Scrub Role* and evenly distributed between a minimum of five surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty.
- Diagnostic endoscopy cases and vaginal delivery cases are not mandatory; however, up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted towards *Second Scrub Role* cases.

All student activities associated with the curriculum, especially while students are completing his or her clinical rotations, will be educational in nature. Students will not be receiving any monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.

Summary of Degree Requirements Qtr. Hours Quarters 1-6

Major Requirements 60

SCI 124	Human Body Systems I
SCI 144	Human Body Systems II
SCI 164	Human Body Systems III
SUR 125	Intro. to Surgical Technology
SUR 130	Principles of Surgical Technology
SUR 150	Surgical Technology I
SUR 200	Surgical Technology II
SUR 225	Surgical Technology III
SUR 250	Surgical Technology IV

General Education Courses 36

AHS 100	Medical Terminology
SSC 125	Developmental Psychology
SCI 154	Microbiology for Healthcare Professionals

Career Management 8

CMT 110	College as Career
CMT 220	Developing Professional Presence

Associate Degree Requirements Met 104

College of Nursing & Health Studies Faculty

Lora Timmons, MPH, CMA (AAMA), ACE
Dean, Teaching Fellow
 B.S., Iowa State University
 MPH, Northern Illinois University

David Baker
 B.S., University of Illinois
 M.S., University of Pennsylvania

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 M.S., Rush University

Jonell Benson-Cobb, RN
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 M.S.N., University of Phoenix

Pauline Chinnappan, RN
 B.S.N., St. John's College
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 B.S.N., Southern College
 M.S.N., DePaul University

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 M.S., University of Illinois

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 M.S.N., University of Phoenix

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 M.D., University of St. Eustatius School of Medicine

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 M.S., Ball State University

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 M.S., College of St. Francis

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 M.S., Illinois State University

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 M.S.N., Walden University

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 Senior Teaching Fellow*
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 D.C., Logan College of Chiropractic

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 M.S.N., Vanderbilt University

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 B.S., University of Illinois-Chicago
 M.D., University of Santiago
 M.B.A., Robert Morris University

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 M.Ed., University of St. Francis

Kendra Uhe, CMA (AAMA), ACSM
AHS Curriculum Chair
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 M.S., University of Illinois

Laarni Yagore
 B.A., North Central College

Susan Yazdanmehr, MD
 M.P.H., Benedictine University
 M.D., Shiraz Medical School

Advisory Boards

Medical Assisting

(Northern Region)

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Cindy Barceras	Current Student
Nancy Sue Bean.....	Medical Community, Mercy Works Pulaski
Bonnie Boersma.....	Sponsor Personnel
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Cheryl Frederick	Community Member
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Christina Raebel	Current Student

Medical Assisting

(Central Region)

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Yvonne Dougherty	Graduate Student, Medical Community
Debbie Edwards.....	Graduate Student
Richard Holloway, MD	Medical Advisor
Rhonda Mitro	Medical Community
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Chrissy Thomas	Medical Community
Joan Vazzi.....	Public Member/Springfield
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Rae Lynn Williams	Medical Community, Peoria Campus

Master of Management Healthcare

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Kathleen Mikos, DNP, RN	Ingalls Memorial Hospital
Rue Anne Mills	Resources & Associates Management
Richard Pabst, Jr.	RMU Adjunct Faculty
Sandra Scheinbaum, Ph.D.	Highland Park

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Tiffani Cwynar	RMU Nursing Student
Barbara Erlenbush, MSN, RN.....	Director of Nursing, Plymouth Place
Cynthia Gonzalaz.....	Weiss Hospital
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Antoinette Ibiapago.....	RMU Nursing Graduate
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Caroline Nawara, MD	Northwestern Memorial Hospital
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Surgical Technology Advisory Board

Lora Timmons, MPH, CMA (AAMA), ACE	Dean, CNHS
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Candice Felts	Practicing CST-Verified Non-Faculty
Cindy George	ST Employer-Verified Non-Faculty
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Marcus Lauria	Public Member-Verified Non-Faculty
Natan Mendes, MD, RCST.....	Program Director
Bryanna Satterlee	RMU ST Current Student
Jill Teodora	ST Program Faculty
John Vondran	RMU ST Alum

Clinical Council Members

The RMU Clinical Council provides the opportunity for clinical affiliations to formally engage with RMU and its leadership through strategic networking opportunities, communications and events.

- Elmhurst Memorial Hospital
Elmhurst, IL
- Lurie Children's Hospital of Chicago
Chicago, IL
- Ingalls Memorial Hospital
Harvey, IL
- Mercy Medical Center
Chicago, IL
- Mt. Sinai Hospital
Chicago, IL
- Northshore Hospitals
Chicagoland Area
- Northwestern Memorial Hospital
Chicago, IL
- Norwegian American Hospital
Chicago, IL
- Plymouth Place
LaGrange Park, IL
- Rush University Medical Center
Chicago, IL
- John H. Stroger, Jr. Hospital of Cook County
Chicago, IL
- The Clare at Water Tower
Chicago, IL
- University of Chicago Medical Center
Chicago, IL
- Vanguard Weiss Hospital
Chicago, IL

Institute of Professional Arts

Art & Design

Art & Design offers experiential practice and project-based learning to provide students with the knowledge to become successful designers. Graduates will be effective visual communicators who are proficient across multiple media, including print, web, and interactive design.

Bachelor of Applied Science Degree in Graphic Design

The Bachelor's program offers students a broad-based general education combined with an extensive design education that qualifies graduates to work across multiple media and disciplines. Through the integration of project simulations, internships and client-based experiences, students gain skills that are current with industry demand. Students complete the program with a professional grade portfolio that highlights the best examples of their work.

Program Objectives

The Bachelor's Degree program at Robert Morris University will:

- Prepare undergraduates with a strong foundation in the theory and applied skills of graphic design.

Students will develop the knowledge and skills necessary for effective visual presentation of verbal, photographic and graphic information. Students will gain knowledge of design theory through problem solving and research. The practical application of theory includes the development of skills and aesthetics for print, online, and interactive media.

- Prepare undergraduates to communicate ideas through the application of a developed aesthetic perspective.

Students will learn to communicate visually and verbally by using an aesthetic perspective, which is developed through the study of design history and theory. By incorporating research, and using oral and written dialogue with faculty and peers, students will develop design strategies and interpersonal presentation skills to convey concepts and investigate ideas.

- Prepare undergraduates for participation in the field of design through study and applied knowledge of professional practices.

The skill of turning concepts into products is developed through practical experience. Students will work individually or in teams to learn industry practices and experience successful interaction with peers and professionals. Students will create a portfolio of the best examples of their work.

- Provide undergraduates with professional experiences in the community and industry.

Art & Design programs emphasizes the experiential nature of design through project-based learning and through internship experiences with cultural institutions, business and even other colleges. Internship opportunities are identified, reviewed and supervised by the Institute of Professional Art faculty, as well as a multi-disciplinary committee.

(Also see the General Education Studies curriculum objectives.)

Summary of Degree Requirements Foundation

ART 108	Video Production
ART 109	Exploring Art & Media
ART 130	Design, Color & Composition
ART 203	Digital Illustration
ART 207	Digital Photography
ART 235	Digital Imaging
ART 236	Storyboarding
ART 270	Typography

Qtr. Hours
28

Design Requirements

ART 228	Design for the Web
ART 261	Graphic Design I
ART 291	Graphic Design II
ART 295	Multimedia Web Design
ART 326	Web Development for Designers
ART 334	Interface Design
ART 352	Publication Design
ART 425	Sign & Symbol
ART 438	Interactive Digital Publication

36

Major Requirements

ART 307	Advanced Digital Photography & Imaging
ART 312	2D Animation
ART 315	Motion Graphics
ART 338	Video & Sound Production
ART 345	Writing for Digital Media
ART 365	History of Graphic Design
ART 380	Internship
ART 411	The Business of Graphic Design
ART 440	Professional Portfolio Development

36

Total Major Requirements

96

Free Electives

12

General Education Courses

72

(Must include required Humanities & Career Management courses)

Career Management

8

CMT 330	Personal Narrative & Branding
CMT 440	Life-Long Career Strategy <i>or</i>
ICP 350	Intermediate ICenter Project <i>or</i>
ICP 450	Advanced ICenter Project

Bachelor Degree Requirements Met

188

Bachelor of Professional Studies Degree Architectural Technology Concentration

Bachelor of Professional Studies

The Bachelor of Professional Studies (BPS) is a degree-completion program designed specifically for students with a background in certain disciplines/with certain emphasis areas/majors. The junior/senior coursework is designed as a “cap” and will provide qualified students a seamless transition with little or no loss of credit.

The Professional Studies cap encompasses upper division coursework from a range of areas, thus the program’s multidisciplinary, applied focus. The program enables students to broaden their career expectations through development of skills and knowledge needed for multifaceted, public- or private-sector career roles related to their associate degree major. The Junior-Senior level curriculum groupings include coursework related to the areas of professional practice, the professional studies core; thematic sequences elective coursework, courses students select to address specific interests; and advanced courses in a concentration related to the student’s curriculum focus during his/her freshmen/sophomore years.

During the program, students will complete the professional studies core which focuses on the foundations of professional practice including financial planning, marketing, project management and facilities management. Through the concentration and thematic sequences elective courses, they will develop advanced professional skills and abilities to complement those acquired in their first two years.

Program Objectives

The Bachelor of Professional Studies at Robert Morris University will:

- Equip students with knowledge about the common managerial elements of organizations.

Students will develop competencies in general management, financial planning, marketing, project management and facilities management.

- Furnish students with a broad but directed foundation in intellectual inquiry to develop perspectives, knowledge, and cognitive skills that find application in the professional coursework.

Students will be able to integrate knowledge and skills from the multiple disciplines represented in the professional core, concentration, thematic sequences and general education courses.

- Provide undergraduates, through selection of a concentration relevant to previous associate degree level coursework, the opportunity to further develop proficiency related to that area of emphasis.

Students will expand their knowledge and experience in their chosen field of study through more advanced coursework and an internship in their selected concentration.

Concentration Objectives

The Architectural Technology Concentration at Robert Morris University prepares students to:

- Design architectural exterior and interior space, and provide leadership in the implementation of a project.

Students will be able to support architects and managers with space planning, and construction of commercial and residential building designs using architectural drafting and computer-assisted drafting skills. Students will have a foundation in construction methods, material and processes; building codes and standards; “green” construction; safety and accessibility.

Summary of Degree Requirements Qtr. Hours

Professional Core 24

BPS 320	Project Management
BPS 340	Role of the Professional in Society
BPS 370	Service Marketing
BPS 380	Facilities Management
BPS 410	Financial Planning for Professionals
BPS 450	Professional Studies Strategy (<i>Capstone Course</i>)

Concentration Courses 20

ACT 321	Architectural Graphics
ACT 322	Architectural Design
ACT 356	Advanced Internship
ACT 423	Construction Technology
ACT 424	Building Systems

Thematic Sequence Electives 52

Thematic Sequence I	12 – Communication
Thematic Sequence II	12 – Quantitative
Thematic Sequence III	12 – People & Society
Thematic Sequence IV	16 – Concentration Related

Thematic Sequences must include:

CMT 330	Personal Narrative & Branding
CMT 440	Life-Long Career Strategy <i>or</i>
ICP 350	Intermediate ICenter Project <i>or</i>
ICP 450	Advanced ICenter Project

Thematic Sequence-Concentration Related (Sustainable Construction)

ACT 331	The Basis for Sustainable Design
ACT 431	Sustainability in Construction
ACT 441	Sustainable Design Practicum

Bachelor Degree Requirements Met 96

In order to meet the 52 credit hour requirements in elective coursework, students will enroll in four thematic sequences. Each is a group of related courses selected under the direction of a faculty member, advisor, or Dean. The course selections will be guided by the student’s interests as well as education background.

Associate in Applied Science Degree Drafting & Design Technology

The Associate in Applied Science Degree in Drafting & Design Technology prepares students to use critical thinking and problem solving in development and communication of design solutions. The curriculum can be broken down into three distinct sequences. The practical knowledge sequence includes concepts in architectural history, building materials and assemblies, and basic industry knowledge; the technical skills sequence consists of instruction in two- and three-dimensional computer-aided drafting and building information modeling; the studio sequence provides a platform upon which students apply knowledge and skills gained to the solution of complex design problems. Upon degree completion, students will be prepared for careers in computer-aided drafting, building information modeling, interior space planning and design, facilities and operations, and construction coordinating.

Program Objectives

The Drafting & Design Technology program at Robert Morris University prepares students to:

- Perform as a member of the interdisciplinary design team and use critical thinking to offer constructive feedback to peers.
- Apply appropriate representational media, including freehand drawing, manual technical drafting, and computer-aided rendering to assess two- and three-dimensional objects.
- Recall historically significant architectural styles and contributors and assess relationships with modern architectural climate.
- Use computer-aided drafting techniques to create construction documents, including two- and three-dimensional plans and pictorials.

Summary of Degree Requirements		Qtr. Hours
Major Requirements		48
ACT 103	Introduction to Industry: Architecture, Engineering & Related Services	
ACT 105	Technical Drawing & Manual Drafting Fundamentals	
ACT 113	Architectural Materials & Assemblies 1	
ACT 125	Computer-Aided Drafting & Design 1	
ACT 141	Architectural Freehand Drawing	
ACT 151	Model Building	
ACT 155	Computer-Aided Drafting & Design 2	
ACT 204	Design Studio 1	
ACT 213	Architectural Materials & Assemblies 2	
ACT 255	Computer-Aided Drafting & Design 3	
ACT 264	Design Studio 2	
HUM 160	Architecture & Design: A Contextual Perspective	
General Education Core		36
Career Management		8
CMT 110	College as Career	
CMT 220	Developing Professional Presence	
Associate Degree Requirements Met		92

Associate in Applied Science Degree

Graphic Design Program

The Associate in Applied Science Degree in Graphic Design prepares students with manual and computer skills to manipulate graphics, style text, and arrange visual elements for publishing, design and advertising studios and business organizations. Students will utilize industry-based software. Completion of this program prepares students for entry-level positions as digital production artists, assistant graphic coordinators and lab assistants.

Program Objectives

The program at Robert Morris University prepares students to:

- Apply principles of design to text, imagery and layouts for effective visual communications.

Students will incorporate computer-based skills and techniques in producing design projects for the print industry. Students will coordinate text and image that demonstrates two-dimensional visual solutions to a variety of client needs.

(Also see the General Studies curriculum objectives.)

Summary of Degree Requirements

Major Requirements

ART 108	Video Production
ART 130	Design, Color & Composition
ART 203	Digital Illustration
ART 207	Digital Photography
ART 228	Design for the Web
ART 235	Digital Imaging
ART 236	Storyboarding
ART 261	Graphic Design I
ART 270	Typography
ART 291	Graphic Design II
ART 295	Multimedia Web Design

Qtr. Hours

44

General Education Core

36

(Required Humanities Course)

ART 109	Exploring Art & Media
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Career Management

8

CMT 110	College as Career
CMT 220	Developing Professional Presence

Free Elective

4

Associate Degree Requirements Met

92

Professional Arts (Art & Design) Faculty

Shelley Lamantia-Wright.....

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B.A., Ray College of Design
M.A., University of Illinois

Miguel Andonaequi.....

Curriculum Chair
M.F.A., Columbia College

Joseph Babula, IDEC.....

B.A., Harrington College of Design
M.A., Harrington College of Design

Barton Blakenburg.....

B.A., Southern Illinois University

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M.B.A., California State University
M.M., Robert Morris University

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M.S., Indiana University
Ph.D., Indiana University

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B.A., Sangamon State University

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Graduate Certificate, University of Michigan

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M.A., Oberlin College

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M. Arch, Illinois Institute of Technology

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M.L.A., University of Chicago

John Muhcow.....

B.A., Brooks Institute of Photography

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M.F.A., The School of the Art Institute-Chicago

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M.F.A., The School of the Art Institute-Chicago

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M. Arch, New School of Architecture & Design

Kristen Sonntag.....

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M.F.A., Rochester Institute of Technology

Art & Design Advisory Board

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Andy Crestodina.....	Principal/Strategic Director, Orbit Media Studios, Inc.
Loren Greiff.....	Aquent
Jeff Hartvigsen.....	Multimedia Producer, Crain’s Chicago Business
Tim Lapetino.....	Principal/Designer, Hexanine
Joe Wright.....	Performance Communications Group

Drafting & Design Technology Advisory Board

Joe Babula.....	Design Consultant, J2-Design
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Dana Levine.....	Interior Designer, S. Stein & Company
Kevin Peterson.....	K. Peterson Associates, Inc.

Culinary Arts

Bachelor of Professional Studies Degree

Advanced Culinary & Hospitality Management

Bachelor of Professional Studies

The Bachelor of Professional Studies (BPS) is a degree-completion program designed specifically for students with a background in certain disciplines/with certain emphasis areas/majors. The junior/senior coursework is designed as a “cap” and will provide qualified students a seamless transition with little or no loss of credit.

The Professional Studies cap encompasses upper division coursework from a range of areas, thus the program’s multidisciplinary, applied focus. The program enables students to broaden their career expectations through development of skills and knowledge needed for multifaceted, public- or private-sector career roles related to their associate degree major. The Junior-Senior level curriculum groupings include coursework related to the areas of professional practice, the professional studies core; thematic sequences elective coursework, courses students select to address specific interests; and advanced courses in a concentration related to the student’s curriculum focus during his/her freshmen/sophomore years.

During the program, students will complete the professional studies core which focuses on the foundations of professional practice including financial planning, marketing, project management and facilities management. Through the concentration and thematic sequences elective courses, they will develop advanced professional skills and abilities to complement those acquired in their first two years.

Program Objectives

The Bachelor of Professional Studies at Robert Morris University will:

- Equip students with knowledge about the common managerial elements of organizations.

Students will develop competencies in general management, financial planning, marketing, project management and facilities management.

- Furnish students with a broad but directed foundation in intellectual inquiry to develop perspectives, knowledge, and cognitive skills that find application in the professional coursework.

Students will be able to integrate knowledge and skills from the multiple disciplines represented in the professional core, concentration, thematic sequences and general education courses.

- Provide undergraduates, through selection of a concentration relevant to previous associate degree level coursework, the opportunity to further develop proficiency related to that area of emphasis.

Students will expand their knowledge and experience in their chosen field of study through more advanced coursework and an internship in their selected concentration.

Concentration Objectives

The Bachelor of Professional Studies Degree in Advanced Culinary & Hospitality Management program:

Students will be able to hone their culinary skills and incorporate new techniques that will be utilized in the food industry. In conjunction with their advancement in culinary, students will also receive upper level hospitality training that will allow them to manage and operate any food service operation from both the front and back of the house.

Summary of Degree Requirements

Qtr. Hours

Professional Core

24

BPS 320	Project Management
BPS 340	Role of the Professional in Society
BPS 370	Service Marketing
BPS 380	Facilities Management
BPS 410	Financial Planning for Professionals
BPS 450	Professional Studies Strategy (<i>Capstone Course</i>)

Concentration Courses

20

CUL 330	Advanced Pastry & Breads
CUL 425	Master Chef’s Workshop
CUL 435	Wine & Food Pairing
CUL 453	Advanced Restaurant a la Carte
HGT 345	Purchasing for the Hospitality Industry

Thematic Sequence Electives

52

Thematic Sequence I	12 – Communication
Thematic Sequence II	12 – Quantitative
Thematic Sequence III	12 – People & Society
Thematic Sequence IV	16 – Concentration Related

Thematic Sequences must include:

CMT 330	Personal Narrative & Branding
CMT 440	Life-Long Career Strategy <i>or</i>
ICP 350	Intermediate ICenter Project <i>or</i>
ICP 450	Advanced ICenter Project

In order to meet the 52 credit hour requirements in elective coursework, students will enroll in four thematic sequences. Each is a group of related courses selected under the direction of a faculty member, advisor, or Dean. The course selections will be guided by the student’s interests as well as education background.

Associate in Applied Science Degree Culinary Arts Program

The Associate in Applied Science Degree in Culinary Arts prepares students to provide professional chef and related cooking services in restaurants and other commercial food venues; the coursework places emphasis on mastery of culinary skills and techniques as well as basic managerial concepts applicable to food service establishments.

Program Objectives

The Associate in Applied Science Degree in Culinary Arts program will:

- Develop in students the knowledge, skills and professional work habits necessary to successfully prepare a variety of cuisines in the foodservice industry.

Students will gain solid practice in, and an understanding of, classical and modern culinary techniques, cooking methods and volume food preparation as applied to safety and sanitation, meats, seafood and poultry, American regional, ethnic and international cuisines and nutrition. Students will learn to consistently practice key work habits needed to succeed in the culinary industry with emphasis on: professionalism, technique, speed and timeliness, organization, mise en place and teamwork.

- Prepare students for management and leadership roles in the Culinary and Hospitality industries.

Students will develop the knowledge, skills and ability to evaluate, design, implement and manage all aspects of culinary and hospitality operations. The program focuses on giving students theoretical and practical experience in designing menus, managing and controlling restaurant and beverage costs, facilities design and operations management

Students will learn the principles of human resources management and will know how to adhere to all codes, laws regulations and procedures within the recognized scope of practice for the Culinary and Hospitality industry. Students will learn how to effectively communicate with personnel and clients, and how to effectively market themselves and their operations.

Ultimately, students must apply their knowledge in an internship in the Culinary or Hospitality industry.

Demonstration Topics

Hospitality Industry Careers
Spice Origins and Usage
Fish Fabrication
Meat/Poultry Fabrication
Knife Sharpening, Care and Usage
Resume Writing, Interview preparation specifically designed for restaurant employment
International Cuisine
Plating & Buffet Preparation
Owning and Operating A Restaurant
Restaurant Careers
Menus for American Regional Cuisine

Summary of Degree Requirements Quarters 1-6

Major Requirements 45

CUL 110	Sanitation & Safety (1 qtr. hour)
CUL 126	Culinary Fundamentals I
CUL 131	Culinary Fundamentals II
CUL 235	Meat & Poultry
CUL 240	Baking & Pastry
CUL 245	Seafood
CUL 253	Restaurant A la Carte (8 qtr. hours)
CUL 260	American Cuisine
CUL 265	Taste of the World
CUL 290	Culinary Externship
HGT 275	Menu Management & Facilities Design
HGT 287	Restaurant Operations Management

General Education Core 36

Career Management 8

CMT 110	College as Career
CMT 220	Developing Professional Presence

Associate Degree Requirements Met 93

Professional Arts (Culinary) Faculty

Shelley LaMantia-Wright

Dean
B.A., Ray College of Design
M.A., University of Illinois

Tenoch Ang

A.A., Culinary Arts, Institute of Culinary Education, NY
B.S., Commerce & marketing, LaSalle College, Philippines

Nancy Castagnet

B.A., Dominican University

Cheryl Corrado

B.S., Psychology, St. Joseph's College, Indiana

John Daschler

B.S., Foodservice & Housing Administration
Pennsylvania State University
M.S., University of Wisconsin-Stout

Henry Hoekstra.....

A.A.S., Culinary Arts, Kendall College
B.A., Eastern Illinois

Leslie Morris.....

B.A. of Fine Arts, Missouri State

Andrea Nickels.....

A.A.S., Hospitality Management, Elgin Community College
A.A.S., Culinary Arts, Elgin Community College

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J.D., Drake University

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Advisory Board

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Director of Education, Illinois Hotel & Lodging Association

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Owner, Superior Ocean Produce

Gale Gand.....

Executive Pastry Chef/Partner, Chicago Area Restaurants

Victor Gehrit.....

Chef, Consultant

Brad Hindsley, MCFE

Owner & Executive Chef, Spire

David Kile.....

Corporate Director/Food & Beverage, Cooper's Hawk Winery & Restaurant

Paul LoDuca.....

Executive Chef, Vinci Restaurants-Chicago

Lauren Marquez

Alumni, Bittersweet Bakery

Ron Martin

Culinary Education Consultant

Romelia Norrington

Culinary Department Chair, Dunbar Vocational

Michael Reich.....

Executive Chef, Renaissance Hotel-Chicago

Amy Sheren.....

Executive Director, Chicago Foundation for Education

Gordon Sinclair

Former Owner, Gordon's Restaurant-Chicago

Michael Violtt.....

Chancellor, Robert Morris University

Guest Lecturers

Jim Bactub, CEC

Kendall College

Adrian Barnes.....

Chef

Maria Besabarras

Professor – Culinary Institute of America
University of Alaska

Sean Billing

Fairmont Hotel – Chicago

Tom Blando.....

Consumer's Meat Packing

Duane Boslett.....

Chef, Café Absinthe

Paul Brigante.....

Executive Chef Research Development, Turanno Baking Company

Maneet Chauhan

Executive Chef, Vermillion

Robert Childers.....

Ice Carver

Gaetano di Benedetto.....

Chef/Owner, La Piazza

Carlos Gaytan

Executive Chef, Bistro Margot

Joe Gustaffon
Executive Chef, Consentino Wineries, Napa Valley

Mark Martell.....
LaGrange Country Club

Dan Mullen.....
Sales Representative, Plitt Seafood

Stan Neva.....
Northwest Meats

John Orr
Consultant – Menu Management Research & Development

Joseph Pawlak
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Bill Peterson.....
Northwest Cutlery

Mario Rizzotti.....
President – Academia Barilla

Lara Rondinelli, RD, LDN, CDE.....
Diabetes Center Coordinator, RUSH University Medical Center

Giles Schnierle.....
President, Great American Cheese Company

Lars Schweig.....
Purchasing, Supreme Lobster

Ke’o Valazquez.....
ACF Regional Junior Chef of the Year
Chain du Rotisseurs Best Young Chefs of America

Sue Warrich
Director of Catering - Food Evolution

Craig Wilson.....
American Recruiting

Master Chefs

Chef John Hogan
Keefer's

Chef Homaro Cantu
Moto

Chef Paul Virant
Vie

Chef Beverly Kim Clark
Aria

Chef Ryan Wombacher
Topaz

Institute of Technology & Media

The Mission of the Institute of Technology & Media is to provide an applied, career-oriented computer education, prepare students for advanced study in the computer field, produce graduates who possess sound interpersonal skills, and strive to implement visionary and innovative ideas in technology.

The educational objectives for the Institute of Technology & Media undergraduate program at Robert Morris University are to deliver innovative curricula, creative ideas and progressive technologies. Graduates will:

- Possess technological ability in current technology systems with the necessary tools to develop optimal solutions in public and private sectors.
- Demonstrate knowledge necessary to apply emerging technologies and pursue graduate/professional education.
- Express and exchange ideas and communicate in a clear and organized manner.

Bachelor of Applied Science Degree

The Bachelor of Applied Science Degree in Computer Studies prepares persons for career positions that require a solid academic and skills-oriented background in applied computer technology to support business operations. The program consists of a general education component, the required fundamental courses in computer studies, and election of study areas.

Program Objectives

The Bachelor of Applied Science Degree in Computer Studies at Robert Morris University will:

- Prepare undergraduates with a strong foundation of knowledge and skills relevant to computer studies and the microcomputer technology environment; based on the concentration, this could include microcomputer system architecture, computer programming, network systems, cloud computing, mobile application development, security, database and more.

Students develop competencies in the major areas of computer studies represented in the required courses to perform effectively in a computer technology based organization or function.

- Prepare students for entry-level professional positions, career mobility and further professional development.

The major courses emphasize the dynamic nature of computer technology and its application in diverse employment sectors in business, industry, not-for-profit entities, and government agencies. Instructional methodologies that integrate concepts and problem-solving build skills enabling students to adapt to the rapidly changing environment. Through laboratory experiments and project experiences, students achieve meaningful learning that is related to real world needs. The curriculum is designed to stimulate students' awareness of, motivation for, and commitment to the need for continuing education in order to achieve and maintain their professional status in the field.

Bachelor of Applied Science Degree Networking

The Networking Specialization curriculum is offered to meet the market demand for network Administrators who can manage local and wide area networks. Students set up and configure file and web servers. Students program Cisco routers and switches. Students address key issues in network security and wireless communication.

Students can select major elective courses in local or cloud computing, CISCO, mobile application development, web development, database or business management.

Students learn detailed aspects of local and wide area networks to share hardware and software resources in a secure environment. Computer hardware design knowledge and operating systems are also emphasized.

Program Specialization Outcomes

The Networking Concentration at Robert Morris University prepares students to plan, design, implement, manage and troubleshoot local and wide area networks whether it is hosted locally or over the cloud.

- Students develop a **Plan** after collecting information about the organization's networking needs, information flow, and existing infrastructure.
- Students create the **Design** with network diagrams. Students recommend network topology and draw the logical layout and cut-sheet diagrams. Students select hardware and develop a project cost estimate.
- Students **Implement** their networks by programming routers and switches. This includes creating router subnets and configuring switch VLANs to best allocate bandwidth on each network segment. Network security is integrated into the implementation through server and router configuration.
- Students **Manage** and maintain networks through specialized network management software.
- Students **Troubleshoot** their networks with network management and specialized forensics software that discovers tampering and gathers evidence for law enforcement.

Summary of Degree Requirements

Required Courses

CIS 220	Operating Systems
CIS 232	Local Area Networks
CIS 237	Internetworking
CIS 240	System Engineering I
CIS 244	Security Fundamentals
CIS 264	Networking Essentials
CIS 265	Routing & Switching
CIS 266	Router Configuration

Required Upper Division Information Systems

CIS 318	Java Programming
CIS 356	Advanced Internship
CIS 498	Senior Project

Cloud Computing

CIS 445	Advanced Network Services
CIS 447	Network Management

Database

CIS 308	Database Design
CIS 415	Database Management

Security

CIS 444	Network Security
CIS 446	Computer Forensics

Mobile Technology

CIS 417	Objective-C for iPhone
CIS 418	iPhone Application Development
CIS 419	Android Application Development

or

CISCO

CIS 364	Advanced Routing & Switching
CIS 366	WAN Technologies
CIS 443	Wireless Technologies

Major Electives

Database

CIS 307	Client/Server Network Database
CIS 309	Database Development

Qtr. Hours

32

Business Management

CIS 310	Management Information Systems
CIS 411	Leadership in Technology
MGT 310	Contemporary Applied Management
MGT 400	Operations Management

Web Development

WDV 330	Extensible Mark-up Language
WDV 340	Client-Side Scripting Using JavaScript
WDV 350	Server-Side Scripting Using ASP.NET
WDV 360	Database Application in Web Development

Total Major Requirements	88
Free Electives	16
General Education Courses	76
Career Management	8
CMT 330	Personal Narrative & Branding
CMT 440	Life-Long Career Strategy <i>or</i>
Bachelor Degree Requirements Met	188

BAS/MIS Dual Degree

Robert Morris University offers a dual degree program which allows qualified students to earn both a Bachelor's Degree in Networking (BAS) and a Master's Degree in Information Systems (MIS), in an accelerated timeframe. By working toward the dual degree, students will be required to take a total of 132 quarter hours (in addition to an Associate Degree or equivalent). This is 16 quarter hours less than if they pursued the two degrees separately.

Master of Information Systems Program Description

To remain competitive, IS professionals combine their skills in innovation and analysis with the ever-changing technology to resolve business challenges and anticipate future conditions. The Master of Information Systems (MIS) degree provides students with the requisite knowledge and skill to succeed in the evolving IS management field.

At the completion of Robert Morris University's MIS Program, students will be able to:

- Demonstrate communication strategies appropriate to professional roles.

Students will be able to demonstrate effective oral and written communication, presentation skills and collaborative competencies.

- Conceptualize, organize and resolve complex information system problems.

Students will be able to analyze, plan and manage information systems that solve current and future business systems problems.

- Evaluate the ethical and social implications of business and personal decisions..

Students will be able to analyze and propose solutions that balance the ethical/social needs of the global community with the sustainability of the organization.

- Conceptualize and implement database systems to manage information in an organization.

Students will be able to analyze, design, implement and test a database to ensure its efficiency and integrity.

- Design secure network infrastructure and disaster recovery plans to protect organizational resources from internal and external threats.

Students will be able to apply principles of computer networking, telecommunications, and security to evaluate alternative strategies.

Summary of Degree Requirements	Qtr. Hours
<i>Associate Degree or Equivalent Requirements Met</i>	92
<i>General Education Courses</i>	32

Required Upper Division Information Systems 48

CIS 356	Advanced Internship
CIS 498	Senior Project
MIS 525	Object-Oriented Programming

Cloud Computing

CIS 447	Network Management
MIS 540	Data Communication & Networking

Database

CIS 308	Database Design
MIS 515	Database Design & Management

Security

CIS 446	Computer Forensics
MIS 542	Network & Internet Security

Mobile Technology

CIS 417	Objective-C for iPhone
CIS 418	iPhone Application Development
CIS 419	Android Application Development

or

CISCO

CIS 364	Advanced Routing & Switching
CIS 366	WAN Technologies
CIS 443	Wireless Technologies

Major Electives

Database

CIS 307	Client/Server Network Database
CIS 309	Database Development

Business Management

CIS 310	Management Information Systems
CIS 411	Leadership in Technology
MGT 310	Contemporary Applied Management
MGT 400	Operations Management

Web Development

WDV 330	Extensible mark-up Language
WDV 340	Client-Side Scripting Using JavaScript
WDV 350	Server-Side Scripting Using ASP.NET
WDV 360	Database Application in Web Development

Career Management	8
CMT 330	Personal Narrative & Branding
CMT 440	Life-Long Career Strategy <i>or</i>

Bachelor Degree Requirements Met 188

Management Information System	36
CORE	20
MIS 517	Client/Server Development
MIS 521	IT Financial Management
or	
MIS 531	IT Service management
MIS 590	Capstone: Connecting Globally
MGT 505	Ethics & Communications
MGT 508	Research & Statistics for Management

Concentration 16

Business Analytics

PRD 580	Data Modeling & Intelligent Information
PRD 585	Predictive Modeling I – Econometric Analysis
PRD 590	Predictive Modeling II – Time Series & Forecasting
PRD 600	Communication

or

Mobile Computing

MIS 560	Developing Mobile Native Apps I
MIS 565	Developing Mobile Web Applications
MIS 572	Developing Mobile Native Apps II
MIS 585	Special Topics in Mobile Development

or

Information Security

MIS 548	Information Security Management
MIS 562	Legal Issues in Information Assurance & Auditing
MIS 575	Ethical Hacking
MIS 589	Business Continuity, Disaster Recovery Theories & Strategies

Bachelor's & Master's Degree Requirements Met 224

Associate in Applied Science Degree Computer Networking Specialist Program

The Computer Network Specialist program combines knowledge of business software applications with an emphasis on microcomputer systems in a networked environment. Specialized computer skills in network installation and maintenance qualify students to assume software and network support positions in a microcomputer systems environment.

Program Outcomes

The Computer Network Specialist program at Robert Morris University will:

- Prepare students with a strong foundation of knowledge and skills to select, design, install and maintain a local area network.

Students are introduced to the study of telecommunications and network systems. Students obtain the necessary skills to design, administer and troubleshoot a network. Specifically students evaluate the design and administration of a computer network by determining appropriate topology, access control, communication media, and operating systems that include Microsoft Windows and Linux.

- Prepare students with in-depth background and CISCO router programming skills to install and maintain a wide area network.

Students are introduced to the OSI 7-layer model of network communications. Students then apply this knowledge to CISCO routing fundamentals and comprehensive lab exercises in programming routers for wide area network communication.

- Prepare students with the necessity skill to select, manage and repair microcomputer systems.

Students will utilize troubleshooting and hardware skills to build a computer from scratch and customize personal needs to determine appropriate computer hardware/software requirements.

- Equip students with the basic concepts of database and Database Management Systems.

Through hands-on activities students will acquire the skills necessary to design and build a database utilizing MS Access and Oracle DBMS. Students will learn basic SQL computer language to create, query, update and maintain, and administer a database. They will also learn how to create complex reports.

Summary of Degree Requirements		Qtr. Hours
Major Requirements		36
CIS 208	Database Programming	
CIS 220	Operating Systems	
CIS 232	Local Area Networks	
CIS 237	Internetworking	
CIS 240	Systems Engineering I	
CIS 244	Security Fundamentals	
CIS 264	Networking Essentials	
CIS 265	Routing & Switching	
CIS 266	Router Configuration	
General Education Core		36
Recommended Major Courses		8
CIS 261	LINUX/UNIX	
CIS 262	LINUX Security	
Career Management		8
CMT 110	College as Career	
CMT 220	Developing Professional Presence	
Free Electives		4
Associate Degree Requirements Met		92

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MORRIS Graduate School of Management

Master Program Descriptions

The Master of Business Administration (MBA) degree program prepares the student to meet the rigorous demands and changing expectations required of a business leader. Emphasis is on the application of concepts, and decision-making through the study of accounting, economics, finance, information systems, management and marketing.

Master of Business Administration

At the completion of Robert Morris University's MBA Management Concentration Program, students will be able to:

- Demonstrate communication strategies appropriate to professional roles.

Students will be able to demonstrate effective oral and written communication, presentation skills and collaborative competencies.

- Conceptualize, organize and resolve complex business problems.

Students will be able to analyze and interpret data in the areas of accounting, finance, economics, marketing, management information systems, and management to formulate sound business decisions.

- Manage technological resources to meet organizational goals.

Students will be able to utilize statistical and analytical software and describe the role of collaborative systems in formulating effective business solutions.

- Evaluate the ethical, social and environmental implications of business and personal decisions.

Students will be able to analyze and propose solutions that balance the ethical and social needs of the global community with the sustainability of the organization.

- Synthesize and integrate relevant evidence regarding internal and external environmental conditions to formulate and recommend feasible strategic actions.

Students will be able to formulate strategic perspectives that identify an organization's competitive advantages and address stakeholder concerns, organizational capabilities, and ethical responsibilities.

- Develop personal leadership competencies that address the needs of dynamic organizations.

Students will be able to demonstrate growth in personal leadership competencies, assess an organization's leadership and social capital and evaluate their effects on an organization.

Management Concentration

- Demonstrate personal and strategic leadership competencies that address needs of contemporary organizations.

Students will be able to demonstrate growth in personal leadership competencies, assess organizational leadership and social capital and evaluate their impact on business objectives.

Management/Finance Concentration

- Demonstrate personal and strategic leadership and investments competencies that address the needs of contemporary organizations..

Students will be able to demonstrate growth in personal leadership competencies, assess organizational leadership and social capital and evaluate their impact on business objectives.

Students will be able to provide analysis and guidance to organizations and individuals in making investments decisions.

Management/Human Resource Management Concentration

- Demonstrate personal and strategic leadership competencies and alignment of goals with a talent base that address the needs of contemporary organizations.

Students will be able to demonstrate growth in personal leadership competencies, assess organizational leadership and social capital, and evaluate their impact on business objectives.

Students will be able to design effective human resources systems to support organizational needs and create the next generation of high-performing leaders.

Information Security Management Concentration

- Evaluate information security threats within various organizations.

Students will assess and understand the information security risks faced by an organization.

- Compare information security management strategies.

Students will evaluate tools and resources currently available to limit risk, mitigate the effects of hostile action and recover from attack.

- Design and simulate an information security configuration.

Students will manage the development, implementation and evolution of a security infrastructure.

- Evaluate the impact of social regulations on information security.

Students will assess the impact of policy, legislation, compliance requirements and market trends on organizational security objectives.

Human Resource Management Concentration

- Integrate human resource functions into an organization's strategic plan and align goals of the organization with its talent base.

Students will be able to design effective human resources systems to support organizational needs and create the next generation of high-performing leaders.

Accounting Concentration

- Demonstrate advanced accounting knowledge and skills to manage an organization's fiscal policies and operations.

Students will be able to apply accounting methods and communicate in-depth financial analysis to complex organizational situations.

Accounting/Finance Concentration

- Demonstrate advanced accounting knowledge and skills to manage an organization's fiscal policies, investments, and fiscal operations.

Students will be able to apply accounting methods and communicate in-depth financial analysis for complex organizational situations.

Students will be able to provide analysis and guidance to organizations and individuals in making investments decisions.

Master of Management

At the completion of the Master of Management program, students will be able to:

- Demonstrate communication strategies appropriate to professional roles.

Students will be able to demonstrate effective oral and written communication, presentation skills and collaborative competencies.

- Conceptualize, organize, and resolve complex business problems.

Students will understand and be able to interpret financial accounting, management accounting, and general finance principles.

- Evaluate the ethical, social and environmental implications of business and personal decisions.

Students will be able to propose solutions that account for the ethical requirements of operations leadership while implementing the strategic needs of the organization.

- Integrate relevant evidence regarding resources allocation in order to implement policy.

Students will develop managerial skills and expertise that require the integration of resource allocation and policy implementation.

- Develop personal leadership competencies that address the needs of dynamic organizations.

Students will build upon an experiential foundation and further develop leadership abilities in an area of emphasis.

Design & Media Concentration

The Master of Management Design & Media Specialization provides an opportunity for working professionals in a visual arts field to move into management positions, and achieve an additional area of competency in the field of Design & Media.

In addition to the general outcomes of the Master of Management Degree Program, students in the Design & Media Specialization will:

- Formulate, construct, and evaluate complex design media campaigns

Students will design effective strategies for the creation of complex campaigns across multiple media and channels.

- Examine and select potential solutions for design and media campaigns and develop strategies for their implementation.

Students will engage in the creation of design and media campaigns while part of production teams

- Apply the theory and aesthetics of integrated media to professional work in the field.

Students will create design and media plans and projects that demonstrate application of advanced aesthetic principles and theories of human-computer interaction.

Health Care Administration Concentration

The summary of degree requirements for this program can be found under the College of Nursing & Health Studies.

This program provides the foundation for students in the MM HCA Specialization to utilize advanced knowledge and skills to function as effective administrators in a variety of health care delivery settings.

In addition to the general outcomes of the Master of Management Degree Program, students in the HCA Specialization will demonstrate:

- Ethics & Global Social Responsibility – students will embrace ethical analysis when approaching complex decisions while considering the legal and ethical impact of their actions and decisions.

- Analytical – students will present management plans that are relevant to specific accounting and financial constraints related to business performance.
- Integration – students will demonstrate managerial skill related to integration of regulatory compliance, quality of care, reimbursement structures, and directing and supervising staff within complex health care delivery settings.

Higher Education Administration Concentration

In addition to the general outcomes of the Master of Management Degree program, students in the Higher Education Administration Specialization will:

Develop management skills directly related to the exigencies of the contemporary higher education environment, considering the important elements of curriculum, student expectations and issues, assessment, and resource management.

Students will be able to:

- Make administrative decisions based on current best practices in Higher Education Administration
- Consider broader issues of accreditation and governance in managing higher education enterprises
- Apply general management principles in decision-making in the context of higher education.

Law Enforcement Administration Concentration

The Master of Management Law Enforcement Specialization will strengthen individuals currently employed in the law enforcement field (public or private). The specialization courses in Law Enforcement will address critical issues facing administrators of federal, state, local and private agencies.

In addition to the general outcomes of the Master of Management Degree Program, students in the Law Enforcement Administration Specialization will be able to:

- Develop leadership and managerial competence to direct departments or agencies to serve communities in a socially responsible manner.
- Evaluate an agency's overall effectiveness and efficiency by applying appropriate resource and organizational

management theory to a myriad of issues facing all types of public and private agencies.

- Analyze the recent complexities of crime prevention due to societal changes and technology advancements to strategically position public and private agencies to effectively collaborate and manage such issues.

Sports Administration Concentration

The Master in Management Specialization in Sports Administration is for individuals interested in developing competence and pursuing careers in the management of sports personnel and facilities. This degree provides the foundation, advanced knowledge and skills to function as effective administrators in a variety of sports and recreation settings. Students will consider legal, ethical, financial, public relations, human resources, and general business principles as they specifically relate to managing within the complex sports and athletic industry.

In addition to the general outcomes of the Master of Management Degree program, students in the Sports Administration Specialization will:

- Utilize advanced knowledge and skills to function as effective administrators in a variety of sports and recreation settings.
- Analyze and apply relevant business, legal, and ethical principles to the management and oversight of sports and athletic businesses.
- Consider the complexities and issues in academic sports administration from an intercollegiate context.
- Develop, design and assess a comprehensive sports event and facilities management plan considering legal, financial, public relations, and human resource implications.

Master of Business Administration Accounting Concentration

This program provides the framework in advanced accounting knowledge and skills that prepares student to assume a role in managing an organization's fiscal policies and operations. Students will apply accounting methods and communicate in-depth financial analysis to complex organizational situations.

This program is for students with an earned BBA with an accounting concentration or a BS/BA in accounting. Students without an undergraduate accounting background are required to complete 32 quarter hours of undergraduate accounting.

CPA review courses are also available, but they are outside the requirements for the MBA degree.

Summary of Degree Requirements		Qtr. Hours
Foundation (<i>Foundation courses do not count toward degree credit</i>)		0-8
BUS 500	Combined Foundations of Acct.& Finance	
BUS 501	Combined Foundations of Economics & Statistics	
Core Courses		40
<i>Accounting</i>		4
ACC 510	Accounting for Managerial Decisions	
<i>Economics/Finance</i>		8
ECN 510	Managerial Economics	
FIN 520	Corporate Finance	
<i>Quantitative Methods for Management</i>		8
MIS 510	Management Information Systems	
MGT 508	Research & Statistics for Management	
<i>Marketing</i>		4
MKT 520	Marketing Management	
<i>Management</i>		16
MGT 505	Ethics & Communication	
MGT 545	Leadership Practice & Theory	
MGT 560	Operations Management	
MGT 590	Capstone: Competing Globally	
Accounting Concentration		16
ACC 520	Fraud Prevention & Detection	
ACC 560	Advanced Auditing	
ACC 571	Government Accounting	
FIN 525	Investment Analysis	

MBA Graduation Requirements **56**

Master of Business Administration Human Resource Management Concentration

This program prepares students to integrate human resource functions into an organization's strategic plan and align organizational goals or the organization with its talent base. Students will be able to design effective human resource systems to support organizational needs and create the next generation of high-performing leaders.

This program is for students who have completed a BBA with a concentration in management of business. Students without an undergraduate degree in management or business are required to complete two foundation courses.

Summary of Degree Requirements		Qtr. Hours
Foundation (<i>Foundation courses do not count toward degree credit</i>)		0-8
BUS 500	Combined Foundations of Acct. & Finance	
BUS 501	Combined Foundations of Economics & Statistics	
Core Courses		40
<i>Accounting</i>		4
ACC 510	Accounting for Managerial Decisions	
<i>Economics/Finance</i>		8
ECN 510	Managerial Economics	
FIN 520	Corporate Finance	
<i>Quantitative Methods for Management</i>		8
MIS 510	Management Information Systems	
MGT 508	Research & Statistics for Management	
<i>Marketing</i>		4
MKT 520	Marketing Management	
<i>Management</i>		16
MGT 505	Ethics & Communication	
MGT 545	Leadership Practice & Theory	
MGT 560	Operations Management	
MGT 590	Capstone: Competing Globally	
Human Resource Concentration		16
MGT 554	Management & Performance Consulting	
MGT 555	Legal Issues in Human Resource Management	
MGT 556	Compensation & Benefits	
MGT 557	Employee Recruitment, Selection & Retention	

MBA Graduation Requirements **56**

**Master of Business Administration
Information System Concentration**

The Information System Concentration introduces students to an array of topics in IT. Students will learn the basics of database design and management, data communication and network protocols and technologies, how to design and implement security plans to include risk and assessment, threat and vulnerability analysis, implementation of controls and safeguards, and maintenance.

Summary of Degree Requirements		Qtr. Hours
BUS 500	Combined Foundations of Accounting & Finance	
BUS 501	Combined foundations of Economics & Statistics	
CIS 500	Foundations of Computing	
Core Courses		40
ACC 510	Accounting for Managerial Decisions	
ECN 510	Managerial Economics	
FIN 520	Corporate Finance	
MIS 510	Management Information Systems	
MGT 505	Ethics & Communications	
MGT 508	Research & Statistics for Management	
MGT 545	Leadership Practice & theory	
MGT 560	Operations Management	
MGT 590	Capstone: Competing Globally	
MKT 520	Marketing Management	
Concentration Courses		16
MIS 515	Database Design & Management	
MIS 540	Data Communication & Networking	
MIS 542	Network & Internet Security	
MIS 548	Information Security & Management	
MBA Graduation Requirements		52-56

**Master of Business Administration
Management Concentration**

Summary of Degree Requirements		Qtr. Hours
Foundation (<i>Foundation courses do not count toward degree credit</i>)		0-8
BUS 500	Combined Foundations of Accounting & Finance	
BUS 501	Combined Foundations of Economics & Statistics	
Core Courses		40
<i>Accounting</i>		4
ACC 510	Accounting for Managerial Decisions	
<i>Economics/Finance</i>		8
ECN 510	Managerial Economics	
FIN 520	Corporate Finance	
<i>Quantitative Methods for Management</i>		8
MIS 510	Management Information Systems	
MGT 508	Research & Statistics for Management	
<i>Marketing</i>		4
MKT 520	Marketing Management	
<i>Management</i>		16
MGT 505	Ethics & Communication	
MGT 545	Leadership Practice & Theory	
MGT 560	Operations Management	
MGT 590	Capstone: Competing Globally	
Management Concentration		16
MGT 540	Managing Diverse Organizations	
MGT 550	Organizational Design & Change Management	
MGT 554	Management & Performance Consulting	
PMP 575	Project Management	
MBA Graduation Requirements		56

**Master of Business Administration
Accounting/Finance Dual Concentration**

This program provides students in the MBA Accounting concentration program the opportunity to complete an additional 12 credit hours in finance to earn an MBA with a dual Accounting and Finance concentration. This dual concentration prepares students for additional knowledge and skills to provide analysis and guidance to businesses and individuals in making investment decisions. The three additional finance concentration courses will prepare the student in content areas to prepare to sit for the Chartered Financial Analyst (CFA) if they choose to do so.

This program is for students enrolled in the MBA Accounting concentration who elect to complete three additional finance concentration courses.

Summary of Degree Requirements		Qtr. Hours
Foundation (<i>Foundation courses do not count toward degree credit</i>)		0-8
BUS 500	Combined Foundations of Acct. & Finance	
BUS 501	Combined Foundations of Economics & Statistics	
Core Courses		40
<i>Accounting</i>		4
ACC 510	Accounting for Managerial Decisions	
<i>Economics/Finance</i>		8
ECN 510	Managerial Economics	
FIN 520	Corporate Finance	
<i>Quantitative Methods for Management</i>		8
MIS 510	Management Information Systems	
MGT 508	Research & Statistics for Management	
<i>Marketing</i>		4
MKT 520	Marketing Management	
<i>Management</i>		16
MGT 505	Ethics & Communication	
MGT 545	Leadership Practice & Theory	
MGT 560	Operations Management	
MGT 590	Capstone: Competing Globally	
Accounting/Finance Concentration		28
ACC 520	Fraud Prevention & Detection	
ACC 560	Advanced Auditing	
ACC 571	Government Accounting	
FIN 525	Investment Analysis	
FIN 620	Money, Banking & Financial Markets	
FIN 680	Security Analysis & Portfolio Management	
FIN 690	Advanced Topics in Finance & Investments	

MBA Graduation Requirements	68
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Master of Business Administration Management/Finance Dual Concentration

This program provides students in the MBA Management concentration program the opportunity to complete an additional 16 credit hours in finance to earn an MBA with a dual Management and Finance concentration. This dual concentration prepares students for additional knowledge and skills to provide analysis and guidance to businesses and individuals in making investment decisions. The finance concentration courses will prepare the students in content area to prepare to sit for the Chartered Financial Analyst (CFA) if they choose to do so.

This program is for students enrolled in the MBA Management concentration who elect to complete four additional finance concentration courses.

Summary of Degree Requirements		Qtr. Hours
Foundation (Foundation courses do not count toward degree credit)		0-8
BUS 500	Combined Foundations of Acct. & Finance	
BUS 501	Combined Foundations of Economics & Statistics	
Core Courses		40
<i>Accounting</i>		4
ACC 510	Accounting for Managerial Decisions	
<i>Economics/Finance</i>		8
ECN 510	Managerial Economics	
FIN 520	Corporate Finance	
<i>Quantitative Methods for Management</i>		8
MIS 510	Management Information Systems	
MGT 508	Research & Statistics for Management	
<i>Marketing</i>		4
MKT 520	Marketing Management	
<i>Management</i>		16
MGT 505	Ethics & Communication	
MGT 545	Leadership Practice & Theory	
MGT 560	Operations Management	
MGT 590	Capstone: Competing Globally	
Management/Finance Concentration		32
FIN 525	Investment Analysis	
FIN 620	Money, Banking & Financial Markets	
FIN 680	Security Analysis & Portfolio Management	
FIN 690	Advanced Topics in Finance & Investments	
MGT 530	Strategic Human Resource Management	
MGT 540	Managing Diverse Organization	
MGT 550	Organizational Design & Change Mgmt.	
PMP 575	Project Management	
MBA Graduation Requirements		72

Master of Business Administration Management/Human Resource Management Dual Concentration

This program provides students in the MBA Management concentration program the opportunity to complete an additional 12 credit hours in human resource management to earn an MBA with a dual Management and Human Resource Management concentration. This dual concentration prepares students for additional knowledge and skills to integrate human resource functions into an organization's strategic plan and align organizational goals or the organization with its talent base.

This program is for students enrolled in the MBA Management concentration who elect to complete four additional human resource management concentration courses.

Summary of Degree Requirements		Qtr. Hours
Foundation (Foundation courses do not count toward degree credit)		0-8
BUS 500	Combined Foundations of Acct. & Finance	
BUS 501	Combined Foundations of Economics & Statistics	
Core Courses		40
<i>Accounting</i>		4
ACC 510	Accounting for Managerial Decisions	
<i>Economics/Finance</i>		8
ECN 510	Managerial Economics	
FIN 520	Corporate Finance	
<i>Quantitative Methods for Management</i>		8
MIS 510	Management Information Systems	
MGT 508	Research & Statistics for Management	
<i>Marketing</i>		4
MKT 520	Marketing Management	
<i>Management</i>		16
MGT 505	Ethics & Communication	
MGT 545	Leadership Practice & Theory	
MGT 560	Operations Management	
MGT 590	Capstone: Competing Globally	
Management/Human Resource Concentration		28
MGT 540	Managing Diverse Organization	
MGT 550	Organizational Design & Change Management	
MGT 554	Management & Performance Consulting	
MGT 555	Legal Issues in Human Resource Management	
MGT 556	Compensation & Benefits	
MGT 557	Employee Recruitment, Selection & Retention	
PMP 575	Project Management	
MBA Graduation Requirements		68

Master of Information Systems

To remain competitive, IS professionals combine their skills in innovation and analysis with ever-changing technology to resolve business challenges and anticipate future conditions. The Master of Information Systems (MIS) degree provides students with the requisite knowledge and skill to succeed in the evolving IS management field.

At the completion of Robert Morris University's MIS Program, students will be able to:

- Demonstrate communication strategies appropriate to professional roles.

Students will be able to demonstrate effective oral and written communication, presentation skills and collaborative competencies.
- Conceptualize, organize and resolve complex information systems problems.

Students will be able to analyze, plan and manage information systems that solve current and future business systems problems.
- Evaluate the ethical and social implications of business and personal decisions..

Students will be able to analyze and propose solutions that balance the ethical/social needs of the global community with the sustainability of the organization.
- Conceptualize and implement database systems to manage information in an organization.

Students will be able to analyze, design, implement and test a database to ensure its efficiency and integrity.
- Design secure network infrastructure and disaster recovery plans to protect organizational resources from internal and external threats.

Students will be able to apply principles of computer networking, telecommunications, and security to evaluate alternative strategies.

Foundation courses do not count toward degree credit.

MIS Information Systems - Management**Summary of Degree Requirements****Qtr. Hours**

CIS 500	Foundations of Computing	0-4
Core Courses		36
ACC 510	Accounting for Managerial Decisions	
MGT 505	Ethics & Communications	
MGT 545	Leadership Practice & Theory	
MIS 515	Database Design & Management	
MIS 517	Client/Server Development <i>or</i>	
MIS 521	IT Financial Management <i>or</i>	
MIS 525	Object-Oriented Programming <i>or</i>	
MIS 531	IT Service Management <i>or</i>	
MIS 540	Data Communication & Networking	
MIS 542	Network & Internet Security	
MIS 590	Capstone: Connecting Globally	
MKT 520	Marketing Management	
PMP 575	Project Management	
<i>(select from the following electives)</i>		16
MIS 548	Information Security Management	
MIS 560	Mobile Applications Design & Architecture	
MIS 562	Legal Issues in Information Assurance & Auditing	
MIS 565	Developing Mobile Web Applications	
MIS 572	Developing Mobile Native Applications	
MIS 575	Ethical Hacking	
MIS 585	Special Topics in Mobile Development	
MIS 589	Business Continuity, Disaster Recovery Theories & Strategies	
MGT 540	Managing Diverse Organization	
MGT 550	Organizational Design & Change Management	
MGT 554	Management & Performance Consulting	
MGT 560	Operations Management	

MIS Graduation Requirements**52****Master of Information Systems*****Business Analytics Concentration***

The Business Analytics concentration focuses on developing the ability to gather and manipulate data from various sources, as well as the ability to analyze data for business decision-making. Students will understand where data comes from and how it is organized and processed within an organization in decision-making processes and be able to turn data into actionable business strategies.

Summary of Degree Requirements**Qtr. Hours**

CIS 500	Foundations of Computing	0-4
Core Courses		36
MGT 505	Ethics & Communications	
MGT 508	Research & Statistics for Management	
MIS 515	Database Design & Management	
MIS 517	Client/Server Development <i>or</i>	
MIS 521	IT Financial Management <i>or</i>	
MIS 525	Object-Oriented Programming <i>or</i>	
MIS 540	Data Communication & Networking	
MIS 542	Network & Internet Security	
MIS 590	Capstone: Connecting Globally	
Concentration Courses		16
PRD 580	Data Modeling & Intelligent Information	
PRD 585	Predictive Modeling I – Econometric Analysis	
PRD 590	Predictive Modeling II – Time Series & Forecasting	
PRD 600	Decision Modeling & Communication	

MIS Graduation Requirements**52-56**

Master of Information Systems
Information Security Management Concentration

The Information Security Management Concentration focuses on the organizational and management aspects of information security. Students will learn how to plan and implement security plans, to include risk assessment, threat and vulnerability analysis, implementation of controls and safeguards, and maintenance. Students will also learn about related areas such as regulatory compliance, legal issues in security, and disaster recovery.

Summary of Degree Requirements		Qtr. Hours
CIS 500	Foundations of Computing	
Core Courses		36-40
MGT 505	Ethics & Communications	
MIS 515	Database Design & Management	
MIS 517	Client/Server Development <i>or</i>	
MIS 521	IT Financial Management <i>or</i>	
MIS 525	Object-Oriented Programming <i>or</i>	
MIS 531	IT Service Management <i>or</i>	
MIS 540	Data Communication & Networking	
MIS 542	Network & Internet Security	
MIS 590	Capstone: Connecting Globally	
Concentration Courses		16
MIS 548	Information Security & Management	
MIS 562	Legal Issues in Information Assurance & Auditing	
MIS 575	Ethical Hacking	
MIS 589	Business Continuity, Disaster Recovery Theories & Strategies	
MIS Graduation Requirements		52-56

Master of Information Systems
Mobile Computing Concentration

The Mobile Computing Specialization focuses on developing skills to analyze various mobile project needs and build mobile solutions that minimize development costs and meet user requirements. Students will also evaluate information security threats facing various organizations.

Summary of Degree Requirements		Qtr. Hours
CIS 500	Foundations of Computing	
Core Courses		36-40
MGT 505	Ethics & Communications	
MIS 515	Database Design & Management	
MIS 517	Client/Server Development <i>or</i>	
MIS 521	IT Financial Management <i>or</i>	
MIS 525	Object-Oriented Programming <i>or</i>	
MIS 531	IT Service Management <i>or</i>	
MIS 540	Data Communication & Networking	
MIS 542	Network & Internet Security	
MIS 590	Capstone: Connecting Globally	
Concentration Courses		16
MIS 560	Mobile Applications & Design Architecture	
MIS 565	Developing Mobile Web Applications	
MIS 572	Developing Mobile native Applications	
MIS 585	Special Topics in Mobile Development	
MIS Graduation Requirements		52-56

Master of Management

Design & Media Concentration

The Master of Management Design & Media Specialization provides an opportunity for working professionals in a visual arts field to move into management positions, and achieve an additional area of competency in the field of Design & Media.

Summary of Degree Requirements Qtr. Hours

Core Courses 32

BUS 500	Foundations of Accounting & Finance
MGT 505	Ethics & Communication
MGT 508	Research & Statistics for Management
MGT 545	Leadership Practice & Theory
MGT 550	Organizational Design & Change Management
MGT 585	Graduate Internship for Management
MGT 591	Contemporary Management Capstone
MIS 510	Management Information Systems

Concentration Courses 16

DMM 510	Multimedia Production Management
DMM 520	Film & Video Production Management
DMM 530	Gallery & Studio Management
DMM 540	Entrepreneurship: The Successful Design Practice

Electives from MBA Curriculum 4

ACC 510	Accounting for Managerial Decisions
FIN 520	Corporate Finance
MGT 540	Managing Diverse Organizations
MGT 554	Management & Performance Consulting
MGT 555	Legal Issues on Human Resource Management
MGT 560	Operations Management
MKT 520	Marketing Management
PMP 575	Project Management

MM Graduation Requirements 52

Master of Management

Health Care Administration Concentration

The Master of Management Specialization in Health Care Administration provides a foundation for managers in a wide variety of health care settings to address the challenges inherent in complex health care delivery systems. Both management theory and case-based application are components of the curriculum. Students will be prepared to apply best practices in management approaches to address budgetary constraints, increasing demand for the effective use of technology, staffing challenges, safety, and quality as they relate specifically to managing within the complex health care delivery system.

Summary of Degree Requirements Qtr. Hours

Core Courses 32

BUS 500	Foundations of Accounting & Finance
HCA 585	Graduate Internship for Health Care Administration
MGT 505	Ethics & Communication
MGT 508	Research & Statistics for Management
MGT 545	Leadership Practice & Theory
MGT 550	Organizational Design & Change Management
MGT 591	Contemporary Management Capstone
MIS 510	Management Information Systems

Concentration Courses 16

HCA 521	Leading Contemporary Health Organizations
HCA 555	Do No Harm: Social Ethics in Health Care
HCA 602	Transparency in Outcomes: Applied Performance Measures
HCA 603	Applying Cost/Benefit Drivers to Strategic Decisions

Electives from MBA Curriculum 4

ACC 510	Accounting for Managerial Decisions
FIN 520	Corporate Finance
LEA 555	Incident Management
MGT 540	Managing Diverse Organizations
MGT 554	Management & Performance Consulting
MGT 555	Legal Issues on Human Resource Management
MGT 560	Operations Management
MKT 520	Marketing Management
PMP 575	Project Management

MM Graduation Requirements 52

Master of Management

Higher Education Administration Concentration

The specialization in Higher Education Administration is a broad-based curriculum that prepares professionals for administrative roles in post-secondary education. Courses provide an overview of relevant theories, research, and ideas on higher education that help graduates manage educational enterprises to promote student success.

Summary of Degree Requirements Qtr. Hours

Core Courses 32

BUS 500	Foundations of Accounting & Finance
HEA 585	Graduate Internship for Higher Education Administration
MGT 505	Ethics & Communication
MGT 508	Research & Statistics for Management
MGT 545	Leadership Practice & Theory
MGT 550	Organizational Design & Change Management
MGT 591	Contemporary Management Capstone
MIS 510	Management Information Systems

Concentration Courses 16

HEA 535	Organization & Governance in Higher Education
HEA 538	The 21 st Century College Student
HEA 544	Program & Curriculum Administration & Assessment
HEA 601	Issues in Higher Education Impacting Longitudinal Planning

Electives from MBA Curriculum 4

ACC 510	Accounting for Managerial Decisions
FIN 520	Corporate Finance
LEA 555	Incident Management
MGT 540	Managing Diverse Organizations
MGT 554	Management & Performance Consulting
MGT 555	Legal Issues on Human Resource Management
MGT 560	Operations Management
MKT 520	Marketing Management
PMP 575	Project Management

MM Graduation Requirements 52

Master of Management

Law Enforcement Concentration

The Master of Management Law Enforcement Specialization will strengthen individuals currently employed in the law enforcement field (public or private). The specialization courses in Law Enforcement will address critical issues facing administrators of federal, state, local and private agencies.

Summary of Degree Requirements Qtr. Hours

Core Courses 32

BUS 500	Foundations of Accounting & Finance
MGT 505	Ethics & Communication
MGT 508	Research & Statistics for Management
MGT 545	Leadership Practice & Theory
MGT 550	Organizational Design & Change Management
MGT 585	Graduate Internship for Law Enforcement
MGT 591	Contemporary Management Capstone
MIS 510	Management Information Systems

Concentration Courses 16

LEA 510	Critical Issues in Law Enforcement Management
LEA 540	Emergency Management & Homeland Security Practices
LEA 560	Social Justice & Professionalism in Law Enforcement
LEA 570	Law Enforcement Administration & Management

Electives from MBA Curriculum 4

ACC 510	Accounting for Managerial Decisions
FIN 520	Corporate Finance
LEA 555	Incident Management
MGT 540	Managing Diverse Organizations
MGT 554	Management & Performance Consulting
MGT 555	Legal Issues on Human Resource Management
MGT 560	Operations Management
MKT 520	Marketing Management
PMP 575	Project Management

MM Graduation Requirements 52

Master of Management

Sports Administration Concentration

The Master in Management Specialization in Sports Administration is for individuals interested in developing competence and pursuing careers in the management of sports personnel and facilities. This degree provides the foundation, advanced knowledge and skills to function as effective administrators in a variety of sports and recreation settings. Students will consider legal, ethical, financial, public relations, human resources, and general business principles as they specifically relate to managing within the complex sports and athletic industry.

Summary of Degree Requirements Qtr. Hours

Core Courses 32

BUS 500	Foundations of Accounting & Finance
MGT 505	Ethics & Communication
MGT 508	Research & Statistics for Management
MGT 545	Leadership Practice & Theory
MGT 550	Organizational Design & Change Management
MGT 591	Contemporary Management Capstone
MIS 510	Management Information Systems
SPM 585	Graduate Internship for Sports Administration

Concentration Courses 16

SPM 510	Sport Facility & Event Management
SPM 520	Sport Media & Public Relations
SPM 550	Intercollegiate Athletic Administration
SPM 560	Legal & Liability Issues Affecting Sport Policy

Electives from MBA Curriculum 4

ACC 510	Accounting for Managerial Decisions
FIN 520	Corporate Finance
LEA 555	Incident Management
MGT 540	Managing Diverse Organizations
MGT 554	Management & Performance Consulting
MGT 555	Legal Issues on Human Resource Management
MGT 560	Operations Management
MKT 520	Marketing Management
PMP 575	Project Management

MM Graduation Requirements 52

BAS/MIS Dual Degree Program Description

Robert Morris University offers a dual degree program, which allows qualified students to earn both a Bachelor's Degree in Networking (BAS) and a Master's Degree in Information Systems (MIS), in an accelerated timeframe. By working toward the dual degree, students will be required to take a total of 132 quarter hours (in addition to an Associate Degree or equivalent). This is 16 quarter hours less than if they pursued the two degrees separately.

Summary of Degree Requirements Qtr. Hours

Associate Degree or Equivalent Requirements Met **92**

Bachelor Degree Equivalents **32**

Required Upper Division Information Systems **28**

CIS 356	Advanced Internship
CIS 415	Database Management
CIS 498	Senior Project
MIS 517	Client/Server Development
MIS 525	Object-Oriented Programming
MIS 540	Data Communication & Networking
MIS 542	Network & Internet Security

Elective Thematic Sequences **16**

Networking

CIS 364	LAN Switching
CIS 366	WAN Technologies
CIS 443	Wireless Technologies

Security

CIS 446	Computer Forensics
MIS 542	Network & Internet Security*

Systems Integration

CIS 421	Residential Network, Wiring & Computing
CIS 422	Home Entertainment Systems, Audio/Video
CIS 423	Residential Security & Lighting Control
or	
CIS 424	Residential Telecommunication, HVAC Control & Water Management

Database

CIS 308	Database Design
CIS 415	Database Management
MIS 517	Client/Server Development*

Network Management

CIS 443	Wireless Technologies
CIS 447	Network Management
MIS 540	Data Communication & Networking*

Business Management

CIS 310	Management Information Systems
MGT 310	Contemporary Applied Management
MGT 400	Operations Management

Major Electives **12**

Career Management **8**

CMT 330	Personal Narrative & Branding
CMT 440	Career Management

Management Information Systems **36**

Core **20**

MIS 515	Database Design & Management
MIS 521	IT Financial Management
or	
ACC 510	Accounting for Managerial Decisions
MIS 531	IT Service Management
or	
MGT 505	Ethics & Communications
MIS 590	Capstone: Connecting Globally
MKT 520	Marketing Management

Concentration Courses **16**

MGT 540	Managing Diverse Organization
MGT 550	Organizational Design & Change Management
MGT 554	Management & Performance Consulting
MGT 560	Operations Management
MIS 548	Information Security Management
MIS 560	Mobile Applications & Design Architecture
MIS 562	Legal Issues in Information Assurance & Auditing
MIS 565	Developing Mobile Web Applications
MIS 572	Developing Mobile Native Applications
MIS 575	Ethical Hacking
MIS 585	Special Topic in Mobile Development
MIS 589	Business Continuity, Disaster Recovery Theories & Strategies

Bachelor's & Master's Degree Requirements Met **224**

BBA/MBA Dual Degree Program Description

Robert Morris University offers a dual degree program, which allows qualified students to earn both a Bachelor's Degree in Business Administration (BBA) and a Master's Degree in Business Administration (MBA), both with a concentration in management, in an accelerated timeframe. By working toward the dual degree, students will be required to take a total of 136 quarter hours (in addition to an Associate Degree or equivalent). This is 20 quarter hours less than if they pursued the two degrees separately.

Management Concentration 24

BUS 356	Advanced Internship
MGT 400	Operations Management
MGT 540	Managing Diverse Organizations
MGT 550	Organizational Design & Change Management
MGT 554	Management & Performance Consulting
PMP 575	Project Management

Bachelor's & Master's Degree Requirements Met 224

Summary of Degree Requirements Qtr. Hours

Associate Degree or Equivalent Requirements Met 92

Bachelor Degree Equivalents 32

Accounting 16

ACC 110	Financial Accounting I
ACC 111	Financial Accounting II
ACC 112	Financial Statement Analysis
ACC 510	Accounting for Managerial Decisions

Economics/Finance 12

ECN 510	Managerial Economics
FIN 300	Principles of Finance
FIN 520	Corporate Finance

Quantitative Methods of Management 12

MAT 320	Statistics for Business & Social Sciences
MGT 508	Research & Statistics for Management
MIS 510	Management Information Systems

Management 24

MGT 310	Contemporary Applied Management
MGT 450	Business Strategy & Policy
MGT 505	Ethics & Communication
MGT 545	Leadership Practice & Theory
MGT 560	Operations Management
MGT 590	Capstone: Competing Globally

Marketing 12

MKT 305	Marketing Principles & Analysis
MKT 370	Global Marketing Principles
MKT 520	Marketing Management

BPS AHS/MM Dual Degree Program Description

Robert Morris University offers a dual degree program, which allows qualified students to earn both a Bachelor's Degree in Professional Studies (BPS) in Allied Health Sciences and a Master's of Management Degree in Health Care Administration or Sports Administration (MM), in an accelerated timeframe. By working toward the dual degree, students will be required to take a total of 136 quarter hours (in addition to an Associate Degree or equivalent). This is 20 quarter hours less than if they pursued the two degrees separately.

Summary of Degree Requirements Qtr. Hours

Associate Degree or Equivalent Requirements Met **92**

Professional Core 24

BPS 320 Project Management
BPS 340 The Role of the Professional in Society
BPS 370 Service Marketing
BPS 380 Facilities Management
BPS 410 Financial Planning for Professionals
BPS 450 Professional Studies Strategy (Capstone Course)

Thematic Sequence (Communication) 12

CMT 330 Personal Narrative & Branding
MGT 505 Ethics & Communication
Elective

Thematic Sequence (Quantitative) 12

BUS 500 Foundations of Accounting & Finance
2 Electives

Thematic Sequence (People & Society) 12

CMT 440 Life-Long Career Strategy
MGT 554 Management & Performance Consulting
2 Electives

Thematic Sequence (Concentration Related) 16

MIS 510 Management Information Systems
3 Electives

Core Courses 20

AHS 303 Biomedical Aspects of Later Life Cycle
Compromise
AHS 304 Facing Today's Ethical & Legal Issues
AHS 310 Contemporary Issues in Sport &
Recreation
AHS 325 Coaching & Motivation
AHS 360 Foundations in Health Education
AHS 400 Global Health Practices
AHS 405 Techniques for Fitness & Exercise
Training
AHS 415 Exercise & Sport Advanced Internship
AHS 416 Advanced Internship for Healthcare

Concentration Courses 16

SPM 510 Sport Facility & Event Management
SPM 520 Sport Media & Public Relations
SPM 550 Intercollegiate Athletic Administration
SPM 585 Advanced Internship
SPM 560 Legal & Liability Issues Affecting Sport
Policy

Management Core 20

MGT 508 Research & Statistics for Management
MGT 545 Leadership Practice & Theory
MGT 550 Organizational Design & Change
Management

MBA Elective

Bachelor's & Master's Degree Requirements Met 224

BS/MBA Accounting Dual Degree Program Description

Robert Morris University offers a dual degree program, which allows qualified students to earn both a Bachelor's Degree in Accounting (BS) and a Master's Degree in Accounting (MBA), both with a concentration in accounting, in an accelerated timeframe. By working toward the dual degree, students will be required to take a total of 136 quarter hours (in addition to an Associate Degree or equivalent). This is 16 quarter hours less than if they pursued the two degrees separately.

Summary of Degree Requirements Qtr. Hours

Associate Degree or Equivalent Requirements Met **92**

Bachelor Degree Equivalents **16**

Accounting **12**

ACC 110 Financial Accounting I
ACC 111 Financial Accounting II
ACC 112 Financial Statement Analysis

Economics/Finance **12**

ECN 510 Managerial Economics
FIN 300 Principles of Finance
FIN 520 Corporate Finance

Quantitative Methods of Management **8**

MGT 508 Research & Statistics for Management
MIS 510 Management Information Systems

Management **20**

MGT 310 Contemporary Applied Management
MGT 505 Ethics & Communication
MGT 545 Leadership Practice & Theory
MGT 560 Operations Management
MGT 590 Capstone: Competing Globally

Marketing **8**

MKT 305 Marketing Principles & Analysis
MKT 520 Marketing Management

Accounting Concentration

60

ACC 280 Intermediate Accounting I
ACC 281 Intermediate Accounting II
ACC 311 Accounting Information Systems
ACC 325 Fraud Detection, Prevention & Data Analytics

ACC 380 Intermediate Accounting III
ACC 430 Consolidated/Advanced Accounting
ACC 460 Auditing
ACC 490 Accounting Strategy & Policy
ACC 505 Federal Taxation
ACC 510 Accounting for Managerial Decisions
ACC 560 Advanced Auditing
ACC 571 Government Accounting
BUS 300 Contemporary Legal Issues
BUS 356 Advanced Internship
FIN 525 Investment Analysis

Bachelor's & Master's Degree Requirements Met **228**

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David Marongwe.....
Executive Director, Zimbabwe Trade & Cultural Expo

Kevin McDermott
Managing Director, Major Scale Technology Management, Inc.

Course Descriptions

Robert Morris University uses an academic, discipline-oriented course numbering system, which is an alphabet/numeric code. The alphabetic prefix designates the subject area of the course; the three-digit numeric section indicates the course level.

Courses numbered less than 100-level are pre-college level or remedial courses (not for credit) and not applied toward degree requirements. Courses numbered 100-299 are lower division and open to all students. Courses numbered 300 or higher are upper division offered to students at the junior and senior level of those students meeting all course prerequisites. Graduate-level courses are those with a 500 number or above.

ACC 110 Financial Accounting I 4 Qtr. Hours

This course is the first in a two-part series of accounting courses that present an introduction to accounting practices and procedures. Topics include the accounting equation as it applies to corporate accounting; the accounting cycle from original transactions through the production of financial statements and closing procedures at year end; ratio analysis of business activities; and merchandising operations.

ACC 111 Financial Accounting II 4 Qtr. Hours

This course is the second in a two-part series of accounting courses that present an introduction to accounting practices and procedures. Topics include the internal control, especially as it relates to cash; accounts receivable; property, plant and equipment; current and long-term liabilities; stockholders' equity; and the statement of cash flows. *(Prerequisite: ACC 110)*

ACC 112 Financial Statement Analysis 4 Qtr. Hours

This course examines the financial statements of real companies through the study of: financial ratios; horizontal and vertical analysis; cash flow statements; industry comparisons; and professional analysts' opinions. Students research these companies through internet resources and make recommendations based upon their research. *(Prerequisite: ACC 111)*

ACC 280 Intermediate Accounting I 4 Qtr. Hours

This course is the first in a series of three intermediate accounting courses that focus on a comprehensive review of corporate accounting. This course includes a more intensive, theoretical approach to the study of: conceptual framework of accounting; control of cash; receivables; and inventory. It also introduces the student to accounting research and analysis through use of FASB codification. *(Prerequisite: ACC 111)*

ACC 281 Intermediate Accounting II 4 Qtr. Hours

The second course in the intermediate accounting series includes accounting for: property, plant and equipment; intangible assets; current and long-term liabilities; stockholders' equity and retained earnings. There is a continued emphasis on accounting research and analysis through use of FASB Codification. *(Prerequisite: ACC 111; recommended: ACC 280)*

ACC 300 Managerial Accounting I 4 Qtr. Hours

This course is a study of managerial accounting with an emphasis on practical approaches to decision making by managers. Topics include the value chain: cost- volume- profit analysis; master, static and flexible budgeting; standard costing for job order and process costing, and activity-based costing. Emphasis is placed on business analysis and research of current trends in managerial accounting. *(Prerequisite: ACC 111)*

ACC 302 Independent Study 2 Qtr. Hours

Independent studies allow a student to explore a topic or area of interest. Students will propose a topic for tutorial study under the guidance of a supervising faculty member.

ACC 305 Individual Taxation 4 Qtr. Hours

This course is intended to give the students a practical, hands-on experience in preparing tax returns for individuals. Topics covered include: taxpayer filing status, dependency exemptions, taxable vs. non-taxable income, adjustments to taxable income, itemized and standard deductions and various tax credits. Students are also introduced to tax research sources including IRS codes and regulations. Students are required to pass the Internal Revenue Service basic and intermediate certifications exams. *(Prerequisite: ACC 112)*

ACC 310 Corporate Taxation 4 Qtr. Hours

This course focuses on a conceptual approach to various corporate taxation issues, including book income to taxable income adjustments, the determination of available corporate tax credits and the preparation of formal working papers. In addition, students will be introduced to tax research methodology. *(Prerequisite: ACC 305)*

ACC 311 Accounting Information & Forensic Systems 4 Qtr. Hours

This course will use accounting software for the tracking and reporting of accounting information. Through the use of Excel and QuickBooks students will be able to compile accounting information for reporting purposes, reconcile cash accounts, construct financial statements, and use computer generated reports for decision-making. Special emphasis will be placed on flow-charting to build effective internal controls. *(Prerequisite: ACC 111)*

ACC 313 Accounting Group Internship 4 Qtr. Hours

A group of students will team together for this internship to practically apply their skills in real world problem-solving situations. All internships are project oriented and directly related to the area of study. Each internship will be served under the sponsorship of a faculty advisor, and students will be required to document the results of their experience.

ACC 319 Independent Study 4 Qtr. Hours

Independent studies allow a student to explore a topic or area of interest. Students will propose a topic for tutorial study under the guidance of a supervising faculty member.

ACC 325 Fraud Detection, Prevention & Data Analytics 4 Qtr. Hours

This course focuses on how and why occupational fraud is committed, how fraudulent conduct can be deterred, and how allegations of fraud should be investigated. Topics will include: the examination of the legal elements of fraud, information security, fraudulent transactions, financial statement fraud, forensic accounting techniques, procedures of fraud investigation, and corporate ethics. Through the use of forensic accounting techniques students will be able to analyze the quality and accuracy of accounting information. IDEA Data Analysis software will be used for data mining and to assess the reliability of data sets of various sizes. Students will perform data analytics in order to evaluate and interpret data and to support the decision-making process. *(Prerequisite: ACC 111)*

ACC 371 Government & Non-Profit Accounting 4 Qtr. Hours

This course introduces the financial reporting and accounting procedures applicable to state and local governmental agencies as well as not-for-profit institutions. Topics will include fund accounting, budgeting and financial statement analysis. Students will use a simulation to prepare the entries and financial statements for a governmental entity. *(Prerequisite: ACC 111)*

ACC 380 Intermediate Accounting III 4 Qtr. Hours

This third course in the intermediate accounting series includes accounting for: revenue, pensions, income tax; leases; and the preparation of the statement of cash flows. There is a continued emphasis on accounting research and analysis through use of FASB Codification. *(Prerequisites: ACC 111, recommended: ACC 280 & 281)*

ACC 400 Cost Accounting 4 Qtr. Hours

Cost Accounting introduces the principles and procedures for accounting in a manufacturing environment. Topics include job and product costing, direct vs. absorption costing, variance analysis and the allocation of common costs between departments. *(Prerequisite: ACC 300)*

ACC 430 Consolidated/Non-Profit Accounting 4 Qtr. Hours

This course examines the accounting treatment for consolidation of corporate entities both at the time of consolidation and subsequent periods. A special emphasis is placed on the legal forms of consolidations as well as constructing consolidating worksheets and preparing the eliminating entries. *(Prerequisite: ACC 111; recommended: ACC 280, 281, 380)*

ACC 440 Forensic Accounting & Ethics 4 Qtr. Hours

This course will examine how and why occupational fraud is committed, how fraudulent conduct can be deterred and how allegations of fraud should be investigated and resolved. Topics will include: examination of fraudulent transactions, the legal elements of fraud, procedures of fraud investigation, criminology and ethics.

ACC 460 Auditing 4 Qtr. Hours

This course is the study of the professional requirements of auditors as outlined by the AICPA. Audit topics include: the auditor's professional standards; AICPA code of Professional Conduct; planning the audit under the provisions of SAS 99; analyzing internal control using procedures issued by COSO and Sarbanes – Oxley Act of 2002; writing audit reports based on degrees of GAAP and scope compliance. Students are also introduced to researching the Statements of Auditing Standards. *(Prerequisite: ACC 280, 281; recommended: ACC 380)*

ACC 461 Auditing II 4 Qtr. Hours

This course is a continuation of Auditing. Advanced Auditing will integrate auditing theory and practical auditing analysis. Statistical sampling methods relevant to auditing will be reviewed. *(Prerequisite: ACC 460)*

ACC 490 Accounting Strategy & Research 4 Qtr. Hours

This capstone course analyzes accounting problems from a senior management perspective by integrating and applying previous coursework. Through case studies, research and business simulations, students will develop strategic plans and policies for specific companies. Analysis will include: trend and ratio analysis; review of accounting and audit practices, written responses to current exposure drafts; and oral presentations of research and strategy outcomes. *(Prerequisite: ACC 280; recommended ACC 281, 380, 460)*

ACC 505 Federal Taxation 4 Qtr. Hours

This course gives students hands-on experience in preparing tax returns for individuals, corporations, 'S' corporations, and partnerships. Topics covered include: taxpayer filing status, dependency exemptions, taxable vs. non-taxable income, adjustments to taxable income, itemized and standard deductions, tax credits, tax research and planning, and the preparation of tax returns for individuals, corporations, and partnerships. Students are also introduced to tax research sources including IRS codes and regulations. *(Prerequisite: ACC 280)*

ACC 510 Accounting for Managerial Decisions 4 Qtr. Hours

This course includes a study of managerial accounting topics through the use of case studies involving a wide variety of management issues and concerns. The course will enable the students to understand how accounting information, can be used to facilitate decision making, performance measurement, and control. Students will analyze and use data to gain strategic advantage. Analytical techniques and communication skills will be emphasized, including: break-even analysis; budgeting; profit-planning; and variance analysis. Internal control and ethical decision making will be discussed. *(Prerequisite: BUS 500 or Dean's consent)*

ACC 550, 551, 552, 553 CPA Review Classes 4 Qtr. Hours

Each of the four classes is the same as the CPA test topic: **ACC 550**-CPA Review Business Environment & Concepts; **ACC 551**- CPA Review Financial Accounting & Reporting; **ACC 552**- CPA Review Regulation; and **ACC 553**- CPA Review Auditing

Prerequisites: Students should have 225 quarter hours and the ability to sit for that section of the CPA exam within a 2-month time frame of completing the review course.

ACC 560 Capstone: Advanced Auditing 4 Qtr. Hours

This course is a continuation of basic auditing. This course will review the objectives, internal control procedures and operating cycles for such activities as Accounts Receivable, Revenues, Inventories, Property, Plant and Equipment, Accounts Payable, and Other Liabilities. A review of statistical sampling for evaluating test controls and substantive tests for an audit plan will be discussed. *(Prerequisites: ACC 520, ACC 571, FIN 525)*

ACC 571 Government Accounting 4 Qtr. Hours

This course will involve the financial reporting applicable to state and local governments and not-for-profit entities. The Fund Accounting will review such areas as: operating activities, general capital assets, general long-term liabilities, debt service, business type activities and fiduciary activities. The analysis of revenue and expenses at government-wide level, government fund budgets and operating statement accounts.

ACT 103 Industry Introduction 4 Qtr. Hours

This practical skills survey course will expose students to architecture, engineering, and related services. Students will gain an understanding of architectural and engineering related career opportunities, job responsibilities, client responsibility, industry software, and professional licensing and certification. Students will also begin building a portfolio, and learn how to maintain their portfolio's content throughout their education and professional career.

ACT 105 Technical Drawing 4 Qtr. Hours

This technical skills course will enhance the student's ability to use manual drafting techniques for graphic communication. Proper use and care of drafting equipment, development and application of line weights, use of architectural scale, architectural lettering techniques, and orthographic projections are introduced. Graphic communication skills are employed to facilitate the development of basic manual drafting skills, visualization, and the solution of spatial problems.

ACT 113 Architectural Materials 1 4 Qtr. Hours

This practical skills course will introduce students to basic construction materials and assemblies with regard to wood and brick construction. Life safety, sustainable building practices, state and municipal laws and ordinances, and building codes and zoning are introduced. *(Prerequisite: ACT 103)*

ACT 125 CAD 1 4 Qtr. Hours

This technical skills course transitions students from manual drafting to computer-based drafting using AutoCAD. Students will use computer-based software to complete advances orthographic projections, sectional viewing, auxiliary viewing, and detailed dimensioning. Students will incorporate a minimum of one project into their design portfolio. *(Prerequisite: ACT 105)*

ACT 141 Freehand Drawing 4 Qtr. Hours

In this practical skills course, students will be introduced to techniques in freehand architectural drawing. A significant amount of class time will be spend in the urban environment, documenting architectural and design characteristics of the build word. Realistic visual transfer of architectural elements will be communicated in a design log using pencil and ink. Students will learn to use freehand drawing techniques to document architecturally significant structures from history, archive architectural details, and communicate original design concepts for inclusion in students design portfolio.

ACT 151 Model Building 4 Qtr. Hours

This studio course introduces three-dimensional design and model building. Basic principles of design and construction techniques are enhanced through spatial problem-solving exercises. Students will work individually and in teams to explore a variety of model building materials while practicing standard model building techniques.

ACT 155 CAD 2 4 Qtr. Hours

This technical skills course builds on topics introduced in ACT 105 and ACT 125. Students are introduced to three-dimensional computer-based drafting, terminology and applications as they are employed in architecture, engineering and design. *(Prerequisites: ACT 105, ACT 125)*

ACT 204 Design Studio 1 4 Qtr. Hours

This design studio presents the architectural design process with special emphasis on using design theories and their applications. It highlights architectural thinking and helps students gain a thorough understanding of space and form. This studio fully explores, analyzes and cross-references key elements and techniques used in architecture and space planning. Scenarios involving the use of a design principle, or the way it might be experienced, will aid students in developing strategies for their own design. *(Prerequisites: ACT 141, ACT 151)*

ACT 213 Architectural Materials 2 4 Qtr. Hours

This practical skills course is a continuation of ACT 113. This course will introduce students to light gauge steel frame construction, site-cast and pre-cast concrete, glass and glazing systems, and masonry and metal cladding. All of these introductions will be in compliance with life safety standards, sustainable building practice, state and municipal laws and ordinances, as well as building codes and zoning requirements. *(Prerequisite: ACT 113)*

ACT 255 CAD 3 4 Qtr. Hours

This course is an introduction to Building Information Modeling (BIM) and Revit Architecture. Students will create a complete three-dimensional building model and convey information about that model through two-dimensional drawings. *(Prerequisites: ACT 125, ACT 155)*

ACT 256 Internship 4 Qtr. Hours

Students serve an internship to practically apply their skills in real-world employment situations. All internships are project-oriented and directly related to their focus in Drafting & Design Technology. Internships are served under the sponsorship of a faculty advisor, and students will be required to document the results of their experience. *(Prerequisites: ACT 155, ACT 213)*

ACT 264 Design Studio 2 4 Qtr. Hours

This design studio presents the architectural design process with special emphasis on using design theories and their applications. It highlights architectural thinking and helps students gain a thorough understanding of space and form. This studio fully explores, analyzes and cross-references key elements and techniques used in architecture and space planning. Scenarios involving the use of a design principle, or the way it might be experienced, will aid students in developing strategies for their own design. *(Prerequisite: ACT 204)*

ACT 321 Architectural Graphics 4 Qtr. Hours

This is a project-based course that incorporates freehand and computer-assisted graphics technology to examine perceptual and representational approaches, perspectives, surface articulation and architectural conventions. Students will construct a series of two-dimensional drawings and three-dimensional models. *(Prerequisites: Junior standing and ACT 105 & ACT 155)*

ACT 322 Architectural Design 4 Qtr. Hours

Essentials of architectural history and theory are explored. This is a project-intensive course that focuses on basic structural and interior space utilization. The role of light, creativity, client interaction, design components, forms and architectural conventions are analyzed. *(Prerequisites: ACT 105, ACT 125, ACT 141, HUM 160)*

ACT 331 The Basis for Sustainable Design 4 Qtr. Hours

This course will lead students through an in-depth look into historical, current and developing thinking, theory, practices and trends with respect to resource consumption/transformation and climate change. Studio based and real world hands-on projects will provide a practical look at sustainable practices in Design and Architecture. *(Prerequisite: Junior status)*

Students serve as interns and apply their skills in real-world employment situations. All internships are project-oriented and directly related to their focus area of Architectural Technology or Interior Design. Internships are served under the sponsorship of a faculty advisor, and students will be required to document the results of the experiences. (*Prerequisite: Junior status*)

Students will analyze and develop construction and structural residential and commercial building designs, including evaluating construction materials and technologies. Construction planning and scheduling, state and municipal laws and ordinances, building codes, zoning, accessibility and “green” construction are addressed. (Prerequisite: Junior status)

This course covers the process of designing and constructing a building. Focus is on material selection to create healthy, safe buildings that conserve energy. Subjects such as heating and air conditioning systems, lighting, electricity, security, acoustics and communication are explored. *(Prerequisite: Junior status)*

Green Building Concepts and fundamentals of sustainability in the construction industry are explored. Green Building strategies will be introduced with focus on Sustainable Sites, Water & Energy Efficiency, Green Construction Materials and Indoor Environmental Quality. The course will introduce and focus on the Green Building Certification Systems with focus on the LEED (Leadership in Energy & Environmental Design) system established by the U.S. Green Building Council. *(Prerequisite: Junior status)*

The studio class will build on the Architectural Program developed in ACT 431. Students will be required to take this project through Design Development then produce Design Documents for this project. This will include Revit software based plans, elevations, sections and 3-dimensional models. The final project will be a complete sustainable design architectural concept as a finished portfolio component. *(Prerequisite: ACT 431)*

This course involved recognition, analysis, definition, spelling, and pronunciation of terms used within medicine. Emphasis will be placed on recognition of basic word roots, prefixes, and suffixes and combining forms. Topics include medical vocabulary and terms relating to anatomy, physiology, pathological conditions, and treatment of selected systems.

This course provides an introduction to the history, theory, and benefits of an electronic health records (EHR) system. Students are able to apply the features and functions of an EHR environment through a hands-on experience with an industry standard EHR program, providing the opportunity to put manual administrative skills into practice in a simulated medical setting using an electronic system. Types of electronic management systems will be explored along with their impact on various areas of the healthcare system.

(Prerequisite: MAP 135)

This two-fold course will prepare the student to be prepared for any natural or man-made disaster. In Part I, the student will learn about emergency preparedness and what must be included in preparing for any given emergency. The four phases of emergency management, Mitigation, Preparedness, Response, and Recovery will be emphasized. In Part II, hands-on exercises will include using the knowledge in emergency preparedness to create an emergency management plan for a community using the four phases of emergency management, i.e. tornado, hurricane, earthquake, etc.

Students are introduced to the role of a phlebotomist and their vital membership with the clinical laboratory team. Experience is acquired in obtaining patients' blood specimens. Students must complete and document a minimum of 30 successful venipunctures and 10 successful capillary sticks. The National Healthcare Association (NHA) certification exam (CPT) is offered to qualified candidates. *(Prerequisites: A&P, CNHS student enrollment)*

This class will discuss the role of nutrition and food intake in the health and well-being of the individual. Fundamentals of nutrient metabolism and nutrient requirements in physical performance and disease prevention will be reviewed. Students will learn to identify nutrient dense foods and prepare and select meals for optimal performance and recovery post-event.

Students will learn the principles of electrocardiography including resting EKG, ambulatory monitoring, and stress testing. The student will review the anatomy and physiology of the heart, as well as learning the parts of the EKG complex. Recognition of rhythms and abnormal complexes will be emphasized. Students will perform resting EKG, ambulatory (Holter) monitoring, and stress testing. Upon completion of the course, the student will be eligible to take the EKG Technician Certification Examination.

Students serve as externs and apply their skills in real-world employment situations. All externships are project-oriented and directly related to their focus in Allied Health. Externships are served under the sponsorship of a faculty advisor, and students will be required to document the results of their experience.

This course will introduce the necessary skills and competencies required for the treatment of the most common sports-related injuries along with the study of the principles of Sports Medicine. This course is designed for you to gain an understanding of basic theories and techniques used in the management of injuries that typically occur in the athletic population. This course will also provide guidelines and recommendations for administrative consideration to manage athletically-related injuries.

This course will look at the ethical and legal issues that affect medical practitioners in a variety of professional settings. This course will provide a foundation for handling everyday challenges in the medical environment. Topic areas will include: credentialing, professional liability, medical malpractice, and end-of-life issues.

AHS 305 Health & Disease 4 Qtr. Hours

This course will introduce students to disease prevention, health promotion, assessment, intervention, pharmacological treatments and technologies involved in a variety of health diseases and disorders. Students will focus on the health problems and interventions throughout the lifespan. Topic areas will include: Alzheimer's disease, asthma, cancers, cardiovascular disease, diabetes, infertility, obesity, and metabolic disorders. *(Prerequisite: A&P).*

AHS 310 Contemporary Issues in Sport & Recreation 4 Qtr. Hours

This course offers exploration of a broad overview of current topics in sport and recreation that are affecting society today. Personal and societal attitudes that affect topics covered will be examined to see how they relate to health choices and outcomes. *(Prerequisite: Junior status)*

AHS 325 Coaching & Motivation in Sport 4 Qtr. Hours

A variety of areas will be covered for effective coaching that include leadership philosophy, team and staff management, as well as motivational techniques. Students will learn how to observe, evaluate, and provide proper feedback for all sports levels. Focus will be on the importance of communication and proper sportsmanlike behavior in the sports industry. The University's cadre of coaches will provide applied insight for students to observe theory in actual practice. *(Prerequisites: FIT 140, FIT 192)*

AHS 360 Foundations in Health Education 4 Qtr. Hours

This course will help students to develop effective health education programs for diverse populations. Skills will be developed to identify health needs, plan, implement, and evaluate health education programs. Students will be able to plan and design a health promotion program in an area and population of their choice. *(Prerequisite: any FIT class)*

AHS 400 Global Health Practices 4 Qtr. Hours

This course will examine today's most critical global health issues and trends. Examination will be given to the socioeconomic, biological and environmental causes and consequences of diseases. Some of the topics covered will include: infectious diseases, nutrition, maternal health, non-communicable diseases, mental health and injuries.

AHS 405 Techniques for Fitness & Exercise Training 4 Qtr. Hours

Procedures for testing and training different populations in fitness and exercise will be provided. Students will develop the skills necessary to work with special populations covering the lifespan. Emphasis will be placed on understanding the purpose of evaluating health status, using screening protocols, and determining the level of risk for clients. *(Prerequisites: A&P, FIT 210)*

AHS 415 Exercise & Sport Advanced Internship 4 Qtr. Hours

The purpose of this internship is to provide a transition from the University to a professional health and fitness setting. The student will apply theories in the field and demonstrate the application of acquired competencies in the applied health sciences. Internship consists of 100 hours in a corporate, clinical, community, fitness, health or sport setting under the guidance and supervision of a professional practitioner. *(Prerequisite: Senior standing and AHS 310, AHS 325, AHS 360 and AHS 405)*

AHS 416 Advanced Internship for Healthcare 4 Qtr. Hours

The purpose of this internship is to provide a transition from the University to a professional healthcare setting. The student will apply theories in the field and demonstrate the application of acquired competencies in the applied health sciences. Internship consists of 100 hours in a healthcare or wellness setting under the guidance and supervision of a professional practitioner. *(Prerequisite: Senior level)*

ART 108 Video Production 4 Qtr. Hours

Students receive hands-on training in digital video and post-sound production from idea development to project delivery. Students are introduced to the digital filmmaking workflow and the software and hardware tools necessary for project completion. Emphasis is placed on the visual literacy necessary for crafting quality work. Students will expand the functionality of the DSLR camera they used in ART 207 to include video and will be introduced to a traditional video camera, such as the Panasonic D40. Students will edit video using Adobe Premier Pro.

ART 109 Exploring Art & Media 4 Qtr. Hours

This course introduces students to current trends in design, media, art and culture. Students engage in the design process through research, lectures, screenings, and the exploration of professional, contemporary design work. Students explore the role of the designer in the community, emphasizing social engagement, sustainability and the fostering of cultural understanding. Students will document their experiences using photography while sharing ideas, discoveries and inspirations in a weblog or visual journal. The objective is for students to visualize themselves as active participants in contemporary design practice.

ART 125 Art Guild 1 Qtr. Hour

This is open to students participating in the Art Guild team activities. Students engage in team building, leadership development, and artistic development while enrolled in these classes. *This class is repeatable for up to four hours.*

ART 130 Design, Color & Composition 4 Qtr. Hours

In this course, students are introduced to the principles and elements of graphic design and color theory through application in design projects across mediums. Students are introduced to all aspects of the graphic designer's process, from initial concepts to final critique. Students apply the discipline of visual thinking to design problems, utilizing color theory and design principles to communicate a solution. During the course, students will develop manual skills and are expected to demonstrate craftsmanship and presentation skills.

ART 203 Digital Illustration 4 Qtr. Hours

In this course, students are introduced to Adobe Illustrator as an illustration, design and production tool. Students are introduced to all aspects of Adobe Illustrator and prepare illustrations, layouts and graphics for print and web production through the use of industry standard tools. This course requires students to present two to four final pieces for inclusion in a portfolio.

ART 207 Digital Photography 4 Qtr. Hours

This course introduces digital darkroom approaches and techniques applied to the art and practice of photography, focusing on the use of a digital SLR camera, Adobe Bridge and Adobe Photoshop. Students are introduced to the technical and practical aspects of using a digital SLR camera, photographic composition, and digital workflow using the Adobe camera RAW dialog in Bridge and Photoshop. Emphasis is placed on the creative process while exploring the aesthetics of photography for publication, exhibition and commercial use. For this class, students are required to present a portfolio of five to 10 exemplary works.

ART 228 Design for the Web 4 Qtr. Hours

This course serves as an introduction to the theory and principles of successful web design using free open-source content management systems (CMS). Students utilize theories of information architecture to plan user-friendly, accessible sites. User interface planning and design are integrated into a cohesive web plan. Students then build a functional website based on this plan. The fundamentals of search engine optimization, image optimization, multimedia files, and font management are integrated into the course structure. Students learn to modify CMS-created pages in a variety of ways, including editing code. Client relations, contracts, and pricing for web design are introduced. (*Prerequisite:* ART 235)

ART 235 Digital Imaging 4 Qtr. Hours

Digital Imaging is a foundation class that introduces the creation and manipulation of digital images using Photoshop as an imaging and design tool. Emphasis is placed on learning the fundamentals of Photoshop, including digital darkroom, digital painting, image manipulation and compositing, and design techniques. Students apply effective design practices in composition and color theory as they relate to photography and develop creative photo-based projects that develop an aesthetic sense. Issues of originality and documentation are discussed as they relate to trends in computer imagery. This course requires students to present three to five final pieces for inclusion in a portfolio.

ART 236 Storyboarding 4 Qtr. Hours

Students will develop commercial drawing skills to create visual representations for various media. They will communicate a message through the use of thumbnails and comps. Students will develop storyboards for a short animation sequence using key frames and create a shooting sequence for a short movie or commercial. Students will also create concept art for use in guiding a photo shoot. This course requires students to present three to five pieces for inclusion in a portfolio.

ART 256 Internship 4 Qtr. Hours

Students serve as interns and apply their skills in real-world employment situations. All internships are project-oriented and directly related to their focus in Art. Internships are served under the sponsorship of a faculty advisor, and students will be required to document the results of their experience.

ART 261 Graphic Design I 4 Qtr. Hours

Students explore various aspects of graphic design with a focus on the design process and production for various media, including print and web. Students learn Adobe InDesign skills as well as apply design principles and concepts relating to typography, page layouts and general graphic design techniques to solve visual communication problems. For this class, students will produce four to six portfolio-quality pieces.

ART 270 Typography 4 Qtr. Hours

This course introduces the history of the printed word, type development, anatomy, classification, usage, and legibility. Text hierarchies and type family characteristics are explored and applied to design projects. Production skills for type utilization and file preparation for print and web design are emphasized. Students work with Illustrator for the first five weeks and InDesign for the last five weeks. For this class, students will produce at least one print and one web-based portfolio quality piece. (*Prerequisite:* ART 203)

ART 291 Graphic Design II 4 Qtr. Hours

ART 291 is the Graphic Design Capstone class in which students integrate illustration, imaging and layout to produce a cohesive multi-page project for print and interactive digital publication. The class focuses on the design process, from conception through design and production. Topics include typography, layout application of design theory, print production (paper selection, ink selection, file preparation, and writing job specifications), digital publication production and an introduction to copyright issues and legal and ethical aspects of the design profession. Software for illustration, imaging and layout techniques are used with a focus on the production of a multi-page project designed for print and as an interactive digital publication for tablet devices. Students learn the Adobe InDesign DPS tools and apply design principles and concepts to page layouts for print and digital publication to solve visual communication problems. The Capstone Project for this class is a 4-8 page newsletter designed both for print and tablet devices. Students are required to present the final printed and assembled project and the interactive digital publication. (*Prerequisites:* ART 203, ART 236, ART 261)

ART 295 Multimedia Web Design 4 Qtr. Hours

This course introduces the essential structure of various web-programming languages. Students learn basic hand coding for HTML5, CSS3, and JavaScript. Coverage includes designing for web standards, accessibility, usability, and workflow for web design. (*Prerequisite:* ART 228)

ART 302 Independent Study 2 Qtr. Hours

Independent studies allow a student to explore a topic or area of interest. Students will propose a topic for tutorial study under the guidance of a supervising faculty member.

ART 307 Advanced Digital Photography & Imaging 4 Qtr. Hours

This advanced photography and digital imaging course facilitates mastery of advanced, concept-driven image creation for artistic and client-based projects. Students refine composition, color correction, use of layers and masking, advanced retouching techniques, and the use and integration of type to create refined and complex image-driven design work for web, print and digital publishing. Students are required to use a DSLR camera in this course, where the focus is on advanced camera techniques. Students work with external flash and studio lighting, as well as controlled available light for location shooting. A portfolio of three to five exemplary works is required. (*Prerequisite:* ART 235)

ART 312 2D Animation 4 Qtr. Hours

This course serves as an introduction to the theory and principles of successful animation for the web, video, mobile device, and digital publication, as well as app and game creation. Students will change the properties of objects and images over time in potentially endless permutations. They will be able to generate animations frame-by-frame, along motion paths, using motion presets, or with custom easing using shape, motion and classic tweens. They will work with bone-based inverse kinematics and 3D animation. They will develop clean, scalable content that downloads quickly and plays back smoothly. Students will be able to demonstrate the application of a variety of current and traditional animation techniques. (*Prerequisite:* ART 203)

ART 313 Art Group Internship 4 Qtr. Hours

A group of students will team together for this internship to practically apply their skills in real world problem solving situations. All internships are project-oriented and directly related to the area of study. Internships are served under the sponsorship of a faculty advisor, and students will be required to document the results of their experience.

ART 315 Motion Graphics 4 Qtr. Hours
 This course is an introduction to client-driven videography, advanced title graphics, and the Bumper. The emphasis is on concept development and the creation of compelling videos for a variety of outlets, including digital publication and the internet. Motion Graphics support the projects through color correction, green screen keying techniques, animated text, shot stabilizing, speed changes, tracking and mattes for rotoscoping, and time remapping. This course gives students an opportunity to explore the elements of time and space to convey messages and meaning through type, image, and sound for the screen.

ART 319 Independent Study 4 Qtr. Hours
 Independent studies allow a student to explore a topic or area of interest. Students will propose a topic for tutorial study under the guidance of a supervising faculty member.

ART 326 Web Development for Designers 4 Qtr. Hours
 Students will learn how to create a dynamic, attractive and functional interactive business-driven site. The course emphasizes responsive design for cross-platform usability. It employs design methods such as flowcharting, wire-framing, and appropriate font and color selection to create a consumer-friendly and attractive User Interface (incorporating JQuery product slideshows and CSS visual enhancements). *(Prerequisite: ART 295)*

ART 334 Interface Design 4 Qtr. Hours
 This course advances students' development of web coding using the standard programming languages introduced in earlier coding courses. The focus in this course is on developing user interface design and user experience for mobile devices.
(Prerequisite: ART 326)

ART 338 Video & Sound Production 4 Qtr. Hours
 This capstone course is designed to provide students with hands-on training in digital video and sound production, with emphasis on creating video content for digital publications, the internet, and mobile and wireless delivery. Students continue to develop video production skills, with an emphasis on advanced lighting, sound, camera operations and editing. Using the script written in ART 345, they collaborate with the Epic Magazine staff to develop and produce a video journalism project for digital publication. Students are introduced to multi-camera shooting and the crew roles necessary to produce live streaming productions. Professional acquisition, post-production, and media content creation tools will be used for students to gain real world knowledge of best practices in the field.

ART 345 Writing for Digital Media 4 Qtr. Hours
 Students will develop skills for writing across visual media, including video, websites, podcasts and blogs. Students will explore the creative writing process involved in scripting a short narrative; writing promotional ad copy for websites; writing a commercial for broadcast and providing written preparation for a documentary short. Students will maintain a journal that contains reflections of course content and activities.

ART 352 Publication Design 4 Qtr. Hours
 This advanced class focuses on the development and production of multi-page interactive digital and print publications integrating text, vector and raster images, and graphic elements. Students will research and work collaboratively to develop and design content for a 12-24 page, professional-quality publication, executed for both print and digital publication for a tablet device. The project is developed via thumbnails, comps, a dummy, and a final bound color printout and interactive digital publication presented on a tablet device. *(Prerequisite: ART 291)*

ART 356 Advanced Internship 4 Qtr. Hours
 Students serve as interns and apply their skills in real-world employment situations. All internships are project-oriented and directly related to their focus in Art. Internships are served under the sponsorship of a faculty advisor, and students will be required to document the results of their experience.
(Prerequisite: Junior status)

ART 365 History of Graphic Design 4 Qtr. Hours
 This course surveys the development of design for print media, beginning with the first systems of written language and hand-illustrated manuscripts. It then spans the evolution of graphic design from the invention of the printing press to the plethora of modernist and contemporary design styles utilizing digital hardware and software.

ART 380 Internship 4 Qtr. Hours
 Students have an opportunity to undertake a project while working either off-campus or at the university on special projects related to their course of study. Working within the design field on independent projects provides valuable work experience and on-the-job training. Internship opportunities focus on the independent development of professional projects and intensive critique sessions. The students are required to have regular meetings with their clients and advisors during the project phases to learn the professional design process. *(Prerequisite: Junior status)*

ART 411 The Business of Graphic Design 4 Qtr. Hours
 This class focuses on the administrative side of artistic business. Students will explore business concepts and theories and how they apply differently to artistic services. The theories presented will better prepare them for moving into management positions and/or run their own business. Content includes: financial issues and terminology, marketing, personnel and business organization.

ART 425 Sign & Symbol 4 Qtr. Hours
 Students explore advanced principles of visual communications theory, including applications of typographic design, logo design and the creation of symbolic visual systems, such as pictorial icons, navigation and corporate identity. *(Prerequisite: ART 291)*

ART 438 Interactive Digital Publication 4 Qtr. Hours
 In this capstone class for the BAS degree in Graphic Design, students utilize concept development, design, photography, illustration, and video to create an interactive digital for tablet devices that demonstrates a mastery of the InDesign Digital Publishing Suite interactive tools and techniques. Students write a creative brief, design appropriate graphics and navigational elements, develop a library of photographs and illustrations, produce video, and develop all other aspects of the final publication, utilizing the Adobe Content Viewer App to preview and test interactivity throughout the design process.
(Prerequisite: ART 352)

ART 440 Professional Portfolio Development 4 Qtr. Hours
 Students examine methods and techniques for presenting print, web and interactive design work to prospective employers and develop multiple presentation systems, including a portfolio website, a PDF, and either an interactive digital publication for a tablet, a book design or a traditional portfolio. Students print and assemble mock-ups of their work and take professional photographs in the studio for use in electronic portfolios. Students develop and design a personal branding package, including a business card, letterhead, envelope and resume, and a mini leave-behind. At the end of the quarter, students present their work in a professional manner. *(Prerequisite: Senior status)*

BPS 320 Project Management 4 Qtr. Hours

This course is a survey of project management and how it is implemented to solve business problems. This course will provide students with a holistic view of how projects contribute to the strategic goals of the organization. Emphasis is placed on the systems development life cycle, project scope, project time management, project cost management and project quality management. The students will review the possible outcome of project management risk and the importance of the role and commitment of a project manager. Mini project management case studies will supplement class lectures. Students will use spreadsheets and Project Management software for project planning, analysis and determining project feasibility. Students will submit a final project proposal in finest professional format. *(Prerequisite: Junior status with 30 hours of general education)*

BPS 340 The Role of the Professional in Society 4 Qtr. Hours

Professional status in our society offers many benefits and also carries significant responsibilities. This course examines the skills and attitudes needed to contribute effectively and successfully as a professional. Personal conduct, appropriate communication, goal setting and success strategies within the context of a professional environment are discussed. The potential value of membership in professional organizations and application of professional codes of ethics will be addressed. Emphasis is on application of using a framework of professionalism and critical problem solving regarding ethical dilemmas, how moral values are defined, collaboration, and the impact of political, legal, social and environmental influences. *(Prerequisite: Junior status with 30 hours of general education)*

BPS 370 Service Marketing 4 Qtr. Hours

Today the service industry dominates much of the world economy. In North America, the fastest growing segment of the economy is the creation and performance of services. More and more organizations must be adept at also performing services rather than simply producing goods. This course will introduce students interested in working in the services industry to the unique concepts of service marketing. Specifically, this course will focus on differentiating service organizations from goods organizations. This course will use case studies to examine the key issues and challenges facing organizations in a variety of service sectors (e.g. retail, healthcare and professional services). *(Prerequisite: Junior status with 30 hours of general education)*

BPS 380 Facilities Management 4 Qtr. Hours

This course will provide an overview of the processes and procedures basic to the practice of facilities management. Topics will include facilities design, space planning, energy management and emergency preparedness with an emphasis on applications relevant to general management and supervision of the physical plant. *(Prerequisite: Junior status with 30 hours of general education)*

BPS 410 Financial Planning for Professionals 4 Qtr. Hours

An overview of business concepts, including accounting and finance is necessary for the professional in today's competitive business environment. As competition in the marketplace grows, professionals will be required to be familiar with concepts covered in this course such as reading and analyzing financial statements, preparing and deciphering budgets and dealing with investments, debt and interest rate considerations. *(Prerequisites: Junior status with 30 hours of general education and two courses of BPS 320, BPS 340, BPS 370 or BPS 380)*

BPS 450 Professional Studies Strategy 4 Qtr. Hours

This course analyzes complex issues in specific professional areas by integrating and applying previous coursework in project and facilities management, marketing and financial planning. Through case studies and research, students will develop strategies and solutions for business in their particular area of concentration. *(Prerequisites: Junior status with 30 hours of general education and BPS 410)*

BSA 300 Business Analytics 4 Qtr. Hours

This course covers the formulation and solution of mathematical models and their uses and limitations in business. Topics include linear, integer and goal programming, network models, queuing, utility theory, and Markov analysis. Utilizing mobile applications for financial calculations, analysis, forecasting and to organize and store data. Quantifying human behavior patterns, reporting on indexed/ranked behaviors, forecasting future behavior patterns and creating interventions to manipulate behavior will all be explored. *(Prerequisite: MAT 210 or equivalent)*

BSA 400 Business Forecasting 4 Qtr. Hours

This class utilizes the data analysis process and techniques for preparing business forecasts. Explores qualitative and quantitative data, data research, relevance, validity, intelligence tools and data integrity. Applications include both shorter term forecasting for sales and operations management as well as forecasting for long term planning. Emphasis is on statistical methods to obtain and evaluate forecasts. Statistical models are implemented using standard software such as MINITAB and/or EXCEL to graphically represent data streams, build multi-media representatives of data and forecast future data streams. *(Prerequisite: MAT 330) or equivalent)*

BUS 200 Legal Environment of Business 4 Qtr. Hours

This course examines the impact of the legal environment on a business firm from a managerial perspective by investigating the legal principles, laws and regulations that affect contracts, sales, property, and employment practices.

BUS 256 Internship 4 Qtr. Hours

Students serve as interns and apply their skills in real-world employment situations. All internships are project-oriented and directly related to their focus in Business. Internships are served under the sponsorship of a faculty advisor, and students will be required to document the results of their experience.

BUS 300 Contemporary Legal Issues 4 Qtr. Hours

This course covers an in-depth study of significant areas of law as they apply to the accounting profession. An overview of the U.S. legal system is provided, with heavy emphasis placed on the decision-making criteria used in the courts. Topics include the formation of contracts, the sale of goods and the legal liability of accountants. *(Prerequisite: ACC 112)*

BUS 313 Business Group Internship 4 Qtr. Hours

A group of students will team together for this internship to practically apply their skills in real world problem-solving situations. All internships are project oriented and directly related to the area of study. Internships are served under the sponsorship of a faculty advisor, and students will be required to document the results of their experience.

BUS 319 Independent Study 4 Qtr. Hours

This course is intended to give students the opportunity to deepen their understanding of an area of study or explore new areas not covered in the offered courses while earning graduate credits. Students select their own topics of study, under the approval of the Dean and a supervising faculty member.

BUS 330 Law & Order 4 Qtr. Hours

This is a highly motivating and energetic course in which students develop skills that are invaluable to every profession and are highly valued by potential employers. Students learn to think on their feet, to be articulate and poised under pressure and to work with other students as members of a team. In Mock Trial, students will learn each step of the trial process in a hands-on fashion, playing the roles of attorneys for the prosecution/plaintiff and defendant as well as witnesses. Students will develop case themes, prepare direct and cross-examination of witnesses as well as draft and deliver opening statements and closing arguments. The course is designed to sharpen students' preparation and organizational abilities as well as develop greater critical analysis, strategic planning and public speaking skills. *(Prerequisite: Sophomore status)*

BUS 356 Advanced Internship 4 Qtr. Hours

Students serve as interns and apply their skills in real-world employment situations. All internships are project-oriented and directly related to their focus in Business. Internships are served under the sponsorship of a faculty advisor, and students will be required to document their experience. *(Prerequisite: Junior status)*

BUS 500 Foundations of Accounting & Finance 4 Qtr. Hours

Part I – Accounting is an information system which provides useful information to its users. An introduction to accounting provides both theoretical foundation and applications of accounting. The accounting model and information processing cycle are developed. The content of the income statement, balance sheet, and statement of cash flows are studied and analyzed. The topics also include accounting aspects of bonds and stocks.

Part II – Finance will introduce students to the basic tools of financial management. The students will have an opportunity to diagnose the financial health of a firm. In addition, students will also be introduced to other important concepts such as valuation, risk and return, cost of capital, and capital budgeting. The course also examines fundamental drivers of a firm's financial policy.

(This course will be waived with a "B" or better grade in ACC 300 and FIN 300, or equivalent. This is an accelerated course on the foundations of accounting and finance.)

BUS 501 Economic Principles 4 Qtr. Hours

This course examines economic principles with emphasis on their applications to business decision-making. Topics include market analysis (supply and demand), price elasticity, profit maximization, market structure and the firm's output and pricing decisions.

The course is also an introduction to probability theory and statistics, and their application to data description and analysis. Topics include data description using graphs and numerical measures, probability and probability distributions, estimation and simple linear regression. Emphasis is placed on the application of these techniques to practical business problems through the use of standard statistical software.

(This course is waived with a "B" or better grade in SSC 304 or equivalent and a "B" or better grade in MAT 320 or equivalent.)

CHS 100 Professional Seminar 0 Qtr. Hours

Students will discuss and learn about professional requirements, expectations and behaviors at practicum and internship sites through a series of activities, conversations, and guest lectures. Students will have an opportunity to discuss their career path and begin to develop a career action plan/profile after their practicum/internship experience.

CIS 100 Introduction to Information Technology 4 Qtr. Hours

Fluency with information technology is the ability to use computers as a tool in problem-solving. Students will use case studies to evaluate computer applications to determine an appropriate solution using information technology. Students will become effective users of information technology and will be able to apply it to academic, personal and professional settings. *(Fulfills General Education analytical reasoning requirement)*

CIS 105 Computer Problem Solving 4 Qtr. Hours

Students will use Excel to solve case problems. The emphasis is on applying quantitative reasoning skills to realistic business scenarios. Critical thinking and problem-solving skills will be enhanced through the use of spreadsheet and graphical representation of data. The competencies will be applied in making business decisions. Completions of this course will prepare the student to take the MCAS exam. *(Fulfills General Education analytical reasoning requirement)*

CIS 110 Quantitative Problem Solving 4 Qtr. Hours

Students will use Excel as a tool to solve problems which include critical thinking and problem-solving skills that are necessary for decision-making in everyday life. The emphasis is on applying quantitative reasoning skills to realistic personal and business scenarios. Students will become effective users of information technology through the use of spreadsheet and graphical representation of data and will apply this technology to personal, academic, and professional settings.

CIS 208 Database Programming 4 Qtr. Hours

This is an in-depth course of the principles of database systems and management. This course will focus on the development of hands-on skills using SQL. Students will modify file structures, sort and query data, and generate forms, screens and reports. Data structures and programming techniques will be incorporated throughout the course.

CIS 220 Operating Systems 4 Qtr. Hours

This course surveys personal computer operating systems (Windows 7, 8) and provides an introduction to networking technology. Topics include file system design and management, installation and upgrade of operating systems, input/output devices, and networking devices and topologies. The course employs a computer troubleshooting approach in the instructional methodology. *(Prerequisite: CIS 240 or concurrent)*

CIS 232 Local Area Networks 4 Qtr. Hours

This course will provide a theoretical and practical guidance to Local Area Networking using Windows 2012 Server software. The student will focus on installing, configuring, managing and troubleshooting Windows the 2012 environment. Network hardware requirements will be discussed. Included are client server software installation, active directory set-up, network security, client account creation, and installation of print services. The student will learn to monitor and optimize the system for best performance. All concepts are introduced in both lecture and hands-on laboratory exercises.

CIS 237 Internetworking 4 Qtr. Hours

This course is an in-depth course in Internetworking with the TCP/IP protocol suite: architecture, service, classes, addressing, filtering and troubleshooting. The various static and dynamic addressing schemes and WAN setup/routing will be applied in hands-on lab exercises with Windows 2012 Server and Cisco routers/switches. Protocols such as DHCP, WINS, DNS and RAS will be configured. Cisco IOS commands for routers and switches will be introduced. *(Prerequisite: CIS 232)*

CIS 240 System Engineering I 4 Qtr. Hours

This course is a study of microcomputers and their various architectures. It encompasses many of the basic principles necessary to begin preparing for Comp TIA's A+ certification examination. Hardware design fundamentals and hardware/software interrelationships are combined with practical hands-on experience to give the student a thorough understanding of the basic platforms pertaining to the IBM compatible/clone computer.

CIS 244 Security Fundamentals 4 Qtr. Hours

This course provides a comprehensive introduction to computer and network security. The course covers basic security principles including a detailed discussion of security attack techniques and security defense technologies. Hands-on exercises are designed to apply defensive tactics to harden a company's servers and workstations (Windows 2012 Server and Windows 7, 8). Students learn cryptography and employ PKI (public key cryptography) to thwart attacks. The course topics are mapped to the Security+ certification.

CIS 256 Internship 4 Qtr. Hours

Students serve as interns and apply their skills in real-world employment situations. All internships are project-oriented and directly related to their focus in Computer Studies. Internships are served under the sponsorship of a faculty advisor, and the students will be required to document the results of their experience.

CIS 261 Linux/Unix 4 Qtr. Hours

This course introduces the student to the Linux operating system. The student will gain actual hands-on experience in installing, configuring, and administering Linux in both a client and a server environment, as well as in integrating it with other operating systems. In addition, the student will acquire the skills necessary to manage a Linux/Unix based computer system by performing a variety of administrative tasks and functions inherent in using any Unix-based operating system.

CIS 262 Linux Security 4 Qtr. Hours

This is a second course in the Linux operating system. The focus is on the administration tasks associated with adding security to Linux servers. Lab exercises include creating user accounts, setting file permissions, configuring the Apache web server for security, and configuring Samba file sharing for security. Security fundamentals are covered, including encryption and authentication.
(Prerequisite: CIS 261)

CIS 264 Networking Essentials 4 Qtr. Hours

This course introduces the architecture, structure, functions, components, and models of the internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

CIS 265 Routing & Switching 4 Qtr. Hours

This course focuses on initial programming of routers and switches. The course begins with IP sub-netting calculations using binary math. Basic switching concepts are then described in detail. Switch VLANs are created and programmed, and inter-VLAN routing is configured. Static routing is configured on routers using both IP versions 4 and 6. (Prerequisite: CIS 264)

CIS 266 Router Configuration 4 Qtr. Hours

This course focuses on dynamic routing protocol categorization – Interior/Exterior, Classful/Classless, Distance Vector/Link State, and Open Standard/Cisco Proprietary. Router configuration lab exercises are conducted using the RIP and OSPF routing protocols. Router Access Control Lists (ACLs) for security policy implementation are applied. IP address management with DHCP and NAT are employed. (Prerequisite: CIS 265)

CIS 302 Independent Study 2 Qtr. Hours

Independent studies allow a student to explore a topic or area of interest. Students will propose a topic for tutorial study under the guidance of a supervising faculty member.

CIS 307 Client/Server Network Database 4 Qtr. Hours

The emphasis in this course is on network data storage and retrieval. The focus is on large-scale client/server databases that are common in large corporations. The course specifically addresses the sophisticated sharing techniques needed to safeguard the data while allowing ready access to the database.
(Prerequisite: CIS 208)

CIS 308 Database Design 4 Qtr. Hours

This course will include an overview of all phases of design from the customer requirements to the analysis of software alternatives to successfully select a DBMS and application interface. Topics will include analysis and data modeling, entity-relationship diagrams, relational integrity, data dictionaries, database languages, secondary indexes, normalization, selection of DBMS, and selection of application interface.

CIS 309 Database Development 4 Qtr. Hours

This is a continuation of CIS 307 with Oracle DBMS software. This course will focus on Advanced SQL commands, Forms and Reports, Embedded SQL Stored Procedures, Triggers, Transactions, Data Mining and Concurrency Control. Complex queries will be analyzed and formulated. Database programming techniques are included. (Prerequisite: CIS 307)

CIS 310 Management Information Systems 4 Qtr. Hours

Students will survey computer information systems to solve business problems as managers. Emphasis is placed on management techniques of information systems development and design tools. Several case studies will supplement class lectures. The students will use spreadsheet files outside of class meetings to strengthen their case analysis.

CIS 311 Information System & Internal Controls 4 Qtr. Hours

This class will review the role of AIS in collecting, storing and using accounting information. Introduce accounting system concepts such as; planning, designing, selecting, implementing and maintaining such systems. The analysis of internal controls, assessment of risk and security issues in the implementation of AIS include; computer controls for AIS, security of transactions, computer crimes, and auditing the computerized accounting systems.

CIS 313 Computer Information Systems Group Internship 4 Qtr. Hours

A group of students will team together for this internship to practically apply their skills in real world problem-solving situations. All internships are project-oriented and directly related to the area of study. Internships are served under the sponsorship of a faculty advisor, and students will be required to document the results of their experience.

CIS 318 Java Programming 4 Qtr. Hours

This course introduces fundamentals of Java programming language to create Android applications. Students will learn key programming concepts including variables, decision structures, lists, arrays, user interface components, error handling, testing and debugging. The course provides students hands-on experience in using Android development environment and techniques for writing Android applications. Upon course completion, students will be able to write simple android applications.

CIS 320 Independent Study 4 Qtr. Hours

Independent studies allow a student to explore a topic or area of interest. Students will propose a topic for tutorial study under the guidance of a supervising faculty member.

Students serve as interns and apply their skills in real-world employment situations. All internships are project-oriented and directly related to their focus in Computer Studies. Internships are served under the sponsorship of a faculty advisor, and the students will be required to document the results of their experience.

(Prerequisite: Junior status)

This course covers advanced router and switch configuration. Advanced switching features include link aggregation, redundancy, and wireless LANs. Advanced routing configuration focuses on Cisco's enhanced EIGRP routing protocol. Complex multi-area OSPF routing is also explored. At the end of the course, operating system management procedures are employed to troubleshoot or upgrade the routers and switches. (*Prerequisite:* CIS 266)

This course focuses on the Hierarchical Design of a complex corporate network. Wide Area Networking (WAN) services are configured. The WAN services studied include the Point-to-Point Protocol (PPP), Frame Relay, Broadband, and Virtual Private Networks. This course is the last of five courses preparing students to achieve their Cisco CCNA networking certification.

(Prerequisite: CIS 364)

This course provides an overview of social networks, social media platforms and online advertising to offer students an advantage in managing positions involving marketing, consulting, and brand management, both on the buyer and seller side of social media. The students learn the techniques of Search Engine Optimization (SEO), online Public Relations (PR), and content marketing that marketers use to meet marketing goals. Students develop web pages with HTML 5 and CSS 3. Quantitative and qualitative social media measurement tools are explored along with methods to estimate an organization's return on investment in social media marketing activities.

The program provides the student with an overview of seven practical disciplines required to have a successful career in Information Technology. In addition to the relevant seven topics, the program will include a field trip to a high-profile IT work environment as well as a course introduction and summary review. Instruction for each topic is developed by an experienced IT leader. Students are required to write a four-page paper after each presentation.

This course will focus on all aspects of managing a database, including database administration, data warehousing, performance issues, database security, and Java connectivity (JDBC). Students will set up servers with web sites. Students will install client-server software on the servers (i.e., Oracle, Microsoft SQL), and these servers will subsequently be employed in CIS 416 e-Commerce Databases.

This course introduces mobile application programming environment using Apple's iOS SDK for building iPhone applications. Students will learn Objective-C programming language along with necessary libraries of reusable software components to develop and deploy iPhone applications. Upon course completion, students will be able to write simple iPhone applications. *(Prerequisite: CIS 318 recommended)*

Students are introduced to iPhone SDK's Xcode, Interface Builder, and UIKit framework to build iPhone applications. Students will learn to use powerful features of Objective-C, Cocoa Touch, and the various iOS SDK libraries and frameworks for developing and deploying applications on iPhone. Upon course completion, students are expected to produce a mobile solution for a real-life solution. (*Prerequisite:* CIS 417)

Students will learn how to develop Android Applications, a hands-on Android course designed to provide essential skills and experience with developing applications on the Android mobile platform. This course is best suited for Java developers who are seeking a fast track to the Android API and best practices. Throughout the course, the students develop a real-life application, which can serve as a basis for their future Android projects. Eclipse and Android SDK are used as the development environment throughout the class. *(Prerequisite: CIS 318)*

This course focuses on setting up a home network. DSL and broadband cable systems with modems, network cards, and routers are presented. Students wire through mock-up wall panels using UTP and coaxial cable. Wireless technology with IEEE 802.11 and Bluetooth is also implemented. At the conclusion of the course, the student has prepared a computer with a firewall that will act as the central processing unit for Home Technology Integration.

This course integrates audio and video components including TV, stereo systems, and computers. DVD and CD systems are shared between components. Connections are both wired and wireless. Audio fundamentals are presented and home stereo systems are configured. Computer audio with CD wiring and MP3 files is included. Video fundamentals are then presented, including analysis of HDTV and flat-panel TVs. Computer video with mpeg files, DVDs, and streaming video is also studied.

This course begins with set-up of a home security system. Components focus on sensors, such as smoke/CO detectors, infrared/motion detectors, cameras and control keypad installation. The course continues with lighting systems, including X10 modules for lighting and appliance control. Security and decorative lighting systems are designed. Indoor and outdoor lighting situations are addressed separately.

This course has three separate residential technology components: Telecommunications, HVAC and water management. The telecommunications part of the course includes a detailed description of the telephone system components, voice over IP, and video conferencing. The HVAC part of the course includes a description of common heating and cooling systems and components. HVAC zone sensors, programmable thermostats, and computer control are then presented. The water management systems for lawn and garden focuses on programmable control of sprinkling systems for lawn and garden situations, including sensors to dictate when the systems should activate.

This course explores the latest wireless technologies in the networking industry. Currently, this includes, Wireless LAN 802.11a/b/g/n, Bluetooth, Cellular, IR, microwave, satellite, and WiMax. An important aspect of this study is wireless security implemented through the standards of 802.11i (advanced cryptography) and 802.1x (RADIUS). Students receive both historical coverage and future expectations through personal research and practical laboratory experiments. A business perspective illustrates how these concepts relate to real-world personal and corporate networks.

This course aims to provide a practical, up-to-date and comprehensive survey of network-based and Internet-based security applications and standards. Topics include authentication, cryptography, encryption, digital signatures, and key exchange. Current applications explored in this course include: Kerberos, PGP, S/MIME, PKI, firewalls, and anti-virus software.

In this course, students will study a set of advanced network services that are used to support core business functions. Examples of such services include email, firewalls, and voice over IP. These services go beyond the range of essential network services covered in previous networking courses.

This course focuses on computer investigation for crime scene analysis with an emphasis on software tools for determining what was done and by whom, regardless of whether or not the information has been deleted. (*Prerequisite: Junior status; could be taken by Business students*)

This course focuses on network management, server virtualization, and specialized server hardware. The servers will employ the Windows Server 2008 and Linux operating systems. Clients will employ the Vista and Linux operating systems. Virtualization software will include VMWARE and Windows Server 2008 Hyper-V Virtual machine manager. Lab setup will include Blade server hardware, wireless routers and access points, switches and printers with network monitoring agents, and specialized network management software. Green technologies for IT are addressed. *(Prerequisite: CIS 237)*

An independent investigation of an appropriate problem in computer study carried out under the supervision of a faculty member. A formal written report is essential and an oral presentation is also required. This course may be extended over more than one quarter in which case the grade will be deferred until the whole project has been completed. No more than three quarters of this course may be taken. (*Prerequisite: Senior status*)

This is a foundations course for two of the key areas of undergraduate computer science education: web development and database development. Knowledge of both areas is required for client/server development, a key component of graduate education in the computer field. The web development part of the course focuses on tools such as HTML, JavaScript, PHP and CSS to teach students to design and implement a user-friendly website for a real world business. The database development part of the course focuses on the principles of relational database systems and in-depth hands-on skills in SQL. SQL is the command-based language of database development and students will create databases, form complex queries of the data, and generate data reports. *(This course will be waived with a 'B' or better average in CIS 208 or equivalent.)*

During this first year, students will be involved in developing successful strategies for mastering academic and career success in formal and informal settings. Through this process, students will assess their interests and consider career choices which provide a foundation for academic and professional development. Course content will center on a theme of universal expectations employers look for in successful college graduates. Professional and interpersonal relationship management, work-life priorities, and research will be integral in developing a holistic approach from college to career. This course is recommended for freshmen and new students.

Creating the right impressions – first, continuing, and last – are crucial to success in the workplace. In this course, students will learn how to develop, manage, and influence their professional images. Tools for building and maintaining a professional presence will include career documents and portfolio, presentations, electronic media, interview practice, collaboration, and socializing in a formal setting. Exploring opportunities for the types of engagement, experiences, and qualifications that the vast majority of employers demand will be emphasized. Students will learn how to leverage their personal, professional, and academic resumes to create an image of a job candidate that an employer will hire.

(Prerequisite: Sophomore status)

In this course, students will articulate their personal narratives in relations to lifetime career planning and development. They will conceive individual “brands”, that is, generate themes unifying their education and qualifications, experience and service, interests and values in a meaningful professional context. Students’ personal narratives and brands will inform their self-evaluation and identification of goals vis-à-vis the job market and employment trends. Students will also communicate their histories and aspirations persuasively in various formats and media, written, oral, and electronic. (*Prerequisite: Junior status*)

This course continues the career journey from college to the workplace, focusing on the life-long process of innovation, creation, strategic planning to discover and maintain satisfying and meaningful professional opportunities. Student projects will emphasize individual brand marketing and research to enhance professional mobility. Students will secure interviews, participate in job fairs and networking events, and become active in professional associations. Through active participation and experiential activity, students will develop and maintain viability for a dynamic professional market. *(Prerequisite: Senior status)*

This course introduces the student to major theories of human communication, focusing on the impact communication patterns have on intra-and interpersonal relationships. Students study, evaluate and practice basic skills necessary for effective communication in both formal and informal settings.
(Fulfills General Education Speech Communication requirement)

Independent Study allows a student to explore a topic or area of interest. The student will propose a topic for tutorial study under the guidance of a supervising faculty member. (*Prerequisite: Instructor's approval*)

Students serve an internship developing and/or applying skills associated with the General Studies area of Communications. Internships are served under the sponsorship of a faculty advisor, and students will be required to document the results of their experiences.

COM 302 Independent Study 2 Qtr. Hours
Independent studies allow a student to explore a topic or area of interest. Students will propose a topic for tutorial study under the guidance of a supervising faculty member.

COM 319 Independent Study 4 Qtr. Hours
Independent studies allow a student to explore a topic or area of interest. Students will propose a topic for tutorial study under the guidance of a supervising faculty member.

CRX 107 Creative Expressions: Digital Photography 4 Qtr. Hours
This course introduces student to digital photography as an art form and a communication tool. Students are introduced to the technical and practical aspects of using a digital camera and the basic manipulation of digital images in PowerPoint and Photoshop Elements. Emphasis is placed on learning to take better photographs, utilizing photography as a vehicle to explore personal creativity and on developing verbal and visual skills necessary to appreciate and critique the medium both as a means of communication and as an art form. This course is intended for non-majors.

CRX 108 Creative Expressions: Painting 4 Qtr. Hours
Students examine painting methods and techniques via field experiences and slides/images and apply those methods and techniques to expressing their own ideas and feelings while exploring a variety of contemporary issues and themes.
(Fulfills General Education Creative Expressions requirement)

CRX 109 Creative Expressions: Art Studio 4 Qtr. Hours
Students visit museums and galleries exploring art works and learning about the artists who made them and how they were created. Students create art works inspired by the art seen utilizing contemporary themes and issues as a springboard for creation. Both two-dimensional and three-dimensional projects are created.
(Fulfills General Education Creative Expressions requirement)

CRX 112 Creative Expressions: Creative Writing 4 Qtr. Hours
Everyone has a story to tell of his or her life that is like no other. Telling our stories through poems, plays, short stories, journalistic pieces, or improvisational speaking allows us to contribute to the understanding of human experience. As Michelangelo said of his sculptures, "The sculpture was already there, I just had to remove the excess parts." We all have stories to tell – they just need an opportunity to be discovered. Through writing, discussion, and performance, students will work with published authors to create written work in various genres. Students will meet individually with the instructor to discuss their writing, workshop their pieces as a group, and produce an anthology of the class's work at the end of the course.

CRX 113 Creative Expressions: Cooking Techniques for the Non-Professional 4 Qtr. Hours
This course will provide a broad orientation to non-professionally oriented students who wish to develop their culinary skills to enrich their personal lives. This course is an introduction to skills and techniques involved in cookery. Students will focus on the social significance of food and its role in cultural development. This course also provides an overview of menu development as well as proper identification, usage, safety, and care procedures for culinary tools and food.

CRX 122 Topics in Language & Culture 4 Qtr. Hours
The purpose of this course is to introduce a language used in a study-abroad destination, focusing primarily on everyday speech with some attention to common written forms as well. The course also explores the relationship between language and culture, and their influence on international business and world politics.

CRX 200 Language & Culture for Travel Abroad 4 Qtr. Hours
This course introduces a language used at a study-abroad destination, focusing primarily on everyday speech with some attention to common written forms as well. Students will explore the relationship between language and culture, and their influence on international business and world politics. The courses introduce the pronunciation, basic vocabulary, and fundamental grammatical notions that facilitate immediate communications in the target language. They cover the useful expressions and practical information needed to negotiate common travel situations such as dining out, shopping using public transportation, and asking for directions or help. Students practice listening to and speaking the language, and begin to develop their reading and writing skills while learning to appreciate another culture.

CRX 210 Cultural Perspectives 4 Qtr. Hours
The cultural development and lifestyle of the study abroad site country will be presented through research, lectures and guided site visits. Students will experience cultural diversity and gain an awareness of the area, its history, economy, politics, business, art, food, literature and people. This course is specifically designed for students while abroad in order to become a "traveler" abroad rather than a "tourist".

CRX 225 Creative Studies 4 Qtr. Hours
This course examines the facets and roles of creativity, innovation, and critical thinking as applied across disciplines, in the workplace, and in students' personal lives. Students will develop their own creative and problem-solving skills by exploring diverse ideas and solutions to various problems. Students will also reflect on, discuss, and assess their creative processes to understand the importance of trial and error in generating ideas and innovating.

CRX 230 Critical Thinking About Self & Society 4 Qtr. Hours
In this course, students will be challenged to think critically about themselves and the society in which they live. Students will engage in analysis and defend conclusions with sound critical thinking. Through research, students will distinguish between evidence and opinion, and approach concrete problems of knowledge and reality through reason. Using multiple modes of creative expression, students will explore the complex nature of the individual and the meanings of the community.

CUL 110 Sanitation & Safety 1 Qtr. Hour
This course covers the fundamentals of food and environmental sanitation and safety in a food production area. Attention is given to food-borne illnesses, their origins, and on basic safety procedures necessary in the food service industry. Emphasis is given to food service facilities planning, safe working environment, and sanitary conditions in all areas of the facility, maintenance costs, flow and production. Course meets requirements for the Illinois Department of Public health certification, and students will take the national Restaurant Association Serve Safe® examination.

CUL 126 Culinary Fundamentals I 4 Qtr. Hours
This course will develop the students' initial understanding of the skills and professional work habits needed to successfully prepare a solid foundation and understanding of the principles used within a professional kitchen. Students will be introduced to base culinary fundamentals and classical and modern culinary techniques/ cooking methods with an emphasis on professionalism, speed and timeliness, organization, and mise en place. *(Prerequisite: CUL 110)*

CUL 127 Culinary Production 4 Qtr. Hours

This course will develop the students understanding of the skills and professional work habits needed to successfully prepare a solid foundation and understanding of the principles used within a professional kitchen. Students will be introduced to culinary fundamentals and classical and modern culinary techniques/ cooking methods with an emphasis on sanitation, mise en place, knife skills, cooking methods, sauces and soups. This is a culinary lab class.

CUL 131 Culinary Fundamentals II 4 Qtr. Hours

This course will continue to develop the students' understanding of the base skills and professional work habits needed to be successful in a professional kitchen. Students will be introduced to the culinary fundamentals of produce, grain, and dairy identification, fabrication, and preparation utilizing classical and modern culinary techniques/ cooking methods. *(Prerequisite: CUL 126)*

CUL 132 Restaurant Production & Service Styles 4 Qtr. Hours

This course will focus on various restaurant service styles. Students will spend one week on the fundamentals and practices in the lab and one week to execute service style for campus staff, faculty and students using various cuisines and service styles. The five areas of focus are: Quick Service, Buffet, Casual Dining Plated (multiple menu choice), Fine Dining (prix fixe), Small Plates/Tapas style Service. This is a culinary lab class. *(Prerequisite: CUL 127)*

CUL 235 Meat & Poultry 4 Qtr. Hours

This course will develop the students' initial understanding of the necessary skills and fundaments of meat and poultry identification, fabrication, and preparation used within a professional kitchen. Students will be introduced to classical and modern culinary techniques/cooking methods as it pertains to meat and poultry. *(Prerequisites: CUL126, CUL 131)*

CUL 240 Baking & Pastry 4 Qtr. Hours

Students identify and use bakeshop equipment and scale to order. Types of floors, exact weight and measures, bakeshop tools/equipment, and cutting, shaping, and baking techniques are covered. Students will handle and use organic flour ingredients, pre-mixes, straight dough methods, sour dough, preferment dough, quick breads, breads made by hand and with the use of proper equipment, breads make with and without the use of dough conditioners, while identifying, assessing, and using the proper techniques from start to finish. Students evaluate both technique and ingredients as they affect the final bakery or pastry product. This is a kitchen lab course. *(Prerequisites: CUL 110, CUL 126, CUL 131)*

CUL 242 Food & Beverage Pairing 4 Qtr. Hours

This course will focus on wine, beer, and spirits management and food pairing and will incorporate the ServSafe Alcohol Certification Program. Students will learn the basics of beverage service along with tastings and food pairing for each type of beverage. This is a culinary lab class. *(Prerequisite: CUL 127)*

CUL 245 Seafood 4 Qtr. Hours

This course will develop the students' initial understanding of the necessary skills and fundamentals of seafood identification, fabrication, and preparation used within a professional kitchen. Students will be introduced to classical and modern culinary techniques/cooking methods as it pertains to seafood. *(Prerequisites: CUL 126, CUL 131)*

CUL 253 Restaurant A la Carte 8 Qtr. Hours

This is a production class preparing a la carte service to the public in the RMU student-run restaurant. The focus of this class is to reinforce cooking methods acquired during previous classes into a cyclical, local/sustainable menu based on seasonality in a restaurant setting and apply those skills into practice. This course will emphasize cooking techniques and ingredients along with planning and ordering for production, station organization, sanitation, preparation and plating, timing and other situations. Restaurant service is also emphasized. This is a kitchen lab course. *(Prerequisites: CUL 110, CUL 126, CUL 131)*

CUL 254 Restaurant A la Carte II 8 Qtr. Hours

This is the second course in the production prep class which meets at the Eyrie Restaurant and is considered an internship course.. *(Prerequisites: CUL 253)*

CUL 256 Externship 4 Qtr. Hours

Students serve as externs and apply their skills in real-world employment situations. All externships are project-oriented and directly related to their focus in Culinary Arts. Externships are served under the sponsorship of a faculty advisor, and the students will be required to document the results of their experience. *(Prerequisites: CUL 110, CUL 126, CUL131, CUL 235, CUL 245)*

CUL 260 American Cuisine 4 Qtr. Hours

This course explores the cuisines of North America and will include cuisines from the North Western Frontier, Midwest, Southwest, Northeast, and the south. Emphasis will be on recognition, preparation, and evaluation of each regional cuisine. This is a kitchen lab course. *(Prerequisites: CUL 110, CUL 126, CUL 131)*

CUL 265 Taste of the World 4 Qtr. Hours

This course surveys the cuisines of the world and will feature Mediterranean, Asian, African, New World, and Ellis Island fare. Emphasis will be on recognition, preparation, and evaluation of each regional cuisine. This is a kitchen lab course. *(Prerequisites: CUL 126, CUL 131)*

CUL 290 Culinary Externship 4 Qtr. Hours

This course culminates the students' culinary education with applied experience. Students are required to work at least 240 hours in a foodservice establishment that provides a continuation of the skills learned in culinary classes. Included in applied experiences are learning the flow of restaurant operations and basics such as plate layout. Students may serve the externship at any number of establishments in the Chicagoland area. Students are required to keep a journal and to develop learning outcomes with a supervising faculty member. Most domestic regional externships are paid. *(Prerequisites: CUL 126, CUL 131, CUL 235, CUL 245)*

CUL 295 International Experience 4 Qtr. Hours

This experience is for students in the Culinary Study Abroad Program. Students are required to work 240 hours in a food service establishment in a foreign country. Students will apply their knowledge from their previous culinary and hospitality classes in order to work with the chef at a particular restaurant or foodservice industry. Students will be required to keep a journal of their experiences. These internships are not paid. *(Prerequisites: CUL 126, CUL131, CUL 235, CUL 245)*

CUL 330 Advanced Pastry & Breads 6 Qtr. Hours

Students will learn the fundamentals in regards to the art and science of bread baking and decorative pastry work. Theory and hands-on work will support the students' understanding of the craft of baking multiple different styles of breads. A section of the course will also delve into the detailed field of chocolate and sugar works, along with plated desserts and buffets/sweet tables. *(Prerequisites: Junior status and CUL 110 or CUL 240)*

CUL 355 Restaurant Management 4 Qtr. Hours

This course takes place at Eyrie, RMU's student-run restaurant. Students will be introduced to the art of line cooking and application of front-of-house service through working each food station as well as with the restaurant manager to run the front-of-house operations. This will include purchasing, scheduling, customer service, POS, reservations and special events. Students will sit for the NRAEF Restaurant Management Certificate. *(Prerequisite: CUL 127)*

CUL 356 International Study Abroad 4 Qtr. Hours
 This course enables students who are in a Study Abroad program to study cuisines and learn techniques from a specific foreign country..
(Prerequisites: CUL 126, CUL 131, CUL 235, CUL 245).

CUL 425 Master Chef's Workshop 4 Qtr. Hours
 Students will learn specific advanced culinary techniques from renowned chefs who are masters in their respective fields. This course is intended to give students the opportunity to learn and practice innovative skills and techniques used in today's culinary field. *(Prerequisites: Junior status and CUL 110 or equivalent, CUL 126, CUL 131, CUL 235, CUL 245)*

CUL 435 Wine & Food Pairing 4 Qtr. Hours
 This course provides students an introduction to the unique characteristics of the six major wine varietals, along with the principles of food/wine pairings with the practical experience of tasting those major wine styles with "perfect" food pairings. The course will also cover how the grapes are grown and wine is made, along with the major steps in the vine to bottle process throughout the winemaker's year. *(Prerequisites: Junior standing and CUL 110 or equivalent, CUL 126, CUL 131, and CUL 235, CUL 245).*

CUL 453 Advanced Restaurant A la Carte 4 Qtr. Hours
 This is a production class preparing a la carte service to the public in the RMU student-run restaurant. The focus of this class will be writing menus, working with vendors to obtain resources based on local and seasonal products, costing out menus, and implementation of menu into plate designs. This course emphasizes advanced cooking skills and techniques, trends and ingredients along with planning and ordering for production, station organization, sanitation, preparation and plating, timing, and other realities of a restaurant. Restaurant service is also emphasized. This is a kitchen lab course. *(Prerequisites: Junior status and CUL 110 or equivalent, CUL 126, CUL 131, and CUL 235, CUL 245)This course may be repeated up to 12 hours.*

DMM 510 Multimedia Production Management 4 Qtr. Hours
 This course examines the management of complex technological workflows integrating multiple media for strategic campaigns in print, online, television, radio, and mobile media. Students explore the responsibilities of a multimedia producer including staff management, marketing, managing budgets, and client relations.

DMM 520 Film & Video Production Management 4 Qtr. Hours
 The producer's role in film and video production is analyzed via simulation and actual production. Budget management, locations, scouting, casting, scheduling, contracts, hiring crew, and managing all aspects of a successful film and video from pre-production through post are investigated.

DMM 530 Gallery & Studio Management 4 Qtr. Hours
 In this course, students examine management and operations related to the exhibition of artworks in public, private, and alternative venues. Students evaluate artists and their work for inclusion in profit and not-for-profit enterprises. Exhibit jurying, production, and marketing strategies are explored and analyzed.

DMM 540 Entrepreneurship: The Successful Design Practice 4 Qtr. Hours
 In this course, students develop sustainable business models for the leadership of design organizations. Strategies for client generation, studio management, profitability and team management will be examined and applied via simulations and case studies. Students generate a business plan for the startup of a small to mid-sized design firm.

ECN 220 Introduction to Microeconomics 4 Qtr. Hours
 This course is an introduction to the study of the economic problem of scarcity and choice. Microeconomic principles and tools are applied to the decisions of economic agents – households, businesses, and governments – and their interactions in individual markets. Topics include supply, demand, price determination and resource allocation; profit-maximization, market structure, and the firm's output and pricing decisions.
(Prerequisites: MAT 210 or MAT 215)

ECN 230 Introduction to Macroeconomics 4 Qtr. Hours
 This course is an introduction to the study of economic aggregates such as a nation's gross domestic product, inflation and unemployment. Issues in the measurement of macroeconomic performance are examined, and models of the economy are employed to explain business cycles and economic growth, as well as analyze the effects of the effects of fiscal and monetary policy. Other topics include money, banking, and interest rate determination. *(Prerequisite: MAT 210)*

ECN 305 Economic & Business Issues 4 Qtr. Hours
 This course is an introduction to international trade and finance. Coverage includes modern theories of international trade flows and exchange rate determination, with applications to such current issues as free trade, protectionism, trade deficits and exchange rate policies.

ECN 306 Principles of Microeconomic 4 Qtr. Hours
 This course covers the concepts of supply and demand, consumer choice, and price and resource allocation. In addition, students will study profit maximization in the short and long run, types of market structures, and the determinants of prices in the factor markets. *(Fulfills Upper Division Social Science requirement)*

ECN 307 Principles of Macroeconomic 4 Qtr. Hours
 This course covers basic concepts such as demand, supply, and major economic systems. It also studies such key economic aggregates as country's gross domestic product, unemployment, and inflation. In addition, the effects of fiscal and monetary policies on these economic aggregates are discussed. *(Fulfills Upper Division Social Science requirement)*

ECN 320 Microeconomics: Theory & Applications 4 Qtr. Hours
 This course is an examination of price determination and resource allocation in different market settings. Microeconomic models are introduced and applied to decisions of various economic agents – households, businesses, and governments. Applications include consumer behavior, firm profit-maximization and market structure. Optimization techniques and marginal analysis are emphasized but alternative behavioral approaches are also considered. The course includes an introduction to modern game theory with applications to business strategy. *(Prerequisites: MAT 152, SSC 304; recommended: MAT 210)*

ECN 330 Macroeconomics: Theory & Policy 4 Qtr. Hours
 This course is an analysis of theories of the determinants of national output (income), the price level, and aggregate employment. Also examined are movements in interest rates and exchange rates. Models are applied to the issues of inflation, unemployment and economic growth. Other applications include the effects of economic shocks and macroeconomic stabilization policies. Current controversies in macroeconomic theory are discussed, as are debates over the choice, conduct, and effectiveness of fiscal and monetary policies. *(Prerequisite: ECN 230; recommended: MAT 210)*

ECN 340 Contemporary Issues in Public Policy 4 Qtr. Hours

A survey of selected current social problems and the policies proposed to address them. Topics include market failures and the economic role of the government in markets, with an emphasis on economic efficiency. Economic principles and methods are applied to social issues such as pollution, crime, education, and health care, as well as to development and evaluation of potential public policies in order to achieve desired outcomes. *(Prerequisites: ECN 220 and ECN 230 or equivalents)*

ECN 355 Economics of Gender & Labor Markets 4 Qtr. Hours

This course is a study of economic and sociological explanations of gender differences in such labor market outcomes as labor force participation, earnings and occupational distribution. Microeconomic theories are applied to the decisions of women and men, both in and out of labor markets. Applications include: the allocation of time between labor market and non-labor market activities; higher education decisions; occupational attainment; and marriage, divorce, and fertility decisions. Cases include analyses of empirical trends in socio-economic variables that affect relative economic status, and an evaluation of policies aimed at reducing gender inequality of observed labor market outcomes. *(Prerequisite: ECN 320)*

ECN 470 Global Economic Issues 4 Qtr. Hours

Theories of international trade and finance are examined. Issues in international trade include the benefits and costs of international trade, trade regulation policies and regional trade agreements. Also studied are the determinants of international trade patterns and the issue of outsourcing. Topics in international finance include the implications of international integration of financial markets, a nation's balance of payments, currency markets, the benefits and costs of monetary and economic unions, and the debate over international policy coordination. *(Prerequisites: ECN 320, ECN 330)*

ECN 510 Managerial Economics 4 Qtr. Hours

This course studies the economic theory and applications relevant to business decision-making. Topics include supply and demand analysis, consumer elasticity, the theory of production and cost, profit maximization and marginal analysis, the theory of the firm in different selling and hiring environments, and the economics of personnel and compensation. Through research and case study, students will analyze such business decisions as production, pricing, non-price strategy and employment. *(Prerequisite: BUS 501)*

ENG 111 Foundations for Composition & Rhetoric 4 Qtr. Hours

Within the context of a rhetorical vocabulary, students learn to claim a voice in public writing by connecting specific purpose to particular audience, to achieve focus and coherence on both the essay and paragraph level, and to use appropriate syntax, grammar, punctuation, and spelling in their writing to establish their credibility. Students read a number of essays that model rhetorical strategies and learn how to appropriately integrate these texts as support for their own writing.

ENG 114 News Writing I 4 Qtr. Hours

Within the context of a rhetorical vocabulary, students learn to claim a voice in public writing, including news writing, by connecting specific purpose to particular audience to achieve focus and coherence on both the essay and a paragraph level and to use appropriate syntax, grammar, punctuation, and spelling to establish their credibility as writers. Students read a variety of newspaper articles and essays that model rhetorical strategies and learn how to appropriately integrate these texts as support for their own writing. *(Prerequisite: Instructor's approval)*

ENG 211 Foundations for Literature & Argument 4 Qtr. Hours

Students explore, further, the process of writing by synthesizing information from primary and secondary sources. Expanding students' abilities to critically read, think, and provide opportunities for further development of their voice through structured rhetorical modes. These skills will be applied in analysis and argumentation of various literatures with a continued emphasis on unity, coherence, professional mechanics and organization. *(Prerequisite: ENG 111)*

ENG 214 News Writing II 4 Qtr. Hours

Students explore further, the process of writing by studying news writing and synthesizing information from primary and secondary sources. Expanding students' abilities to critically read and think provides opportunities for further developing their voice through structured rhetorical modes. These skills will be applied in analysis and persuasion/argumentation in news writing with a continued emphasis on unity, coherence, professional mechanics and organization. *(Prerequisites: ENG 111, ENG 114)*

ENG 219/319 Independent Study 4 Qtr. Hours

Independent Study allows a student to explore a topic or area of interest. The student will propose a topic for tutorial study under the guidance of a supervising faculty member. *(Prerequisite: Instructor's approval)*

ENG 220 Experiential Learning Portfolio Development 4 Qtr. Hours

This course incorporates incremental writing assignments, analytical reading, and training in writing and computer software to construct a portfolio that illustrates prior college-level learning outside of the classroom. *(Fulfills one General Education Written Communication course requirement)*

ENG 325 Writing for The Community 4 Qtr. Hours

This service learning course emphasizes the application of oral and written communication by immersing students in the dialogue of their local communities and developing their voice and civic responsibility as individuals. It includes advanced practice of group communication, oral presentations, and the writing of business documents, such as memos, letters, project proposals, and reports, with particular emphasis on helping students achieve professional quality in the areas of style, tone, organization and layout. *(Prerequisites: ENG 211, ENG 225, ENG 231, ENG 245)*

ENG 340 Writing & Decision Making for Publication 4 Qtr. Hours

Students explore and review the process of news writing by synthesizing information and improving interviewing and reporting skills. Students will learn to develop ideas for articles such as biography, personality profile, and investigative pieces, perform research, and write articles. Using feature articles, students will practice decision making for content, style, and news selection. Through participation with College publications, students will gain an understanding of publication graphics, page design, headline writing and Associated Press (AP) style.

ENG 345 Advanced Creative Writing 4 Qtr. Hours

A writer's responsibility is to give his or her readers an exceptional view of what seems common; to broaden each reader's frame of reference and contribute to the understanding of human experience. Writing as a public practice must consider audience and apply craft. Through studying and writing poems, plays, short stories, and journalistic pieces, students will develop and hone their personal voices and unique perspectives. By writing and performing in a variety of creative genres, students will consider how language and form are used to achieve a purpose with a target audience. *(Prerequisite: Junior standing with 20 hours of writing intensive courses)*

ENG 350 Feature Writing 4 Qtr. Hours

This course is designed to give the student extensive practice in writing feature articles for newspapers and magazines. The student will learn to develop ideas for articles such as the biography, personality profile, and the investigative piece, carry out the necessary research, and write the articles themselves. Emphasis will be placed on tone and style. *(Prerequisites: ENG 225, ENG 245)*

ENG 355 Organizational Writing & Managing Communications 4 Qtr. Hours

In this course, students will plan, research, and draft a project proposal and report based on a real-life scenario. The exercise will engage students in thinking analytically about a problem and give them tools for working collaboratively to propose and defend a solution on the basis of both theoretical and empirical evidence. Students will debate issues, facilitate discussions, negotiate plans, present proposals and reports, and simulate internal and external communications using emerging technologies such as smart phones/devices, social networking sites, and innovative web-based communications. They will also compose correspondence, proposals, and technical reports with particular emphasis on rhetorical effect, linguistic register, organization, and layout. *(Prerequisite: Junior status with 20 hours of writing intensive courses)*

ENG 356 Advanced Internship 4 Qtr. Hours

Students will work either off campus or at the University on a faculty-supported project central to their course of study. *(Prerequisite: Junior status with 20 hours of writing intensive courses)*

ENG 360 Writing for the Screen 4 Qtr. Hours

This is a writing intensive course designed to orient students to the structure and unique process of writing for films. Students will study successful screenplays and write scenes in both traditional and experimental formats. Screenplays will be evaluated through live and videotaped readings, and students will complete a short script in proper screenplay format for their final project. *(Prerequisite: ENG 211)*

ENG 365 Advanced Style & Editing 4 Qtr. Hours

Students learn to command a voice in public writing by connecting audience and purpose to composition. They accomplish this by mastering the structure and inter-relation of sentences. Students practice making stylistic decisions that take their writing beyond correct syntax to rhetorical effect and from mere credibility to the exertion of influence. *(Prerequisite: Junior status with 20 hours of writing intensive courses)*

ENG 375 Rhetorical Strategies for Public Writing 4 Qtr. Hours

Analysis and evaluation of public writing in various media will allow students to understand the professional and ethical interactions and implications when communicating with a diverse, public audience, as well as the way rhetorical strategies and emerging technologies contribute to the effectiveness of writing in achieving specific purposes. Students will complete advanced level writing, analysis, and research tailored to academic goals and future workplace environments. *(Prerequisite: Junior status with 20 hours of writing intensive courses)*

EXR 100 Basic Yoga 1 Qtr. Hour

Participants will learn how to relax, strengthen and soothe their bodies and minds while increasing flexibility and strength through various postures and breathing techniques.

EXR 101 Boot Camp 1 Qtr. Hour

This class incorporates drills designed to enhance agility, speed, power, strength and quickness. You will move around the room to different stations – each designed for a specific exercise. Circuit training alternates strength training exercises with aerobic activities to give you two workouts in one. Work your entire body – heart and muscles – challenge your body to its limit.

EXR 102 Pilates 1 Qtr. Hour

Participants will learn how to strengthen their cores, increase their flexibility, improve posture and breathing patterns, and focus on stabilization and strength. The ability to modify Pilates exercises makes this an excellent class for a variety of populations and exercise levels.

EXR 103 Zumba Fitness 1 Qtr. Hour

Zumba is an exercise class that features exotic rhythms set to high-energy Latin and international beats. You are able to get fit and increase your energy level in a fun, party atmosphere. Zumba is easy to learn and an effective dance fitness workout that is totally exhilarating.

FIN 200 Introduction to Finance 4 Qtr. Hours

This course introduces students to three different areas of finance viz., Personal Finance, Corporate Finance and Investments. The primary goal is to familiarize students with the importance of financial decision making at the personal level and the corporate level. The topics include, but not limited to role of finance, financial markets, financial statement analysis, time-value concepts, personal investing, managing liquidity, and managing debt.

FIN 300 Principles of Finance 4 Qtr. Hours

This course examines the tools and techniques relevant to investments in financial assets and the financial management of a business firm. Topics covered include: the goal of the business organization and the principal-agent problem; financial statement analysis and financial planning, the structure of interest rates; the time value of money; bond and stock valuation techniques; financial return and risk; the capital budgeting process; and the cost of capital. *(Prerequisite: ACC 111)*

FIN 313 Finance Group Internship 4 Qtr. Hours

A group of students will team together for this internship to practically apply their skills in real world problem solving situations. All internships are project-oriented and directly related to the area of study. Internships are served under the sponsorship of a faculty advisor, and students will be required to document the results of their experience.

FIN 319 Independent Study 4 Qtr. Hours

Independent studies allow a student to explore a topic or area of interest. Students will propose a topic for tutorial study under the guidance of a supervising faculty member.

FIN 325 Investment Management 4 Qtr. Hours

This course provides knowledge in the concepts, terminology, and application of investment tools for decision-making. It not only helps those who are interested in managing their own portfolios, but also those who are seeking a career in the investment industry. Topics include, but not limited to security markets, online investment techniques, efficient markets, introduction to fundamental analysis of bonds and stocks, technical analysis, derivatives, and allocation of assets. It also provides a comprehensive discussion of investment concepts and tools available today. Students will be using a stock market simulation for hands-on training of investment strategies. *(Prerequisites: FIN 300, MAT 210)*

FIN 465 Fixed Income Securities & Portfolio Management 4 Qtr. Hours

Focus for this course is on those securities whose value is tied to the interest rate risk. The course introduces a variety of fixed income securities including mortgage backed securities and collateralized debt obligations. It covers duration and convexity analysis and forecasting techniques. The second section, that covers portfolio management, includes construction of fixed income and equity security portfolios and measurement of performance. Topics includes security valuation, risk-return analysis, diversification and its effect on reducing risk, examining financial models including capital asset pricing model. *(Prerequisites: FIN 300, FIN 325, MAT 320)*

FIN 485 Financial Analysis & Valuation 4 Qtr. Hours

This course focuses on effective evaluation of financial statements from the viewpoint of managers, creditors, financial institutions, rating agencies, and investors. It also covers constructing pro-forma financial statements for forecasting purposes. It helps in understanding and interpreting underlying risk associated with the business. Financial modeling is one of the tools being used in this course for financial analysis. The course not only takes into account the traditional accounting-based tools of ratio analysis, but also incorporates new cash flow tools that are gaining recognition in the financial world. *(Prerequisites: FIN 325, FIN 465)*

FIN 520 Corporate Finance 4 Qtr. Hours

This course overviews advanced topics in financial management with particular emphasis on working capital management, dividend policy, investment banking, mergers and acquisitions, and pension plan management. Study financial aspects relating to a corporation or a not-for-profit entity. Through the use of case studies as well as corporate research, students will make financial decisions for an organization analyzing the alternatives and their effects on all stakeholders, and respond rationally to change. *(Prerequisite: BUS 500)*

FIN 525 Investment Analysis 4 Qtr. Hours

This course is designed as an introductory graduate level course on investments and security analysis. It will provide a thorough study of financial markets, valuation techniques, asset allocation issues, risk and return, indirect investing, top-down analysis for investment decisions, and other financial instruments such as derivatives. The course also discusses an analysis of bond markets and bond duration, fundamental analysis, modern portfolio theory, and evaluation of investment performance.

FIN 620 Money, Banking & Financial Markets 4 Qtr. Hours

This course examines the essential elements of money, banking and financial markets. The emphasis is on macroeconomics including forms and functions of money, financial markets, the role of electronic trading, interest rates, efficient markets, depository institutions and regulations, money supply, central banks, the role of the Federal Reserve and monetary policy. *(Prerequisite: Accounting/Finance or Management/Finance majors only, FIN 520 with a grade of B or better.)*

FIN 680 Security Analysis & Portfolio Management 4 Qtr. Hours

This course is specifically designed to prepare individuals for the Chartered Financial Analyst (CFA) exam, level one. The course focuses on the tools and input for investment valuation, especially statistical tools and financial statement analysis, fundamental analysis, asset valuation, portfolio and financial instruments. *(Prerequisite: FIN 520 with a grade of B or better and FIN 525)*

FIN 690 Capstone: Advanced Topics in Finance & Investments 4 Qtr. Hours

This is an advanced, case-based, corporate finance course with an emphasis on valuation, mergers, and acquisitions, capital structure, debt management, and dividend policy. Topics include optimal capital structure, IPOs, mergers and acquisitions, optimal payout policy, working capital policy, contemporary issues in corporate finance, and corporate governance. *(Prerequisites: FIN 520 with a grade of B or better, FIN 620 and FIN 680)*

FIT 100 Introduction to Exercise Science 4 Qtr. Hours

This course will examine contemporary fitness and exercise issues, conditions, and practices in light of the physical, mental, social, and cultural aspects of health and well-being. This course will also discuss the importance of lifestyle and self-responsibility for achieving health and wellness. Students will develop and implement a personal wellness plan in a fitness center.

FIT 101 Intercollegiate Team Participation I 1 Qtr. Hour

Open to students participating in intercollegiate team activities. Students engage in teambuilding, leadership development, and fitness training while enrolled in these classes.

FIT 102 Intercollegiate Team Participation II 1 Qtr. Hour

Open to students participating in intercollegiate team activities. Students engage in teambuilding, leadership development, and fitness training while enrolled in these classes.

FIT 103 Intercollegiate Team Participation III 1 Qtr. Hour

Open to students participating in intercollegiate team activities. Students engage in teambuilding, leadership development, and fitness training while enrolled in these classes.

FIT 104 Intercollegiate Team Participation IV 1 Qtr. Hour

Open to students participating in intercollegiate team activities. Students engage in teambuilding, leadership development, and fitness training while enrolled in these classes.

FIT 140 Human Performance for Various Populations 4 Qtr. Hours

In this class, various health conditions, risk factors and medications will be explored in relation to the ability to exercise safely. The relationship between health/fitness and productivity will be discussed. Students complete the AHA, CPR, AED, first-aid and blood-borne pathogens certifications.

FIT 165 Sport & Exercise Nutrition 4 Qtr. Hours

Students will discuss the role of nutrition and food intake in the health and well-being of the individual. Fundamentals of nutrient metabolism and nutrient requirements in physical performance and disease prevention will be looked at. Students will apply principles to dietary recommendations and planning as related to sport and exercise and additionally will look at nutritional considerations for the healthy and injured athlete and proper design of the pre- and post-event meal planning for optimal performance and recovery.

FIT 180 Fitness Assessment 4 Qtr. Hours

This course provides models for development of programs of exercise and activity including content, combination and sequencing. Individual and group assessment of fitness status, needs and goals will be looked at to enable realistic goal setting. Students will apply appropriate instruction and assessment methodologies and use effective communication skills to ensure safe and beneficial participation for a variety of clients.

FIT 192 Introduction to Athletic Training 4 Qtr. Hours

This course will examine the duties of an athletic trainer as part of a team approach to caring for injured and ill athletes. The students will also look at both the prevention and management of injuries and illnesses. The topics include professionalism in athletic training, risk factors in sport participation, pre-participation physical exams, fitness testing, strength and conditioning, preventive efforts including environmental concerns and protective device and emergency care.

FIT 205 Kinesiology & Biomechanics 4 Qtr. Hours
Students will study the mechanics of human movement in relation to muscles, bones, joints and nerves. The course will examine strength training, sport and exercise from a physiological and biomechanical perspective. The components of a conditioning program, as well as the methods used to determine appropriate conditioning intensives will be addressed.

FIT 210 Exercise Program Design 4 Qtr. Hours
This course will provide the student with the knowledge and skills to develop realistic, measurable short- and long-term goals through evaluation of a client's needs, expectations, and health, fitness, and lifestyle assessments. The American College of Sports Medicine (ACSM) competencies on exercise program design will also be integrated throughout the course. Students design a safe, well-balanced, comprehensive physical activity exercise program implemented in a fitness environment. Motivational and communication techniques will be reviewed.

FIT 225 Exercise & Sport Externship 4 Qtr. Hours
This course consists of 100 externship hours in an athletic training environment under the supervision of an athletic trainer or fitness professional. Students will shadow, observe and assist in treatment and interaction with clients, athletes and coaches. The externship will emphasize exercise modalities necessary for effective sport and exercise participation, as well as rehabilitation from injuries. This course is graded Pass/No Pass. *(Prerequisites: FIT 180 & FIT 210)*

HCA 521 Leading Contemporary Health Organizations 4 Qtr. Hours
This course will analyze the application of effective leadership tactics for multi-disciplinary teams to deliver quality health care services within the constraints of care resources. Contemporary readings on a variety of health care delivery issues and use of simulations and case-based projects are included. The courses will provide enhanced knowledge in areas including analysis of revenue cycles and reimbursement, purchase of technology, system-wide preparation for regulatory requirements, emergency management, staff recruitment and development.

HCA 555 Do No Harm: Social Ethics in Health Care 4 Qtr. Hours
This course analyzes current regulatory, risk management and legal issue facing health care administrators. Historic and current legal cases will be analyzed. Current and emerging federal and state regulatory guidelines will be applied to a variety of case studies. Topics related to bioethics, public disclosure, sentinel events, root cause analysis and ethical dilemmas unique to the health care delivery system are examined.

HCA 585 Graduate Internship for Health Care Administration 2 Qtr. Hours
The Graduate Internship is a capstone experience intended to help students integrate coursework with the practice of administration and to reflect on their own development as professionals. Students work under the supervision of university faculty and a cooperating administrator at the internship site. *(Prerequisite: 75% completion of HCA specialization courses)*

HCA 602 Transparency in Outcomes: Applied Performance Measures 4 Qtr. Hours
This course examined statistical methods used by health care administrators to create effective performance improvement programs that evaluate quality of care and facility outcomes. Emphasis will be on the use of data collection, medical informatics, reimbursement trends, point-of-service experience, and outcome measures. The course will provide opportunities to create and present a variety of dashboard indicators and performance metrics models used in administrative decision-making.

HCA 603 Applying Cost/Benefit Drivers to Strategic Decisions 4 Qtr. Hours
This course provides an examination of the scope of relevant funding and revenue sources for health care delivery in both for-profit and non-profit environments around the globe. An in-depth investigation of a variety of third party payers and payment systems will be explored as well as processes health care systems use to ensure reimbursement, self-auditing and recovery from denial of payment. In addition, students will research funding resources such as clinical education funding and clinical research funding. The interaction of costs/benefits and quality is explored.

HEA 535 Organization & Governance in Higher Education 4 Qtr. Hours
Organizational aspects of institutions of higher education are discussed with emphasis upon governance structure and the process for making major policy decisions. Course content will include accreditation, the four primary organizational frameworks and their implications for administrative practice, leadership, and change within an organization.

HEA 538 The 21st Century College Student 4 Qtr. Hours
This course will examine how social contexts shape individual development, learning preferences, and goals. A wide range of literature will be reviewed, discussing current research and theories on the varied experiences of students of different ethnic backgrounds, genders, disabilities, and sexual orientations. This course provides exposure to the many often-complex issues students face and perspectives regarding how these issues impact student development, learning and persistence. Thus, providing an opportunity to explore how educators and administrators might consider these issues to create more inclusive policies, practices, and environments.

HEA 585 Graduate Internship for Higher Education Administration 4 Qtr. Hours
The Graduate Internship is a capstone experience intended to help students integrate coursework with the practice of administration and to reflect on their own development as professionals. Students work under the supervision of university faculty and a cooperating administrator at the internship site. *(Prerequisite: 75% completion of HEA specialization courses)*

HEA 601 Contemporary Issues in Higher Education Impacting Longitudinal Planning 4 Qtr. Hours
This course explores the vast array of issues directly impacting American higher education and analyzes how they provide both opportunity and challenges in the development of long-term plans.

HEA 602 Decision Support Systems for Management 4 Qtr. Hours
This course explores the development of decision support systems for making managerial and administrative decisions in a wide range of applications.

HGT 275 Menu Management & Facilities Design 4 Qtr. Hours

This course encompasses both the narrow and broad components of foodservice planning so that students, in effect, build an establishment from the ground up. First, students undertake a total analysis of the menu from its origin to its present status. Menu concept, design, marketing, and costing will be discussed; then students will organize and evaluate data so that a menu will be designed. Next, beginning with the newly created menu, the complete planning and operation of a foodservice establishment will be explored. Supplied, schedules, licenses, permits, construction, equipment, fixed and controllable costs, and work simplification procedures are stressed. Planning emphasizes efficient production, service, control, profitability, market and feasibility studies.

HGT 287 Restaurant Operations Management 4 Qtr. Hours

Students learn the basics of “front of the house” operations with an emphasis on maintaining and/or improving customer service. Students will practice dining room set-up, breakdown, and customer service techniques acting in a variety of positions from waiter to manager of the dining room. This course ensures that students’ knowledge of culinary arts and hospitality management goes beyond the kitchen to a theoretical and pragmatic – and thus comprehensive – understanding of the importance of the dining experience for the customer. Students will examine the principles of management from the viewpoint of the hospitality supervisor.

HGT 345 Purchasing for The Hospitality Industry 4 Qtr. Hours

Students will demonstrate and apply knowledge of the flow of goods, income statements, forecasting, sales, and controlling labor and food costs. Students will get insight in handling various food and non-food items, executing physical inventory, the relationship between food and menu items, food costing, and various yield tests. Actual placement of orders, procurement of product and extensive product identification will be covered. Students will spend part of the class time under the supervision of the Purchasing Director in a practical application. *(Prerequisite: Junior status)*

HGT 356 Advanced Externship 4 Qtr. Hours

Students serve as externs and apply their skills in real-world employment situations. All externships are project-oriented and directly related to their focus in Hospitality management or Advanced Culinary Arts. Externships are served under the sponsorship of a faculty advisor, and students will be required to document their experience. *(Prerequisite: Junior status)*

HUM 100 Humanities Through the Arts 4 Qtr. Hours

Students will examine the nature of art, exploring the visual arts (both fine and performing), architecture, music, and film in the context of the political, philosophical, aesthetic, religious, and social thought surrounding them. *(Fulfills General Education Fine Arts requirements)*

HUM 105 Comparative World Views 4 Qtr. Hours

This course introduces students to conceptual frameworks reflecting diverse perspectives – artistic, economic, historic, mathematical, philosophical, poetic, political, psychological, religious and scientific – for understanding the world in biological, intellectual, physical, social and spiritual contexts. Students will approach foundational texts in various disciplines to examine humanity’s historic endeavor to recognize a fundamental order – cosmos – underlying the empirical universe. They will also identify contemporary sources that continue the metaphysical discussions begun by the historic texts up to the present day.

HUM 120 Literary Studies 4 Qtr. Hours

Through the study of poetry, drama, and fiction, students will improve their ability to read critically with keener appreciation and heightened insight while expressing those insights in written and oral forms. *(Fulfills General Education Literature requirement)*

HUM 125 Appreciating Theatre Arts 4 Qtr. Hours

This course is a survey of the elements of drama and an exploration of theatre as a performing art. Students will confront theoretical, technical, artistic and aesthetic issues related to theatre as a communicator of ideas, human understanding and cultural values.

HUM 127 Film Studies: Dramatic Narrative 4 Qtr. Hours

This course is a survey of the technical and theoretical elements of film, and an exploration of film as a visual art with an emphasis on narrative genres. Students will examine issues specifically relating to acting, cinematography, directing and editing, and locate works of film in their historical and ideological contexts.

HUM 130 Issues in Philosophy: Problems of Knowledge & Existence 4 Qtr. Hours

The course explores the theories of ancient and modern philosophers whose ideas concerning the nature of reality, the possibility and limits of human knowledge, and practical philosophy, have shaped the direction of Western philosophical thought. Consideration will be given to the metaphysical doctrines of materialism and idealism, and to the epistemological doctrines of rationalism and empiricism. The emphasis will be placed on the techniques of philosophical reasoning and analysis.

HUM 135 The History & Poetics of Hip Hop 4 Qtr. Hours

This Humanities course will explore the history and development of hip-hop through the lens of cultural and social change and examine the structure, organization, and meaning of a catalog of texts (both songs and albums) to discern both the literary and cultural significance of the genre.

HUM 136 Philosophy of Religion 4 Qtr. Hours

This course surveys various philosophical topics in relation to religion, including theism, ontology and cosmology, epistemology and the nature of faith, ethics and morality, and eschatology. Attention will be given to the role religion plays in culture and the understanding of global issues such as the world peace, nature and the environment, and the condition of the individual.

HUM 160 Architectural History 4 Qtr. Hours

This survey course examines formal and contextual aspects of major buildings and building techniques and introduces architects from the Egyptian dynasties through the present time with a focus on Western architectural forms. Elements of architectural design and functionality and the influence of social, economic, political, religious, and technological factors on the arts of building and interiors are explored.

HUM 175 Cultural Exploration 4 Qtr. Hours

Students will explore the myriad cultural resources of Chicago in the visual and performing arts, architecture, music, and film. They will write about and discuss their experiences, reflecting on the arts and other cultural experiences as communicators of ideas, human understanding, and values in the context of the political, philosophical, aesthetic, religious, and social thought surrounding them.

HUM 200 Topics in the Humanities 4 Qtr. Hours

This course examines a topic in the arts or humanities in depth, utilizing the staff of area cultural institutions as instructors. Past topics have included “Chicago: Music of the City” and “Invitation to the Dance”. Students may receive credit for this course twice *(Fulfills General Education Creative Expressions requirement)*

HUM 204 Experiencing Lincoln: A Literary Immersion 4 Qtr. Hours

Using the City's historical sites to explore the legacy of Abraham Lincoln, this course will give consideration to the words written by and about the Nation's 16th President. Students will read select Lincoln speeches at the locations in which they were written and/or delivered and examine the impact of these works on the place and his contemporaries. Additional consideration will be given to more recent writing – fiction and non-fiction – about Lincoln.

HUM 205 Intellectual Foundations of the Arts 4 Qtr. Hours

Intellectual Foundations of the Arts introduces students to multiple analytical perspectives on creative expression corresponding to different academic disciplines. These may include literature, mathematics, the natural sciences, philosophy, and/or the social sciences. In this way, students learn how to integrate the various modes of thinking practiced in diverse fields of scholarship in interpreting works of art. They will also juxtapose classic and contemporary artifacts and sources in developing their own critical approaches to the arts.

HUM 211 Humor Writing 4 Qtr. Hours

What is humor? What is wit? What makes us laugh? Students will explore the various aspects of humor, by analyzing, viewing, and reading various forms of humor and comedy throughout the ages. As a class, students will write, direct and perform a comedy show to be performed in front of an audience at the end of the term. Students will also view an improvisational show at a local comedy company and engage in different improvisational exercises.

HUM 212 Literature & Society 4 Qtr. Hours

In this course, students will have the opportunity to examine literature in the context of major social movements. Through a critical exploration of select literary texts, students will develop an understanding of how and the extent to which literature is responsible for interpreting, promoting, questioning, and shaping social constructs and events in history. Students will engage with these works, as well as, current media to develop an awareness of how literature speaks to history – a history that is situated in the past, focused on the future, and being shaped by society today.

HUM 213 Illinois & Midwestern Literature 4 Qtr. Hours

In this course, students will examine regional literature with an emphasis on some of the literary works and writers from Illinois/the Midwest. Through a close and critical reading of selected texts, students will consider what it means to be from the Midwest and more importantly how history, geography, and culture shape perspective. Students will develop the skills necessary to address issues of consciousness and perspective as they apply to regional settings in literature

HUM 219, 319 Independent Study 4 Qtr. Hours

Independent Study allows a student to explore a topic or area of interest. The student will propose a topic for tutorial study under the guidance of a supervising faculty member.

HUM 220 Metaphor in the Public Sphere 4 Qtr. Hours

In this course, students will investigate the way in which metaphor operates in contemporary discourse. Metaphors provide a symbolic language that creates an understanding of larger culture (society). Within different contexts, certain metaphors (symbols) gain traction in our public conversations – for example; monster figures represent particular social anxieties and heroes represent the antidote to social problems. These symbols then allow for an understanding of the world around us through the application of a familiar and shared narrative. This course will focus on a specific metaphor used in contemporary narrative; inquire into what this symbol represents and how it allows us to understand particular problems and social anxieties.

HUM 223 Global Literary & Cultural Perspectives 4 Qtr. Hours

This course explores the social, economic, and political influence of European cultures on global society. Although the framework of this course focuses on these elements, we will also examine the literature and cultural achievements of these European nations through various forms of media. Course activities include readings, discussion, audio-visual presentations, research on current news events, and visits to and follow-up narratives on cultural activities, events, and special places of interest.

HUM 225 Rehearsal & Theatre Production 4 Qtr. Hours

This course presents a practical approach to developing the artistic, technical, and work skills involved in mounting a theatrical production. Students serve as performers and technical assistants. The class's efforts culminate in performance at the college or in the community. Students may receive credit for this course twice.

HUM 230 Shakespeare 4 Qtr. Hours

Through close examination of primary and secondary sources, students will learn to understand and appreciate the work of William Shakespeare. Students will study traditional and contemporary readings of Shakespeare in order to discover his major themes and understand his importance and relevance to contemporary society.

HUM 253 Ethics & Law 4 Qtr. Hours

This course explores the concepts of right and wrong, the differences between legal and ethical reasoning, and the criteria for determining the conditions under which people should be held responsible for their actions. Special emphasis will be given to examining utilitarian, duty-based, and character-based theories of ethics and law as represented by Bentham, Kant and Aristotle, respectively.

HUM 260 History of Architecture & Design 4 Qtr. Hours

In this course, human thought and aspiration will be revealed through the study of architecture. The course begins by examining ancient Egyptian architecture continuing through the Renaissance, Baroque, Rococo & Neoclassical periods. The focus is "Western Architectural" forms. Through the context of examining architecture, the course will touch on interiors, decorative arts and furniture.

HUM 261 History of Architecture & Interior Design II 4 Qtr. Hours

Human thought and aspirations are revealed through the study of architecture and building techniques. This course focuses primarily on "Western Cultures". Through the context of architecture, the following disciplines are also touched upon: Interior Design and Decorative Arts. The time period covers from the precursors of modern architecture through to the twentieth architecture of today. Students will be able to identify architectural works significant to Western Civilization. (*Prerequisite:* HUM 260)

HUM 282 The Sopranos: Literary & Philosophical Renderings 4 Qtr. Hours

The Sopranos re-invents the American gangster for 21st century audiences through its depiction of politics, violence, gender, family, leadership, and justice within the structure of organized crime culture. Literary and philosophical references and allusions from Aristotle and Sophocles to Sun Tzu and Machiavelli will be explored through an in-depth look at characterization and theme with an emphasis on narrative structure and cultural analysis.

HUM 305 Literary Adaptation: Taking Page to Screen 4 Qtr. Hours

Through an examination of fiction and/or non-fiction, students will read and analyze a variety of texts, focusing on character development, setting, plot, and point-of-view giving attention to the possibilities and problems of interpretation and adaption. Students will consider the relationship between text and film, as well as, the evolution of characters and texts, and how these portrayals affect one's understanding of each.

HUM 310 Comparative Contemporary Literature 4 Qtr. Hours

Students compare and contrast examples of various national literatures on the basis of universal social themes. This course emphasizes the global nature of human endeavors through the comparative analysis of selected fiction, poetry, and drama.
(Prerequisite: ENG 211, ENG 231)

HUM 313 Humanities Group Internship 4 Qtr. Hours

A group of students will team together for this internship to practically apply their skills in real world problem-solving situations. All internships are project-oriented and directly related to the area of study. Internships are served under the sponsorship of a faculty advisor, and students will be required to document the results of their experience.

HUM 315 Travel Writing 4 Qtr. Hours

In this course students are challenged to expand their understanding and appreciation for the culture of the country in which they are studying abroad. Through research and experience, students will gain familiarity with the place and customs of the country and will create an original, extended narrative as they develop their voice as writers. Students will work independently and collaboratively to create professional, publication-ready writing. *(Prerequisite: must be accepted in Study Abroad)*

HUM 320 Topics in Aesthetics 4 Qtr. Hours

This course introduces students to the topics and problems in philosophy that relate specifically to the fine arts. Students will locate artistic and critical works in the historical and ideological contexts of various aesthetic worldviews, with emphasis on their epistemological, ethical, metaphysical, socio-political and theological implications. Students will also examine various theories of composition and reception and of expression and taste.
(Prerequisites: HUM 100, 125 or 130; or ART 110 or 111)

HUM 340 Chicago Literature: Immigrant & Expatriate Perspectives 4 Qtr. Hours

Students will critically read and discuss works from diverse literary traditions represented by Chicago writers in terms of universal social themes. This course examines the global nature of human endeavors through the comparative analysis of selected literary works, and in the historical context of the immigrant and expatriate experiences. To this end, students will also explore various communities in metropolitan Chicago and their cultural institutions

ICP 222 Experiential Learning Portfolio Development 4 Qtr. Hours

This course allows students to demonstrate through the construction of a portfolio of prior college-level learning outside of the classroom. Students will also participate in incremental writing and presentation assignments to showcase the impact of prior learning on career-related goals and credentials within a discipline.

ICP 250 ICenter Project 4 Qtr. Hours

Students manage and execute a project in a true consultant role for external clients. Projects may involve all phases of the business cycle from planning to oversight to assessment. Projects must meet the criteria established by the ICenter and appropriate dean(s). Students work under the guidance of a supervising faculty member.

ICP 251 Restaurant Training 2 Qtr. Hours

Students learn the ins and outs of the Robert Morris University Restaurant for both front and back of the house. Students are trained on the procedures for the various stations in the kitchen as well as the dining room including, but not limited to the POS system, placing and fulfilling orders, cleaning and sanitation practices. Students work under the guidance of a supervising faculty member. This course takes place at the Restaurant location in Oak Park, Illinois.

ICP 252 Eagle Scholar ICenter Project 2 Qtr. Hours

Eagle Scholars are selected through an application and interview process and enrolled in this course to create sustainable programs that positively impact incoming freshman. Specific outcomes of this course include planned events for freshman, a freshman mentoring program and the development of student success sessions for orientation.

ICP 340 Epic Magazine Production 4 Qtr. Hours

Students receive hands-on training in magazine design and production from idea development to layout design, including planning photography, illustration and video to accompany written articles. Students develop their interactive digital publication design skills and develop design concepts that feature interactive elements, working with articles written by the Robert Morris University community. Emphasis is placed on developing innovative design concepts while working within the established Epic graphic standards to design professional quality editorial design work. Students will utilize photography, illustration, video and graphic design skills and learn how to work collaboratively to develop a professional publication.

ICP 350 Intermediate ICenter Project 4 Qtr. Hours

Students manage and execute a project in a true consultant role for external clients. Projects may involve all phases of the business cycle from planning to oversight to assessment. Projects must meet the intermediate ICenter project criteria established by the ICenter and appropriate dean(s). Students work under the guidance of a supervising faculty member.

ICP 450 Advanced ICenter Project 4 Qtr. Hours

Students manage and execute a project in a true consultant role for external clients. Projects may involve all phases of the business cycle from planning to oversight to assessment. Projects must meet the advanced ICenter project criteria established by the ICenter and appropriate dean(s). Students work under the guidance of a supervising faculty member.

ICP 550 Graduate ICenter Project 4 Qtr. Hours

Students manage and execute a project in a true consultant role for external clients. Projects may involve all phases of the business cycle from planning to oversight to assessment. Projects must meet the graduate ICenter project criteria established by the ICenter and appropriate dean(s). Students work under the guidance of a supervising faculty member.

LEA 310 Organization & Administration in 4 Qtr. Hours
Law Enforcement

Students will analyze the law enforcement agency from the standpoint of top and middle management, including (but not limited to) labor relations, personnel management, fiscal administration, and the integration of internal and external operations. Topics of instruction include a variety of traditional management subjects. Subjects include, but are not limited to: future of policing, news media relations, administrative law update, leadership, total quality management, negotiating skills, problem employees, performance evaluations, community policing, gang control. *(Prerequisite: Junior status with 20 hours of general education plus 20 hours of law enforcement, criminal justice and social science courses)*

LEA 330 Social Issues in Criminal Justice 4 Qtr. Hours

This course will study the economic, political, ethical and emotional issues in community policing, courts and corrections. Some of the issues covered are criminal justice service, emotional stress and coping skills needed in criminal justice employment, understanding prejudices and functioning in a culturally diverse society, plea bargaining and the death penalty. Emphasis will be placed on the relationship of law enforcement agencies to the communities they serve. *(Prerequisite: LEA BPS student)*

LEA 356 Undergraduate 4 Qtr. Hours
Internship/Capstone in Law
Enforcement Administration

This course will focus on practical management work experience or written theses in a related field (i.e., Federal, State, County or local law enforcement agency). Written reports are required weekly or in the form of a term paper at the end of the session. *(Prerequisite: Dean of Liberal Arts approval; internship application must be made in the previous term of the actual internship; internship application is made by attending a mandatory internship meeting the Quarter prior to the internship. Capstone projects must be approved by Liberal Arts Dean during prior Quarter.) ((Prerequisites: LEA 510, LEA 525, LEA 540, LEA 550))*

LEA 435 Criminal Law & Procedure 4 Qtr. Hours

This course focuses on the evolution of our criminal justice system. Our initial introduction to criminal procedure will focus on the United States Constitution, with emphasis on the 4th, 5th, 6th and 8th Amendments. Case law governing criminal justice functions such as stops, interrogations, arrests, warrants, identification practices, the use of informants, court room testimony, and searches and seizures will further be explored including current United States Supreme Court cases. This course will further explore United States Supreme Court rulings such as the exclusionary rule and Miranda Rights while reviewing courtroom trial proceedings. *(Prerequisite: LEA BPS student)*

LEA 440 Elements of Forensic Investigation 4 Qtr. Hours

This course will lay the framework for performing a comprehensive investigative analysis. Students will apply principles of forensic investigation to the following aspects of an investigation: crime scene search and recording, collection and preservation of evidence, sources of information, interviews and interrogation, case preparation and management. Emphasis will be placed on preparing an objective report that meets the requirements of law enforcement agencies. *(Prerequisite: Junior status with 20 hours of general education plus 20 hours of law enforcement, criminal justice and social science courses)*

LEA 445 Criminal Investigations 4 Qtr. Hours

This course presents an introduction to criminal investigations. Topics include interviewing witnesses, interrogating suspects, using sources of information appropriately, collecting and preserving evidence and preparing reports. Students will examine the history of criminal investigation as seen in from magnifying glasses to satellite surveillance. Upon successful completion of this course, students will be able to demonstrate the techniques used to complete a criminal investigation and prepare an investigative report for use in court. *(Prerequisite: LEA BPS student)*

LEA 510 Critical Issues in Law Enforcement 4 Qtr. Hours
Management

Law Enforcement administrators are faced with increasing challenges in managing and leading today's criminal justice organizations. Recent surges in terrorism, cyber-crime, and gang activity have complicated the role of law enforcement agencies. Students will apply practical and innovative approaches to managing the complexities facing agencies and officials. Media relations, effective negotiation skills and personnel management will be covered.

LEA 525 Technology in Security & Law 4 Qtr. Hours
Enforcement

As public and private agencies are increasingly expected to collaborate, technology continues to play a key role for law enforcement and security practitioners. This course explores the functions of private security in sectors such as retail, computing, transportation and banking. An overview of security systems used in both public and private agencies will be examined in addition to the legal framework governing security operations. New and emerging technologies will be surveyed as they become available.

LEA 540 Emergency Management & 4 Qtr. Hours
Homeland Security Practices

Students will examine the major policies, practices, concepts and challenges confronting key players involved in the complex field of Emergency Management and Homeland Security Management. The course provides an overview of various threats to domestic security from terrorism, weapons of mass destruction, and other related risks and vulnerabilities. The course will examine Federal, State and local response procedures including strategies, technological advances in law enforcement/security and systems involved in protecting against and responding to these threats. Focus will include the managerial, political, legal and organizational issues related to crisis planning and response by the U.S. Department of Homeland Security, the National Incident Management System, Federal Emergency Management Agency and Center for Disease Control.

LEA 550 Crime Prevention & Control: 4 Qtr. Hours
Current Practices & Ethical
Considerations

This course addresses the ethical and moral dilemmas that face law enforcement practitioners in preventing and controlling crime. Juvenile and adult practices in corrections including incarceration, probation, parole and community corrections programs will be analyzed in terms of effectiveness and social responsibility. The social, political, economic and organizational factors affecting correctional policies along with recent development in alternatives to incarceration will be discussed.

LEA 555 Incident Management 4 Qtr. Hours

This course introduces students to a management approach to managing hazards, disasters, violence in the workplace and the community, including a social vulnerability analysis. Using a multi-disciplinary approach, it will examine historical, geographical, social, and cultural factors and conditions that put people at risk before, during, and after disasters. Drawing on current theory and research, field studies, class activities, and life experiences students will explore society's vulnerabilities and how they cope with hazardous conditions and events, and strategies for community-based incident management. *(Prerequisite: LEA MM student)*

LOA 307 Law Office Technology 4 Qtr. Hours

Introduction to document, case, database, and docket management software, timekeeping and billing applications, accounting for client trust funds, file and law library management and other technology utilized in the contemporary law office, as well as various electronic enhancements of traditional processes. *(Prerequisites: CIS 110, PAR 102, PAR 105, and SEC 101 or equivalents)*

LOA 318 Fundamentals of the Law for the Office Administrator 4 Qtr. Hours

An examination of the substantive law making up the legal environment of a business firm, including the U.S. Constitution and its effects on business, white collar and cyber-crime, ethics in business decision-making, cyber torts, intellectual property, and e-contracts. *(Prerequisites: PAR 102, PAR 105, PAR 111 and PAR 221 or equivalents)*

LOA 356 Advanced Internship 4 Qtr. Hours

Students serve as interns and apply their skills in real-world employment situations. All internships are project-oriented and directly related to the focus Legal Office Management. Internships are served under the sponsorship of a faculty advisor, and the students will be required to document the results of their experience. *(Prerequisite: Junior standing)*

LOA 441 The Regulatory Environment of Business 4 Qtr. Hours

An examination of the regulatory framework imposed on a business entity by federal and state governments, including the banking system; negotiable instruments; creditors' rights in bankruptcy; employment law; investor protection; international law of business, and insurance. *(Prerequisites: LOA 318, PAR 102, PAR 105 and Par 121 or equivalents)*

LOA 480 Ethical & Professional Issues in the Legal Environment 4 Qtr. Hours

An examination of the ethical and professional issues faced by a manager in the law office, including familiarization with existing ethical standards and guidelines, development of a framework for the analysis of ethical dilemmas, and examination of socially responsible decision-making. *(Prerequisites: PAR 102, PAR 105, PAR 299 or equivalents)*

MAP 115 Communications & Ethics 4 Qtr. Hours

The learning goals for this course will emphasize critical thinking based on the cognitive knowledge base required for competence in the Medical Assisting profession. Students will incorporate safety and emergency practices cognitive knowledge in performance of psychomotor skills and affective behaviors while applying protective practices. Students will also incorporate applied communications cognitive knowledge in performance of psychomotor skills and affective behaviors, while applying concepts of effective communication. Students will incorporate medical ethics cognitive knowledge in performance of psychomotor skills and affective behaviors, while applying ethical considerations.

MAP 120 Foundations for Clinical Practice I 4 Qtr. Hours

The learning goals for this course will emphasize critical thinking based on the cognitive knowledge base required for competence in the Medical Assisting profession. Students will incorporate foundations for clinical practice cognitive knowledge in performance of psychomotor skills and affective behaviors while applying Anatomy & Physiology, Applied Mathematics, Infection Control, and Nutrition. *(Prerequisite: SCI 127)*

MAP 130 Foundations for Clinical Practice II 4 Qtr. Hours

The learning goals for this course will emphasize critical thinking based on the cognitive knowledge base required for competence in the Medical Assisting profession. Students will incorporate foundations for clinical practice cognitive knowledge in performance of psychomotor skills and affective behaviors while applying Anatomy & Physiology, Applied Mathematics, and Infection Control. *(Prerequisites: MAP 120, SCI 128)*

MAP 135 Medical Business Practices 4 Qtr. Hours

The learning goals for this course will emphasize critical thinking based on the cognitive knowledge base required for competence in the Medical Assisting profession. Students will incorporate foundations for clinical practice cognitive knowledge in performance of psychomotor skills and affective behaviors while applying administrative functions, basic practice finances, third party reimbursement, procedural and diagnostic coding. Students will also incorporate medical law cognitive knowledge in performance of psychomotor skills and affective behaviors, while applying legal implications. *(Prerequisite: MAP 115)*

MAP 150 Professional Certification 4 Qtr. Hours

The learning goals for this course will emphasize critical thinking based on the cognitive knowledge base required for competence in Medical Assisting. The course offers the preparation for professional certification on CCMA, CMA and RMA. It covers Foundations for Clinical Practice, Applied Communications, Medical Law & Ethics, Medical Business Practices, and Safety & Emergency Practices through certification style practice exams and rationale for answers. *(Prerequisites: AHS 100, MAP 115, MAP 120, MAP 130, MAP 135)*

MAP 201 Medical Assisting Practicum I 4 Qtr. Hours

This course consists of 80 hours of unpaid practicum in an approved physician's office or other ambulatory care setting. The student applies critical thinking based on the cognitive knowledge base required for competence in the medical assisting profession. Students perform psychomotor skills and affective behaviors. This course is a requirement for graduation; practicum sites may have additional enrollment requirements.

(Prerequisites: MAP 120, MAP 130, MAP 135, MAP 140, SCI 144)

MAP 211 Medical Assisting Practicum II 4 Qtr. Hours

This course consists of 80 hours of unpaid practicum in an approved physician's office or other ambulatory care setting. The student applies critical thinking based on the cognitive knowledge base required for competence in the medical assisting profession. Students perform psychomotor skills and affective behaviors. This course is a requirement for graduation; practicum sites may have additional enrollment requirements. *(Prerequisites: MAP 120, MAP 130, MAP 135, MAP 140, SCI 144)*

MAT 160 Math for Pharmacy Technician Practice 4 Qtr. Hours

This course provides pharmacy technician students with the math skills necessary for safe practice. Students will learn accurate preparation of medications, systems of measurement, ratio and proportion in medication calculation. Medication errors and business math are also included.

MAT 170 Math for Nursing Practice 4 Qtr. Hours

This course is designed to assist nursing students in the mastery of drug dosage calculations across the lifespan, a necessary competency for the safe and accurate administration of medications. The ratio-proportion method will be used to teach math skills required for drug dosage calculation of oral and parenteral drugs.

MAT 172 Quantitative Analysis & Problem Solving 4 Qtr. Hours

This course develops quantitative thinking and problem-solving skills through the use of modeling. Topics to be studied include statistics, the mathematics of finance, mathematical modeling with linear equations, graphs and systems of equations. Calculators and/or computers are used extensively to enhance students' learning.

MAT 210 Finite Mathematics 4 Qtr. Hours

This course covers basic concepts and applications of matrices, linear programming, and probability. Topics include systems of linear equations and inequalities, matrix multiplication and reduction, geometric and simplex methods of linear programming, permutations and combinations, elementary probability, conditional probability, and independence.

MAT 219 Independent Study 4 Qtr. Hours

Independent Study allows a student to explore a topic or area of interest. The student will propose a topic for tutorial study under the guidance of a supervising faculty member

MAT 220 Discrete Mathematics 4 Qtr. Hours

This course is an introduction to basic concepts and applications of selected topics in discrete mathematics. Topics include logic and the nature of mathematical proof, set theory, relations and functions, Boolean algebra, and graph theory.

MAT 240 Calculus for Business & Social Sciences 4 Qtr. Hours

This course covers applications of differential and integral calculus to situations in business and economics. Topics include limits, rules for differentiation, optimization, techniques of integration, definite integral applications, and exponential and logarithmic functions.

MAT 305 Probability: The Science of Chance 4 Qtr. Hours

This class will focus on understanding the different types of probability and their applications to biology, genetics, psychology, gaming/gambling, lottery, etc. Probability topics will include: odds of winning (losing), conditional probability, cards, dice, predictions, etc.

MAT 311 Biostatistics 4 Qtr. Hours

An introduction to the use of biostatistics in describing, analyzing and interpreting data it relates to epidemiology and health outcomes analysis in a Health/Fitness Management setting. Topics include measures of variation, probability distributions sampling, confidence intervals and hypothesis testing and survival analysis. *(Prerequisite: MAT 210)*

MAT 319 Independent Study 4 Qtr. Hours

Independent Study allows a student to explore a topic or area of interest. The student will propose a topic for tutorial study under the guidance of a supervising faculty member

MAT 320 Statistics for Business & Social Sciences 4 Qtr. Hours

This course is an introduction to the use of statistics in describing and analyzing data. Topics include the collection and display, measures of variation, probability distributions, z-scores, estimation, hypothesis testing, and regression. *(Prerequisite: MAT 210)*

MAT 330 Statistical Methods for Behavioral Sciences 4 Qtr. Hours

This course will establish an understanding of statistical measures and how they may be applied to problems in psychology. Statistical topics will include distributions, sampling, probability, hypothesis testing, linear regression and analysis of variance. Heavy use of statistical software will be required. *(Prerequisite: MAT 172)*

MGT 101 Introduction to Business 4 Qtr. Hours

This course analyzes how business works. The establishing, operating and managing of today's businesses are explored by studying effective business practices and analyzing the success of certain companies. Specific topics: financing, marketing-economics, sales, production control, ethics and the importance of effective management.

MGT 280 Principles of Management 4 Qtr. Hours

This course examines basic management functions and specific areas of management as found in the contemporary management structure. It also provides a framework for additional study in management and related business fields.

MGT 282 Business Ethics 4 Qtr. Hours

This course examines the challenges and complex issues that individuals and organizations face in making ethical decisions. Students will apply contemporary business ethics concepts and framework to cases and current issues to explore the realities of making decisions in a business context. Drawing on real world examples, students will develop the ability to gather information, think clearly and effectively, appreciate viewpoints of others, and examine situations from multiple perspectives.

MGT 285 Small Business Management 4 Qtr. Hours

An examination of small business practices, small business planning and operation; coverage of economics and ownership of a small business, its status, problem and requirements, entrepreneurial opportunities and new-venture processes, as well as coverage of managerial activities needed for a successful operation of a small firm.

MGT 302 Independent Study 2 Qtr. Hours

Independent studies allow a student to explore a topic or area of interest. Students will propose a topic for tutorial study under the guidance of a supervising faculty member.

MGT 310 Contemporary Applied Management 4 Qtr. Hours

Examines the problems faced by contemporary managers and their effects on the organization. Emphasis is on the application of basic theoretical principles as well as skills and techniques of individual and group problem solving, decision making and critical thinking to business simulations, cases and reality based scenarios. *(Prerequisite: Junior status)*

MGT 313 Management Group Internship 4 Qtr. Hours

A group of students will team together for this internship to practically apply their skills in real world problem-solving situations. All internships are project-oriented and directly related to the area of study. Internships are served under the sponsorship of a faculty advisor, and students will be required to document the results of their experience.

MGT 319 Independent Study 4 Qtr. Hours
Independent studies allow a student to explore a topic or area of interest. Students will propose a topic for tutorial study under the guidance of a supervising faculty member.

MGT 340 Organizational Behavior 4 Qtr. Hours
This course explores management with respect to human behavior in the workplace. Current developments in the behavioral sciences as they apply to business organizations are stressed. Concepts include individual and group dynamics, motivation, leadership, ethics, power, conflict resolution, decision making and stress management.

MGT 350 Human Resource Management 4 Qtr. Hours
This course is an introduction to the principles, policies, and procedures of personnel management. Emphasis is placed on recruitment and selection, salary and benefits, training and development, performance evaluation, employee relations, and legal issues pertaining to health, safety and security.

MGT 400 Operations Management 4 Qtr. Hours
This is a concept-oriented course in managing operations. The focus is on improving customer service. Key topics include: quality management, project planning tools and management of production/inventory. Techniques surveyed include: JIT, MRP, EOQ, PERT, GANTT. Much of the learning is centered on case studies, class discussion and group projects.
(Prerequisite: MAT 210)

MGT 450 Business Strategy & Policy 4 Qtr. Hours
This course analyzes business problems from a senior management perspective by integrating and applying previous coursework in marketing, finance, operations and management. Through case studies, research and business simulations students will develop strategic plans and policies for specific companies.
(Prerequisite: FIN 300)

MGT 505 Ethics & Communication 4 Qtr. Hours
This course explores vital management, ethical and communication issues in today's business environment. Students develop skill in communicating among internal and external constituents, composing effective professional correspondence and presentations, facilitating discussions, negotiation and making responsible decisions. Students will exercise these skills through research, debate, negotiation, role-play and presentations.

MGT 508 Research & Statistics for Management 4 Qtr. Hours
This course applies statistics to practical business situations. Students will make and support decisions based on responsibly manipulated statistical data, data analysis, probability, hypothesis testing, analysis of variance, correlations analysis and multiple regression models. Emphasis will be placed on the application of these techniques to practical problems in business through the use of standard statistical software. (Prerequisite: BUS 501)

MGT 510 Leadership Theory & Practice 4 Qtr. Hours
This course is based on dialogue on leadership competencies based on research and analyses of current leaders and their styles. Leadership theories will be explored and their application to effective leadership assessed. This will involve students enacting situations in which their leadership and influence strategies will allow opportunities for receiving and providing feedback on observable behavior and styles. Through various testing instruments, students will analyze their own and peers' leadership competencies.

MGT 530 Strategic Human Resource Management 4 Qtr. Hours
The course examines the interaction of human resource management with business policy and competitive strategy. Examination of functional HR tools and practices of HR management to broader business issues will underscore how a firm's approach to managing its human resources can enhance or detract from overall effectiveness. Issues such as employment law, labor relations, training and development, recruitment and placement, employee retention, and compensation and benefits will be explored from a strategic standpoint.

MGT 540 Managing Diverse Organizations 4 Qtr. Hours
Students will learn to recognize diverse points of view and appreciate the many ways that a diverse workforce can enhance an organization's effectiveness, improve work relationships, and maximize both individual and group contributions. Through guest speakers, media, and cases, students will have the opportunity to explore attitudes about all aspects of diversity including race, gender, religion, sexual preference, age, disability and culture. Sources of power, influence, culture and ethics will be analyzed for their effect on an organization. Students will examine advanced managerial and leadership principles to improve work relationships with both individuals and groups in a multicultural society.

MGT 545 Leadership Practice & Theory 4 Qtr. Hours
This course examines leadership concepts and theories underlying relationships with the leader, followers and situations. Through various evaluative instruments, students will analyze their own leadership styles and competencies and receive feedback on observable behaviors and styles. This course further examines some of the most pressing issues facing today's organizational leaders. Using a systems perspective, students will examine contextual and operational issues such as social responsibility, ethical climate, diversity, globalization, performance measures, and strategic planning that challenge today's leaders. Through extensive readings, discussions, individual and group projects, students will develop a comprehensive leadership perspective, an appreciation of the complex leadership environment facing contemporary leaders, and a sense of their own abilities for future success.

MGT 550 Organizational Design & Change Management 4 Qtr. Hours
This course will focus on the assessment and alignment of organizational strategy, structure, technology, size and culture and their effect on organizational change. Through case studies and discussion, students will analyze the fit between an enterprise's internal and external environments. Students will review and evaluate change strategies, including initiating change, gaining commitment, overcoming resistance and maintaining momentum to improve the effectiveness of work groups and organizations.

MGT 554 Management & Performance Consulting 4 Qtr. Hours
This course provides for the essential management consulting competencies needed by management professionals in the 21st century business workplace. Skills in developing human capital, utilizing relationship interaction and coaching, employee training and development techniques, and promoting competitive strategies through HR initiatives are the main topics covered. The course will address these topics, processes and dynamics through the framework of performance consulting and consulting model and application.

MGT 555 Legal Issues in Human Resource Management 4 Qtr. Hours

This course examines the various federal, state and local laws, regulations and executive orders as they affect the human resource function including equal employment opportunity, affirmative action, wage/overtime payment, employment agreements, union-management labor relations, employee rights and other restrictions on management actions. Emphasis will be placed on maintaining compliance with these laws and developing proactive practices to avoid costly litigation.

MGT 556 Compensation & Benefits 4 Qtr. Hours

Compensation and benefits explores the strategic importance of a well-structured total compensation package in attracting, motivating and retaining key employees. The use of pay systems as a strategic tool for improving organizational effectiveness and the introduction and maintenance of a sound performance management system including performance appraisal methods and management training will be thoroughly discussed. In addition, the financial administrative and legal implications of benefit plans will be discussed.

MGT 557 Capstone: Employee Recruitment, Selection & Retention 4 Qtr. Hours

This course focuses on developing a strategic plan for providing an organization with the human resources needed to achieve corporate goals. The plans, policies and procedures needed for short- and long-range human resource planning, recruitment, selection and retention will be examined. The importance of training and development in enhancing organizational effectiveness and employee retention will be explored. In addition, this course will look at the effects of layoffs, downsizing and employee separations on the morale of an organization. *(Prerequisites: MGT 555, MGT 556)*

MGT 560 Operations Management 4 Qtr. Hours

This course explores the dynamic nature of operations management concepts with a focus on service operations management. The theme of managing services for competitive advantage is emphasized throughout the course and provides a focus for each managerial topic. Analysis and problem solutions will be based on the integration of quantitative techniques, operations and human behavior as the essential components that are used in effective service operations management. Topics to be covered include the role of services in an economy, service strategy, technology in services, service design, capacity planning, facility locations, managing waiting lines, managing services projects, and globalization of services. *(Prerequisite: BUS 501; and should be taken toward the end of the program)*

MGT 585 Graduate Internship for Law Enforcement 4 Qtr. Hours

The Graduate Internship is a capstone experience intended to help students integrate coursework with the practice of administration and to reflect on their own development as professionals. Students work under the supervision of university faculty and a cooperating administrator at the internship site.

MGT 590 Capstone: Competing Globally 4 Qtr. Hours

This is a cross-disciplinary course that examines the challenges in formulating effective competitive strategy. Students will learn to anticipate industry changes when formulating and implementing strategy and balance the opportunities and risks associated with dynamic changes in industry. Special emphasis will be placed on developing a strategic plan that focuses on industry analysis, strategic positioning, competitive dynamics, and global planning. *(Prerequisite: Final Quarter or Dean's consent)*

MGT 591 Contemporary Management Capstone 4 Qtr. Hours

This is an interdisciplinary project-oriented course consisting of a thorough examination of current management philosophies and practices in today's environment. Students will learn to identify and anticipate opportunities and risks in their industries of interest. Students from different professions, disciplines and backgrounds will work together for mastering necessary skills in conducting a SWOT analysis for formulating and implementing operational (functional) strategy for the students' specialization areas. Special emphasis is placed on preparing an experiential, creative deliverable that demonstrates the knowledge, critical thinking and production skills garnered from prior coursework. *(Prerequisite: Final Quarter or Dean's consent)*

MGT 598 Independent Study 4 Qtr. Hours

This course is intended to give students the opportunity to deepen their understanding of an area of study or explore new areas not covered in the courses offered while earning graduate credits. While students do select their own topics of study, they must get the approval of the dean and a faculty member who will be supervising the study.

MGT 610 The Culture & Discipline of Innovation 4 Qtr. Hours

This course explores best practices and provides hands-on experience for creating a roadmap to turn innovative ideas to commercial success. Students will learn to be effective innovative leaders by better understanding how to: develop a culture and set capabilities that enables successful innovation; generate innovative ideas for new products and services that can create value; make effective decisions about implementing innovation and choose projects with the most likelihood of success; and bringing innovation from idea to launch successfully and quickly.

MIS 510 Management Information Systems 4 Qtr. Hours

This course prepares students to identify information systems' needs and analyze the benefits of a successful information systems infrastructure from a manager's point of view. Students will identify and review business problems and processes that can be resolved and/or enhanced through the use of technology. The use of the decision support systems and what is involved in creating them will be explored. Students will learn how expert systems go beyond decision support by incorporating peoples' expertise and how artificial intelligence technologies help provide support previously obtained only through humans.

MIS 515 Database Design & Management 4 Qtr. Hours

Through this in-depth study of data semantics, graphics-based data modeling, relational algebra, the database language SQL, and normalization theory, students develop a solid and practical foundation for the design and implementation of relational database systems. Students will learn the practical applications of database technology: the acquisition, specification, and management of data. Advanced topics such as enterprise databases, database recovery, database security and concurrency control issues will be discussed. Students will assess an organization's information and data availability to design and build. *(Prerequisite: CIS 500 or Dean's consent)*

MIS 517 Client/Server Development 4 Qtr. Hours

This course focuses on the technologies and concepts used in client/server application development for web environments. Students will examine the architectural and functional decisions, technologies, configurations, languages, and techniques associated with client-server systems. Through hands-on experience in designing and managing a client-server development project, students will obtain advanced skills for effective design and implementation of client/server applications. *(Prerequisite: MIS 525 or Dean's consent)*

MIS 520 Database Administration 4 Qtr. Hours

In this course, the database administrator will come to understand how a database is used in order to effectively manage and maintain business resources, how database components interact with one another, and how issues of access affect the security and integrity of the database. Through hands-on practice, students will develop the skills needed to maintain, manage, and secure an effective and efficient database including performance monitoring, database security, user management and back-up/disaster recovery techniques. *(Prerequisite: CIS 500 or Dean's consent)*

MIS 521 IT Financial Management 4 Qtr. Hours

This course introduces students to the basics of financial planning and budgeting for IT services. The course explores various strategies for costing IT services, outsourcing and managing vendors and suppliers. Topics include financial planning, budgeting, reporting, total cost of ownership, asset and expense management, and vendor and supplier management.

MIS 525 Object-Oriented Programming 4 Qtr. Hours

In this course, students will learn the process of developing a software product using the object-oriented approach. Through case studies and projects, students will understand the concepts of classes and objects, methods and message passing, inheritance, polymorphism, encapsulation and method overloading. The course will also introduce advanced programming constructs needed for the implementation of programming projects. *(Prerequisite: CIS 500 or Dean's consent)*

MIS 531 IT Service Management 4 Qtr. Hours

This course introduces students to the basic concepts and terminology associated with IT service management. Simulations will aid students in understanding how service management best practices help to align IT with business objectives. Topics include a history of IT Service management, current trends in the industry, an introduction to the Information Technology Infrastructure Library (ITIL), ISO 20000 and other standards and best practices in use by organizations today, and outsourcing and supplier/vendor management.

MIS 540 Data Communication & Networking 4 Qtr. Hours

In this course, students will discuss topics such as local area networks, wide area networks, topologies, transmission media and security. Special attention will be given to the most significant aspects of networking, such as the TCP/IP protocol suite, laying the groundwork for further courses in Network, Internet and Database security. *(Prerequisite: CIS 500 or Dean's consent)*

MIS 542 Network & Internet Security 4 Qtr. Hours

This course provides the students with the theoretical and technical knowledge needed to design and implement an effective security strategy in a corporate network environment. Topics covered in this course include: firewalls, intrusion detection systems, authentication, cryptography, encryption, digital signatures and key exchange. Students will learn how to enhance network security with cabling and network hardware, understand different types of firewalls, packet filtering and NAT, set up and secure virtual private networks and understand hacker exploits. *(Prerequisite: CIS 500 or Dean's consent)*

MIS 544 Operating System & Database Security 4 Qtr. Hours

In this course, students will learn principles for defending operating systems including account and file system security. Assessing risk and reducing risk is not only an issue for the operating system but also for the database. To understand database protection concepts, students will discuss access control models for DBMSs, multilevel secure relational models, inference controls, and database encryption. The ethical considerations of data access and privacy will be addressed from an IT perspective. *(Prerequisite: CIS 500 or Dean's consent)*

MIS 548 Information Security Management 4 Qtr. Hours

In this course, students will learn the requirements for planning, organizing and managing information security in an organization. Students will be exposed to the spectrum of security activities, methods, methodologies, and procedures. Coverage will include inspection and protection of information assets, detection of and reaction to threats, examination of pre- and post-incident procedures, including technical and managerial responses. An overview of the information security planning and staffing functions will expose students to the security management lifecycle. Students will study managerial responsibilities including personal and organizational ethics, documentation, control and audit procedures, corporate security costs, and benefit identification. *(Prerequisite: MIS 542 or Dean's consent)*

MIS 560 Developing Mobile Native Applications I 4 Qtr. Hours

This course focuses on using specific programming language to create a mobile native application. Students will be introduced to the programming environment for a certain Mobile platform (ex. Windows Mobile) and will have a hands-on approach to use the Software Development Kit (SDK) which comes with the selected mobile platform. It also introduces students to key theories, concepts, issues, and the business model of the application packaging process along with its online submission process. Students will be able to produce a functional application at the end of this course. *(Prerequisite: MIS 517)*

MIS 562 Legal Issues in Information Assurance & Auditing 4 Qtr. Hours

This graduate course is a survey of legal issues arising under information security and control frameworks such as COBIT and ISO17702. Topics include the basics of trademark, copyright, patent and trade secrets and protection strategies for each of them; software licensing issues; data privacy under state, federal and international law; evidence and digital forensic practices, ethics, the Computer Fraud and Abuse Act's boundaries for illegal access to computers; electronic surveillance and cyber traps; information security measures mandated by select federal statutes (HIPPA, Gramm-Leach-Bliley and Sarbanes-Oxley); and practical techniques on how to find and keep abreast of legal issues affecting information security.

MIS 565 Developing Mobile Web Applications 4 Qtr. Hours

This course introduces the student to software mobile web development. The course focuses on building mobile web applications while presenting the different components, options, web design, and GUI design concepts a developer needs to know regarding mobile web development. Topics include, but not limited to CSS for mobile browsers, Mobile Rich Internet Applications, Mobile detection, geo-location and maps, Widgets and offline web apps. Students will be able to produce a functional application at the end of this course. *(Prerequisite: MIS 517)*

MIS 570 Leadership Forum 4 Qtr. Hours
 In this digital age, information is power and information systems literacy is critical for organizations to sustain a competitive advantage. Management Information Systems involves coordinating and using three very important organizational resources: information, information technology, and people. Today's managers must understand how to identify, assess, acquire, and implement new technology tools to solve management problems and improve the organization. The purpose of this course is to prepare future managers to be effective exploiters of information technology for strategic benefits. The program provides the student with an overview of the many disciplines required to have a successful career in information technology. The lecture series offers an overview on ten key information technology disciplines during the term. Instruction for each topic is developed by an experienced practitioner in the field. Students are encouraged to exchange ideas and be an active participant in the discussions.

MIS 572 Developing Mobile Native Applications II 4 Qtr. Hours
 This course focuses on using specific programming language to create a mobile native application. Students will be introduced to the programming environment for a certain Mobile platform (ex. Android) and will have a hands-on approach to use the Software Development Kit (SDK) which comes with the selected mobile platform. It also introduces students to key theories, concepts, issues, and the business model of the application packaging process along with its online submissions process. Students will be able to produce a functional application at the end of this course. *(Prerequisite: MIS 525)*

MIS 575 Ethical Hacking 4 Qtr. Hours
 This course focuses on developing techniques for attack detection and mitigation in enterprise networks. The course includes: traffic/log analysis, anomaly detection, intrusion prevention, adaptive security policy, alarm analysis, worm contaminating and quarantining, and performance evaluation of defense systems. Special emphasis will be giving to developing intelligent network defense systems. Thus, students must be prepared to do programming projects using any platform or programming language. *(Prerequisite: MIS 542)*

MIS 585 Special Topics: Mobile Development 4 Qtr. Hours
 In this course, students will be exposed to advanced topics in mobile computing such as location-based services, M-Commerce, Wireless and Mobility and others. The topics reflect on the latest technologies available in the market. In addition, students will be required to do a main project in this course that assesses their knowledge in mobile computing overall. *(Prerequisites: MIS 560, MIS 565 and MIS 572)*

MIS 589 Business Continuity, Disaster Recovery Theories and Strategies 4 Qtr. Hours
 This course focuses on the knowledge necessary for an organization to prepare for a variety of major disruptions (floods, earthquakes, terrorist attacks, etc.). The goal is survival of the organization and its daily workflow despite major disruption. Students learn to analyze and prioritize risks and determine criticality ratings that are used to determine survival strategies. Students also learn how to organize employees to respond to a major disruption and how to document recovery plans. Course content includes coverage of current industry trends, as well as planning for the survival of Information Technology functions within an organization. *(Prerequisite: MIS 548, MIS 562 and MIS 575)*

MIS 590 Capstone: Connecting Globally 4 Qtr. Hours
 In this integrative capstone course, students apply the knowledge gained in the courses of the MIS program. Students will collaborate to research, analyze, design, and document a complete IS system. Students will consult with local businesses to propose an IS design that meets the business's challenge. Students will meet with the selected business's management to discuss their requirements and the students' solutions. This real-world project will allow students to use their knowledge of databases, networking, information security, and management to facilitate global connections. *(Prerequisite: Dean's consent)*

MKT 280 Integrated Marketing Communications 4 Qtr. Hours
 This course examines all the marketing communications tools: advertising, personal selling, sales promotion, sponsorship, direct marketing, point-of-purchase, public relations and interest communication; and discuss how to orchestrate these elements into one clear voice that breaks through today's communication clutter. These concepts are studied in greater detail with students to gain an understanding of how to use, coordinate and integrate these elements to maximize promotional impact and improve marketing budget return on investment.

MKT 302 Independent Study 2 Qtr. Hours
 Independent studies allow a student to explore a topic or area of interest. Students will propose a topic for tutorial study under the guidance of a supervising faculty member.

MKT 305 Marketing Principles & Analysis 4 Qtr. Hours
 This course develops the market-oriented thinking necessary in today's competitive environment. Students will analyze marketing issues faced by marketers of products and services in both consumer and industrial markets. Marketing problems faced by for-profit and not-for-profit organizations, small and large businesses, and low-tech and high-tech industries will be studied.

MKT 313 Marketing Group Internship 4 Qtr. Hours
 A group of students will team together for the internship to practically apply their skills in real-world problem-solving situations. All internships are project-oriented and directly related to their area of study. Internships are served under the sponsorship of a faculty advisor, and students will be required to document the results of their experience.

MKT 319 Independent Study 4 Qtr. Hours
 Independent studies allow a student to explore a topic or area of interest. Students will propose a topic for tutorial study under the guidance of a supervising faculty member.

MKT 320 Consumer Preferences & Choices 4 Qtr. Hours
 An analysis of theories of the determinants of national output (income), the price level, and aggregate employment are explored. Also examined are movements in interest rates and exchange rates. Models are applied to the issues of inflation, unemployment and economic growth. Other applications include the effects of economic shocks and macroeconomic stabilization policies. Current controversies in macroeconomic theory are discussed, as are debates over the choice, conduct, and effectiveness of fiscal and monetary policies. *(Prerequisite: MKT 305)*

MKT 331 Social Media Marketing 4 Qtr. Hours
 This course will examine contemporary issues in social media marketing and will explore the constantly changing landscape in which individuals use social media to satisfy their needs. Students will conduct an in-depth study, of a topic of interest, examining how people use social media. The insights gained from this study are fundamental to the design of effective social media strategies. Students will apply these insights in the analysis of an existing social media strategy or in the design of a proposal for the development of a social media strategy to address a current opportunity or challenge.

MKT 370 Global Marketing Practices 4 Qtr. Hours

This course examines the practices that constitute marketing to customers in worldwide markets. Topics addressed include major trade agreements (GATT, NAFTA, etc.), market entry strategies, cross-cultural marketing research and ethnocentrism. This course applies the elements of the marketing mix (Product, price, promotion and distribution) in the context of international trade. *(Prerequisites: Senior standing and MKT 270 or MKT 305 or the equivalent)*

MKT 430 Sports Marketing 4 Qtr. Hours

This course is designed as an experiential course of marketing principles and concepts in the sports industry. A focus will be on local, professional sports and their organizations. The course includes exploration and application of sponsorships, branding, promotions, public relations, and consumer preferences and choices (behavior). *(Prerequisite: MKT 400)*

MKT 440 Marketing Problems & Applications 4 Qtr. Hours

This course covers the analysis of marketing problems and information required by the marketing manager to make a set of decisions. Cases used will explore whole marketing strategy, marketing information and forecasting, product and brand management decisions, distribution decisions, promotion decisions, pricing decisions and ethical aspects of marketing. *(Prerequisites: Senior standing and MKT 305 or the equivalent; recommended: ACC 300)*

MKT 520 Marketing Management 4 Qtr. Hours

This course focuses on providing a framework that teaches students how to think about marketing as a process that creates value. The course will utilize the knowledge and skills of marketing, management, accounting, ethics, economics and finance. Students will deal with marketing situations in diverse industries and marketing environments. Marketing problems will be analyzed and resolved. Through case discussion, simulations, and team problem solving, students will experience the challenges and opportunities marketing managers encounter.

NUR 120 Introduction to Nursing 6 Qtr. Hours

In this course, students are introduced to the organizing framework of the nursing program, physical assessment, the nursing process and basic concepts related to oxygenation, nutrition and elimination. The student will learn skills and procedures including the administration of medications. There is also a focus on therapeutic communication. A lab and clinical are included. *(Prerequisites: SCI 132, SCI 191)*

NUR 121 Nursing I 6 Qtr. Hours

Utilizing the nursing process, this course focuses on the nurse's role in managing clients with alterations in fluid and electrolyte balance and mobility. Perioperative care and the needs of the oncological client are also emphasized. Students will be introduced to grief, loss and end-of-life issues. A lab and clinical are included. *(Prerequisite: NUR 120)*

NUR 122 Nursing II 6 Qtr. Hours

This course focuses on mental health issues and how they influence health status. Child abuse and family violence issues are also addressed as they relate to the nurse's role in managing the client. The specialized roles related to community health and the aging populations are developed within the context of the nursing process. A clinical is included. *(Prerequisite: NUR 121)*

NUR 123 Nursing III 6 Qtr. Hours

This course focuses on the child-bearing and child-caring family with simple to complex alterations in health needs. The nursing process is used to address both acute and chronic alterations in needs. A lab and clinical are included. *(Prerequisite: NUR 121)*

NUR 124 Nursing IV 6 Qtr. Hours

This course focuses on the utilization process of clients with alterations in oxygen, tissue perfusion and hemodynamics. Students will gain knowledge of the cardio-vascular and hemodynamic needs of clients. Emphasis will be on prevention, management of care, and treatment modalities. The application of oxygenation and perfusion principles to burn clients will also be addressed. A lab and clinical are included. *(Prerequisites: NUR 122, NUR 123)*

NUR 190 Professional Nursing I 2 Qtr. Hours

This course introduces students to current issues in health care. Historical and social perspectives are explored and the legal and ethical underpinnings of practice are analyzed. A critical thinking approach focuses the student on generating new thoughts, insights and beliefs. Additionally, students will begin to explore HESI exam questions and learn how to begin early preparation towards the NCLEX exam.

NUR 191 Professional Nursing II 2 Qtr. Hours

This course continues the exploration of current issues in health care. The health care delivery system, health policy, politics and workforce issues as well as research in nursing are analyzed. A critical thinking approach focuses the student on generating new thoughts, insights and beliefs.

NUR 221 Nursing V 6 Qtr. Hours

The utilization of the nursing process as it relates to the nutritional and digestive needs of adult clients. Emphasis will be on alterations in metabolism, digestion and nutrition and absorption. Emphasis will be on prevention, management of care, treatment modalities and client teaching. A clinical is included. *(Prerequisites: NUR 122, NUR 123, NUR 124)*

NUR 222 Nursing VI 6 Qtr. Hours

This course applies the nursing process to identify acute and chronic alterations in elimination. Emphasis will be on prevention, management of care, treatment modalities and client teaching. A clinical is included. *(Prerequisite: NUR 221)*

NUR 223 Nursing VII 6 Qtr. Hours

The nursing process is applied to alteration in sensation and perception relating to the central peripheral nervous system and eye, ear, nose and throat alterations. Emphasis will be on prevention, management of care, treatment modalities and client teaching. A clinical is included. *(Prerequisites: NUR 124, NUR 221)*

NUR 224 Nursing VIII 6 Qtr. Hours

This course examines the role of the nurse in managing groups of clients. Management principles and interactions with the health care team are emphasized as the student is prepared to care for groups of clients in the acute care setting. A clinical is included. *(Prerequisites: NUR 222, NUR 223)*

NUR 230 Nursing Fundamentals 6 Qtr. Hours

This course introduces classic nursing principles that underpin future clinical practice. Principles include such things as comfort measures, assistance with daily living activities, environmental concerns, positioning and transporting, asepsis and sterile technique, medication administration, intrusive therapies and use of the nursing process with particular emphasis on the intervention component. Concepts related to nursing fundamentals and nursing care is integrated throughout the course. The campus laboratory and clinical settings will afford practical experience in application of the principles and skills taught in the theory portion of this class. Students will be expected to demonstrate beginning competency in application of the nursing process.

Each student will gain experience in a geriatric senior living facility. The clinical portion of their course will prepare students for active participation in delivery of healthcare to the geriatric client. Each student will perform designated nursing skills after having successfully demonstrated them in nursing skills laboratory. *(Prerequisites: SCI 130, SCI 131, SCI 132, SCI 191, SCI 192, MAT 170)*

NUR 231 Fundamental Nursing 2 Qtr. Hours
Assessment

This lab consists of a series of activities and assessments to assist you in achieving the outcomes/objectives for the course. Each week you will complete various combinations of online assignments, activities, readings, etc. Instructional strategies that may be used include: lecture, discussion, demonstration, media resources (YouTube and others), role playing, simulation, team-based learning strategies, audio-visual aids, computer assisted instruction, case studies, and return demonstration. Each student must demonstrate proficiency in the nursing skills lab before they can perform it on a client in the clinical setting. *(Prerequisites: SCI 130, SCI 131, SCI 132, SCI 191, SCI 192, MAT 170)*

NUR 270 Psychiatric/Mental Health 6 Qtr. Hours
Nursing

This nursing course focuses on the application of psychiatric/mental health nursing concepts for culturally diverse clients from age 18 up to, and including the geriatric years. Theoretical content includes interpersonal relationship theory, pharmacology, psychopathology, pathophysiology, as well as cognitive, behavioral, and biologic theories. The nursing process will be utilized with consideration of psychopathology. Legal, ethical, and critical thinking concepts specific to psychiatric/mental health nursing are covered in depth.

Each student will gain clinical experience in an inpatient psychiatric/behavioral health setting. The clinical portion of this course will prepare student to effectively care for clients with a variety of mental health disorders. Emphasis will be on continual assessment of patient responses and safety. Students will integrate contemporary concepts and evidence-based practice to foster growth in knowledge and clinical competencies as a professional nurse. *(Prerequisites: NUR 230, NUR 231)*

NUR 271 Nursing Assessment I 2 Qtr. Hours

The psychiatric mental health nursing simulation lab experiences will be focused on the goals of 1) creating scenarios to enhance critical thinking and judgment; 2) evaluating student performance in a controlled environment; and 3) increasing students' self-confidence in clinical practicum. The lab experiences will include case studies, client (mannequin) situations in practical application, and reflective individual and group assignments. *(Prerequisites: NUR 230, NUR 231)*

NUR 280 Adult Medical/Surgical Nursing I 6 Qtr. Hours

The didactic portion of this course focuses on the nurse's role in caring for clients with the following complex health care problems: fluid and electrolyte imbalance, perioperative care, oncology, and alterations in mobility, oxygenation, tissue perfusion, and hemodynamics. Further, students will be introduced to grief, loss and end-of-life issues. The application of oxygenation and perfusion principles to burn clients will also be addressed. Through advanced reasoning, synthesis, and application of evidence-based care, students will obtain the knowledge and skills to coordinate, and evaluate priorities of comprehensive care for the adult client with acute and chronic health care diseases and disorders. Emphasis throughout the course is placed on prevention, management of care, and treatment modalities.

In this course, students will have expanded opportunities to use the nursing process and clinical reasoning to guide care planning decisions for hospitalized clients. The clinical portion of this course will prepare students to effectively care for clients with fluid and electrolyte imbalances and/or alterations in mobility, oxygenation, tissue perfusion, and hemodynamics. Students will integrate contemporary concepts and evidence-based practice to foster growth in knowledge and clinical competencies as a professional nurse. *(Prerequisites: NUR 230, NUR 231)*

NUR 281 Nursing Assessment II 2 Qtr. Hours

The fluid and electrolyte imbalance and alterations in mobility, oxygenation, tissue perfusion, and hemodynamics simulation lab experiences will be focused on the goals of: 1) prevention of fluid and electrolyte imbalance; 2) management of fluid and electrolyte imbalance and alterations in mobility, tissue perfusion, and hemodynamics; 3) practice of skills used in perioperative care; and 4) use of patient education to assist clients and families in grief, loss, and end-of-life issues. The lab experiences will include case studies, client (mannequin) situations in practical application, and reflective individual and group assignments. *(Prerequisites: NUR 230, NUR 231)*

NUR 290 Nursing of Childbearing & 6 Qtr. Hours
Childrearing Families

The theory portion of this course focuses on the nursing care of women throughout the prenatal, antepartum, intrapartum and postpartum periods of pregnancy. Physiological, sociocultural and ethical concepts are explored. Risks, complications and appropriate nursing care are also to be discussed. Care of the neonate is addressed including possible complex outcomes of both term and preterm infants. Each student will also participate in the clinical setting gaining experience in both the labor and delivery and mother-baby aspects of care in an inpatient setting. This portion of the course will help further their grasp of this specialty and enhance their skills and understanding. Students will utilize their knowledge from theory and past clinical sites to promote growth in a new environment. *(Prerequisites: NUR 280, NUR 281)*

NUR 291 Nursing Assessment III 2 Qtr. Hours

The lab component of this course will provide the ability to learn and practice hands-on nursing care with the use of a simulation mannequin. Different scenarios involving possible complications of labor and delivery will be applied. Case studies will be utilized to help the student develop critical thinking and reasoning skills in which they will analyze individually and as a group. These opportunities will help the student increase their confidence and facilitate the learning process in addition to their experiences in the clinical setting. *(Prerequisites: NUR 280, NUR 281)*

NUR 320 Adult Medical/Surgical 6 Qtr. Hours
Nursing II

The didactic portion of this course focuses on the nurse's role in caring for adult clients with nutritional and digestive disorders. Emphasis will be on alterations in metabolism, digestion, nutrition and absorption. Through advanced reasoning, synthesis, and application of evidence-based care, students will obtain the knowledge and skills to coordinate, and evaluate priorities of comprehensive care for the adult client with acute and chronic health care diseases and disorders. Emphasis throughout the course is placed on prevention, management of care, and treatment modalities.

In this course, students will have expanded opportunities to use the nursing process and clinical reasoning to guide care planning decisions for hospitalized clients. The clinical portion of this course will prepare students to effectively care for clients with nutritional and/or digestive impairments. Students will integrate contemporary concepts and evidence-based practice to foster growth in knowledge and clinical competencies as a professional nurse. *(Prerequisites: NUR 280, NUR 281)*

NUR 321 Nursing Assessment IV 2 Qtr. Hours

The nutritional and digestive impairment simulation lab experiences will be focused on the goals of: 1) prevention of nutritional deficiencies; 2) management of gastrointestinal disorders; and 4) use of patient education to assist clients and families in the management of nutritional and/or digestive disorders. The lab experiences will include case studies, client (mannequin) situations in practical application, and reflective individual and group assignments.

(Prerequisites: NUR 280, NUR 281)

NUR 340 Adult Medical/Surgical Nursing III 6 Qtr. Hours

The didactic portion of this course focuses on the nurse's role in caring for adult clients with urinary and gastrointestinal disorders with emphasis on elimination impairments. The student will learn to apply the nursing process to identify acute and chronic alterations in the gastrointestinal, urinary, and integumentary systems including: non-inflammatory and inflammatory bowel disorders, alterations in fecal and urinary elimination, acute and chronic renal failure, and alterations in skin integrity. Through advanced reasoning, synthesis, and application of evidence-based care, students will obtain the knowledge and skills to coordinate, and evaluate priorities of comprehensive care for the adult client with acute and chronic health care diseases and disorders. Emphasis throughout the course is placed on prevention, management of care, and treatment modalities.

In this course students will have expanded opportunities to use the nursing process and clinical reasoning to guide care planning decisions for hospitalized clients. The clinical portion of this course will prepare students to effectively care for clients with gastrointestinal, urinary, and integumentary disorders, alterations in fecal and urinary elimination, acute/chronic renal failure, and alterations in skin integrity. Students will integrate contemporary concepts and evidence-based practice to foster growth in knowledge and clinical competencies as a professional nurse.

(Prerequisites: NUR 320, NUR 321)

NUR 341 Nursing Assessment V 2 Qtr. Hours

The gastrointestinal, urinary, and integumentary impairment simulation lab experiences will be focused on the goals of: 1) prevention of urinary, gastrointestinal and integumentary disorders; 2) management of alterations in fecal and urinary elimination and skin integrity; 3) practice of skills used in the assessment and management of gastrointestinal, urinary, and integumentary disorders; and 4) use of patient education to assist clients and families in the management of impairments associated with the gastrointestinal, urinary, and/or integumentary system. The lab experiences will include case studies, client (mannequin) situations in practical application, and reflective individual and group assignments. *(Prerequisites: NUR 320, NUR 321)*

NUR 420 Adult Medical/Surgical Nursing IV 6 Qtr. Hours

The didactic portion of this course will focus on the care of clients with neurological and/or sensory disorders. Students will have diverse client populations with a variety of neurological impairments, such as spinal cord injuries, traumatic brain injuries, peripheral and central nervous system disorders. Students will also have clients with hearing and visual impairments. Emphasis will be on the use of critical thinking, clinical reasoning, and ethical principles to provide safe and high quality care. The student is expected to integrate previous learning to assist these clients in achieving optimal functioning.

Each student will gain clinical experience in an inpatient setting. The clinical portion of this course will prepare students to effectively care for high acuity neurologically and/or sensory impaired clients and their families. Students will integrate contemporary concepts and evidence-based practice to foster growth in knowledge and clinical competencies as a professional nurse. *(Prerequisites: NUR 340, NUR 341)*

NUR 421 Nursing Assessment VI 2 Qtr. Hours

The sensory and neurological simulation lab experiences will be focused on the goals of: 1) management of the neurologically complex and sensory impaired client; 2) practice of skills used typically in emergency care; and 3) use of patient education to assist these clients and their families to achieve optimal functioning and self-care maintenance. The lab experiences will include case studies, client (mannequin) situations in practical application, and reflective individual and group assignments. *(Prerequisites: NUR 340, NUR 341)*

NUR 435 Nursing Management & Leadership 4 Qtr. Hours

The didactic portion of this course focuses on leadership theories, skills, and techniques used in the nursing profession to deliver high-quality patient care in a variety of settings. The aim is to apply appropriate leadership, management, and communication skills to situations involving different stakeholders in a health care setting. Students learn evidence-based leadership skills as a core competency in nursing to improve quality in patient care and strengthen nursing as a profession. *(Prerequisites: NUR 450, NUR 451)*

NUR 450 Community Nursing 6 Qtr. Hours

The didactic portion of this course will serve as a foundation in providing culturally competent healthcare to individuals, families, and communities. Health management strategies such as individual cases, disease prevention, health promotion, and population-based approaches will be examined within a global perspective. Health promotion topics such as epidemiology, health disparities, healthcare access, available resources, healthcare costs, quality of care, healthcare policies, disease screening, and regulatory environments will be examined and discussed. Emphasis is placed on assessment, analysis of culturally competent care, and enhancing clinical reasoning through application of a variety of practical client situations.

Each student will gain clinical experience in a community-based organization. The clinical portion of this course will prepare students for active, responsible community participation as professional nurses in a global environment. Their role will be to positively impact the health of diverse communities through critical thinking, evidence-based practices, patient education, meaningful service, and support of the client(s), their families, and lay caregiver(s). *(Prerequisites: NUR 420, NUR 421)*

NUR 451 Nursing Assessment VII 2 Qtr. Hours

The community health nursing simulation lab experiences will be focused on the goals of enhancing 1) clinical reasoning skills; 2) skills to deliver culturally competent care; and 3) strategies to support individuals, families, and communities toward health promotion and disease prevention. It will include case studies, client (mannequin) situations in practical applications, and reflective individual and group assignments. *(Prerequisites: NUR 420, NUR 421)*

PAR 102 Civil Litigation 4 Qtr. Hours

This course provides the student with a general overview of the federal and state judicial systems, including jurisdiction and venue. Students will study the rules governing operation of the courts and the litigation process from the filing of a complaint through settlement or verdict, execution of a judgment and appeal.

PAR 105 Legal Research & Writing 4 Qtr. Hours

The student is given an overview of legal research and writing techniques and methodologies. Through research projects, the student will become familiar with legal citation form, state and federal reporter and statutes, legal encyclopedia and treaties, and other legal publications. The student will perform research in the Robert Morris University Library and in the Cook County Law Library using manual and computer-assisted legal research tools. The student will formalize research results in memorandum form utilizing legal vocabulary and accepted writing techniques.

PAR 111 Torts & Personal Injury 4 Qtr. Hours

Students will become familiar with the laws of negligence, product liability, strict liability, and medical malpractice in the context of personal injury litigation. Analysis and application of the principles of law will encompass both plaintiff's and defendant's perspectives.

PAR 121 Business Organizations 4 Qtr. Hours

Sole proprietorships, partnerships, corporations and the principal/agency relationship are the fundamental frameworks that all businesses are built upon. Students will review the dynamics of each business form and will learn how to establish each entity in compliance with state statutes.

PAR 211 Estates, Wills & Trusts 4 Qtr. Hours

Students will learn about a comprehensive estate plan. The topics discussed will include an overview of the law of wills and trusts, drafting of wills and trusts, estate administration, probate practice, calculation and closing of the estate and related tax considerations.

PAR 212 Real Estate 4 Qtr. Hours

This is an introductory overview of real estate law and its applications to the sale and purchase of property. Areas to be covered include the roles of the attorney, paralegal, broker and title company in the real estate process, the various ways property can be owned and the financing of the real estate purchase. There will be strong emphasis on the review and preparation of documents required to complete a real estate transaction.

PAR 213 Domestic Relations 4 Qtr. Hours

Students will be given an overview of various issues surrounding the law of domestic relations. Students will examine the creation of the marital relationship, termination of marital status, property rights and distribution, maintenance, child custody, visitation and support issues, and enforcement of orders and judgments. Students will also explore adoption, parentage, and domestic violence statutes and related issues.

PAR 221 Commercial Law 4 Qtr. Hours

This course provides the student with an overview of contract law and relevant provisions found within the Uniform Commercial Code. The students will learn how to assist in the preparation of business contracts.

PAR 280 Ethics & Professional Responsibility 4 Qtr. Hours

This course provides students with an understanding of the rules of professional conduct and their application to paralegals.

PAR 299 Advanced Legal Research & Writing 4 Qtr. Hours

This course provides an in-depth look at advanced legal research methodology and writing skills. Utilizing the research techniques students have mastered in PAR 105, they will research and write legal memoranda and briefs, focusing on the use of sources, citation format, and thorough written analysis of research.

(Prerequisite: PAR 105)

PFA 101 Performing Arts I 1 Qtr. Hour

Open to students participating in RMU arts and guilds. Students experience awareness, appreciation and performance in their specialty. Students engage in teambuilding and leadership as integral experiences of their participation.

PFA 102 Performing Arts II 1 Qtr. Hour

Open to students participating in RMU arts and guilds. Students experience awareness, appreciation and performance in their specialty. Students engage in teambuilding and leadership as integral experiences of their participation. *(Prerequisite: PFA 101)*

PFA 103 Performing Arts III 1 Qtr. Hour

Open to students participating in RMU arts and guilds. Students experience awareness, appreciation and performance in their specialty. Students engage in teambuilding and leadership as integral experiences of their participation. *(Prerequisite: PFA 102)*

PFA 104 Performing Arts IV 1 Qtr. Hour

Open to students participating in RMU arts and guilds. Students experience awareness, appreciation and performance in their specialty. Students engage in teambuilding and leadership as integral experiences of their participation. *(Prerequisite: PFA 103)*

PHM 102 Calculation & Measurement for Medication Preparation 4 Qtr. Hours

This course emphasizes how to accurately use the metric, avoirdupois, household and apothecary systems. Skills in accurately counting and measuring and converting among measurement systems are covered. The student is taught to perform mathematical steps accurately using Roman numerals, Arabic numerals, fractions, apothecary symbols and decimals. Conversion of weights and measures, direct ratio and proportion, reducing and enlarging formulas along with specific gravity, percent strength, weight-in-volume, and weight-in-weight, volume in volume, ratio, strength calculations, and dilution and concentration formulas are included. This course includes a laboratory component. *(Prerequisite: MAT 160)*

PHM 103 Clinical Practices: Assisting the Pharmacist 4 Qtr. Hours

This course provides a study of the history and culture of the professional in the pharmacy setting. The role of the pharmacy technician in various settings is explored. Professional communication is emphasized. Competencies in vital signs, glucose testing, cholesterol testing, quality assurance, sanitation, blood-borne pathogens, infection control, OSHA, differentiating sterile and non-sterile, immunizations and measuring weights and devices are completed. ARC certification in Workplace Violence Awareness is offered. This course includes a laboratory component.

PHM 106 Therapeutic Agents for Common Diseases I 4 Qtr. Hours

In this course, students will understand the use and side effects of prescription medication, non-prescriptive medications and alternative therapy used to treat common diseases affecting the cardiovascular system, respiratory system, gastrointestinal, renal and the reproductive system. *(Prerequisites: PHM 102, SCI 124)*

PHM 107 Therapeutic Agents for Common Diseases II 4 Qtr. Hours

In this course, students will understand the use and side effects of prescription medication, non-prescriptive medications and alternative therapy used to treat common diseases affecting the skeletal, muscular, dermatologic, nervous, endocrine, immune, and hematological systems and disorders of the eye, ears, nose and throat. *(Prerequisites: PHM 102, PHM 106, SCI 124)*

PHM 110 Community Pharmacy Practice 4 Qtr. Hours

This course presents the accurate preparation of a prescription including product selection, label construction, measuring, mixing, compounding and dispensing in the retail setting. Common retail computer systems are included; billing and insurance processing are covered. Purchasing, inventory control, marketing services, cash management and customer relations are presented. This course includes a laboratory component. *(Prerequisites: PHM 102, SCI 124)*

PHM 112 Acute Care Pharmacy Practice 4 Qtr. Hours

This course presents the accurate preparation of products using aseptic technique and sterile procedures. Infusing therapy including procedures for IV, infusion and parenteral administrations are included. A focus on pharmacy calculations involving parenteral dosages, measuring IV units and IV flow rates are studied. This course includes a laboratory component. *(Prerequisite: PHM 110)*

PHM 125 Law & Ethics in Today's Pharmacy 4 Qtr. Hours

This course covers the federal and state regulations for prescriptive authority and oversight within the health care system, issues of liability, insurance, controlled substances regulations, employment law and ethical issues pertaining to the pharmacy technician's practice in various settings. Professional norms, ethics, HIPAA and standards of practice are presented. Current events are discussed. The process for certification and licensure is reviewed. *(Prerequisites: PHM 102, PHM 103, PHM 106, PHM 107, PHM 110, PHM 112, PHM 250, PHM 252)*

PHM 250 Community Pharmacy Practicum 4 Qtr. Hours

One hundred hours of unpaid supervised student pharmacy technician practice under the supervision of a preceptor pharmacist. The student will interact with customers, compound pharmaceuticals, dispense drugs, apply legal standards, consider marketing principles, experience purchasing and inventory control and use retail pharmacy computer systems. The pharmacy tech license is required. *(Prerequisite: PHM 110)*

PHM 252 Acute Care Pharmacy Practicum 4 Qtr. Hours

One hundred hours of unpaid supervised student pharmacy technician practice under the supervision of a preceptor pharmacist. The student will interact with the health care team members and patients and participate in professional rounds. Applications include unit-dose packaging, dispensing sterile products, large batch compounding and using institutional computer systems. The pharmacy tech license is required. *(Prerequisite: PHM 112)*

PMP 575 Project Management 4 Qtr. Hours

This survey course will focus on Project Integration Management – which identifies, defines, and describes the processes and activities that combine, unify and coordinate the various elements of project management. Project Integration Management is the roadmap for effectively implementing business strategies that span the entire organization. By using project management tools and techniques, students will learn how to overcome organizational barriers in order to achieve fully integrated, enterprise-wide project management success. *(Prerequisite: BUS 501)*

PRD 500 Introduction to Business Analytics 4 Qtr. Hours

This course is designed to explore the ways in which strategy, marketing, and research and development assist decision-makers to predict future trends and market shifts to unlock tomorrow's opportunities. It will introduce the concepts of market drivers and forecasts, trend hunting and trend predictions, trend evolution and early adopters/influentials. Furthermore, it will instruct on syndicated and custom research methodologies that support the revelations of unmet consumer interests and needs indicating future opportunities.

PRD 580 Data Modeling & Intelligent Information 4 Qtr. Hours

This course offers basic principles in data modeling and intelligent information. Students will learn the fundamentals of how big data can be converted into actionable insights to drive better business decisions. Emphasis will be placed on methodologies. This course combines the business minded and the technical/analytical inclined student. Topics covered in this course include big data, social intelligence, data warehousing, data aggregation, data preparation, basic analytics, data visualization and communication. *(Prerequisite: MGT 508 with a grade of B or better)*

PRD 585 Predictive Modeling I – Econometric Analysis 4 Qtr. Hours

Econometric Analysis is based on the development of analytical tools to support business decision-making. Topics will include regression analysis with cross sectional data (simple and multiple models), hetroskedasticity, auto-correlation, specification and data issues), panel data models, instrumental variables estimation, simultaneous equation models, logit and probit models, and Poisson regression. Students will learn the basic steps involved in the formulation, parametrization and use of econometric models. *(Prerequisite: PRD 580 with a grade of B or better)*

PRD 590 Predictive Modeling II – Time Series & Forecasting 4 Qtr. Hours

This course is an introduction to time series that emphasizes methods and analysis of date sets. The logic and tools of model-building for stationary and non-stationary time series are developed. Students will learn the latest methods in time series and forecasting, along with modern computational models and algorithms. Time series models and analysis will be studied and applied. *(Prerequisite: PRD 585 with a grade of B or better)*

PRD 600 Decision Modeling & Communication 4 Qtr. Hours

This course is highly applied in nature and offers students the opportunity to work on integrating analytics in a corporate business setting. Students will select a project depicting a real scenario from different industries such as finance, healthcare, retail, government, marketing and sales. The class format and course syllabus are tailored for students to develop core skills applicable to business analytics in planning, project management, strategy development and implementation, team leadership, negotiations, decision-making and presentation. Emphasis will be placed on how to effectively communicate final results to different audiences including non-technical audiences and senior managers. *(Prerequisites: PRD 590 with a grade of B or better)*

PSY 400 Creating Inclusive Environments 4 Qtr. Hours

Tapping into the human capital contained in any organization or community is key to that group's progress. In this course, students will discuss how to recognize, leverage, and apply distinctive perspectives on a common goal to achieve success. Students will consider diversities, such as generations, education, life experiences, physical abilities, ethnicities, etc. for their unique insights.

RMU 100 Keys to College Success 4 Qtr. Hours

This course will provide academic and social connections to college life. Course topics will provide practical strategies for students to improve study skills and develop greater self-awareness and self-management in order to become lifelong learners.

SCI 110 Earth Science 4 Qtr. Hours

This course introduces students to the scientific study of the earth and the processes that form it. Students study the geologic history of earth, the rock cycle, fossils, and the plate tectonics. Climatic events are examined to better understand the dynamics of the earth's atmosphere. The impact of events, such as earthquakes, hurricanes and tornadoes are emphasized.

SCI 112 Environmental Science (CC) 4 Qtr. Hours
This course examines the relationship between humans and the environment. Students study basic ecological principles and analyze the impact of humans on the earth. Throughout the course, emphasis is placed on the interdependency of life and on the importance of working towards a sustainable future.

SCI 115 Humans & Environment 4 Qtr. Hours
This directed-learning course examines the relationship between humans and the environment. The course will require the students to watch a video series "Race to Save The Planet" and are expected to self-evaluate and analyze causes and effects of environmental problems such as deforestation, air and water pollution, and endangered species. The interactions between humans and nature are examined to study how various species struggle to survive and adapt to their changing environments, while sharing a limited amount of natural resources and natural habitat with the humans. The students will learn about these issues by visiting various eco-systems in the area. In the field, students will visit different eco-systems and observe the biological communities that inhabit the eco-systems. Students will observe, document, and analyze various species' interactions; impact of species on their eco-systems; and the human impact on the species and their eco-systems.
(Fulfills General Education Laboratory Science requirement)

SCI 120 Topics in Environmental Science 4 Qtr. Hours
This course focuses on selected environmental topics such as energy and climate change, biodiversity and conservation, sustainable agriculture, environmental health and justice, and ecological restoration. Topics are studied in depth, and the interaction between economic, cultural, and natural forces is examined. Students search for sustainable solutions to global environmental problems.

SCI 121 Anatomy & Physiology 4 Qtr. Hours
This course will study the general anatomy of the human body from a systematic approach. Students will gain an understanding of anatomical terminology, gross structures, and locations of different body structures. Cells, tissues and organs of the integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary and reproductive systems are emphasized.

SCI 124 Human Body Systems I 4 Qtr. Hours
This course focuses on the fundamental principles of the structure, function and organization of the human body through the study of several major body systems including body orientation, cells and tissues, the skeletal, muscular, systems medical terminology and pathophysiology for the systems are included. Critical thinking based on the academic subject matter is developed and enables the incorporation of cognitive knowledge. ARC certificates in Ergonomics and Back Injury Prevention are offered. This course includes a laboratory component.

SCI 127 Anatomy & Body Systems I 4 Qtr. Hours
This course focuses on the fundamental principles of the structure, function and organization of the human body through the study of word parts; body positions, planes and directions; cells, tissues and membranes; major body systems including *skeletal, muscular, integumentary, nervous, the senses, endocrine, blood and cardiovascular*. Medical terminology and pathology for systems is covered. The components of human movement are addressed. Critical thinking based on the academic subject matter is developed and enables the incorporation of cognitive knowledge in the performance of psychomotor and affective domains. This course includes a laboratory component. (Prerequisite: AHS 100 suggested)

SCI 128 Anatomy & Body Systems II 4 Qtr. Hours
This course focuses on the fundamental principles of the structure, function and organization of the human body through the study of major body systems including *respiratory, lymphatic and immune, gastrointestinal, urinary, and reproductive systems*. Medical terminology and pathology for systems is covered. Critical thinking based on the academic subject matter is developed and enables the incorporation of cognitive knowledge in the performance of psychomotor and affective domains. This course includes a laboratory component. (Prerequisite: SCI 127)

SCI 130 Human Anatomy & Physiology I 4 Qtr. Hours
This course for Nursing majors focuses on the fundamental principles of the structure, function and organization of the human body through the study of several major body systems including body orientation, cells and tissues, the integumentary, skeletal and muscular systems. Included is a unit on inorganic, organic and biochemistry principles. Critical thinking based on the academic subject matter is emphasized. Medical terminology and pathophysiology for the systems are presented.

SCI 131 Human Anatomy & Physiology II 4 Qtr. Hours
This course for Nursing majors focuses on the fundamental principles of the structure, function and organization of the human body through the study of several major body systems including the cardiovascular, respiratory, lymphatic, immune and endocrine systems. Critical thinking based on the academic subject matter is emphasized. Medical terminology and pathophysiology for the systems are presented. This course includes a laboratory component. (Prerequisite: SCI 130)

SCI 132 Human Anatomy & Physiology III 4 Qtr. Hours
This course for Nursing majors focuses on the fundamental principles of the structure, function and organization of the human body through the study of several major body systems including the digestive, urinary, reproductive, nervous and special senses systems. Fluid, electrolyte and acid/base balance is discussed. Critical thinking based on the academic subject matter is emphasized. Medical terminology and pathophysiology for the systems are presented. This course includes a laboratory component. (Prerequisite: SCI 131)

SCI 133 Chemistry for Health Sciences 4 Qtr. Hours
This course covers the lower division chemistry discipline. It will build an understanding of basic chemical processes and states of matter, energy and measurement. It will start with the definition of matter and progressing through the atom, molecules, chemical bonds & reactions, chemical equilibria and reaction rates. You will explore the characteristics of gases, liquids, solids, acids, bases, solutions and colloids. Lab exercises relate to the topics discussed.

SCI 134 Life Science Biology 4 Qtr. Hours
This course provides a general overview of biology in relation to health concepts at the performance level of human activities. Students will study the concepts of homeostasis, cell repair, body rhythms, pain, pharmacology, sleeping, healing, epidemiology and dying. In addition, it prepares students to better understand how human activities effect different body systems such as moving to the skeletal and muscular systems; transporting to the blood, lymphatic and cardiovascular system; breathing to the respiratory system and eliminating to the renal system.

SCI 140 Biological Science 4 Qtr. Hours
This is an introductory biology course. The basic characteristics of life are examined with emphasis on the role of evolution in creating the diversity of life on earth. Genetic principles and the molecular basis of genetic disease are explored. Human sexual reproduction and modern reproductive technologies are examined. Ethical questions created by biotechnological advances are discussed. This course includes a laboratory component.

SCI 144 Human Body Systems II 4 Qtr. Hours

This course focuses on the fundamental principles of the structure; function and organization of the human body through the study of several major body systems including the cardiovascular, respiratory, lymphatic, immune and endocrine systems Medical terminology and pathophysiology for the systems are included. AHA Provider Level CRP training is provided. ARC certificates in Blood-borne Pathogen training and Your Heart Matters are included. Critical thinking based on the academic subject matter is developed and enables the incorporation of cognitive knowledge. This course includes a laboratory component. *(Prerequisite: SCI 124)*

SCI 145 Nutrition & The Science of Cooking 4 Qtr. Hours

The fundamentals of nutrition, cooking chemistry and food chemistry – including proteins, carbohydrates, fats, vitamins, minerals and water – will be studied. In lecture and laboratory settings, students will identify, analyze and evaluate the nutritional components of food and the chemical changes from cooking. Students will gain knowledge of preparation of food in accordance with sound nutrition principles and U.S. dietary guidelines. This course satisfies the General Education Science Lab requirement for the Associate of Applied Science degree. *(Fulfills General Education Laboratory Science requirement)*

SCI 148 Nutrition, Health & The Environment 4 Qtr. Hours

This course will investigate the environmental and health problems arising from food production and consumption. Students will examine the connection between nutrition and good health. The environmental and dietary dilemmas caused by agricultural industrialization and harvesting food from the sea will be considered and sustainable solutions proposed. Ultimately, the goal of this course is to help the student make informed and ethical decisions about choosing food. This course includes a laboratory component.

SCI 151 Exercise Physiology 4 Qtr. Hours

This course is designed to provide an overview of the acute and chronic responses to exercise. Attention will be placed upon understanding muscle bioenergetics and metabolism, as well as the cardiopulmonary responses to exercise. Topics to be addressed include exercise testing and training and related environmental concerns.

SCI 154 Microbiology for Healthcare Professionals 4 Qtr. Hours

This microbiology course examines the relationship of control microbiological procedures. Surgical wound classification, stages of wound healing and factors influencing wound healing are studied. The processes of microbiological life are analyzed, as are diseases caused by microbes. This course includes a laboratory component. *(Fulfills laboratory science requirement)*

SCI 160 Physics 4 Qtr. Hours

In this course, students are introduced to the concepts and methods of classical mechanics, electricity and magnetism. Emphasis is placed on the applications of physics to everyday life. This course includes a laboratory component.

SCI 164 Human Body Systems III 4 Qtr. Hours

This course focuses on the fundamental principles of the structure, function and organization of the human body through the study of several major body systems including the integumentary, nervous, special senses, digestive, urinary and reproductive systems Medical terminology and pathophysiology for the systems are included. Critical thinking based on the academic subject matter is developed and enables the incorporation of cognitive knowledge. ARC certification in Managing Stress is offered. This course includes a laboratory component. *(Prerequisites: SCI 128, SCI 144)*

SCI 170 Scientific Revolutions 4 Qtr. Hours

This laboratory course investigates the seven greatest scientific discoveries and the people who made them. These discoveries are the heliocentric universe, gravity, atomic structure, relativity, the formation of the universe, evolution and the structure of DNA. *(Fulfills General Education Laboratory Science requirement)*

SCI 180 Microbes & Society 4 Qtr. Hours

This course is designed to give students an understanding of microbes and other infectious agents, their role in nature, and their impact on human life and health. The theory of evolution is used as the framework for understanding the emergence of new diseases and the reappearance of old ones. The role of personal, political, cultural, and environmental factors in the spread of disease will be examined. This course includes a laboratory component.

SCI 191 Pharmacology I 4 Qtr. Hours

This course provides an introduction to the study and application of pharmacological principles, the classification of drugs, principles and practices of drug administration, mathematical systems and conversions, and professional responsibilities of the Registered Nurse in drug administration. Students will be introduced to commonly-prescribed psychotherapeutic, central nervous system stimulants and depressants, cardiac, circulatory, diuretic, fluids and electrolytes, and hormonal drugs. Consumer safety, drug relations and poison will also be reviewed. A laboratory component is incorporated into this course. *(Prerequisite: MAT 170)*

SCI 192 Pharmacology II 4 Qtr. Hours

This course provides an introduction to the study and application of pharmacological principles, the classification of drugs, principles and practices of drug administration, mathematical systems and conversions, and professional responsibilities of the Registered Nurse in drug administration. Students will be introduced to commonly-prescribed respiratory system, antibiotics, antivirals, anti-tubercular, anti-fungal, anti-inflammatory, anesthetics, analgesics, women's and men's health, gastrointestinal, vitamins/minerals, dermatologic, ophthalmic and optic drugs. A laboratory component is incorporated into this course. *(Prerequisites: MAT 170, SCI 191)*

SCI 201 Topics in the Sciences 4 Qtr. Hours

This course examines a topic in the natural or biological sciences in depth, utilizing the staff of area cultural institutions as instructors. Students may receive credit for this course twice.

SCI 219, 319 Independent Study 4 Qtr. Hours

Independent Study allows a student to explore a topic or area of interest. The student will propose a topic for tutorial study under the guidance of a supervising faculty member. *(Prerequisite: instructor approval)*

SCI 233 Organic Biochemistry 4 Qtr. Hours

This course presents the fundamentals of organic chemistry with emphasis in the sources, structure, and functional groups of organic compounds. Topics discussed include alkanes; alkenes; Alkynes; Benzene and its derivatives, alcohols; ethers; thiols; amines; aldehydes; and ketones. Biosynthetic pathways of carbohydrates, fatty acids, membrane lipids and amino acids are introduced. Laboratory exercises support the topics discussed. *(Prerequisite: SCI 133)*

SCI 240 Animal Behavior 4 Qtr. Hours
 This course focuses on the ecology and evolution of animal behavior. By studying a wide variety of animals, students will learn how behavior has evolved in response to different environmental pressures and how the theory of evolution can be used as a framework for understanding animal behavior. The different ways that animals solve the basic problems of life will be studied including strategies for finding food, escaping predation, finding a mate, and leaving offspring. The evolutionary basis of human behavior will also be considered. This is an intensive self-directed course with a laboratory component. *(Fulfills General Education Laboratory Science requirement)*

SCI 260 Clinical Nutrition 4 Qtr. Hours
 A review of human nutrition science and fundamentals including individual nutrient needs, food choices, prevention of chronic disease, medical nutrition therapy and nutrition-related public health. *(Prerequisites: SCI 133, SCI 134)*

SCI 410 Research Methods for Healthcare 4 Qtr. Hours
 This course focuses on pragmatic aspects of health science research. Underlying concepts and theory are explained and illustrated through health-oriented case study approaches in school, community, and hospital settings. Evidence-based research is emphasized through critical review of levels of evidence and how it can be applied to student research. Topics include qualitative, quantitative, and mixed methods research designs, analyzing and interpreting data, and ethical considerations in research. *(Prerequisites: AHS 304, MAT 311 and senior status)*

SEC 101 Keyboarding 4 Qtr. Hours
 This course is an introduction to keyboarding, basic formatting techniques, as well as an introduction to the numeric keypad. Development of language arts, composition skills and introduction to beginning Word features are included.

SEC 140 Legal Applications I 4 Qtr. Hours
 This course is designed to familiarize students with legal formats and legal terminology used in preparing a variety of legal correspondence, non-court documents, and court documents in specialty areas of law. Emphasis is placed on developing employable levels of knowledge of legal procedures that are needed to work in a law office. Document creation from recorded material is included.

SPM 510 Sport Facility & Event Management 4 Qtr. Hours
 An overview of all procedures and functions necessary to plan, design, and organize sport events and facilities will be provided. Topics include human resource management, risk management, financial consideration, marketing theory, and overall planning issues in the industry. Special emphasis will be placed on game-day organization and management. Experiential learning opportunities include site visits to various types of local sport and recreation facilities and events.

SPM 520 Sport Media & Public Relations 4 Qtr. Hours
 Students will gain an understanding of the sports communications industry at both the collegiate and professional levels. The role of communications in the sports industry from a management perspective will be examined. Topics include news release writing, utilizing various forms of media, crisis management, pitching stories, interviewing techniques, and ethical issues.

SPM 550 Intercollegiate Athletic Administration 4 Qtr. Hours
 Focus on the prevailing issues in college athletics, including financial trends, legislation, conference realignment, reform, gender equity and other contemporary issues are covered in this course. Students will analyze the management structure of collegiate athletic departments, reviewing organization structure in regard to NCAA and other athletic conferences.

SPM 560 Legal & Liability Issues Affecting Sport Policy 4 Qtr. Hours
 An introductory examination of the legal and liability issues that commonly arise in the sport and recreation industry is provided. Students will be introduced to the legal structures and standards as related to the field of Sports Management including recent precedents and mandates such as Title XI gender equity and policy affecting the recruitment, evaluations and personnel. Relevant legal cases and ethical dilemmas will be incorporated.

SPM 585 Graduate Internship for Sports Administration 2 Qtr. Hours
 The advanced internship is a capstone experience intended to help students integrate coursework with the practice of administration and to reflect on their own development as professionals. Students work under the supervision of University faculty and a cooperating administrator at the internship site.

SSC 120 Psychology: Perspectives & Practices 4 Qtr. Hours
 This course focuses on the study of the mind and human behavior. The topics critically explored include history and theories of psychology, research methods, motivation, learning, life span human development, stress and adjustment, personality, abnormal behavior, and psychotherapy.

SSC 121 Health Psychology 4 Qtr. Hours
 This survey course will examine the contributions of psychological research to the understanding, prevention, and treatment of health issues. This course invites you to examine your own health-related behavior and attitudes and to begin making healthful changes and influence others. The topics critically explored include stress, addictions, cultural approaches to health behavior and fundamental principles of sports psychology.

SSC 125 Lifespan Developmental Psychology 4 Qtr. Hours
 This course is a survey of the major areas of lifespan developmental psychology. The course will examine the physical, intellectual, emotional, and social growth and development of human beings from conception to death. The course emphasizes an understanding of the important methods, terms, theories, and findings in the field of lifespan psychology.

SSC 130 Contemporary Sociology 4 Qtr. Hours
 This course explores the study of society and social interaction. The topics include research methods, culture and social structure, socialization, deviance and social control, family, gender roles and social stratification.

SSC 140 Western Civilization to 1600 4 Qtr. Hours
 This course surveys the development and transformation societies and institutions from the rise of civilizations in the Near East through the emergence of Greece and Rome, thence to pre-modern Europe, emphasizing their influences on contemporary Western civilization.

SSC 142 American History to 1877 4 Qtr. Hours
 This course surveys the period from the early exploration of the New World through the Civil War and Reconstruction, with emphasis on the origins of American society and the institutions that it generated. Consideration is given to tensions between divergent visions of the United States and how these led to strife.

SSC 143 American History I 4 Qtr. Hours
This course surveys the period from the early exploration of the New World through the early twentieth century with emphasis on the origins of American society and the institutions that it generated. Consideration is given to tensions between divergent visions of the United States and how these led to strife. Emphasis is given to a social perspective and voices of dissent that challenge traditional perceptions.

SSC 160 Western Civilization: 1600 to the Present 4 Qtr. Hours
This course surveys the continued development of societies and institutions in Europe and the New World from the Age of Exploration to the political and cultural realities of the twenty-first century.

SSC 162 American History: 1877 to the Present 4 Qtr. Hours
This course surveys the period from the rise of industry in the late nineteenth century through the major domestic and international developments in the twentieth century with emphasis on the United States in the world today.

SSC 163 American History II 4 Qtr. Hours
This course surveys the social, cultural, and political history of the United States from the early twentieth century and will equip students to better understand the problems and challenges of the contemporary world in relation to events and trends in American history.

SSC 200 A History of American Music 4 Qtr. Hours
Students explore the development of American Music in historical context through a wide range of genres, with particular emphasis on Native, European, and African influences. Through the study of the structural elements of composition, including lyrical expression, students further examine music as a reflection of culture and social identity.

SSC 203 Topics in the Social Sciences 4 Qtr. Hours
This course examines a topic in the social sciences in depth, utilizing the staff of area cultural institutions as instructors. Students may receive credit for this course twice.

SSC 205 Social Psychology 4 Qtr. Hours
This course provides a description of key areas of social psychology. Theories and concepts to be addressed include: self-concept, conformity, aggression, attitude formation, prejudice, persuasion, attraction, and pro-social behavior.

SSC 207 Movies, Sports & The American Dream 4 Qtr. Hours
The term “American Dream” captures a key aspect of what it means to be an American. Movies and sports have long been associated with the charm and excitement that constitute part of what has made the American Dream so compelling to so many generations of Americans. In this course, we’ll explore the American Dream by watching and discussing a series of movies about the world of sports. The movies we examine may differ in a variety of ways, but they all have in common the wish to explore not only the sports world, but also what is meant by the American Dream.

SSC 208 The Holocaust: Memory, History, Meaning 4 Qtr. Hours
This course will investigate and attempt to understand the most infamous and well-documented genocide in history. Focus will be upon the causes, the experiences, the memorization and the depiction of the Holocaust as relayed by primary and secondary sources. The voices of the victims, survivors, perpetrators, and collaborators of the Holocaust will be examined by studying first-hand written accounts, film, government documents and field experience.

SSC 209 Modern War: The Human Experience 4 Qtr. Hours
This course will investigate the experience of war from the frontlines and home front. The course will focus upon the social and cultural constructions of the warrior ethos, the meaning given to combat by warriors and society, and the challenges of differentiation between war and peace that warriors have faced. It will also examine loss and sacrifice needed during ‘total war’ from a nation’s civilians. Students will investigate the human experience of modern war mainly through primary source materials, which include memoirs, diaries, novels and film.

SSC 210 They Psychology of Abnormal Behavior 4 Qtr. Hours
This course provides a description of abnormal behavior patterns, causes of abnormal behavior, and the treatment of such behavior. Psychopathology will be explored in order to develop the students’ ability to think critically about the field of abnormal behavior.

SSC 215 Criminal Justice 4 Qtr. Hours
This course is a comprehensive study of the historical development of criminal justice systems and operations in the United States. This course includes detailed examination, analysis and evaluations of the major components of the criminal justice system with emphasis on the total system of police, courts, corrections; loss prevention and principles of law.

SSC 219, 319 Independent Study 4 Qtr. Hours
Independent Study allows a student to explore a topic or area of interest. The Student will propose a topic for tutorial study under the guidance of a supervising faculty member.

SSC 220 American Democratic Principles 4 Qtr. Hours
This course provides an introduction to the role of government in American society and the contemporary participants in the policy making process. Emphasis will be placed on the Constitution, federalism, the division of powers, and the roles of political parties, elections and interest groups in public policy making. National, state and local governments will be comparatively examined.

SSC 221 Contemporary Topics in Health & Fitness 4 Qtr. Hours
This course provides the student a survey of the physical, mental, and social dimensions of health as it relates to personal growth and quality of life. Students will examine the relationship between health status and the application of health status to personal health management for professionals, health care management and corporate wellness.

SSC 225 The History & Culture of Food 4 Qtr. Hours
Students will explore the importance of cuisine to culture and the development of cuisine throughout history. Through lecture, readings, group work, and projects, students will identify and explore the historical periods which have contributed to the most prominent cuisines of the world. Students also gain knowledge of the cultures pertaining to the prominent cuisines, including France, Italy, South America, Asia and Africa.

SSC 235 The Darwinian Revolution: The Theory of Evolution & Modern Life 4 Qtr. Hours
This course will explore Darwin’s theory of evolution and how that theory has changed Western thought and life. From racism to social evolution, from eugenics to political arguments about creationism in public schools, Darwinian thought for the last 150 years has been more than simply a biological issue. Students will comprehend and investigate this by closely probing primary documents from the 19th, 20th and 21st centuries.

SSC 240 Great Political Issues 4 Qtr. Hours
This course examines the political issues that typically give rise to controversy, reflecting the concerns and ideologies of our two main political parties. The course explores topics ranging from civil rights and free speech, to war, crime control and immigration. These issues will be approached from several viewpoints with emphasis on their treatment in the media.

SSC 248 The American Civil War 4 Qtr. Hours

This course allows students to experience the war as it was – in the actual diaries, newspaper accounts, and letters of those who lived through it – a documentary provides dramatic archival photographs, moving period music, and rare newsreel footage of veterans.

SSC 260 Cultural Anthropology 4 Qtr. Hours

Students will be introduced to the principles of anthropology, that is, the study of humans as social beings and creators of culture. This course will address the cultural aspects of anthropology in particular. Students will focus on the study of living peoples and their ways of life. *(Fulfills General Education Behavioral Science requirement)*

SSC 270 Chicago Urban Experience 4 Qtr. Hours

This course explores the Chicago experience as a unique constellation of components that together constitute the urban environment. Cities as physical, socio-political, and economic constructs will be explored, with an emphasis on field experience and policy analysis.

SSC 320 Make Your Move 4 Qtr. Hours

Game theory as business strategy and life strategy...the entire world's a game. Students can apply common game theory used in business, economics, and politics for interactive decision making. Strategic behavior affects decisions, especially in an ever-changing world. This course helps identify concepts to make better practitioners in competitive industries. *(Prerequisite: Sophomore status)*

SSC 321 Trends in Public Health 4 Qtr. Hours

This class will introduce students to current social and policy issues that have an impact on public health. Issues include socioeconomic status, race, government, policy, and environmental factors. Specific health issues to be considered include HIV/AIDS, violence, disaster preparedness and bioterrorism, and chronic medical conditions prevalent in American society. Students will explore the philosophy of public health and how public health is organized in the U.S. Students will consider the relationships between health status of populations and its impact on society. Global issues of public health will also be explored and discussed.

SSC 323 The Mystery of Complexity 4 Qtr. Hours

This course covers the models and ideas that make up the core concepts of Complexity Science. Topics include emergency, tipping points, the wisdom of crowds, power laws, six degrees of separation and others to interpret and understand the world around us. *(Prerequisite: SSC 320)*

SUR 125 Introduction to Surgical Technology 6 Qtr. Hours

This course provides instruction in professional responsibilities of the surgical technologist, the operating room environment, legal, ethical and moral issues related to surgery including liability and scope of practice. Course content includes discussion of the various levels of credentialing, hospital organization and healthcare professional organizations. Included is an introduction to the basic concepts of biomedical science as related to surgery. Principles and concepts related to aseptic techniques for non-sterile and sterile responsibilities, preoperative patient care and supplies and equipment as apply to the role of the surgical technologist are discussed. ARC certification in Workplace Violence Awareness is offered. This class includes a laboratory component.

SUR 130 Principles of Surgical Technology 6 Qtr. Hours

This course covers the responsibilities of the surgical technologist in the first scrub role in the intra-operative and post-operative phases of the surgical procedure. It provides instruction on perioperative patient care concepts and supplies used during the course of surgery with application of aseptic technique. Instructional content in principles related to drug terminology, measurement, proper handling, and information on the various drugs used in surgery, including anesthesia. Endoscopic surgical procedures are included. This class includes a laboratory component. *(Prerequisite: SUR 125)*

SUR 150 Surgical Technology I 9 Qtr. Hours

This course instructs the student in the principles and skills required to assist in procedures for general surgery, obstetric/gynecologic, and genitourinary surgery. This class includes a clinical surgical rotation component. *(Prerequisite: SUR 130)*

SUR 200 Surgical Technology II 9 Qtr. Hours

This course instructs the student in the principles and skills required to assist in orthopedic and neurosurgery. This class includes a clinical surgical rotation component. *(Prerequisite: SUR 150)*

SUR 225 Surgical Technology III 9 Qtr. Hours

This course instructs the student in the principles and skills required to assist in procedures for cardiothoracic and peripheral vascular surgery. This class includes a clinical surgical rotation component. *(Prerequisite: SUR 200)*

SUR 250 Surgical Technology IV 9 Qtr. Hours

This course instructs the student in the principles and skills required to assist in procedures for ophthalmic, oral and maxillofacial, plastic and reconstructive, and otorhinolaryngology surgery. Exam content for the CST exam is included with sample exam reviews and rationale for correct responses. This class includes a clinical surgical rotation component.

(Prerequisite: SUR 225)

Military Science Course Catalog

The Robert Morris University ROTC program works in partnership with the Department of Military Science at the University of Illinois at Chicago. The principal objectives of the college-level Army ROTC program are to commission the future officer leaders of the United States Army and train students on leadership. This program is specifically designed to offer individuals the training necessary to develop leadership skills that prepare officers for effective service in the Army, as well as the civilian job market.

BASIC COURSE CLASSES

Cadets take one academic course per quarter, including the Leadership Laboratory, and MIL 121 (Basic Physical Training). The Leadership Laboratory includes one optional field training exercise. Participating students may take a Military Science academic course, MIL 107 (Introduction to U.S. Military History, or MIL 121) but are excluded from the Leadership Laboratory.

MIL 107 Introduction to U.S. Military History 3 Qtr. Hours

This course offers instruction in the fundamentals of warfare and a case analysis of American wars and campaigns from the Revolutionary War to present day. Instruction located at the Roosevelt Building at UIC Campus.

MIL 111 Introduction to Officership 1 Qtr. Hour

Part I – freshman level curriculum. This course introduces issues and competencies that are central to military officership. Emphasis is placed on the framework of leadership, Army values and officership. **Includes a practical Leadership Laboratory.*

MIL 112 Basic Leadership 1 Qtr. Hour

Part II – freshman level curriculum. This course continues on the framework of leadership and introduction to the fundamentals, principles, and traits of leadership, as well as discussion and practical application of life skills, to include fitness and time management. **Includes a practical Leadership Laboratory.*

MIL 113 Military Leadership 1 Qtr. Hour

Part III – freshman level curriculum. This course concludes the framework of leadership and introduction to the fundamentals, principles, and traits of leadership, as well as discussion and practical application of life skills, to include fitness and time management. **Includes a practical Leadership Laboratory.*

MIL 121 Basic Physical Training 1 Qtr. Hour

This course offers training and practical application of physical fitness and endurance, covering flexibility, muscular and cardiovascular endurance, preparation and execution of the Army Physical Fitness Test. This course is recommended for freshman enrolled cadets. *May be repeated for 3 hours.*

MIL 211 Individual Leadership Studies 2 Qtr. Hours

Part I – sophomore level curriculum. This course offers experiential learning activities which enables students to develop problem-solving, critical thinking skills, and apply communication, feedback and conflict resolution skills. Emphasis is placed on self, self-confidence, and individual leadership. **Includes a practical Leadership Laboratory*

MIL 212 Leadership & Self-Development 2 Qtr. Hours

Part II – sophomore level curriculum. This course continues the experiential learning activities enabling students to develop problem-solving, critical thinking skills, and apply communication, feedback, and conflict resolution skills. Focus is placed on self-development guided by knowledge of self and group. Learning activities are designed to challenge student's current beliefs, knowledge, and skills. **Includes a practical Leadership Laboratory.*

MIL 213 Leadership & Teamwork 2 Qtr. Hours

Part III – sophomore level curriculum. This course concludes the experiential learning. Focus is placed on self-development guided by knowledge of self and group. Learning activities are designed to challenge student's current beliefs, knowledge, and skills. **Leadership Laboratory is not required for Basic Course participating students.*

MIL 221 Basic Physical Training 1 Qtr. Hour

This course offers training and practical application of physical fitness and endurance, covering flexibility, muscular and cardiovascular endurance, preparation and execution of the Army Physical Fitness Test. This course is recommended for freshman enrolled cadets. *May be repeated for 3 hours.*

ADVANCED COURSE CLASSES

Prerequisite for the Army ROTC Advanced course is Basic course credit and the approval of the Professor of Military Science. Advanced course Cadets will take MIL 121 each quarter and are still eligible to take MIL 107. The Leadership Laboratory and one weekend field training exercise are mandatory for Advanced course Cadets.

MIL 301 Leadership & Problem-solving 3 Qtr. Hours

Part I – junior level curriculum. This course enables students, with no prior military or cadet experience, to quickly learn essential cadet knowledge and skills necessary for integration into the cadet battalion and successful performance of key cadet tasks. Instruction includes continuation of principles of physical fitness and a healthy lifestyle to improve or maintain cadet physical fitness from the very beginning of the term; introduction to the Leader Development Program, that will be used to evaluate leadership performance and provide developmental feedback; instruction to prepare cadets for their responsibilities of teaching and participating in Military Science and Leadership Labs; how to plan and conduct individual and small unit training, and basic military tactical principles. Following these important introductory modules, the course turns to a four-week study of reasoning skills and the military-specific application of these skills in the form of the Army's troop leading procedure. The term concludes its final four weeks with a detailed examination of officership, which culminates in a five-hour officership case study. Includes a practical Leadership Laboratory and instruction is located at the Roosevelt building at UIC campus.

MIL 302 Leadership & Ethics 3 Qtr. Hours

Part II – junior level curriculum. This course offers the same instruction as MIL 301, totaling a 3-quarter year long class. Includes a practical Leadership Laboratory and instruction is located at Roosevelt building at UIC campus.

MIL 303 Leadership & Tactics 3 Qtr. Hours

Part III – junior level curriculum. This course offers the same instruction as MIL 301 and MIL 302, totaling a 3-quarter year-long class. Includes a practical Leadership Laboratory and instruction is located at Roosevelt building at UIC campus.

MIL 311 Leadership & Management I 3 Qtr. Hours

Part I – senior level curriculum. This course offers a series of lessons enabling cadets to make career decisions. This course concentrates on staff planning, Army operations, communications, training management, and leadership skills. Includes a practical Leadership Laboratory, and instruction is located at the Roosevelt building at UIC campus.

MIL 312 Leadership & Management II 3 Qtr. Hours

Part II – senior level curriculum. This course prepares cadets for detailed analysis of military engagements, advanced writing skills, and briefing methodologies. Includes a practical Leadership Laboratory, and instruction is located at the Roosevelt building at UIC campus.

MIL 313 Army Officership 3 Qtr. Hours

Part III – senior level curriculum. This course focuses on pre-commissioning training and transition to military duty as a newly commissioned officer. Includes a practical Leadership Laboratory, and instruction is located at the Roosevelt building at UIC campus.

MIL 321 Basic Physical Training 1 Qtr. Hour

This course offers training and practical application of physical fitness and endurance, covering flexibility, muscular and cardiovascular endurance, preparation and execution of the Army Physical Fitness Test. This course is recommended for freshman enrolled cadets. *May be repeated for 3 hours.*

MIL 331 Basic Physical Training 1 Qtr. Hour

This course offers training and practical application of physical fitness and endurance, covering flexibility, muscular and cardiovascular endurance, preparation and execution of the Army Physical Fitness Test. This course is recommended for freshman enrolled cadets. *May be repeated for 3 hours.*

Undergraduate Policies & Procedures

ADMISSIONS

Admissions Requirements

High school graduates from a state-approved high school or the equivalent (GED), or candidates with military documentation of high school equivalency are eligible for admission to the University. High school graduation is verified by a high school transcript, GED transcript, or information submitted in appropriate form to the Federal government. All candidates are encouraged to have a personal interview with an admission representative of the University and to have a tour of the campus. This process provides the applicant with the necessary information to make informed educational decisions.

Regular Admission

Admission decisions are based on a review of each student's academic record and professional experience. Each candidate is considered on an individual basis. In making admission decisions, the following materials are considered:

- High school diploma, GED score, military documentation or college coursework
- Work or community service experience
- Standardized examination results
- Some majors require demonstrated levels of achievement in particular courses
- Demonstration of character necessary for success in college

Adult Continuing Studies Academic Philosophy

In Robert Morris University's Adult Continuing Studies Division, students balance a full-time course of study with families, work, and community obligations. Our students are self-motivated, flexible and serious about completing their degrees. The Adult Continuing Studies Academic Delivery Model, developed to assist this segment of students find success in their higher education pursuits, optimizes time on campus to fit a working adult schedule, including collaboration, access to resources, and faculty interaction.

Learning opportunities are offered through a combination of direct faculty instruction and engagement in academic activities. Direct faculty instruction may include face-to-face lecture, discussion boards, pre-recorded lectures, podcasts, or lab time; all courses are comprised of weekly direct contact in the classroom with the professor. Engagement in academic activities may include original

written material, collaboration projects, assessments, studio time, course readings, discussion boards, projects or assignments.

Adult – 23 Years & Older

Students who are 23 years and older often possess numerous life and professional experiences that demonstrate abilities to be successful in college. For these students, the following materials are considered:

- High school record or college associate degree
- GED score
- Examination results:
 - American College Testing (ACT)
 - Standard Achievement Test (SAT)
 - Applied Education Skills Assessment (AESA)
 - College Level Examination Program (CLEP) Dantes
- Evidence of successful employment experience

Transfer Admission

These are students who have earned 12 semester hours (18 quarter hours) or more of collegiate work at another accredited institution of higher learning. These students comprise almost 40 percent of our student population and bring academic, social and professional diversity to our community. This diversity ultimately enhances the quality of education for all students. The University encourages the transfer student to become part of our community. In making admission decisions for transfer students, the following materials are considered:

- College record or degree
- High school record
- Demonstration of character necessary for success in college

Credit for Prior Learning

Adult learners have an opportunity to showcase prior learning outcomes, with the potential of earning credentials and/or academic credit.

Prior Learning for Industry Certifications

Industry certifications may be converted to academic credit. The Dean of School/College will evaluate the certification and award applicable credit and credentials.

Prior Learning for Work Experience

Up to 12 hours of free elective credit may be awarded for prior learning via work experience. Students may enroll in ICP 222. While enrolled in this course, students build a portfolio to illustrate the applicable learning outcomes. The Dean of the School/College will award credentials and/or credit based on the portfolio.

International Students

These are students who are not citizens or permanent residents of the United States. These students add value to the academic community and are encouraged to apply. International applicants must submit all of the following:

- Official record of secondary and post-secondary education
- TOEFL exam scores or AESA (International transcripts must be accompanied by an official English evaluation)
- An affidavit of financial support

Nursing Program Admissions

Admission to the Nursing Program is based on a thorough review of the file, including results from high school, transfer of credit, ACT/SAT scores, and work experience. Typically, a minimum of a 2.5 GPA in high school, a 21 ACT Composite, a 21 ACT Math, and a "C" in advanced Algebra and Chemistry are required.

Foreign Students

Students who graduated from a high school outside of the United States and who cannot get an official high school transcript due to political unrest or a natural disaster in his/her homeland may submit a letter of explanation to the Registrar. A student should include relevant academic documentation (i.e., ACT or SAT test scores, official college transcripts, armed forces training and proof of English proficiency).

Home-Schooled Students

A home-schooled student must submit a transcript of classes, curriculum documentation, and state certification. In addition, the student must take a nationally-normed standardized examination demonstrating an achievement level acceptable to the College.

Non-Approved or Non-Accredited High Schools

A student who graduates from a high school that is neither state-approved, nor regionally accredited must pass the GED.

KEYS (Knowledge Enables Your Success)

A transition program is recommended for students identified in the admissions process as those who might benefit from extra support services. This program includes a full-time class load with a support course for the first quarter of study.

The Admission Process

You receive personal attention and advice at Robert Morris University before you begin classes, and that support continues for a lifetime.

Here's how to apply:

1. Schedule a personal interview with an Admissions Counselor
2. Complete the admissions application
3. Submit a \$20 non-refundable application fee
4. Send copies of your official high school transcripts or GED scores to the Student Information Office.
5. Gain acceptance with approval from the Admissions Review Board
6. Complete a Free Application for Federal Student Aid (FAFSA) student assistance application and meet with a Financial Planner
7. Request official copies of all college transcripts to be sent to the Student Information Office

When to Apply

Applications for admissions are accepted throughout the year. Due to the open and flexible academic calendar, students may begin classes at various times, including the Summer.

Students are encouraged to apply early, as financial aid programs give preference to early applicants. Some programs have limited allocations that typically fill early in the calendar year. Your best chance comes with filing an application early.

Student Housing

Student housing is available at the Main Campus located in downtown Chicago. Students may obtain information and a housing application at www.robertmorris.edu/admission/housing. For more information, students may contact the Director of Student Life at (312) 935-2004 or jrivera@robertmorris.edu.

Applying for Re-Admission

Students who withdraw from the University may apply for re-admission to complete their degree program. It is strongly recommended that students remain in good academic standing at all times. Approval for re-admission is determined by the Re-admissions Review Board and is based on the student's recorded progress and history when they were enrolled in the University. Students who apply for re-admission must first clear their financial obligations prior to being approved to return. The University reserves the right to reject a student's re-admission request. Students dismissed from the Surgical Technology and Nursing programs must present compelling evidence for reinstatement. Reinstatement to these programs is rare.

Academic Records

Student Information Office

Academic records at Robert Morris University are kept on file permanently and are available for transcript purposes.

Application forms and documents provided by students who matriculate become the property of Robert Morris University and will be kept on file for five (5) years. Forms and documents submitted by individuals who do not enroll at Robert Morris University will remain on file for three (3) years.

The Student Information Office provides assistance with the following:

- Academic records
- Enrollment verification/verification letters
- Graduation fee payments
- International student documentation
- Veteran's benefits
- Transfer credit evaluation

Credit Designation

The unit of academic credit at Robert Morris University is the quarter hour. The number of quarter hours of credit assigned to a course is based on the amount of class work required to achieve the stated learning outcomes of the course. The distribution of work varies by course and includes class activities such as lecture, laboratory, and field experience. The University's academic quarter is 10 weeks.

Credit Hour Policy

At Robert Morris University, one credit hour is equivalent to three hours of learning opportunities per week. Three hours of learning opportunities entail approximately one hour of direct faculty instruction, plus two hours of engagement with an academic activity. Direct faculty instruction is defined as engagement with course material that is directed by faculty, a facilitated experience. This includes, but is not limited to: face-to-face lecture, discussion boards, pre-recorded lectures, podcasts, conference calls, or lab time. Engagement with an academic activity includes, but is not limited to: original written material, collaboration through group projects, test taking, studio time, course readings, discussion boards, projects, or assignments. These guidelines apply to all Robert Morris courses, regardless of delivery model.

Grading System

The following scale defines grades earned:

<u>Grade</u>	<u>Definition</u>
A =	4 points
B =	3 points
C =	2 points
D =	1 point
F =	0 points
I =	Incomplete (defined below)
P =	Pass (defined below)
NP =	No Pass (defined below)
W =	Withdrawal (defined below)
WF =	Withdrawal Failure (calculated as an F)
AU =	Audited Course

Pass (P)/No Pass (NP)

Some classes are offered on a Pass/No Pass basis. While the hours taken in a Pass/No Pass class count in the total hours for graduation, they are not used in computing quarter or cumulative grade point averages.

Incomplete Grades

A grade of incomplete (I) will be given in a course when mitigating circumstances interfere with a student's ability to satisfactorily complete all the required assignments. A student with an incomplete may be placed on probation by the Academic Review Board. The student will be given until the middle of the following quarter to make up the work. A failing grade will be assigned to course(s) with an incomplete if the work is not completed by the next mid-quarter. Incompletes are granted only after conversations

with the student, instructor, and academic advisor or Academic Dean.

Dropped Classes

Robert Morris University offers cohort education to students to ensure timely completion of their program. It is imperative that students complete their assigned classes each quarter. The dropping of classes may cause a break in the appropriate sequence of courses and may interfere with completion of the program and residency requirements. This could result in a student having to enroll in additional quarters and not graduate in a timely manner. During the first week of class, students will be asked to verify their enrollment for the quarter electronically.

The University's official census for verification of enrollment and the determination of financial charges occurs on the first day of the second week of each respective academic quarter for the day or evening programs. Students may drop individual classes only with approval.

Repeat Courses

A full- or part-time student will be allowed to repeat a failed or withdrawn class (after the initial attempt) one time. A third attempt may be granted by working with an academic advisor to develop a plan for success, which may include the repeated course as the only course in which the student is enrolled.

A student who does not successfully complete a required course for graduation after exhausting the above options may petition to the academic dean to retake the class or request a class substitution. All classes are counted in hours attempted.

Students in the Surgical Technology program may repeat SCI 124, 144, 164 and SUR classes only once. Students who receive a "D" or lower in any SUR course may be dismissed from the program.

Students in the Nursing program may only repeat NUR, SCI, or MAT 170 courses with the approval of the Dean and Nurse Administrator. Students who receive a "D" or lower in any course may be dismissed from the program.

The highest grade earned is calculated in the term and cumulative grade point average. All grades earned for the initial and all subsequent attempts are clearly identified on the permanent academic transcript.

Withdrawal from Courses

Students withdrawing from classes will receive grades as follows:

WD week 1 = no grade
WD week 2 thru Friday of week 6 = W grade
WD week 7 thru 10 = WF grade*

**The WF grade is calculated as an "F"*

Withdrawal from the University

Students who wish to withdraw from the University must initiate the process. Not attending does not constitute official notice of withdrawal. Students must contact their Student Advisor or Director of Education for assistance in this process.

Grade Reports

When a student completes a course, a grade report is available on the website's secure portal after all grades have been submitted. Grades are considered final 30 days after receipt. Grades will not change once they are final. It is the student's responsibility to check the accuracy of his/her grade reports quarterly.

Transcript Issuance

Official transcripts of an academic record may be obtained by contacting the Student Information Office. Transcripts will be issued upon written request, signed by the student and accompanied by a \$5 fee. This authorization may be submitted in person or by mail. Applications are available online; however, payments will only be accepted by mail or in person. Telephone requests cannot be accommodated. Students must clear any financial obligations with the University before any official or unofficial transcripts are issued.

Academic Recognition & Awards

The University awards President's List recognition each quarter to students who achieve a 3.5 or above quarter grade point average and who have completed all hours attempted.

At graduation for the baccalaureate degree students who have completed their program of study will be recognized for:

SUMMA CUM LAUDE

Cumulative Grade Point Average of 3.9+

MAGNA CUM LAUDE

Cumulative Grade Point Average of 3.75 - 3.89

CUM LAUDE

Cumulative Grade Point Average of 3.5 - 3.74

Study Abroad

Robert Morris University offers students an opportunity to study abroad and earn academic credit. Study abroad programs allow students to expand their cultural, historical and social awareness of life, culture and language in another society. These opportunities are available to enrolled students at all campuses.

Study Abroad Requirements:

- Enrollment in the stated area of study
- **Undergraduate:** Completion of 5 quarters (or equivalent transfer credits) prior to departure. **Graduate:** Completion of 2 quarters prior to departure.
- GPA of 3.0 or higher
- Referral from student's academic advisor
- \$300 deposit – deposit is refundable if an applicant is **not** accepted into the program based on a decision made by RMU. If accepted, the deposit will be refunded upon return if there are no damages to housing or changes in flights caused by the student.
- Completed FASFA, **signed** financial aid plan and a \$0 financial aid balance
- All programs are subject to cancellation in the case of low enrollment
- Dates may fluctuate by one of two days depending on flight availability
- Included in the Study Abroad Fee is: Round-trip air fare from Chicago, airport transfers in destination country, housing, and travel related to the Cultural Perspectives course.
- Students apply online at www.robertmorris.edu/studyabroad

The following is a summary of the Study Abroad Programs that have been offered:

Hamburg, Germany

Area of Study: Computer Studies

- Dates: TBD
- Courses: CRX 210, HUM 200, 1 Networking course and internship
- 8 weeks in length
- Cost: TBD
- Number of students accepted: 5

Paris, France

Area of Study: Business & Bachelor of Professional Studies

- Dates: TBD
- Courses: CRX 210, HUM 200, 2 courses selected from the ABS schedule
- 8 weeks in length
- Cost: TBD
- Number of students accepted: 10

London, England (*Graduate students only*)

- Dates: TBD
- Course: MGT 598
- 12 days in length
- Cost: \$4,800 plus tuition
- Number of students accepted: 10

Florence, Italy (*Athletes only*)

- Dates: TBD
- Course: CRX 210, 1 course selected from the FUA schedule, plus physical training three times per week with a professional coach
- 4 weeks in length
- Cost: \$5,200 plus tuition
- Number of students accepted: 5

Florence, Italy

Areas of Study: Architectural Technology, BPS, Culinary & Graphic Design

- Dates: TBD
- Courses: CRX 210, HUM 200, 1 course selected from the FUA schedule and internship
- 8 weeks in length
- Cost: \$5,200 plus tuition
- Number of students to be accepted: 10

Academic Policies & Regulations

Registration/Academic Advisement

To validate registration in classes for the current quarter, students must communicate with their Student Advisor by Thursday of Week 6. At that time, the Student Advisor and student validate registration for the current quarter and discuss the student's plan for the future quarter. This process will generate registration for the next quarter, request graduation audit, or state the student's decision not to enroll in the upcoming quarter, setting in motion one of the following:

1. Generate registration for the next quarter – a student schedule based on this registration form will be prepared for the student.
2. Request graduation audit – the Registrar's office is informed of the graduation request so that an audit of the student's records can occur.
3. Decision not to enroll in the upcoming quarter – the student will complete courses for the current quarter and withdraw from the college at the end of that quarter.
4. When the student does not verify registration, the Student Advisor will verify attendance in classes with the faculty and attempt to contact the student in a variety of ways. Should the faculty state the student has not been attending classes, and the Student Advisor is unable to reach the student, an administrative withdrawal will result. The student will receive a letter stating this action and requesting the student to notify administration within 48 hours if an error has occurred.

Academic Credit Requirements

The requirements for each program will vary because of differences in course content, laboratory requirements, and clinical experience qualifications. The number of credit hours a student is expected to complete is a minimum of 92 quarter hours in Associate in Applied Science programs, and a minimum of 188 quarter hours in the Bachelor Degree programs. Some individual programs require additional hours over the 92 (AAS) or 188 (Bachelor Degree).

Student Status Classifications

Freshman standing:	A student who has earned 46 credit hours or less
Sophomore standing:	A student who has earned 47 to 92 credit hours
Junior standing:	A student who has earned 93 to 140 credit hours
Senior standing:	A student who has earned 141+ credit hours or more

Enrollment Status Classifications

Enrollment status for the entire quarter is determined by the College's official census on the first day of the second week of each respective quarter:

Full-time: 12 credit hours or more

Part-time: at least 6 but less than 12 credit hours

Less than part-time: Less than 6 credit hours

Note: *Students need a combination of credit hours, residency, degree audit requirements, and a cumulative 2.0 GPA to graduate.*

Students must attend each class during Weeks 1-2 of the quarter, or student enrollment status may be jeopardized.

Undergraduate students are required to enroll on a full-time basis in the daytime program. Students in the evening program may enroll on a part-time basis once an Associate degree is earned. However, course availability may determine the need for a full-time study.

Residency

Undergraduate Degree programs at the University have a residency requirement of the equivalent of four quarters of full-time study and 48 quarter hours of earned RMU credit.

Program Availability

The University reserves the right to cancel a program or course based on enrollment.

Upper-Division Requirements

All Bachelor degree programs require a minimum of 60 quarter hours at the 300- or 400-level.

Class Availability

Robert Morris University operates on an accelerated timetable. Over 90% of graduates complete their bachelor's degrees in less than three years. RMU coursework is designed around students who are continuously enrolled on a full-time basis; students who enroll in fewer than four quarters a year may need to take courses at multiple campuses, times, or quarters in order to meet graduation requirements. Some specialized classes are offered once a year. Students who enroll on a less-than-full-time basis have no guarantee of date of completion.

Undergraduate Blended Learning Classes

Blended Learning classes are offered as an option for various classes in the adult evening program.

Class Schedule

Classes are scheduled weekdays between the hours of 8:00 a.m. and 9:30 p.m. and Saturdays from 8:00 a.m. to 4:30 p.m.

Class Attendance

Regular attendance in class is considered essential. Cultivation of desirable work habits is as important as the development of skills. Students are expected to be present and on time for all classes. Faculty members set their own individual attendance guidelines for their classes. Students are expected to adhere to the policies set by the faculty, including but not limited to, tardiness, absenteeism, and make-up work.

Academic Overload

Day Students: Students must obtain permission from the Vice President for Academic Administration to enroll for more than 18 credit hours during any quarter. Students' academic progress for the past year, quarter and cumulative GPA, and student appeal letter will be reviewed for possible approval. Approval is on a quarter-by-quarter basis and may not speed time to degree based on offering of courses.

Adult/Continuing Studies Students: Students must obtain permission from the Vice President for Academic Administration to enroll for more than 14 credit hours during any quarter. Students' academic progress for the past year, quarter and cumulative GPA, and student appeal letter will be reviewed for possible approval. Approval is on a quarter-by-quarter basis and may not speed time to degree based on offering of courses.

Academic Progress Policy

The following Academic Progress Policy applies to all undergraduate students regardless of program in the completion of all coursework up to and including the Bachelor degree at the University. Students are expected to adhere to the guidelines for the Academic Progress Policy for both Grade Maintenance and Timely Completion. Students work closely with their Advisor to maintain good academic standing and for rehabilitation of good academic standing.

SECTION 1: Measurement of Grade Maintenance

To achieve satisfactory academic progress for Grade Maintenance, the undergraduate student must maintain a cumulative C (2.0) grade point average at the end of every quarter. When the student's cumulative GPA falls below 2.0, the student is placed on Academic/Financial Aid Warning or Academic Dismissal status by the Academic Progress Committee.

1. An Academic/Financial Aid Warning period is one ten-week quarter. During the warning period, the student is eligible for financial aid.
2. At the end of the Warning period, if the student is not making Satisfactory Academic Progress, all Financial Aid will be terminated and the student is subject to Academic Dismissal. The student has the opportunity to continue enrollment only if the Academic Progress Committee accepts their appeal based on mitigating circumstances. (See Appeal Process)
3. After a successful appeal, the student will be placed on Academic/Financial Aid Probation for the subsequent quarter. An academic plan will be provided which includes the completion rates by quarter and the required GPA. If the student is meeting the requirements of the academic plan, Financial Aid eligibility will continue.
4. The academic plan will be evaluated every quarter.
5. Students in Surgical Technology must maintain a 2.0 or dismissal may result. Students in Surgical Technology must maintain 2.0 in all Surgical program classes without withdrawing or dismissal may result. A student may submit an appeal to continue enrollment with a "D" in a SCI course; an appeal does not guarantee approval. There is only opportunity to appeal one time.
6. Nursing students are required to pass the dosage and calculation exam (math test) with a score of 90%, earn a "pass" evaluation in their clinical setting, earn a theory grade of at least a C (78% or higher) and take the HESI exam (NUR 120, NUR 221 and NUR 224 in the ADN program and NUR 280 and NUR 435 in the BSN program) with the score factored into their theory course grade in order to progress in the Nursing program. Additionally, Nursing students must maintain a cumulative C (2.0) grade point average and a grade of C or above in every course taken at Robert Morris University. Students who do not achieve this level of academic progress will be dismissed from the Program. A student may submit an appeal to continue enrollment with a NUR course; an appeal does not guarantee approval. There is only opportunity to appeal one time.
7. For Nursing students, a dosage and calculation exam (math test) will be given on the first day of all NUR courses. A score of 90% or higher is required to pass in order to be cleared to pass medications in the clinical setting. If a student does not meet the 90% passing score, they are required to attend a one-hour tutoring session with a faculty member before taking a second exam. If they, again, do not achieve a passing score of 90%, they will be required to addend an additional two-hour tutoring session with a faculty member before attempting the exam a third time. A failure to achieve the 90% passing core on a third attempt will make the student not clear to pass

medication for the Quarter at the clinical site. This will cause the student to NOT earn a "pass" evaluation in their clinical setting.

8. A required part of the Nursing program is taking the HESI examination. This occurs in NUR 120, NUR 221, and NUR 224 in the ADN program and NUR 280 and NUR 435 in the BSN program. This exam is scheduled by the student and is taken outside of the classroom. Students are responsible for the cost of the examination, and re-examination, if necessary. An exam score with 10% of the class grade will be assigned as follows based on the score obtained on the HESI examination.
 - HESI score below 750 = 60%
 - HESI score 750 to 849 = 70%
 - HESI score 850 to 949 = 80%
 - HESI score 950 to 1049 = 90%
 - HESI score 1050 and above = 100%

If a student fails to achieve a passing HESI score of 80%, they may re-take the exam a second time with the approval of the Nurse Administrator. This re-take may only be done with a minimum of 4 hours of tutoring remediation with a faculty member. This re-take must occur within the first two weeks of the following Quarter. The new HESI score can then replace the first score, and if a grade change is warranted in the class, it may then be completed.

9. Accounting students must earn an average GPA of 3.0 in ACC 110, 111, 112 and 280 to enter Junior year.
10. Accounting students must maintain an average GPA of 3.0 in all Junior/Senior accounting courses at the end of each quarter or probation or dismissal may result

SECTION 2: Measurement of Timely Completion

Credit evaluation for measurement of Timely Completion is calculated as follows:

- Grades of A, B, C, D, or P are earned credit for completion in a timely manner.
- Grades of F, W, I, WF, or NP are considered hours attempted, but no credit is earned.
- Non-credit remedial classes are not earned credit for completion in a timely manner.
- Incomplete grades are not earned credit until a passing grade is posted. An incomplete grade will revert to an F if the work is not completed by mid-quarter of the next term.
- Repeated classes are considered hours attempted in all quarters, but are earned credit in the quarter the highest passing grade is posted.

To achieve satisfactory academic progress for Timely Completion, the undergraduate student must complete 2/3 of the cumulative hours attempted. Timely Completion is audited quarterly. When a

student is not in good standing for Timely Completion, the Academic Progress Committee will implement Academic/Financial Aid Warning or Academic Dismissal status.

1. An Academic/Financial Aid Warning period is one ten-week quarter. During the warning period, the student is eligible for financial aid.
2. At the end of the Warning period, if the student is not making Satisfactory Academic Progress, all Financial Aid will be terminated and the student is subject to Academic Dismissal. The student has the opportunity to continue enrollment only if the Academic Progress Committee accepts their appeal based on mitigating circumstances. (See Appeal Process)
3. After a successful appeal, the student will be placed on Academic/Financial Aid Probation for the subsequent quarter. An academic plan will be provided which includes the cumulative completion rates by quarter and the required GPA. If the student is meeting the requirements of the academic plan, Financial Aid eligibility will continue.
4. The academic plan will be evaluated every quarter.
5. The maximum hours attempted cannot exceed 150% of the hours stated in the catalogue for program completion or Academic Dismissal may result. Students with applicable transfer credit will be evaluated individually for hours of completion and are not given more time than other students to complete the program. Transfer credits are considered as hours attempted and hours earned.

Appeal Process

When mitigating circumstances (illness, injury, or life change) interfere with satisfactory academic progress, the student shall have the opportunity to appeal. The appeal must include why he/she failed to make satisfactory academic progress, and what has changed that will allow the student to achieve Satisfactory Academic Progress. The Academic Progress Committee will implement Academic Warning, or Academic Dismissal status taking into consideration eligibility for enrollment and the student's probability for success in the program. If the Committee approves the appeal, the student must follow an Academic Plan to ensure future success.

The student will be on Academic Warning for one quarter only. If the academic plan is being followed successfully, then Academic Probation will continue. The student is eligible for financial aid for each quarter that Academic Warning is extended. If the student does not meet the requirements of the academic plan, the student will be Academically Dismissed.

Reinstatement

The implementation of the Academic Progress Policy incorporates the consideration of eligibility for enrollment and for Federal and

State student financial aid. Appeals pertain to enrollment reinstatement as well as financial aid eligibility. Students dismissed from the Surgical Technology and Nursing programs must present compelling evidence for reinstatement. Reinstatement to these programs is rare. For a Nursing Appeal, the University's Nurse Administrator will also have input to the Re-admissions Review Board. A student with Academic Dismissal status for unsatisfactory progress who is granted reinstatement by the Academic Progress Committee from appeal regains financial aid eligibility in the reinstated quarter.

Assessment Program for Robert Morris University

The assessment program at Robert Morris University is structured to gather, share, and evaluate evidence of student learning and is seen as a shared responsibility among all staff and faculty. Learning outcomes correspond to the major headings of the three components of the University's mission: professional, career-focused education, collegiate setting, and diverse communities.

Robert Morris University views assessment as an integral element in assuring that its graduates from the respective academic units function as responsible, productive members of an ever-changing world; therefore, the assessment program is designed to evaluate the University's programs and services in assisting students' movement toward outcomes that flow from the institution's mission and to provide a basis for continuous quality improvement of student learning.

To those ends, the Robert Morris University assessment process measures student learning through the assessment of student academic achievement and institutional effectiveness through shared responsibility of faculty and staff.

The assessment of student academic achievement documents the growth and achievement of students in relation to defined competencies in their major field and in general education as defined by program objectives. All students must demonstrate academic achievement in the domains of communications, problem-solving, critical thinking, professional knowledge and behaviors including ethical reasoning. The faculty curriculum committees set the criteria and rubrics for delineating levels of achievement and gathering meaningful evidence. Faculty members are the best evaluators of student academic achievement; individual instructors evaluate student outcomes of course objectives throughout their courses. Through faculty's evaluation of these artifacts and group consensus, student achievement strengths and concerns are identified along with an "action plan" response. This provides a focal point for curriculum committee dialogue and planning, including budget requests. The student academic achievement assessment reports from each of the academic units of the

University are summarized and presented to the President's Council and then the Board of Trustees each year.

The evaluation of institutional effectiveness measures student learning indicators that relate to the student services and operations of the University. Faculty, Deans, Institutional Assessment Officers, and other administrators collectively compile student learning outcomes from each of the academic units and student service areas into reports that are summarized and presented to the Academic Council, Executive Committee, and Board of Trustees each year. Such committees also evaluate the effectiveness of assessment efforts throughout the year to improve student learning.

Credential Transcripts

Undergraduate students may access credential transcripts through their Student Advisor, their student portal, or by requesting one via the RMU website. Nine universal competencies and program skill attainments have been defined for all students. Each competency has both an academic and corporate definition and consists of three levels: Acquisition, Application, and Integration. Each level contains statements that define the competency at the respective level. Evidence from several assessment strategies is collected that allow for students to be credentialed in each competency. Examples of these strategies are: grade-based assessment, portfolio assessment, test assessment, internship assessment, work experience, simulation experience and certifications.

The nine universal competencies with their corporate definitions are as follows:

Collaboration- Advances an organization's mission and goals through contribution to a team or department

Oral Communication - Communicates in a clear, organized manner

Written Communication - Expresses and exchanges ideas in an individual or group setting

Creative Thinking - Explores new perspectives; seeks and applies innovative ideas

Critical Thinking - Anticipates industry, customer, and organizational needs; handles unexpected changes; shows insight into long term impact of activities

Cultural Awareness - Encourages, respects, and values the contributions and unique qualities of all individuals

Leadership- Takes initiative, self-monitors performance, and is effective with minimal daily guidance

Managing Information - Possesses ability to interpret, comprehend, and apply complex material

Quantitative Evaluation - Evaluates information quantitatively to communicate possible solutions to real world problems

As an assessment tool, the competency credentialing system provides a way to assess *for* student learning by involving each student in the reflective practice of self-assessment going beyond the assessment for curricular improvement. It offers a way for students to individually follow their development with regard to general competencies that are valuable for graduates of all programs.

Experiential learning is also evident on each credential transcript. Students can elect to self-submit evidence of experiential learning through the RMU website, which is subject to approval by the Dean of Assessment.

Student Access to Prior Quarter Courses in RMU's Course Management System

Prior quarter courses are made unavailable to students beginning at 12:01 a.m., Saturday, Week 2 of the current Quarter (e.g., Fall Quarter courses will be unavailable after 12:01 a.m., Saturday, Week 2 of the Winter Quarter).

Students are encouraged to back-up any data they may want from the previous Quarter before 12:01 a.m., Saturday, Week 2 of the current Quarter. Any files, discussion posts, messages, assignment submissions, or grade information pertinent to prior Quarter courses will be inaccessible when the course is made unavailable to students. A student's official grade report is available on the RMU website.

Graduation Requirements

Students must meet institutional requirements in order to officially graduate. Unless the graduation requirements are completed, the students will not be awarded a degree, nor will the student be entitled to employment assistance. The general graduation requirements are:

1. Students must meet the academic requirements as stated for the program in which they are enrolled.
2. A cumulative 2.0 GPA or better must be attained.
3. A cumulative 2.25 GPA or better must be attained for the B.S. in Accounting Degree.
4. Students must meet residency requirements.

In order to fulfill the requirements for a *Bachelor of Business Administration (BBA) Degree, a Bachelor of Applied Science (BAS) Degree, or a Bachelor of Professional Studies (BPS) Degree*, the following requirements must be satisfactorily completed:

- Completion of a minimum of 188-quarter hours of credit, which includes a minimum of 96-104 major credits and 80-84 general education credits. The balance is made up of free electives.
- Individual programs require additional hours.

In order to fulfill the requirements for the *Associate in Applied Science Degree* option, the following must be satisfactorily completed:

- Completion of a minimum of 92-quarter hours of credit, which includes a minimum of 48 major elective credit, 44 general education credits, and the remaining credits in major, general education credits, or free electives.
- Individual programs require additional hours.

Any exceptions to the above requirements must be approved by the Provost and/or the appropriate Dean.

Issuing of Degrees

Bachelor's and Master's Degrees will be mailed to the address on file in the Student Information Office 10-12 weeks after the student's official graduation date. Associate Degrees will be ordered for those graduates who do not enroll as Juniors. Students must clear any financial obligation with the University before degrees are released.

Readmission Policy (*Academic & Voluntary Withdrawals*)

Students who are withdrawn or academically dismissed may seek readmission to the University for subsequent quarters. The decision for readmission is made by the Readmissions Review Board. Students who are academically dismissed and are readmitted will be enrolled on an academic probationary status. All students must have met their financial obligations before approval for readmission.

Nursing students who have withdrawn or dismissed from the program may apply for readmission. In addition to the conditions outlined in the Readmission Policy in the Student Handbook, *nursing students may be readmitted only once*. Readmission is dependent on the student's ability to be successful and availability of space in the program. Readmission to the Nursing program is rare.

- Students must complete the entire nursing program within eight consecutive calendar years.

- Students must complete all nursing courses within four consecutive calendar years and graduate, or must repeat the program in its entirety.

Transfer Between Campuses & Divisions

A student may request a change of program, a change of division, or a change of campus through appeal to the Academic Review Board. Students must submit their appeal for change to their Academic Advisor, who will attach a recommendation, change form and cohort plan for the change, and forward the documentation to the Academic Review Board.

The Academic Review Board will review the following to provide a decision:

- The student is in good standing for Grade Maintenance (2.0 GPA) and Timely Completion (2/3 of hours attempted have been completed).
- The new program's cohort and course offering are consistent with the student's academic plan. A student may be required to withdraw at the end of the quarter from the current program and may be required to apply to return at an appropriate date to the approved new program.
- Students have met with Financial Aid to discuss their financial plan.

Transfer of Credit

Robert Morris University accepts transfer credit from accredited institutions on a case-by-case basis. Credit will not be accepted for remedial or developmental courses. Courses accepted for transfer must be comparable to those taught at Robert Morris University and/or must be recognized as generally being applicable toward an Associate or Baccalaureate Degree. Robert Morris University allows a student with an Associate Degree of accepted transfer credit to be admitted to the University in the upper division Bachelor Degree programs when prerequisites are met.

Attendance at all post-secondary institutions must be reported, and official transcripts must be received from each college or university within five weeks of initial or return enrollment. The cumulative grade point average from all previous institutions will be considered in determining admission status, institutional grant eligibility, and initial athletic eligibility.

The maximum amount of credit that can be applied to a student's record from Ace, AP, IB, CLEP, and DANTES is 44 quarter hours. Credit may be awarded for D grades for transfer students with a minimum cumulative GPA of 2.0 on a 4-point scale. Transfer GPA

is used for admission, grant eligibility, and athletic eligibility purposes only. The Robert Morris University GPA will be based on courses taken in residence. Semester credit is converted to quarter hours.

Credit previously earned at foreign institutions is evaluated in accordance with A.A.C.R.A.O. guidelines and may be deemed transferable to Robert Morris University. Official English evaluations must be obtained from an outside evaluator at the student's expense.

Transfer students can apply a maximum of 140-quarter hours of credit toward graduation; however, the University has a residency requirement of the equivalent of four quarters of full-time study and 48 quarter hours of earned RMU credit.

Students who wish to transfer to other colleges and universities, regardless of the course taken at Robert Morris University, should realize that the receiving institution will make the final decision regarding transfer credits.

Massive Open Online Course (MOOC)

Robert Morris University accepts credit taken through a MOOC from a number of universities. Credit will be evaluated based on the information of topic, length of class, and recommended time in the class.

Students must provide a credential of completion or successfully pass a proficiency exam.

Credit through a MOOC course from the following universities will be considered:

Brown University	Rice University
Columbia University	Stanford University
Emory University	University of California Irvine
Georgia Institute of Technology	University of California San Francisco
Harvard University	University of Illinois/Urbana-Champaign
Johns Hopkins University	University of Michigan
MIT	University of Virginia
Princeton University	Vanderbilt University

Transfer of Credit (in to RMU)

Robert Morris University accepts transfer of credit from other institutions; however, credit is only accepted if it is relevant to the degree pursued.

Transfer of Credit (out of RMU)

Robert Morris University coursework is designed for your success. RMU credit may transfer to other institutions; however, all transfer

of credit is evaluated by the receiving institution. Credit transfers best when evaluated as part of an earned degree; course-by-course credit is typically more difficult to transfer to and from any college or university.

Alumni Course Offerings

As part of Robert Morris University's commitment to provide for the continued growth and success of its Alumni, the University is proud to provide two Alumni course options. Graduates of Robert Morris University have the opportunity to return to the University and enroll in courses in one of two categories: *Refresher Course* and, *Non-Degree Seeking (NDS) Courses*.

Refresher Course

Graduates may re-enroll in a selected skill-related course in the same school of study from which they graduated. General Education courses are not included. Alumni Association members are eligible to re-enroll at no charge; graduates who are not members of the Alumni Association must pay a fee. Graduates must have received a "C" or better in the course. Some upper level senior courses are not available for Refresher course enrollment.

Non-Degree Seeking (NDS) Course

Graduates may enroll in a course that is new or out of the school of study from which they graduated. General Education courses are included in this category. Fees for coursework in this category follow the University's stated tuition costs. Any and all prerequisite course must be satisfied.

Guidelines for Refresher and NDS Course Enrollment:

- All fees must be paid prior to enrollment.
- Books and supply fees must be paid by the graduate.
- Graduates must clear financial holds to enroll in a course.
- Registration and Withdrawal policies for the course follow the University's stated Academic Policies and Regulations as explained in the Academic Bulletin. Failing to officially withdraw from a course will result in an "F" grade for the course.

Please contact the Registrar for more information on course and campus schedules for *Refresher Courses* and *Non-Degree Seeking (NDS) Courses*.

Illinois Articulation Initiative

Robert Morris University is a participant in the Illinois Articulation Initiative (IAI). Lower division general education requirements are satisfied by the completion of an A.S. or A.A. from IAI participating institutions in Illinois. RMU upper division general education courses are fulfilled during the completion of the upper division graduation requirements.

Professional Dress/Appearance Policy

In recognition of professional businesses, the Robert Morris University's Dress Code Policy includes "business casual" attire. Students are permitted to wear denim, including jeans, shirts, dresses and skirts to classes. As a private institution, Robert Morris University may reserve the right to determine the guidelines and set limitations on its Dress Code Policy and Appearance Policy. This policy is in no way intended to be discriminatory (ethnic or gender) or in violation of any religious beliefs. However, it is possible that a student's interpretation of the Dress Code Policy and Appearance Policy in relation to individual circumstances may be in violation of the University dress code.

Unacceptable Attire for All Students

- Hats, headbands, scarves or sweatbands
- Off-the-shoulder tops (including spaghetti strap tops or dresses)
- Halter dresses and tops
- Midriffs, low necklines or see-through clothing
- Overalls
- Shirts, pins or earrings that make a political or cultural statement
- Any dress or hair style that is deemed unprofessional or inappropriate to the aims and purposes of the University

Professional Dress for College of Nursing & Health Studies Students

Appropriate dress includes specific uniform for each health studies major. CNHS uniforms may be purchased through the University Bookstore. Students are also required to wear leather enclosed, rubber-soled shoes which can be purchased on their own. Students must wear **clean uniforms to all CNHS major and Science classes and clinical/externship experiences**. Therefore, it is recommended that students purchase at least two uniforms. Additionally, the following are **unacceptable**:

- Wearing elaborate jewelry (e.g. bulky and large).
- Visible piercings, other than one small earring in ear lobes.
- Visible tattoos
- Excessive perfumes/colognes, elaborate hair styles, excessive cosmetics
- Chewing gum
- Long and artificial fingernails
- Smoking when in uniform
- Sandals, open-toe, heeled shoes

General Appearance, Hygiene & Manners:

- Personal hygiene must be maintained, i.e. oral, general skin care, and deodorant
- Shoes and clothes must be clean, ironed, and neatly worn at all times
- Hair must be secured so as not to fall forward
- Courtesy titles are to be used

Appropriate Attire for Culinary Students

- ♦ Chef jacket
- ♦ Chef pants
- ♦ Chef neckerchief

The above can be purchased through the University Bookstore. Students are also required to wear black leather enclosed shoes which can be purchased on their own. Students must wear CLEAN uniforms to all classes. Therefore, it is recommended that students purchase at least two jackets and two pairs of pants.

Sanctions for Non-Compliance of the Professional Dress/Appearance Policy

Breaches of Professional Dress Policy will result in disciplinary measures that may include one or a combination of the following:

- ♦ Student will not be allowed to attend class
- ♦ Verbal or written warning, which will become part of the student's file
- ♦ Social Probation, which will become part of the student's file
- ♦ Suspension for various lengths of time without consideration for make-up assignments, quizzes, tests, etc.
- ♦ Dismissal from the University

The University reserves the right to modify its policies or procedures at any time.

Graduate Policies & Procedures

ADMISSIONS

Graduate Admissions Requirements

Students admitted to RMU's Graduate programs will have earned an accredited bachelor degree and demonstrate an academic capability to undertake graduate level work. The following factors are considered:

- College record
- GMAT score or RMU test score
- Letters of recommendation
- Professional work experience
- Admissions application including a written personal statement

Graduate program admission decisions are based on a review of each student's academic record and professional experience in a holistic evaluation that includes qualitative and quantitative measures. Each candidate is considered on an individual basis.

Students may be conditionally accepted for one quarter in order to monitor progress and ability to succeed in graduate school. Students may not receive financial assistance for a conditional accept quarter.

Graduate Transfer Admission

Up to 12 quarter hours may be accepted in transfer credit applied to the degree requirements for the graduate program. Transfer credit must have been completed at a B level or higher, completed at an accredited institution, be recognized as being applicable to the proposed programs, and have been completed in the last 5 years. No credit for life experience or proficiency examinations will be applied to the graduate programs.

International Students

These are students who are not citizens or permanent residents of the United States. These students add value to the academic community and are encouraged to apply. International applicants must submit all of the following:

- Official record of post-secondary education
- TOEFL exam scores or AESA
- International transcripts must be accompanied by an official English evaluation
- An affidavit of financial support

The Admission Process

You receive personal attention and advice at Robert Morris University before you begin classes, and that support continues for a lifetime.

Here's how easy it is to apply:

1. Schedule a personal interview with an Admissions Counselor
2. Complete the admissions application
3. Submit a \$50 non-refundable application fee
4. Send copies of your official college/university transcripts to the Student Information Office.
5. Gain acceptance with approval from the Graduate Admissions Review Board
6. Complete student assistance applications and meet with a Financial Planner

When to Apply

Applications for admissions are accepted throughout the year. Due to the open and flexible academic calendar, students may begin classes at various times, including the Summer. Your best chance comes with filing an application early.

Applying for Re-Admission

Students who withdraw from the University may apply for re-admission to complete their graduate degree program. It is strongly recommended that students remain in good academic standing at all times. Approval for re-admission is determined by the Graduate Re-Admissions Review Board and is based on the student's recorded progress and history when they were enrolled in the University. Students who apply for re-admission must first clear their financial obligations prior to being approved to return. The University reserves the right to reject a student's re-admission request.

Academic Records

Student Information Office

Academic records at Robert Morris University are kept on file permanently and are available for transcript purposes. Application forms and documents provided by students who matriculate become the property of Robert Morris University and will be kept on file for five (5) years. Forms and documents

submitted by individuals who do not enroll at Robert Morris University will remain on file for three (3) years.

The Student Information Office provides assistance with the following:

- Academic records
- Enrollment verification/verification letters
- Graduation fee payments
- International student documentation
- Veteran's benefits
- Transfer credit evaluation

Credit Designation

The unit of academic credit at Robert Morris University is the quarter hour. The University's academic quarter is 10 weeks.

Credit Hour Policy

At Robert Morris University, one credit hour is equivalent to three hours of learning opportunities per week. Three hours of learning opportunities entail approximately one hour of direct faculty instruction, plus two hours of engagement with an academic activity. Direct faculty instruction is defined as engagement with course material that is directed by faculty, a facilitated experience. This includes, but is not limited to: face-to-face lecture, discussion boards, pre-recorded lectures, podcasts, conference calls, or lab time. Engagement with an academic activity includes, but is not limited to: original written material, collaboration through group projects, test taking, studio time, course readings, discussion boards, projects, or assignments. These guidelines apply to all Robert Morris courses, regardless of delivery model.

Grading System

The following scale defines grades earned:

<u>Grade</u>	<u>Definition</u>
A =	4 points
B =	3 points
C =	2 points
F =	0 points
I =	Incomplete (defined below)
P =	Pass (defined below)
NP =	No Pass (defined below)
W =	Withdrawal (defined below)
WF =	Withdrawal Failure (calculated as an F)
AU =	Audited Course

Pass (P)/No Pass (NP)

Some classes are offered on a Pass/No Pass basis. While the hours taken in a Pass/No Pass class count in the total hours for graduation, they are not used in computing quarter or cumulative grade point averages.

Incomplete Grades

A grade of incomplete (I) will be given in a course when mitigating circumstances interfere with a student's ability to satisfactorily complete all the required assignments. A student with an incomplete may be placed on probation by the Academic Review Board. The student will be given until the middle of the following quarter to make up the work. A failing grade will be assigned to course(s) with an incomplete if the work is not completed by mid-quarter. Incompletes are granted only after conversations with the student, instructor, and Graduate Student Manager or Dean.

Dropped Classes

Robert Morris University offers cohort education to students to ensure timely completion of their program. It is imperative that students complete their assigned classes each quarter. The dropping of classes may cause a break in the appropriate sequence of courses and may interfere with completion of the program and residency requirements. This could result in a student having to enroll in additional quarters and not graduate in a timely manner. During the first week of class, students will be asked to sign documentation to verify their enrollment for the quarter.

The University's official census for verification of enrollment and the determination of financial charges occurs on the first day of the second week of each respective academic quarter of the day or evening programs. Students may drop individual classes only with approval of the Dean.

Repeat Courses

A full- or part-time student will be allowed to repeat a failed or withdrawn class (after the initial attempt) one time. A third attempt will be granted if the repeated course is the only course in which the student is enrolled. Students may not repeat a class in which a passing grade was earned.

A student who does not successfully complete a required course for graduation after exhausting the above options may petition to the academic Dean to retake the class or request a class substitution. All classes are counted in hours attempted.

The highest grade earned is calculated in the term and cumulative grade point average. All grades earned for the initial and all subsequent attempts are clearly identified on the permanent academic transcript.

Withdrawal from Courses

Students withdrawing from classes will receive grades as follows:

WD week 1	= no grade
WD week 2 thru Friday of week 6	= W grade
WD week 7 thru 10	= WF grade*

**The WF grade is calculated as an "F"*

Withdrawal from the University

Students who wish to withdraw from the College must initiate the process. Not attending does not constitute official notice of withdrawal. Students must contact their Graduate Student Manager.

Grade Reports

When a student completes a course, a grade report is available on the course website after all grades have been submitted. Grades are considered final, 30 days after receipt. Grades will not change once they are final. It is the student's responsibility to check the accuracy of his/her grade reports quarterly.

Transcript Issuance

Official transcripts of an academic record may be obtained by contacting the Student Information Office. Transcripts will be issued upon written request or by submission of the online request form, accompanied with a \$5 fee. Written requests may be submitted in person or by mail. Online requests can be submitted through the University website. Telephone requests cannot be accommodated. Students must clear any financial obligations with the University before any official or unofficial transcripts are issued.

Academic Policies & Regulations

Registration/Academic Advisement

To validate registration in classes for the current quarter, students communicate with the Graduate Student Manager by Thursday of Week 6. At that time, the Graduate Student Manager and student validate registration for the current quarter and discuss the student's plan for the future quarter. This process will generate registration for the next quarter, request graduation audit, or state the student's decision not to enroll in the upcoming quarter, setting in motion one of the following:

1. Generate registration for the next quarter – a student schedule based on this registration form will be prepared for the student.
2. Request graduation audit – the Registrar's office is informed of the graduation request so that an audit of the student's records can occur.
3. Decision not to enroll in the upcoming quarter – the student will complete courses for the current quarter and withdraw from the college at the end of that quarter.
4. When the student does not verify registration with their Graduate Student Manager, the Graduate Student Manager will verify attendance in classes with the faculty and attempt to contact the student in a variety of ways. Should the faculty state the student has not been attending classes, and the Graduate Student Advisor was unable to reach the student, an administrative withdrawal will result. The student will receive a letter stating this action and requesting the student to notify administration within 48 hours if an error has occurred.

Academic Credit Requirements

The number of credit hours a student is expected to complete is a minimum of 56 quarter hours in the MBA program; a minimum of 52 quarter hours in the MIS program; and a minimum of 50 for the MM program. Students complete 224 hours in the BBA/MBA Dual Degree Program. The credit hour requirement for each program does not include the hours for completion of the foundation courses.

Time Limit for Completion of Program

Students may take no longer than 6 years to complete their graduate program at Robert Morris University. After 6 years a

course is invalid and must be repeated or the student can appeal to the Dean of Graduate Studies for an exception.

Enrollment Status Classifications

Enrollment status for the entire quarter is determined by the University's official census on the first day of the second week of each respective quarter:

Full-time: 8 hours or more

Part-time: 4-7 hours

Less than part-time: 1, 2, 3 hours

Note: Students need a combination of credit hours, residency, degree audit requirements, and a cumulative 2.5GPA to graduate.

Residency

Up to 12 quarter hours of credit may be accepted in transfer. All other hours must be completed at Robert Morris University.

Academic Overload

Students must obtain permission from the Graduate Dean to enroll for more than 8 credit hours during any quarter. Students' cumulative GPA and academic record will be reviewed for approval.

Graduate classes are considered electives when taken at the undergraduate level. An undergraduate student must obtain the Dean of Graduate School's approval in order to enroll in a graduate class.

Academic Progress Policy

The following Academic Progress Policy applies to all graduate students regardless of program in the completion of the Master's degree at the University. Students are expected to adhere to the guidelines for the Academic Progress Policy for both Grade Maintenance and Timely Completion. Students work closely with their Advisor to maintain good academic standing and for rehabilitation of good academic standing.

SECTION 1: Measurement of Grade Maintenance

To achieve satisfactory academic progress for Grade Maintenance, the graduate student must maintain a cumulative 2.5 grade point average at the end of every quarter. When the student's cumulative GPA falls below 2.5, the student is placed on Academic/Financial Aid Warning or Academic Dismissal status by the Academic Progress Committee.

1. An Academic/Financial Aid Warning period is one ten-week quarter. During the warning period, the student is eligible for financial aid.

2. At the end of the Warning period, if the student is not making Satisfactory Academic Progress, all Financial Aid will be terminated and the student is subject to Academic Dismissal. The student has the opportunity to continue enrollment only if the Academic Progress Committee accepts their appeal based on mitigating circumstances. (See Appeal Process)
3. After a successful appeal, the student will be placed on Academic/Financial Aid Probation for the subsequent quarter. An academic plan will be provided which includes the completion rates by quarter and the required GPA. If the student is meeting the requirements of the academic plan, Financial Aid eligibility will continue. The academic plan will be evaluated every quarter.

SECTION 2: Measurement of Timely Completion

Credit evaluation for measurement of Timely Completion is calculated as follows:

- Grades of A, B, C, or P are earned credit for completion in a timely manner.
- Grades of F, W, I, WF, or NP are considered hours attempted, but no credit is earned.
- Non-credit remedial classes are not earned credit for completion in a timely manner.
- Incomplete grades are not earned credit until a passing grade is posted. An incomplete grade will revert to an F if the work is not completed by mid-quarter of the next term.
- Repeated classes are considered hours attempted in all quarters, but are earned credit in the quarter the highest passing grade is posted.

To achieve satisfactory academic progress for Timely Completion, the graduate student must complete 2/3 of the cumulative hours attempted. Timely Completion is audited quarterly. When a student is not in good standing for Timely Completion, the Academic Progress Committee will implement Academic/Financial Aid Warning or Academic Dismissal status.

1. An Academic/Financial Aid Warning period is one ten-week quarter. During the warning period, the student is eligible for financial aid.
2. At the end of the Warning period, if the student is not making Satisfactory Academic Progress, all Financial Aid will be terminated and the student is subject to Academic Dismissal. The student has the opportunity to continue enrollment only if the Academic Progress Committee accepts their appeal based on mitigating circumstances. (See Appeal Process)
3. After a successful appeal, the student will be placed on Academic/Financial Aid Probation for the subsequent quarter. An academic plan will be provided which includes the

cumulative completion rates by quarter and the required GPA. If the student is meeting the requirements of the academic plan, Financial Aid eligibility will continue. The academic plan will be evaluated every quarter.

4. The maximum hours attempted cannot exceed 150% of the hours stated in the catalogue for program completion or Academic Dismissal may result. Students with applicable transfer credit will be evaluated individually for hours of completion and are not given more time than other students to complete the program. Transfer credits are considered as hours attempted and hours earned.

Appeal Process

When mitigating circumstances (illness, injury, or life change) interfere with satisfactory academic progress, the student shall have the opportunity to appeal. The appeal must include why he/she failed to make satisfactory academic progress, and what has changed that will allow the student to achieve Satisfactory Academic Progress. The Academic Progress Committee will implement Academic Probation, Academic Timely Probation, or Academic Dismissal status taking into consideration eligibility for enrollment and the student's probability for success in the program. If the Committee approves the appeal, the student must follow an Academic Plan to ensure future success.

The student will be on Academic Probation for one quarter only. If the academic plan is being followed successfully, then Academic Probation will continue. The student is eligible for financial aid for each quarter that Academic Probation is extended. If the student does not meet the requirements of the academic plan, the student will be Academically Dismissed.

Reinstatement

The implementation of the Academic Progress Policy incorporates the consideration of eligibility for enrollment and for federal and state student financial aid. Appeals pertain to enrollment reinstatement as well as financial aid eligibility. A student with Academic Dismissal status for unsatisfactory progress who is granted reinstatement by the Academic Progress Committee from appeal regains financial aid eligibility in the reinstated quarter.

Blended Learning Classes

Blended Learning classes are offered as an option for various classes in the Morris Graduate School of Management. Students are limited to a total of 5 classes delivered in this way.

Class Schedule

Classes are scheduled weekdays between the hours of 8:00 a.m. and 9:30 p.m. and Saturdays from 8:00 a.m. to 4:30 p.m.

Class Attendance

Regular attendance in class is considered essential. Cultivation of desirable work habits is as important as the development of skills. Students are expected to be present and on time for all classes.

Faculty members set their own individual attendance guidelines for their classes. Students are expected to adhere to the policies set by the faculty, including but not limited to, tardiness, absenteeism, and make-up work.

Student Access to Prior Quarter Courses in RMU's Course Management System

Prior quarter courses are made unavailable to students beginning at 12:01 a.m., Saturday, Week 2 of the current quarter (e.g., Fall Quarter courses will be unavailable after 12:01 a.m., Saturday, Week 2 of the Winter Quarter).

Students are encouraged to back-up any data they may want from the previous quarter before 12:01 a.m., Saturday, Week 2 of the current quarter. Any files, discussion posts, messages, assignment submissions, or grade information pertinent to prior quarter courses will be inaccessible when the course is made unavailable to students. A student's official grade report is available on the RMU website.

Graduation Requirements

Students must meet institutional requirements in order to officially graduate. Unless the graduation requirements are completed, the students will not be awarded a degree. The general graduation requirements are:

1. Students must meet the academic requirements as stated for the program in which they are enrolled.
2. A cumulative 2.5 GPA or better must be attained
3. Students must meet residency requirements.

Note: Students need a combination of credit hours, residency, degree audit requirements, and a cumulative 2.5GPA to graduate. Any exceptions to the requirements must be approved by the Provost and/or the Dean.

Residency for Second Degree

- Robert Morris graduates from Morris Graduate School of Management may earn a second degree or concentration in the following way:

- A minimum of 4 extra courses (16 total quarter hours) in an approved concentration or discipline; some options require more than 16 hours
- All required courses in that particular degree
- A four-quarter full-time or an eight-quarter part-time (48 quarter hours of earned RMU credit) residency requirement for the second degree

Issuing of Diplomas/Degrees

Diploma/Degrees will be mailed to the address on file in the Student Information Office 10-12 weeks after the student's official graduation date. Students must clear any financial obligation with the University before degrees are released.

Readmission Policy (*Academic & Voluntary Withdrawals*)

Students who are withdrawn or academically dismissed may seek readmission to the University for subsequent quarters. The decision for readmission is made by the Graduate Readmissions Review Board. Students who are academically dismissed and are readmitted will be enrolled on an academic probationary status. All students must have met their financial obligations before readmission.

Transfer Between Campuses & Divisions

A student may request a change of program, or a change of campus through appeal to the Graduate Academic Review Board. Students must submit their appeal for change to their Graduate Student Manager, who will attach a recommendation, change form and cohort plan for the change, and forward the documentation to the Academic Review Board.

The Academic Review Board will review the following to provide a decision:

- The student is in good standing for Grade Maintenance (2.5 GPA) and Timely Completion (2/3 of hours attempted have been completed).
- The new program's course offering are consistent with the student's academic plan. A student may be required to withdraw at the end of the quarter from the current program and may be required to apply to return at an appropriate date to the approved new program.
- Students have met with Financial Aid to discuss their financial plan.

Massive Open Online Course (MOOC)

Robert Morris University accepts credit taken through a MOOC from a number of universities. Credit will be evaluated based on

the information of topic, length of class, and recommended time in the class.

Students must provide a credential of completion or successfully pass a proficiency exam.

Credit through a MOOC course from the following universities will be considered:

Brown University	Rice University
Columbia University	Stanford University
Emory University	University of California Irvine
Georgia Institute of Technology	University of California San Francisco
Harvard University	University of Illinois/Urbana-Champaign
Johns Hopkins University	University of Michigan
MIT	University of Virginia
Princeton University	Vanderbilt University

Professional Dress/Appearance Policy

In recognition of professional businesses, the Morris Graduate School Dress Code Policy includes "business casual" attire. Students are permitted to wear denim, including jeans, shirts, dresses and skirts to classes. As a private institution, Robert Morris University may reserve the right to determine the guidelines and set limitations on its Dress Code Policy and Appearance Policy. This policy is in no way intended to be discriminatory (ethnic or gender) or in violation of any religious beliefs. However, it is possible that a student's interpretation of the Dress Code Policy and Appearance Policy in relation to individual circumstances may be in violation of the University dress code.

Unacceptable Attire for All Students

- Hats, headbands, scarves or sweatbands
- Off-the-shoulder tops (including spaghetti strap tops or dresses)
- Halter dresses and tops
- Midriffs, low necklines or see-through clothing
- Overalls
- Shirts, pins or earrings that make a political or cultural statement
- Any dress or hair style that is deemed unprofessional or inappropriate to the aims and purposes of the College

Sanctions for Non-Compliance of the Professional Dress/Appearance Policy

Breaches of Professional Dress Policy will result in disciplinary measures that may include one or a combination of the following:

- Student will not be allowed to attend class and will be marked absent

- Verbal or written warning, which will become part of the student's file
- Social Probation, which will become part of the student's file
- Suspension for various lengths of time without consideration for make-up assignments, quizzes, tests, etc.
- Dismissal from the University

The University reserves the right to modify its policies or procedures at any time.

Dual Degree Program Policy

Permission to Pursue the Dual Degree

Students wishing to enter the BBA/MBA Management Program should apply through Admissions (transfer students) or through their Student Advisor (RMU students) by filing a Statement of Intent during the final semester or quarter of the Associate Degree program. Generally, this would be the fourth semester or sixth quarter in an Associate Degree program. A minimum of 78 quarter hours or 48 semester hours must be completed in order to apply for the program. Students begin the program once the Associate Degree is earned. Returning or transfer students, who have already completed an Associate Degree, but have not started the Bachelor Degree program, may also apply. The request will be reviewed by the Graduate School Review Board. Permission to pursue the dual degree option will be considered based on the following criteria:

- Undergraduate grade point average (on a 4.0 scale)
- Letter of recommendation from faculty or advisor
- An essay explaining why you want to enter this program

Grade Maintenance in the Program

Students must maintain an overall 3.0 or better GPA to continue to pursue the dual degree program. Students who receive a C grade or lower in any course are subject to review by the Dean of Graduate School.

Moving to the BBA Program

Students who are asked to leave the program due to not meeting the GPA requirement or who choose to leave may elect to pursue the BBA degree. Depending on the requirements met, students may need to take hours beyond the traditional 188 quarter hour requirement as all required BBA courses will need to be completed.

Financial Aid

For financial aid and tuition purposes, students will be charged undergraduate tuition and be eligible for financial aid until such time they complete 188 quarter hours of coursework. The quarter following completion of 188 quarter hours, students will be

considered graduate students and will be charged graduate tuition rates. Only student loans will then apply.

Course Load

Courses earn 4 quarter hours of credit. At the undergraduate level (prior to 188 quarter hours) a full-time load is three to four classes. At the graduate level (after completing 188 quarter hours) a full-time load is two to four classes. All classes meet at least one time a week in a classroom setting.

General Policies & Information

Student Email Communication

All Robert Morris University students receive an email account upon enrollment. **The student email is the official channel of communication between the University and students.** Students are expected to read all communications in a timely fashion. All academic, financial and emergency alert information will be sent to the student email account. **We suggest students check their University email on a daily basis.**

If a crisis situation were to develop, we will utilize our ability to communicate critical information to students, faculty, and staff through a variety of flexible systems: including phone, email, and text messaging, as well as the University website, through recorded messages and text messages.

Students can request to opt-out of text messaging, with the understanding that they will no longer receive any messages should an emergency situation occur.

Experiential Terminology

Robert Morris University offers a variety of experiential opportunities for students to fit the objectives and requirements for each program. Each experience is defined below:

Internship - A co-curricular or extra-curricular fieldwork experience that provides an opportunity to participate in professional work related to a major or career interest. No specific site requirements are defined; however, all internships are approved by appropriate Dean and meet course/program criteria for earned credit.

Externship - A co-curricular fieldwork experience in a setting meeting program criteria that immerses students in professional work related to a major. Externship sites must meet specific criteria as designated by each program for earned credit.

Practicum - A supervised, practical application of course material in an external setting that allows students to practice programmatic skills. A practicum is the core component of a program and is tightly aligned to curriculum. Work experience from a practicum is integrated with academic instruction.

Clinical Rotations - A supervised, practical application of course material in a *specialized* setting that allows students to practice programmatic skills. Clinical rotations are the core components of a program and are tightly aligned to curriculum. Work experience from a clinical rotation is integrated with academic instruction.

Residency - Only used for sites that require a long-term commitment (i.e. more than one quarter) and result in a progressive learning experience from term to term. Residencies are subject to dean approval.

Placement

Robert Morris University's curriculum consists of four required courses, one each year, specifically designed to assist students in managing their careers. Placement information is collected and calculated six months after graduation. It is not collected by program or location.

180-Day Guarantee

The 180-day guarantee acknowledges the University's commitment to education. The guidelines are as follows:

- In order to qualify, students must be a graduate of an RMU Associate, Bachelor or Master degree program.
- Students become eligible 180 days after earning an Associate degree.
- Up to 4 courses may be taken that were in the student's original program of study; coursework beyond the limit may be taken with approval of the Dean.
- Coursework will be taken on an audit basis; no credit will be given or grades posted.
- Students will work through the returns process in order to receive the benefit.
- Students do not need to be financially clear in order to use the 180-day guarantee.
- Students must pay fees associated with particular programs.
- No financial aid is available.
- Audit of any particular course is dependent on course and seat availability.

Book Costs

Information on specific books and costs for each course may be obtained via www.ebookstore@robertmorris.edu.

Student Conduct Standards

Robert Morris University, like other institutions, has policies that govern students' social conduct. The University expects that students act in an appropriate, respectable and professional manner at all times, at all University-sponsored events both on and off campus, and follow the guidelines governing student conduct. Any student who violates any state, federal, or municipal law shall be subject to disciplinary action for said offense(s). The adjudication of

such laws may proceed regardless and/or independent of any action taken by state, federal, or municipal agencies.

Appearance, attitude and professional behavior are important elements of the student's preparation and professional success. Students are expected to dress, speak, and exhibit professional behavior at all times. When a student's appearance, behavior, and/or attitude are in opposition to the educational goals to which the University's academic programs and employment assistance are dedicated, the student's conduct may result in probation or dismissal. The consequences of such conduct are dependent on the seriousness of the offense that occurred previous violations of policies and regulations by the student, and the attitude and cooperation of the student violator as determined by University administration.

Students are expected to demonstrate evidence of personal and professional growth particularly as this relates to the development of positive interpersonal relationships and the delivery of safe care.

Students are expected to conduct themselves in a manner which is both ethical and professional while in the clinical agency or at any other time when the University is represented.

Students are expected to provide safe care during clinical assignments.

Students must submit required coursework, including research papers in classroom, clinical, or externship (practicum), when due and document references appropriately. Assigned work submitted after the scheduled due date will be penalized.

In addition, the student must abide by the following:

- Infants and children are not allowed on campus while students are in class.
- Students should keep their voices down while passing from class to class, in the stairwells, office areas and corridors.
- Students cannot play cards or other games in the student lounges.
- Corridors are for passage; therefore, students should socialize in the lounge areas – not in the corridors.

Social Probation & Dismissal Conditions

Any conduct set forth in this section (*but not limited to*) may result in social probation or dismissal.

1. Behavior that interferes with the rights of others, disrupts and/or prohibits the learning process of other students, or is in opposition to policies and rules of the classroom and institution.
2. Vandalizing, defacing or destroying Robert Morris University property or the property of those persons associated with the University when the act is committed because of their association with the University. The student will also be liable for damages.
3. Discharging a fire extinguisher or setting off a false fire alarm on any property or in any building used by the University.
4. Inappropriate communication with a faculty and/or staff member.
5. Fighting or engaging in physical abuse of, or serious verbal threats to another student or faculty/staff member of the University, or use of profanity or language that is derogatory.
NOTE: Fighting and threatening behavior on campus will result in dismissal.
6. Furnishing false information to or withholding requested information from the University with intent to deceive, including incidents of lying, fraud, and embezzlement.
7. Forging, altering, or misusing University documents, records, and identification cards or forging financial documents.
8. Stealing cash, checks, clothing, or any other material object. The student will also be liable for restitution.
9. Committing a felony or misdemeanor on or off campus. Such action shall also be subject to prosecution by the appropriate law enforcement authorities. When a student has been charged with a criminal violation of law, the University will neither request nor agree to special consideration for that individual because of his or her status as a student; the University will cooperate fully with law enforcement and other agencies in the enforcement of the law.
10. Possessing weapons or firearms on any University property or at any University function.
11. Unauthorized entry or access to University equipment, facilities, or supplies.
12. Possession of and/or use of drugs and/or alcohol on University property or at any University function.
13. Unauthorized circulation of petitions, solicitations, or collections.
14. Any conduct that the Administration deems as significantly detrimental to the aims and purposes of the institution.
15. Medical Assisting students evidencing an inability to, or unwillingness to: a) use acceptable interpersonal skills; b) use acceptable communication skills for interaction with others; c) demonstrate emotional stability for the acceptance of responsibility; and d) demonstrate emotional stability for accountability of personal actions in the medical office setting.

16. Nursing students evidencing an inability to, or an unwillingness to: a) establish acceptable therapeutic boundaries; b) adapt to stressful environments; c) deal with unexpected events; d) focus attention; e) handle strong emotions; f) perform multiple tasks concurrently; g) negotiate interpersonal conflicts; h) respect differences in client and co-workers; and i) establish rapport with clients and co-workers.
17. Surgical Technology students evidencing an inability to, or an unwillingness to: a) withstand unusual sights; b) withstand unusual smells; c) adapt to high stress environments; d) adapt to irregular working hours; e) use appropriate coping mechanisms; f) demonstrate a stable temperament; g) demonstrate responsibility; h) demonstrate organization; i) demonstrate patience; and j) communicate in a rational and coherent manner.
18. Pharmacy Technician students evidencing an inability to, or unwillingness to: a) use acceptable interpersonal skills; b) use acceptable communication skills for interaction with others; c) demonstrate emotional stability for the acceptance of responsibility; and d) demonstrate emotional stability for accountability of personal actions in the pharmacy setting.
19. The following circumstances will result in automatic withdrawal of the student from clinical rotations. The circumstances for permanent dismissal from one of the programs include, but are not limited to:
 - Violation of patient confidentiality.
 - Student's behavior and/or performance are disruptive and hazardous to self, patient, or other healthcare providers.
 - Sexual harassment of a Robert Morris student, peer, preceptor or healthcare team member, or patient.

Investigations

When a student has been allegedly accused of violating the Student Code of Conduct, an investigation may be required and may result in the student's suspension for various lengths of time until the investigation has been completed.

Sanctions for Non-Compliance with the Student Code of Conduct

Disciplinary measures may include one or a combination of the following:

- Student will not be allowed to attend class
- Verbal or written warning, which will become part of the student's file
- Social Probation, which will become part of the student's file.

- Suspension for various lengths of time without consideration for make-up assignments, quizzes, tests, etc.
- Dismissal from the University

Dismissals

Any student, who is academically or socially dismissed from the University, forfeits all University services including placement assistance and participation in alumni services.

Student Rights & Responsibilities

The students are expected to adhere to the guidelines that govern student professional conduct. In the event a student's behavior requires dismissal, the student may follow the grievance procedures below:

1. The University will furnish the student with notice of the alleged policy or procedure violation.
2. The student must request a hearing within five (5) days of being notified of the disciplinary action. If granted, the student will be notified of the time, date, and place of the hearing.
3. The Hearing Committee will be comprised of the representatives from the University and chaired by the Vice President for Student Affairs.
4. The Hearing Committee will hear all disclosures related to the social disciplinary action. The Hearing Committee's purpose is to determine whether policies or procedures have been violated.
5. The student will be given the opportunity during the hearing to present evidence and bring forth only those witnesses who have information relevant to the incident. The University reserves the right to limit the number of witnesses. All witnesses must be approved prior to the hearing.
6. Any appeal must be made within 48 hours following the decision.

Disciplinary actions are processed uniformly without regard to race, color, age, sex, or national origin.

Academic Integrity

All incidents of academic dishonesty are taken seriously and Robert Morris University maintains a position of NO TOLERANCE on this issue. When an incident of academic dishonesty occurs, the student(s) accused of academic dishonesty will be notified of the specific charges by the faculty member. The student(s) will be given an opportunity to respond to the charges and review the information used by the faculty member to make the charges. The faculty member will complete an Academic Dishonesty Form and submit it, along with documentation, to the student's Director of Education. All incidents will be reviewed by the Academic

Progress Committee. On any subsequent violation, the case will be sent to the Academic Progress Committee for sanctions.

Assignments that include group members will be considered a part of the process, following the above guidelines. All cases of academic dishonesty on group assignments will be referred to the Academic Progress Committee for final sanction. The Academic Progress Committee will interview all group members prior to final sanctions.

Academic Progress Committee

The purpose of the Academic Progress Committee is to provide an objective perspective on any incident of academic dishonesty. The Academic Progress Committee reviews and verifies all sanctions applied. All decisions of dismissal must be reviewed by the Provost. The Academic Progress Committee may consist of at least three of the following:

- 1- 2 Student Advisors or Student Managers
- 1- 2 Faculty members
- Director of Education

Sanctions for Academic Dishonesty/Plagiarism/Cheating

The Academic Progress Committee may use one or a combination of the disciplinary measures listed below or other sanctions as deemed appropriate by the Committee:

- A failing grade for the assignment or other grade penalty (issued at the discretion of the instructor, and verified by the Committee). The grade cannot be dropped as the lowest grade.
- A failing grade for the course (Course cannot be dropped to avoid the failing grade).
- Dismissal from the University. All decisions of dismissal are reviewed by the Provost of the University.

Process

1. A charge of academic dishonesty is made by a faculty member.
2. The faculty member meets with the student(s) involved to review the charges and show them the documentation of the incident.
3. Faculty member files an Academic Dishonesty Form with the student's Director of Education.
4. Incident with recommended sanction is reviewed by the Academic Progress Committee and verified. This may include interviewing the student(s).
5. Academic Dishonesty Form becomes part of permanent file of all incidents of academic dishonesty.
6. In all cases of group work the Academic Progress Committee will interview all students involved in the case and then award final sanction.

Appeal

A student charged with Academic Dishonesty may appeal the incident and or the sanction. All appeals must be submitted in writing to the student's Dean within ten (10) school days.

Appeal Process

1. A decision is made to appeal the incident and or sanction.
2. A letter must be submitted within ten (10) class days to the student's Dean. The letter should state what the student is appealing and reason for the appeal. Any supporting documentation must be included with the letter.
3. The student's Dean reviews the Academic Dishonesty Form and documentation submitted by the faculty member, the verification of the Academic Progress Committee and documentation supplied for appeal.
4. The Dean makes a decision regarding the appeal.

Harassment Policy

The purpose of this policy is to foster an academic and working environment free from discrimination and harassment and to provide guidelines for complaints and corrective action.

This policy applies to all Robert Morris University students and employees.

Definitions

Discrimination & Harassment

Discrimination and harassment refers to behavior that is personally offensive, impairs morale, and interferes with the work or educational environment of the University.

This policy refers to but is not limited to harassment in the following areas: gender, age, race, color, ethnicity, disability, national origin/citizenship status, religion, sexual orientation, veteran status, pregnancy, or any other legally protected category in regards to all terms and conditions of employment, admissions, financial aid, athletics, housing, educational programs, activities, and any other programs and policies sponsored by the University. Discrimination and harassment also may include generally abusive behavior toward others.

Prohibited discriminatory practices also include retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices and employment decisions based on stereotypes or assumptions about

the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities.

Such harassment includes unwelcome or unsolicited remarks or advances of a sexual or racial nature; gestures; unwelcome physical contact; display or circulation of written materials or pictures that are derogatory to males, females, persons with disabilities, or to racial, ethnic, religious, or any other protected group; and verbal abuse or insults directed at or made in the presence of members of a racial, ethnic, or minority group.

Sexual Harassment

Title IX of the Education Amendments of 1972 and the 1980 amendment set forth by the Equal Employment Opportunity Commission states that sex discrimination guidelines under Title VII and Title IX to include sexual harassment, defining the terms as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic performance or employment;
- Submission or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive academic or work environment.

Types of Sexual Harassment:

- "Quid pro quo" harassment occurs when submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual.
- "Environmental" harassment occurs when sexual conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive academic or working environment even if it leads to no tangible or economic academic or job consequences.
- Federal employment guidelines stipulate that sexual harassment may include the acts of non-employees when the employer or its agents or supervisory employees knows or should have known of the conduct and fails to take immediate and appropriate corrective action.

Harassment in the Higher Education Environment

- In higher education, sexual harassment may include any unwelcome sexual advances or requests for sexual favors made by a higher education representative to a student, or any conduct of a sexual nature exhibited by a higher education representative toward a student, when such conduct has the purpose of interfering with the student's educational performance or creating an intimidating, hostile, or offensive educational environment.
- Sexual harassment also includes unsolicited, deliberate, or repeated sexually explicit derogatory statements, gestures, or physical contacts that are objectionable to the recipient and that cause discomfort or humiliation, when such conduct is interpreted by students upon University staff members.

Policy Guidelines

This policy refers to but is not limited to harassment in the following areas: gender, age, race, color, ethnicity, disability, national origin/citizenship status, religion, sexual orientation, veteran status, pregnancy, or any other legally protected category in regards to all terms and conditions of employment, admissions, financial aid, athletics, housing, educational programs, activities, and any other programs and policies sponsored by the University. Discrimination and harassment also may include general abusive toward others.

Any material that is sexual, violent, or offensive in nature that is sent or received electronically is included in this policy.

Personal relationships of a romantic or sexual nature between faculty and students are prohibited.

Consensual romantic relationships between a supervisor and a subordinate may result in violation of the sexual harassment policy and are strongly discouraged.

Faculty, staff and administrative employees are required to make their supervisors aware of any complaints of alleged harassment from students or employees. If the complaint involves one's supervisor, please contact the Office of Human Resources. University administrators who receive any complaints of alleged harassment are required to keep the identities of all parties involved confidential, except to the extent that disclosure is necessary for implementation of a resolution.

The Office of Student Affairs shall make a record of all reports of alleged harassment from students and the Office of Human

Resources shall make a record of all reports of alleged harassment from or against employees.

Retaliation against any parties involved in a harassment complaint or anyone who interferes with the investigation of an alleged harassment incident will be subject to disciplinary action, up to and including dismissal for students, or termination for employees. Disciplinary action against the harasser or anyone who retaliates or interferes with an investigation of harassment may include corrective action up, to and including dismissal for students or termination for employees.

Procedures

Students

Students who believe they have experienced harassment should inform the Office of Student Affairs immediately.

Student Contact Person:

Angela Jordan, Vice President of Student Affairs
401 S. State Street
Chicago, IL60605
(312) 935-2002

Students have the following options for addressing a grievance, incident or experience of harassment:

The student complainant can request a meeting with the Vice President of Student Affairs to discuss the incident, situation, evidence, and options for resolution.

The student complainant can file a formal written complaint with the Vice President of Student Affairs.

Upon receipt of a formal written complaint of harassment, the Vice President of Student Affairs and/or the Vice President of Human Resources, depending on the complainant and allegation, will conduct an investigation of the allegations.

Upon completion of an investigation, appropriate action will be determined and communicated to all involved parties.

A student can request an appeal to the final decision and/or course of disciplinary action they received by following the University's Student Appeal/Grievance Process outlined in the Student Handbook located on the website at www.robertmorris.edu or by contacting the Office of Student Affairs.

Employees

University administrators must report all alleged harassment complaints or incidents to the Office of Student Affairs for students and the Office of Human Resources for employees, upon immediate notification.

Employee Contact Person:

Ann Bresingham, V. P. of Human Resources/Title IX Coordinator
401 S. State Street
Chicago, IL60605
(312) 935-6688

Employees have the following options for addressing a grievance, incident or experience of harassment:

The employee complainant can request a meeting with a Human Resources Representative to discuss the incident, situation, evidence, and options for resolution.

The employee complainant can file a formal written complaint with the Office of Human Resources.

Upon receipt of a formal written complaint of harassment, the Office of Student Affairs and/or the Office of Human Resources, depending on the complainant and allegation, will conduct an investigation of the allegations.

Upon completion of an investigation, appropriate action will be determined and communicated to all involved parties.

An employee can request an appeal to the final decision and/or course of disciplinary action they received by following the University's Problem Resolution Program outlined in the Employee Handbook located on the website at www.robertmorris.edu or by contacting the Office of Human Resources.

Additional Contact Information

Office for Civil Rights, Chicago Office
U.S. Department of Education
111 N. Canal Street, Suite 1053
Chicago, IL60606-7204
(312) 353-886-8434

Megan Smith-Eggert, Director of Athletics/Title IX Coordinator
Robert Morris University
401 S. State Street
Chicago, IL60605
(312) 935-6800

Arlene Regnerus, Compliance Auditor
Robert Morris University
401 S. State Street
Chicago, IL 60605
(312) 935-6233

Veterans Benefits

Robert Morris students do not qualify for the IVG, Illinois Veterans Grant, whereby tuition is fully paid. This grant applies only to state colleges and universities, not private institutions.

Individuals in the National Guard (reserves), those who have been on active duty, those receiving vocational rehabilitation, or children of a disabled/deceased veteran may be eligible for benefits.

Any students interested in determining which benefits they may be eligible for, must speak with the VA representative of the University to determine benefit eligibility and which forms must be completed. All interested veterans must provide a copy of their DD214 and complete the VA form 22-1995 or 22-1990, if attended college previously. Dependents of veterans should speak to the VA representative first to determine which documents are needed to determine eligibility. RMU does participate in the Yellow Ribbon Program, the Post 9/11 GI Bill.

Any previously enrolled veterans may apply to return to the University and will return in the same academic standing in which they left. Also, any veterans deployed while enrolled will have their tuition forgiven for the term in which they left. Returning veterans must also meet with the VA representative on campus and complete the appropriate forms to reactivate their benefits.

Disclosures

Institutional Accreditations

Robert Morris University is approved by the Illinois Board of Higher Education and is authorized to award the:

- ♦ Master of Management
- ♦ Master of Business Administration
- ♦ Master of Information Systems
- ♦ Bachelor of Business Administration Degree
- ♦ Bachelor of Applied Science Degree in Graphic Design
- ♦ Bachelor of Applied Science Degree in Computer Studies
- ♦ Bachelor of Professional Studies Degree
- ♦ Associate in Applied Science Degree

Robert Morris University is accredited by the Higher Learning Commission and is a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602, (312) 263-0456.

Robert Morris University, through its School of Business Administration, has the following degree programs accredited by the International Assembly for Collegiate Business Education (IACBE): Bachelor of Business Administration Degree with concentrations in Accounting, Management, Health/Fitness Management, Hospitality Management, and Law Office Management.

The Robert Morris University Medical Assisting Diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Medical Assisting Education Review Board (MAERB).

Pass Rates:

- ♦ 81% MA Northern Region, AMT RMA (American Medical Technologists, Registered Medical Assistant Certification)
- ♦ 89% MA Central Region, AMT RMA (American Medical Technologists, Registered Medical Assistant Certification)

The Robert Morris University Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Accreditation Review Council on Education in Surgical Technology & Surgical Assisting (ARC-STSA).

Pass Rates:

- ♦ 100% CH, 80% DuPage pass rates, AST CST (Association of Surgical Technologists, Certified Surgical Technologist)

Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, Florida 33756, (727) 210-2350, www.caahep.org.

Robert Morris University's Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN)

Pass Rates:

- ♦ 100% pass rate Chicago and DuPage, NCLEX-RN (National Council Licensure Examination for Registered Nurses)

The Robert Morris University Pharmacy Technician program is certified through the Pharmacy Technician Certification Board. students sit for certification once program is completed.

Pass Rates:

- ♦ 100% pass rate, PTCB CPht (Pharmacy Technician Certification Board, Certified Pharmacy Technician)

Robert Morris University is:

- ♦ Approved for foreign students by the U.S. Justice Department. The University is authorized under Federal law to enroll non-immigrant alien students.
- ♦ Approved for Veteran's Administration educational benefits. Servicepersons and veterans should contact the Associate Registrar for information.
- ♦ Approved for Social Security by the Department of Health and Human Services.
- ♦ Approved by the Illinois Department of Vocational Rehabilitation Training.
- ♦ Approved by the American Bar Association for the Paralegal Program.
- ♦ Approved by the Department of Education to offer Title IV Financial Aid funding.
- ♦ Approved by the Illinois Student Assistance Commission to award state financial aid.

Licensure Programs

Students may find the Drafting & Design Technology curriculum helpful in preparing for the National Council for Interior Design Qualification (NCIDQ) exam; however, the program is not intended to prepare students for the NCIDQ certification.

The BPS in Architectural Technology will not qualify a student to sit for the NCARB (National Council of Architectural Registration Board) exam. Upon completion of the degree students will be eligible for a variety of job opportunities in construction, real estate management, as well as entry-level positions in the construction, space planning, and architectural industries.

Consumer Information & More

Family Educational Rights & Privacy Act (FERPA) [99.7]

In compliance with the Family Educational Rights and Privacy Act of 1974, Robert Morris University protects the rights of students with relation to the accuracy and privacy of their educational records. In accordance with the provision of this Act, Robert Morris University has established basic policies to prevent the release of any personally identifiable information regarding any of its students, without first having received the consent of the student in writing.

When a student reaches the age of 18 or begins attending a postsecondary institution, regardless of age, FERPA rights transfer from the parent to the student. However, Robert Morris University recognizes that many parents are concerned about their students' academic progress. If their son or daughter is claimed as a dependent on their income tax, we will provide academic and financial information to either parent upon proof of identity. Students who are not claimed as a dependent must continue to provide authorization to the parent(s) to access the records. Parents must obtain a signed consent from their child to receive non-directory information.

Robert Morris University will generally release certain directory information pertaining to its students to the public. This information could include the following: name, address, phone listing, program, dates of attendance, degree earned, photograph, post-graduation employer and job title, participation in activities, recognition received, and the most recent post-secondary institution attended by the student. If this information should not be released, the student must notify the Student Information Department in writing.

Records kept by the Student Information Department and accessible to students are: name, address, (local, permanent, international), grades, academic transcript, transfer credit evaluation, credit by examination or experiential learning, and registration documents. RMU can provide an eligible student with copies of education records, or make other arrangements. Under FERPA, RMU can provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request. Students must show a valid university ID or valid photograph ID in order to review these documents. Many concerns can be handled by appointment. Appeals for requesting an amendment to the student's education record can be made in the Student Information Department.

For more information, see the *Student Handbook*, the University's website at robertmorris.edu/financialaid/information/privacy or contact the Director of Student Information.

Drug & Alcohol Abuse Prevention Information (P.L. 101-226 & P.L. 101-60-1)

Description: Policies regarding the illicit use of drugs or alcohol, consequences of substance abuse, and a listing of agencies that provide information on substance abuse. For more information, see the *Student Handbook*, contact the Sr. Vice President of Resource Administration, or see the University's website at <http://robertmorris.edu/about/safetyandsecurity/clery/>

Available Financial Assistance [CFR 668.42]

Description: A listing of available federal, state, and institutional need-based and non-need based financial assistance programs, the rights and responsibilities of students receiving financial aid, including loan repayment and loan deferments. For more information, see the *Student Handbook* and *The Student's Guide to Financial Aid at Robert Morris University* available at all Financial Services offices, and available on-line at <http://www.robertmorris.edu/financialaid/>. For assistance in obtaining institutional or financial aid information, please contact the financial aid office at any RMU location: <http://www.robertmorris.edu/financialaid/information/locations/>

Institutional Financial Information [CFR 668.43]

Description: Information about Robert Morris University's cost of attendance, financial assistance, refund policy, withdrawing from the University, and return of Title IV grant and loan assistance. For more information, see the *Student's Guide to Financial Aid at Robert Morris University* available at all Financial Services offices, and available on-line at <http://www.robertmorris.edu/financialaid/>.

Loan Levels

Federal law defines aggregate student loan limits for undergraduate and graduate degrees. Robert Morris University encourages conservative student borrowing in order to minimize student debt. However, the student may borrow up to the cost of attendance. All repayment arrangements are made between the lender/servicer and are the borrower's responsibility.

Institutional Academic Information [CFR 668.43]

Description: Information about Robert Morris University's academic programs, special services and facilities for disabled students, and entities that accredit, license, or approve the University and its programs. For more information, see the University's web site at <http://www.robertmorris.edu/academicprograms/> and <http://www.robertmorris.edu/tutoring/disabilities/> and www.robertmorris.edu/about/accreditation.

Graduation Rate [CFR 668.45]

Description: This report shows the percentage of first-time freshmen that enter the institution in the fall term, and complete their program within 150% of normal time. To view the report, see the University's web site at <http://www.robertmorris.edu/about/consumerinfo/>, or contact the Sr. Vice President of Resource Administration to request a paper copy.

Graduation Rate for Student Athletes [CFR 668.48]

Description: This report shows the percentage of first-time freshmen student athletes that enter the institution in the fall term,

and complete their program within 150% of normal time. Included is the number of students, by race and gender within each sport, who attended the school during the prior year and received athletically-related student aid. To view the report, see the University's web site at <http://www.robertmorris.edu/about/consumerinfo/>, contact the Athletic Department, or e-mail athletics@robertmorris.edu to request a paper copy.

Campus Security Policies & Procedures [CFR 668.46]

Description: Policies regarding public safety and awareness and procedures for reporting criminal actions and other emergencies. For more information, see the *Student Handbook*, contact the Sr. Vice President of Resource Administration, or see the University's web site at <http://www.robertmorris.edu/about/safetyandsecurity/>.

Campus Security Report [CFR 668.46]

Description: This report shows statistics for the 3 most recent calendar years of the offenses occurring on campus, at off-campus sites, or in the immediate vicinity, that were reported to campus security authority or local police. For more information, see the *Student Handbook*. To view the report, see the University's web site at <http://www.robertmorris.edu/about/safetyandsecurity/>, or contact the Sr. Vice President of Resource Administration to request a paper copy.

Athletic Program Participation Rates & Financial Support Data [CFR 668.47]

Description: This report shows the institution's total undergraduate enrollment by gender, number and gender of participants in varsity athletic teams, and number and gender of coaches for each team. It also includes revenue and operating expenses attributable to each team, average annual salary for coaches, athletically-related student aid awarded to each team, and total recruiting expenses for men's teams and women's teams. For more information, contact the Athletic Department, e-mail athletics@robertmorris.edu to request a paper copy of the annual *Athletics Disclosure Report* or see the University's web site at <http://www.robertmorris.edu/about/consumerinfo/>.

Fire Safety Report on Student Housing [HEOA 488(g)]

Description: this report shows statistics for each on-campus student housing facility during the most recent calendar years. For more information, contact the Sr. Vice President of Resource Administration to request a paper copy, or see the University's website at <http://www.robertmorris.edu/about/safetyandsecurity/fire/>.

Non-Discrimination Policy

Robert Morris University admits students of any race, ethnicity, color, age, sex, national origin, or with any disability to all the rights, privileges, and activities generally accorded or made available to students at Robert Morris University; and does not

discriminate on the basis of race, ethnicity, color, age, sex, national origin or students with disabilities in administration of its educational policies, admissions policies, loan programs, placement services, housing, and other school-administered programs.

Upon request, the Office of the Sr. Vice President of Resource Administration will supply information concerning accessibility, elevator availability, parking arrangements, and housing to any student with a disability.

Book Costs

Information on specific books and costs for each course may be obtained via <http://ebookstore.robertmorris.edu/>.

Student Body Diversity and Characteristics

Information on student diversity is available via www.robertmorris.edu/about/consumerinfo/.

Retention Rates

Information on retention rates is available via www.robertmorris.edu/about/consumerinfo/.

Transfer of Credit Policies & Articulation Agreements

In addition to the information regarding transfer of credit policies provided in this bulletin, specific articulation agreement information is available via <http://www.robertmorris.edu/transfer/>.

Placement in Employment/Post-Graduate Education

Placement in employment and types of graduate education in which our graduates enroll is available via <http://www.robertmorris.edu/careerservices/index.html>.

Vaccination Policy

Students are expected to remain current with immunizations. Students in particular programs must show proof of immunizations before enrolling in practicum, internship or externship experiences. www.robertmorris.edu/about/consumerinfo/.

Other Information

Information on the following areas is available on the University's website at the link below.

- Copyright Infringement Policies& Sanctions (Peer-to-Peer File Sharing)
- Voter Registration Information

www.robertmorris.edu/about/consumerinfo/.

Financial Information

The Student Guide to Financial Aid at Robert Morris University and information from the U.S. Department of Education is available from the Financial Services Office and online. These guides offer further explanation about the financial assistance process at Robert Morris University.

The schedule of fees below is effective for all students enrolled between July 1, 2014 and June 30, 2015.

Application Fee **\$20**
Payable with all applications for admission and is non-refundable.

Undergraduate Tuition **\$8400**
The full-time tuition covers credit course enrollment except for an overload. All students taking 12 to 24 quarter hours per quarter will be charged the full-time tuition rate. Any student given permission by the Provost to take more than 24 hours will be charged extra for the additional courses. Any students wishing to enroll in more than 18 hours in any given quarter must have approval of the Director of Education.

Tuition is assessed each term based on enrolled hours on the day representing the official census for verification of enrollment, which is the first day of the second week of each quarter. No tuition adjustment is done for repeated, incomplete, or failed coursework previously charged.

Part-Time Tuition (6-11 credit hours) **\$5600**
Less than Part-Time Study **\$2800**
(less than 6 credit hours)

Graduate Tuition **\$2700 per course**
Per Credit Hour **\$675 per credit hour**
Registration Fee:
Second Master's Degree and/or **\$100/course**
Second Concentration

Program Fees (per Quarter)
Computer Network Specialist (through BAS Degree) **\$590**
Graphic Arts (through BAS Degree) **\$480**
Culinary Arts (through BPS Degree) **\$1250**
Medical Assisting **\$315**
Nursing **\$1360**
Surgical Technology **\$1360**
Graduate **\$250**

**An additional deposit may be required for specific programs.*

Deposit Fees
Nursing Program **\$200 (on student account)**
Surgical Technology Program **\$200 (on student account)**
Housing **\$300 (held in reserve)**
Study Abroad **\$300 (held in reserve)**

Housing Rates
Chicago – University Center (1st thru 3rd quarters) **\$4200 per quarter**
Chicago – University Center (3 qtr. contract – non-refundable) **\$12,600 per 3 quarters**
Chicago – University Center 4th or 5th quarter) **\$1000 per quarter**

Activity Fee (Graduate/Undergraduate) **\$150 per quarter**
Transportation Fee **\$90 per quarter**

All Chicago full-time students will receive a CTA Ventra UPass each quarter for unlimited rides on any CTA bus or train 24/7. All Chicago-area University students are assessed a fee which is mandated by the CTA.

Study Abroad Fees (Study Abroad fees are determined for each individual program-does **not** include tuition or program fees)

Estimated Textbooks and Supplies for Entire Program
Book and supply prices vary each year depending upon textbook selection. Current prices will be used at the time of sale. This year, depending upon the program, estimated cost of books and supplies per quarter for full-time students will range between \$300 and \$750. Local sales tax will add to the total. (Book prices are set by publishers and subject to change without notice.)

Enrollment Status
After the registration process is complete, students receive their schedule for the new quarter. Students will be asked to validate the accuracy of their schedule by viewing their schedule on their RMU Portal by Friday of Week 1.
Faculty confirmation of students in each class constitutes the basis for official enrollment. Students who are not confirmed by faculty for a class will risk being withdrawn from that class or the University.

Once the classes are confirmed, all students enrolled in classes, after this point, which have not initiated their own withdrawal from classes or from school, will receive grades earned for all classes on their schedule. Students, who initiate a withdrawal from school or

any class beginning Week 7 and thereafter, will receive WFs in their class(es).

Payment Plan

Installment payment plan (The first quarter installment is due Monday, Week 6 and the second quarter installment is due Monday, Week 10.)

No interest is charged on the payment plan. Students whose accounts are more than 30 days past due will be contacted by the University's Financial Services Office to make satisfactory arrangements to bring the student's delinquent account current status. If the student fails to fulfill these arrangements, the student will be subject to suspension from the University and may re-enter only upon full payment of the delinquent portion of his/her account.

Students, who are eligible to participate in the various financial aid programs available from the U.S. Department of Education, are responsible for the timely submission of all forms, applications, and documentation required by the various governmental agencies. If the student fails to submit the above material by the proper deadlines and therefore, is deemed ineligible for financial aid, the student then becomes solely responsible for making payment to the University for financial aid not received.

Students may either bring or mail their payments to the Financial Services Office or Payment Center. Students can also make payments on-line.

The following students are not eligible for student financial assistance or the University's payment plan. These students must pay tuition for the entire term or program on/or before the first day of class:

- Foreign nationals studying on student visas
- Non-degree seeking students
- Undocumented aliens living in the United States
- Persons in default of student loans or owing refunds on federal or state grants
- Students in an active bankruptcy

Payment of Account

In order for students to re-register for subsequent terms of study, they must clear any financial obligations they have incurred.

Financial aid eligibility may be affected by changes in enrollment status, regardless of the continuation of financial charges for dropped classes. Enrollment status for the entire quarter is

determined by the University’s official census on the first day of the second week of each respective quarter. Full-time enrollment status at the University requires 12 credit hours or more per quarter, part-time enrollment requires 6-11 credit hours per quarter, less than part-time enrollment requires less than 6 credit hours per quarter. Financial aid awards may be reduced or eliminated for less than full-time enrollment in accordance with federal or state guidelines.

Incidental charges on the account will be included on the monthly billing statement. Payment of these charges is to be made in full upon receipt of the billing statement along with regularly agreed upon payments.

Satisfactory Academic Progress

In order to receive financial assistance, a student must maintain satisfactory academic progress as explained in the Academic Progress Policy (see page 132 or 139).

Non-Degree Seeking Status

Students must prepay all tuition and fees before each quarter begin. Students taking classes in a program where program fees are assessed must also prepay appropriate fees. There is no financial assistance available for non-degree seeking students.

Institutional Scholarships

Robert Morris University scholarships are earned based upon enrollment and applied to the student’s account coinciding with how students are charged tuition. During the first 10% of the quarter, no scholarship is earned; after 10% through 100% of the quarter, 100% of the scholarship is earned.

Withdrawals & Refunds

Since faculty engagements and other commitments are made in advance, the following refund policy has been established:

If withdrawal occurs...	...before 10% of the quarter is completed.	...after 10-100% of the quarter is completed
You will be charged...	-0-	100% of quarter’s tuition
Tuition refund will be...	100% of quarter’s tuition	-0-

Officially Withdrawing from Robert Morris University

A student is required to officially withdraw from classes or from the University by notifying his/her Program Director/Student Advisor or Director of Education of his/her intent to withdraw from any or all classes. **Non-attendance does not constitute a withdrawal.**

Institutional & Title IV Aid Refunds for Withdrawn Students

The basis of the refund calculation is determined by the percent of the quarter that is completed prior to the withdrawal. The following formula is used to calculate the percent of the quarter completed:

Day of Withdrawal

Total Number of (Calendar) Days in Quarter

= Percent of Quarter Completed

For example, if a student withdraws from the institution on the 28th day of a quarter that is 69 days long, the percent of quarter completed will be 41% (28/69=41%). *(Note: Holidays and weekends are included when counting the number of days except when a holiday exceeds five consecutive days).*

The following schedules illustrate how much tuition and Title IV Aid will be refunded on withdrawn students:

If withdrawal occurs...	...before 10% of the quarter is completed.	...after 10-100% of the quarter is completed
You will be charged...	-0-	100% of quarter’s tuition
Tuition refund will be...	100% of quarter’s tuition	-0-

If withdrawal occurs...	...before 60% of the quarter is completed	...after 60-100% of the quarter is completed.
RMU will collect...	% of Title IV Aid equivalent to % of quarter completed.	100% of quarter’s Title IV Aid
Title IV refund will be...	% of Title IV Aid equivalent to % of quarter that WAS NOT completed	-0-

Federal work-study funds are not taken into account when determining the refund due to Title IV programs.

All Title IV refunds and/or any other refunds computed at the time of withdrawal will be refunded according to the following Federal hierarchy:

T	
I	
T	Unsubsidized Stafford Loans
L	Subsidized Stafford Loans
E	Perkins Loans
	PLUS Loans
	Pell Grant
I	SEOG Grant
V	
O	MAP* (State) Grant
T	Private Loans
H	RMU Grants & Scholarships
E	Outside Source Payments & Scholarships
R	Student/Parent Cash Payments

*Monetary Award Program (MAP - State) Grant is applied only to tuition. MAP received in excess of tuition charged must be refunded to the State of Illinois.

Withdrawal Record

Sample 1 - Withdrawal Before 60% of Quarter Completed

STUDENT INFORMATION

Student Name:	SAMPLE #1	Quarter Start Date:	07/20/15
SS#:	333-44-5555	WD Date:	08/12/15
Campus:	OP	Quarter End Date:	09/26/15
Address:	123 MAIN STREET	RMC COSL Date:	08/17/15
City, State, ZIP:	ANYTOWN, IL 12345	Lender Name:	Direct Loan
		Lender Address:	
		City, State, ZIP:	

TUITION & OTHER CHARGES

PERCENTAGES

PROGRAM COSTS	WD Quarter	Prior Quarter(s)	Before Adjs	After W/D Adjs	# Days Attended:	24	<u>Amount of Unearned Tuition - WD Qtr</u>	
TUITION	\$8,400.00		\$8,400.00	\$8,400.00	# Days In Term:	69		
BOOK CHARGES	\$575.00		\$575.00	\$575.00	Percent Completed:	34.8%	\$8,400.00	Tuition Charge - WD Qtr
CASH ADVANCES					Earned Aid:	34.8%	100%	x Earned Tuition %
MISC. CHARGES					Unearned Aid:	65.2%	\$8,400.00	= Tuition
TOTAL COSTS	\$8,975.00	\$0.00	\$8,975.00	\$8,975.00	Earned Tuition:	100.0%		
					Unearned Tuition:	0.0%		

FINANCIAL AID & OTHER PAYMENTS

ADJUSTMENTS

PAYMENTS

Amount of Title IV Unearned Aid - WD Qtr.

Source	WD Quarter	Prior Quarter(s)	Before Adjs	Refunds	PWD's	After W/D Adjs		
UNSUB LOAN						\$0.00	\$1,166.00	Total Title IV Aid - Disbursed (Posted)
SUB LOAN	\$1,166.00		\$1,166.00	\$90.33		\$1,075.67	\$1,925.00	Plus Title IV Aid that could have been disbursed
PERKINS						\$0.00	\$3,091.00	Total Title IV Aid for WD Qtr
PLUS LOAN						\$0.00	34.8%	x Earned Title IV Aid %
PELL (Actual)						\$0.00	\$1,075.67	Total Earned Title IV Aid - WD Qtr
PELL (Expected)	\$1,925.00		\$1,925.00			\$0.00	\$90.33	Required Title IV Refund
ACG (Actual)						\$0.00	\$5,109.00	Account Balance prior to Withdrawal
ACG (Expected)						\$0.00	\$0.00	Less: Tuition Reversal
SMART (Actual)						\$0.00	\$90.33	Plus: Financial Aid Refunds
SMART (Expected)						\$0.00	-\$1,573.00	Less: Expected Financial Aid
SEOG						\$0.00	\$3,626.33	Account balance after withdrawal adjustments.
MAP (Actual)						\$0.00		
MAP (Expected)	\$1,573.00		\$1,573.00			\$1,573.00		
RMC						\$0.00		
OTHER						\$0.00		
CASH	\$2,700.00		\$2,700.00			\$2,700.00		
TOTAL PAYMENTS	\$7,364.00	\$0.00	\$7,364.00	\$90.33	\$0.00	\$5,348.67		

Withdrawal Record

Sample 2 - Withdrawal After 60% of Quarter Completed

STUDENT INFORMATION

Student Name:	SAMPLE #2	Quarter Start Date:	09/28/15
SS#:	111-22-3333	WD Date:	11/11/15
Campus:	CH	Quarter End Date:	12/05/15
Address:	123 MAIN STREET	RMC COSL Date:	11/16/15
City, State, ZIP:	ANYTOWN, IL 12345	Lender Name:	Direct Loan
		Lender Address:	
		City, State, ZIP:	

TUITION & OTHER CHARGES

PERCENTAGES

PROGRAM COSTS	WD Quarter	Prior Quarter(s)	Before Adjs	After W/D Adjs	# Days Attended: 45		<u>Amount of Unearned Tuition - WD Qtr</u>
TUITION	\$8,400.00	\$8,400.00	\$16,800.00	\$16,800.00	# Days In Term: 69		
BOOK CHARGES	\$475.00	\$550.00	\$1,025.00	\$1,025.00	Percent Completed: 65.2%	\$8,400.00	Tuition Charge - WD Qtr
CASH ADVANCES					Earned Aid: 100.0%	100.0% x Earned Tuition %	
MISC.CHARGES					Unearned Aid: 0.0%	\$8,400.00	= Tuition
TOTAL COSTS	\$8,875.00	\$8,950.00	\$17,825.00	\$17,825.00	Earned Tuition: 100.0%		
					Unearned Tuition: 0.0%		

FINANCIAL AID & OTHER PAYMENTS

ADJUSTMENTS

PAYMENTS

Amount of Title IV Unearned Aid - WD Qtr.

Source	WD Quarter	Prior Quarter(s)	Before Adjs	Refunds	PWD's	After W/D Adjs		
UNSUB LOAN						\$0.00	\$1,166.00	Total Title IV Aid - Disbursed (Posted)
SUB LOAN	\$1,166.00	\$1,166.00	\$2,332.00			\$2,332.00	\$1,925.00	Plus Title IV Aid that could have been disbursed
PERKINS						\$0.00	\$3,091.00	Total Title IV Aid for WD Qtr
PLUS LOAN						\$0.00	100.0% x Earned Title IV Aid %	
PELL (Actual)		\$1,925.00	\$1,925.00			\$1,925.00	\$3,091.00	Total Earned Title IV Aid - WD Qtr
PELL (Expected)	\$1,925.00		\$1,925.00		\$1,925.00	\$1,925.00		
ACG (Actual)						\$0.00	-\$1,925.00	Post Withdrawal Disbursement Required
ACG (Expected)						\$0.00	\$6,495.00	Account Balance prior to Withdrawal
SMART (Actual)						\$0.00	-\$1,925.00	Less: Total Post Withdrawal Disbursement
SMART (Expected)						\$0.00	\$0.00	Plus: Financial Aid Refunds
SEOG						\$0.00	\$0.00	Plus: Post Withdrawal Disb. Offered to Student
MAP (Actual)		\$1,573.00	\$1,573.00			\$1,573.00	-\$1,573.00	Less: Expected Financial Aid
MAP (Expected)	\$1,573.00		\$1,573.00			\$1,573.00	\$2,997.00	Account balance after withdrawal adjustments
RMC						\$0.00		
OTHER						\$0.00		
CASH	\$2,000.00	\$3,500.00	\$5,500.00			\$5,500.00		
TOTAL PAYMENTS	\$6,664.00	\$8,164.00	\$14,828.00	\$0.00	\$1,925.00	\$14,828.00		

Second Degree Guidelines

Students Who Wish to Earn a Second Associate Degree

Students must complete the following:

- A four-quarter full-time or an eight-quarter part-time (48 quarter hours of earned RMU credit) residency requirement for the second degree
- General education requirements equivalent to the general education courses required at Robert Morris University both in course-by-course transfer and specified hours*
- All major requirements for the degree
- Financial assistance is very limited for all students seeking a second degree

Students Who Wish to Earn a Second Bachelor's Degree

Students must complete the following:

- General education requirements equivalent to the general education courses required at Robert Morris University both in course-by-course transfer and specified hours*
- All major requirements for the degree
- Financial assistance is very limited for all students seeking a second degree

Other Guidelines for Students with Earned Bachelor's Degrees

- Students with earned Bachelor's degrees can enroll as a non-degree seeking student at the University and enroll in individual classes.
- Students who have earned a Bachelor's degree from other institutions can attend Robert Morris University part-time in the Day or Evening Division; or full-time in the Day or Evening Divisions to earn the degree of their choice.
- Students wishing to enter the BBA/MBA Management Program should apply through Admissions (transfer students) or through their Student Advisor (RMU students) by filing a Statement of Intent during the final semester or quarter of the Associate Degree program. Generally, this would be the fourth semester or sixth quarter in an Associate Degree program. A minimum of 78 quarter hours or 48 semester hours must be completed in order to apply for the program. Students begin

the program once the Associate Degree is earned. Returning or transfer students, who have already completed an Associate Degree, but have not started the Bachelor Degree program, may also apply. The request will be reviewed by the Graduate School Review Board. Permission to pursue the dual degree option will be considered based on the following criteria:

- Undergraduate grade point average (on a 4.0 scale)
- Letter of recommendation from faculty or advisor
- An essay explaining why you want to enter this program

Second Master's Degree Guidelines

- Robert Morris graduates from Morris Graduate School of Management may earn a second degree or concentration in the following way:
 - A minimum of 4 extra courses (16 total quarter hours) in an approved concentration or discipline; some options require more than 16 hours, and
 - All required courses in that particular degree

General Guidelines for all Students

- Robert Morris University accepts transfer credit either as course substitution or elective credit.
- Robert Morris University degree requirements are subject to change. Students are subject to the degree audit requirements in place at the time of reenrollment after a withdrawn period of time.
- The satisfactory academic progress policy applies and must be satisfied.

**Robert Morris University graduates who wish to seek a second AAS, BBA or BAS Degree must meet the current General Education and Major Requirements required at the time of enrollment in the second-degree program.*

Student Support Services

Robert Morris University's Student Support Services program has been active at RMU since September 1997 through grant funding from the U.S. Department of Education. The program is designed to increase college retention, graduation, and /or transfer rates, as well as foster an institutional climate that supports the success of low-income, first-generation, and disabled undergraduate college students. The program is open to Robert Morris University students enrolled at the Chicago campus, who meet specific selection criteria. At present the program serves 160 participants per academic year.

The program assists first-generation, low-income, and disabled students who have an academic need. In addition to cultural and enrichment activities, the program offers a variety of services including tutoring; mentoring; academic, financial, or personal counseling; workshops; and information about career options.

Purpose

The program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education and facilitates the process from one level of higher education to the next.

If you would like more information, please visit www.robertmorris.edu/community/trio.

Institutional Administration

Institutional Officers

Chancellor	Michael P. Violli B.S., Loyola University-Chicago M.S.A., University of Notre Dame M.Ed., University of Illinois
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Sr. Vice President for Enrollment Management	Nicole Farinella B.S., Illinois State University M.Ed., DePaul University

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Dean of the College of Nursing & Health Studies.....	Lora Timmons B.S., Iowa State University M.P.H., Northern Illinois University
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Dean of the Morris Graduate School of Management	Kayed Akkawi B.S., Illinois Institute of Technology M.S., Illinois Institute of Technology Ph.D., Illinois Institute of Technology
Dean of the School of Business Administration	Larry Nieman B.A., University of Michigan M.B.A., Central Michigan University
Dean of the Institute of Professional Arts.....	Shelley LaMantia-Wright B.A., Ray College of Design M.A., University of Illinois
Dean of Academic Initiatives & Innovation	Paula Diaz B.A. University of Denver M.F.A., University of Iowa
Dean of External Experiences	Deanna Ho BAS, Robert Morris University MM, Morris Graduate School of Management

Assistant Dean of the Morris Graduate School of Management.....
Diane Allen
 B.B.A., Robert Morris University
 M.A., DePaul University

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 Andy Berger

Chicago Evening Division Enrollment.....
 Ana Mendez

Liaison to Athletic Enrollment-Central, Illinois
 Justin Merriss

Schaumburg Campus
 Betsy Van Hoff

Dean of Student Information.....
 Stella Mach

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 Donna Kuntz – Peoria
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Director of Data Administration
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Director of Public Relations.....
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Director of Student Center.....
 Daniel Martin

Director of Student Life& Housing.....
 Janely Rivera

Director of Title VII Grant.....
 Lauren Miller

Director of Upward Bound/E.T.S.....
 Carolyn Basley

Associate Registrar
 Nancy Smith-Irons

Controller
 Melanie Carlin

Institutional Library Director
 Sue Dutler

Institutional Operations Director.....
 Nino Randazzo

Campus Directory

Arlington Heights

Main Switchboard	(847) 718-6700
Admissions	(847) 718-6702
Fax	(847) 718-6705

Bensenville

Main Switchboard	(630) 787-7800
Academics	(630) 878-7888
Admissions	(630) 780-7801
Bookstore	(630) 787-7859
Career Services	(630) 787-7813
Computer Center	(630) 787-7806
Financial Services	(630) 787-7820
Library	(630) 787-7879

Chicago

Main Switchboard	(800) 225-1520
	(312) 935-6800
Academics	(312) 935-6000
Admissions	(312) 935-4400
Athletics	(312) 935-6801
Bookstore	(312) 935-4476
Career Services	(312) 935-4422
Financial Services/Enrolled Students	(312) 935-4450
Financial Services/New Students	(312) 935-4075
Fitness Center	(312) 935-4250
Library	(312) 935-6050
Student Information	(312) 935-4878

DuPage

Main Switchboard	(630) 375-8000
Academics	(630) 375-8200
Admissions	(630) 375-8100
Athletics	(630) 375-8101
Bookstore	(630) 375-8035
Career Services	(630) 375-8158
Computer Center	(630) 375-8206
Cyber Café	(630) 375-8168
Financial Services	(630) 375-8150
Fitness Center	(630) 375-8040
Library	(630) 375-8208
Student Information	(630) 375-8200

Elgin

Main Switchboard	(847) 622-5900
Admissions	(847) 622-5904
Fax	(847) 622-5901

Lake County

Main Switchboard	(847) 578-6000
Admissions	(847) 578-6030
Career Services	(847) 578-7122
Tele-counseling	(847) 578-6000

Orland Park

Main Switchboard	(708) 226-3800
Orland Square	(708) 226-3800
Academics	(708) 226-3800
Admissions	(708) 226-3801
Bookstore	(708) 226-3818
Career Services	(708) 226-5330
Financial Services	(708) 226-3990
Library	(708) 226-3834
Student Information	(708) 226-3821

Peoria

Main Switchboard	(309) 636-8600
Academics	(309) 636-8600
Admissions	(309) 636-8600
Career Services	(309) 636-8673
Computer Center	(309) 636-8650
Financial Services	(309) 636-8606

Schaumburg

Main Switchboard	(847) 969-4000
Admissions	(847) 969-4073

Springfield

Main Switchboard	(217) 793-2500
Academics	(217) 793-4229
Admissions	(217) 726-1613
Bookstore	(217) 793-4170
Career Services	(217) 793-4247
Financial Services	(217) 726-1643
Library	(217) 726-1675
Student Information	(217) 793-4200

This Catalog is a reference for academic programs commencing after July 2015 and/or ending before June 30, 2016.

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This Catalog is not to be construed as the basis of any contract between the University and the student.

Campus Locations:

Arlington Heights

2123 S. Goebbert Road
Arlington Heights, IL 60005

Bensenville

1000 Tower Lane
Bensenville, IL60106

Chicago

401 S. State Street
Chicago, IL60605

DuPage

905 Meridian Lake Drive
Aurora, IL60504

Elgin

1701 Randall Road
Elgin, IL 60123

Lake County

1507 Waukegan road
Waukegan, IL60085

Orland Park

43 Orland Square
Orland Park, IL60462

Peoria

211 Fulton Street
Peoria, IL61602

Schaumburg

1000 E. Woodfield Road, #100
Schaumburg, IL 60173

Springfield

3101 Montvale Drive
Springfield, IL62704



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