

## General Description

The Business Management Department offers two academic programs: an Associate in Science in Business Management (MGT AS) and a Bachelor of Science in Business Management (MGT BS). The associate degree curriculum includes management, accounting, finance, and marketing current practices, office productivity software, and interpersonal skills essential for initial employment in business. The bachelor's degree curriculum builds on the education that the associate degree program provides, preparing students for a career in management, and providing the entrepreneurial skills to start and manage a small business.

Both the associate degree and bachelor's degree in Business Management emphasize a blend of technical, analytical and people skills, practicing what students will be doing in the typical workplace, integrating material across courses and functional areas of business, and becoming a lifelong learner, in particular in the areas of technology and management. AS Business Management courses, reflecting today's workplace, combine primarily face-to-face with online learning experiences.

Students in the Business Management associate degree program learn the basics of management, accounting, finance, marketing, and interpersonal relationship principles that are then applied in laboratory exercises, simulations, and cases. Hands-on training is provided for management skills, such as analyzing data, working effectively in teams, or making presentations, as well as building technical skills in Office Suite software including spreadsheets, databases, presentation and publishing software, and word processing. Students also become used to adapting to new technology, especially online. Communication skills, including writing and speaking, are refined; students practice their verbal skills by making various presentations and preparing for employment interviews.

Graduates of the Business Management Associate in Science Degree program may be qualified to work in many industries in a variety of positions such as customer, sales, or service associate, operations supervisor, business analyst, accounting clerk, executive assistant, office manager, and management trainee. In addition, graduates of this program are eligible to continue on for a Bachelor of Science Degree in Business Management.

## **Program Mission, Goals and Outcomes**

### **Program Mission**

The mission of the Business Management (MGT AS) Program is to provide a specialized associate degree program to prepare students to become employed as entry-level professionals in any number of fields in a variety of industries. The course work emphasizes integration of content and knowledge, hands-on learning experiences, practicing and developing management, technical, and soft/interpersonal skills, using the latest information technology used in organizations, and balanced class and lab time. The skilled MGT AS graduate can be hired as an indispensable professional who is involved in maintaining a variety of aspects of a business.

### **Program Goals**

1. The MGT AS program will provide learning opportunities for students to acquire and practice the management knowledge and skills needed to function as entry level professionals in a variety of organizations.
2. The MGT AS program will provide students the opportunity to acquire technical, interpersonal, and analytical knowledge and skills.
3. The MGT AS program will prepare students for entry into a Business Management baccalaureate degree program.

### **Program Outcomes**

Graduates of this program will be able to:

1. Apply current business management practices and technologies and develop skills for related lifelong learning.
2. Effectively perform and supervise business processes, teamwork, and projects.
3. Make effective business decisions using relevant technology and data.
4. Communicate effectively in a variety of business situations.
5. Recognize differences and develop professional relationships across individually and culturally diverse stakeholders.
6. Recognize and voice their values related to ethical conflicts faced in organizations.
7. Create and follow a plan to launch and develop a chosen career path.

**Curriculum**

Term I					
Course No.		Course Title	C	L	T
MGM	105	Effective Teams and Projects	2	2	3
MGM	108	Introduction to Business	4	0	4
MGM	111	Workplace Technology	2	2	3
EN	100	Introduction to College Writing (COM Core)	4	0	4
			12	4	14

Term II					
Course No.		Course Title	C	L	T
MGM	133	Principles of Management	4	0	4
MGM	135	Business Analysis with Spreadsheets	3	2	4
EN	200	Workplace Communications (COM Core)	4	0	4
<b>CHOOSE ONE (depending upon Math placement)</b>					
MA	105	Basic College Math with Lab (MA/SCI Core)	4	2	5
MA	110	Introduction to College Math (MA/SCI Core)	4	0	4
MA	121	Business Math (MA/SCI Core)	4	0	4
MA	200	Applied Math for Business (MA/SCI Core) (BS* Students)	4	0	4
			15	2/ 4	16/ 17

Term III					
Course No.		Course Title	C	L	T
MGM	130	Accounting Fundamentals	3	2	4
MGM	134	Business Communication	3	2	4
MGM	158	International Business	4	0	4
<b>CHOOSE ONE (depending upon Term II)</b>					
MA	121	Business Math (MA/SCI Core)	4	0	4
MA	200	Applied Math for Business (MA/SCI Core) (BS* Students)	4	0	4
ELECTIVE	100-200 Level Mathematics/Science Core		4	0	4
			14	4	16

Term IV					
Course No.		Course Title	C	L	T
MGM	210	Marketing Communications	3	2	4
MGM	232	Database Fundamentals	3	2	4
MGM	270	Business Accounting	3	2	4
EC	203	Principles of Economics (SS Core)	4	0	4
			13	6	16

Term V					
Course No.		Course Title	C	L	T
MGM	230	Planning Your Financial Future	2	2	3
MGM	243	Career Development	4	0	4
MGM	258	Management Simulation	3	2	4
BU	236	<i>Small Business and the Law (SS Core)</i>	4	0	4
<b>ELECTIVE</b>		<i>100-200 Level Humanities (or Arts/Foreign Language) Core</i>	4	0	4
			17	4	19

Term VI					
Course No.		Course Title	C	L	T
MGM	264	Sales and Customer Service	2	2	3
MGM	288	Project Planning	3	2	4
<b>ELECTIVE</b>		<i>100-200 Level Humanities (or Arts/Foreign Language) Core</i>	4	0	4
<b>CHOOSE ONE</b>					
MGM	277	Leadership in Action	4	0	4
MGM	296	Associate Internship	2	10	4
			11/ 13	4/ 14	15
<i>Total Quarter Credit Hours = 96-97</i>					

**Legend**

C = Number of lecture hours per week

L = Number of laboratory hours per week

T = Total Quarter Credit Hours where each lecture hour per week is one credit, every 2-4 laboratory hours are one credit depending on the expected amount of pre- or post-lab work.

*PLEASE NOTE: All liberal arts core courses are listed in italics.*

All associate degree students are required to take 32 credits of liberal arts and math/science courses as selected from the liberal arts core. See the course descriptions section of this catalog for a list of the core area courses. Students who place out of MA 105/110 must still take 32 credits of core courses.

\*For students intending to enroll in the bachelor's program in Business Management upon completion of the associate degree program.

Subject to change.

### **Liberal Arts Core Electives**

All programs must meet certain minimum requirements in both the major and in the liberal arts. Course requirements for each program are listed in each curriculum along with liberal arts selections. Courses listed as “Core Electives” in a curriculum can be chosen by students from one of the several core areas listed below. Each core area provides a variety of courses for student choice. Students must take a minimum of 32 credits in core electives for the associate degree and an additional minimum of 28 credits for the bachelor’s degree. Individual majors have specific requirements and may require more than the minimum number of liberal arts credits or may specify certain courses in a particular core area. All liberal arts core elective courses are 4 credits. Please refer to the curriculum of the major for specific requirements.

### **Associate Degree Core Elective Areas<sup>1</sup>**

**To obtain a minimum of 8 courses (32 credits), students may choose from the following course selections:**

- 2 courses (minimum) from the Communications Core**
- 2 courses (minimum) from the Math/Science Core**
- 1-2 courses from the Humanities Core OR**
  - 1 course from the Humanities Core AND/OR**
  - 1 course from the Arts/Foreign Language Core**
- 1-2 courses from the Social Sciences Core**

### **Associate Degree Courses by Core<sup>1</sup>**

#### **Communications Core Electives (Minimum 8 Credits)**

EN 100 Introduction to College Writing  
EN 106 Service Industry Communications  
EN 110 Healthcare Communications  
EN 200 Workplace Communications  
EN 211 Oral Communications  
HU 208 Rap/Rock and Poetry

#### **Math/Science Core Electives (Minimum 8 Credits)**

CHM 101 Life Science Chemistry  
MA 100/110 Introduction to College Math  
MA 109 Math for Life Science  
MA 121 Business Math  
MA 125 Technical Math I  
MA 200 Applied Math for Business  
MA 210 Technical Math II  
PHY 126 Applied Physics & Lab  
PHY 200 Physics I and Lab  
SCI 110 Environmental Science

#### **Arts/Foreign Language Core Electives (Maximum of 4 Credits in Place of a Humanities Course)**

AR 203 Introduction to Drawing  
AR 204 Introduction to Theater  
AR 206 3D Sculpture: an Adventure in the Third Dimension  
AR 207 Introduction to Applied Music  
AR 209 The Art of Collage  
JP 201 Introduction to Japanese

SP 201 Introduction to Spanish  
SP 203 Spanish for Healthcare Workers

**Humanities Core Electives (Minimum 4 Credits)**

HU 208 Rap/Rock and Poetry  
HU 211 Introduction to Film  
HU 212 Documentary Film  
HU 215 Popular Culture  
HU 216 Music and the Media  
HU 240 Graphic Design in the 20<sup>th</sup> Century  
HU 242 The Automobile and American Culture  
HU 244 Science Fiction  
HU 291 Critical Thinking and Chess

**Social Sciences Core Electives (Minimum 4 Credits)**

BU 236 Small Business and the Law  
EC 203 Principles of Economics  
HI 231 Contemporary History  
HI 235 Architectural History  
HI 280 The Holocaust  
PS 140 Life-Span Development  
PS 201 Introduction to Psychology  
PS 202 Psychology of Healthcare  
PS 203 Psychology of Happiness  
PS 210 Human Relations in the Workplace  
SO 203 Social Problems  
SO 220 Internet and Society  
SO 231 Crime and Deviance  
SS 140 Criminal Investigations  
SS 201 American Government in Action  
SS 203 Terrorism & National Security  
SS 204 Juvenile Justice System in America  
SS 206 Constitutional Values in the 21<sup>st</sup> Century  
SS 221 Technology and American Life  
SS 222 Mindful Living

1. Subject to Change

### Degree Progress Checklist

Check off each completed course.

<b>Program Requirements</b>			
T1	MGM	105	_____
	MGM	108	_____
	MGM	111	_____
T2	MGM	133	_____
	MGM	135	_____
T3	MGM	130	_____
	MGM	134	_____
	MGM	158	_____
T4	MGM	210	_____
	MGM	232	_____
	MGM	270	_____
T5	MGM	230	_____
	MGM	243	_____
	MGM	258	_____
T6	MGM	264	_____
	MGM	288	_____
	CHOOSE ONE		
	MGM	277	_____
	MGM	296	_____

Students are advised to take courses in the order and in the term in which they appear on this checklist. Any deviation may result in an extended time required to complete your degree as well as additional tuition and fees. Please contact your Student Advisor prior to making any changes to the course sequence.

Subject to change.  
Please see your advisor for any questions.

**Management Electives**  
MGM 291                      MGM 277

**Liberal Arts Core Requirements**  
**8 Required Courses**

Each course = 4 credits (total of 32 credits)

<b>Communications Core</b>			
<b>#1</b>	EN 100	T1	_____
<b>#2</b>	EN 200	T2	_____

<b>Math/Science Core</b>			
<b>AS Track</b>			
<b>#3</b>	MA 105 or 110*	T2	_____
<b>#4</b>	MA 121	T3	_____
If you placed out of MA 105/110 take:			
<b>#3</b>	MA 121	T2	_____
<b>#4</b>	MA 200	T3	_____
<b>#4</b>	or 100-200 level MA/SCI elective	T3	_____
<b>BS Track</b>			
<b>#3</b>	MA 105 or 110*	T2	_____
<b>#4</b>	MA 200	T3	_____
If you placed out of MA 105/110 take:			
<b>#3</b>	MA 121	T2	_____
<b>#4</b>	MA 200	T3	_____

\*If you placed into MA 044 take MA 105 instead of MA 110.

<b>Humanities Core*</b>			
<b>#5</b>	100-200 level HU elective	T5	_____
<b>#6</b>	100-200 level HU elective	T6	_____

\*You may use one Arts/Foreign Language Core Elective to fulfill your Humanities Core.

<b>Social Sciences Core</b>			
<b>#7</b>	EC 203	T4	_____
<b>#8</b>	BU 236	T5	_____

## **Course Descriptions**

### **MGM 105 Effective Teams and Projects**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

Students learn the characteristics of highly effective teams and the value of team diversity. In addition, students learn and practice workplace professionalism, the concept of team collaboration, and apply project and time management.

### **MGM 108 Introduction to Business**

*4 Class Hours 4 Quarter Credit Hours*

This course provides an understanding of the functional areas of business and their related business processes and cycles, as well as careers in the functional areas. Students will complete a business simulation that will enable them to put into practice their understanding of accounting, management, and marketing.

### **MGM 111 Workplace Technology**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

This course introduces Windows-based applications including Word, PowerPoint, and Excel. File management to include cloud storage and collaboration is introduced and emphasized throughout the course. Basic computer concepts such as purchasing a computer and keeping safe in the cyber world are presented. Students research topics that will be presented collaboratively in class.

### **MGM 130 Accounting Fundamentals**

*3 Class Hours 2 Lab Hours 4 Quarter Credit Hours*

The accounting cycle, debits and credits, journals, and ledgers for a service business are introduced. Accounting for general office records and the preparation of financial statements are also covered. In addition, students are exposed to computerized accounting which reinforces the accounting cycle and accounting theory.

### **MGM 133 Principles of Management**

*4 Class Hours 4 Quarter Credit Hours*

This course will introduce students to the various functions, processes, and activities of management and help them apply these underlying theories to effectively manage people and organizations in a diverse, interconnected world. Students will examine historical, current, and future issues in management.

### **MGM 134 Business Communication**

*3 Class Hour 2 Lab Hours 4 Quarter Credit Hours*

Written and oral communications are emphasized in this course. A review of grammar and sentence structure fundamentals is given. Students compose business correspondence to include various types of letters and memos. Methods of effective speech are presented and practiced. Students research a topic and present their findings in both an APA-formatted report and a PowerPoint presentation. Skills in Word and PowerPoint continue to be developed.

### **MGM 135 Business Analysis with Spreadsheets**

*3 Class Hours 2 Lab Hours 4 Quarter Credit Hours*

Students learn and practice Excel spreadsheets and commonly used functions in businesses and organizations. Coursework focuses on Excel as a tool for business analysis. Students learn and practice using Excel spreadsheets, creating accurate formulas and using common functions to manage business data effectively. Students develop skill in analyzing existing worksheets to correct errors and improve formatting. In group projects, students apply best practices for developing logical, well-formatted worksheets to solve business problems.

### **MGM 158 International Business**



**4 Class Hours 4 Quarter Credit Hours**

This course introduces global business, cross-cultural communications, and international marketing. Students will consider how cross-cultural attitudes and cultural competence impact on management. Students will be able to effectively communicate in international business situations.

**MGM 210 Marketing Communications**

**3 Class Hours 2 Lab Hours 4 Quarter Credit Hours**

Communicating what an organization can offer to its customers is vital to its success. Students will learn the role of promotion within the larger world of marketing, and how to identify and communicate effectively with the target market for a particular product. Students will analyze existing marketing messages and create persuasive content for new marketing messages to be communicated via different types of media. Students will develop skills in desktop software and cloud-based applications to create persuasive promotions.

**MGM 230 Planning Your Financial Future**

**2 Class Hours 2 Lab Hours 3 Quarter Credit Hours**

Students will learn how to prepare for their successful financial future. Topics covered will include identifying financial goals, budgeting, cash and credit management, purchasing and owning a house, effective insurance buying, an introduction to investments, and retirement planning.

**MGM 232 Database Fundamentals**

**3 Class Hours 2 Lab Hours 4 Quarter Credit Hours**

The use of database software in a business is explored. Students create and modify several databases. Emphasis is on the creation of database objects to include tables, forms, queries, and reports. Students learn to create customized data-entry forms as well as to extract decision-making data from the tables to be laid out in attractive reports.

**MGM 243 Career Development**

**4 Class Hours 4 Quarter Credit Hours**

Students will learn the process and techniques of establishing a plan for their career development. Students will engage in career planning based on extensive self-assessment that will lead to proficiency in resume writing and pre-employment correspondence, professional networking, interpersonal skill development, career goal development, and interviewing preparation.

**MGM 258 Management Simulation**

**3 Class Hours 2 Lab Hours 4 Quarter Credit Hours**

In teams, students participate in weekly business simulations. Human resource concepts, business communication, and Microsoft Office skills will be emphasized throughout the simulations, where each student will have the opportunity to develop supervisory leadership skills.

**MGM 264 Sales and Customer Service**

**2 Class Hours 2 Lab Hours 3 Quarter Credit Hours**

Students will practice selling a product or service by qualifying the buyer, giving a presentation, handling consumer objections, and closing a sale. Students will focus on business-to-business sales. In addition, students will practice providing excellent customer service – face-to-face, on the phone, and online.

**MGM 270 Business Accounting**

**3 Class Hours 2 Lab Hours 4 Quarter Credit Hours**

*Prerequisite: MGM 130*

Students learn and apply the accounting cycle to a retail business, including inventory and costs of goods sold, and understand and apply major accounting cycles – sales, receivables, purchasing, payables, and cash flow. Students use QuickBooks accounting software.

**MGM 277 Leadership in Action**

*4 Class Hours 4 Quarter Credit Hours*

This course will address basic personal and interdependent leadership skills. Students will examine corporate responsibility and philanthropy to underserved and under-represented populations and will build leadership skills by engaging in a service learning project.

**MGM 288 Project Planning**

*3 Class Hours 2 Lab Hours 4 Quarter Credit Hours*

In this course, students will develop and practice project management skills and learn to use project management software to plan an end-of-term event. Also emphasized are the use of MS Office skills as well as other apps to complete projects for which each student will take the lead.

**MGM 296 Associate Internship**

*2 Class Hours 10 Field Hours 4 Quarter Credit Hours*

*Prerequisite: Department Chair permission.*

Students apply the skills acquired in the program in an organizational work setting and are required to work a minimum of 100 hours in the field. Students may work in a posted internship program or may use their current job. If using their current job, and in conjunction with the site supervisor, students must identify a project requiring 100 hours of work beyond their existing role and responsibilities. Such projects must be approved by the site supervisor and the department chair or internship instructor by Week 1. Student progress is evaluated by the site supervisor as well as by the internship instructor.

## **Liberal Arts Associate Degree Courses**

### **Art (Arts/Foreign Language Core)**

#### **AR 203 Introduction to Drawing**

*4 Class Hours 4 Quarter Credit Hours*

This course introduces students to key concepts and techniques integral to developing basic drawing skills. Class time will be spent discussing, demonstrating and practicing these skills in order to produce a comprehensive body of work specific to the course objectives. Course performance will be evaluated on effort and growth as opposed to artistic talent.

#### **AR 204 Introduction to Theater**

*4 Class Hours 4 Quarter Credit Hours*

This course will provide students with both a theoretical and practical understanding of acting and the theatrical process as evidenced by theatrical scenes, performed by students as a final project. Theater exercises will guide students toward self-discovery in order to explore character development and the interpretation of the content/themes of various plays. Students will write character analysis essays as a method for understanding the specific elements of acting necessary to accurately portray a given character. Students will also explore the ways in which a play is translated into a production with an emphasis on differentiating the functions of the playwright, the actor, the director, set designer and other members of a production team.

#### **AR 206 3D Sculpture: An Adventure in the Third Dimension**

*4 Class Hours 4 Quarter Credit Hours*

This course will teach students to think, see and function in 3-dimensional space. They will explore the differences and similarities between 2-dimensional and 3-dimensional representation in composition and design. Students will use a broad range of materials to create sculptures that will help them explore different aspects of 3-dimensional functioning. Class time will be spent in a combination of sculpture design and a discussion of slides of work reflecting the history of three-dimensional works of art from Greek times to the present. No prior experience with art courses is required.

#### **AR 207 Introduction to Applied Music**

*4 Class Hours 4 Quarter Credit Hours*

This course will afford students the opportunity to experience a "hands-on" approach to piano keyboard and composition. Each section of the course will focus on one musical concept through listening, playing and finally application. Because of the computer-assisted nature of the program, all levels of musical and keyboard comprehension can be accommodated and the course can be geared to the individual interests and needs of each student in the class.

#### **AR 209 The Art of Collage**

*4 Class Hours 4 Quarter Credit Hours*

Powerful imagery is a combination of technical skill and imagination. Students will exercise their ability to manipulate composition and color as well as cultivate the power of imagination in this studio class with a focus on collage, a technique where compositions are crafted by adhering various materials to a backing surface. Creativity and the development of ideas will be explored while acquiring a working knowledge of the elements and principles of art. The assemblage process of collage will be the design tool used to investigate, generate and express ideas. Students will research collage as an art form and examine the creative processes of various artistic disciplines. No prior experience is necessary. Students will be evaluated on their effort and creative growth as opposed to artistic talent.

### **Business (Social Sciences Core)**

**BU 236 Small Business and the Law**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course is designed for those students who intend to start and operate their own small business. This course will focus on the various elements associated with the start-up, acquisition and operation of a small business from the entrepreneurial point of view. Topics to be covered will include business formation, contract negotiations and drafting, financing, employee discrimination issues, customer relations issues, licensing, permits and tax basics. Additionally, students will be asked to complete a legal research assignment and prepare and present a business plan in their particular technological field of study.

**Chemistry (Math/Science Core)**

**CHM 101 Life Science Chemistry**

*3 Class Hours 2 Lab Hours 4 Quarter Credit Hours*

*Prerequisite: MA 100/110 or MA 109 or MA 105*

This course provides an introduction to inorganic chemistry and organic chemistry with a focus on Life Science applications as reflected in the selection of the text. Topics include measurement, units of concentration, the nature of atoms, states of matter, periodicity, bonding, stoichiometry, chemical reactions, thermodynamics and kinetics.

**Community Enrichment**

**CE 101 Community Enrichment**

*1 Class Hour 1 Quarter Credit Hour*

This online course is offered through the Feinstein Enriching America Program. Weekly assignments include topics such as B Corporations, civic and social responsibility, and Non-Governmental Organizations. A 15-hour community enrichment project is also required. Community engagement six months prior to taking the course may be accepted with proper documentation. Current or prior military service and concurrent clinical experiences are accepted in lieu of the community enrichment project. After successful completion of the course, students are eligible to apply for a Feinstein Scholarship, which is awarded each term.

**Economics (Social Sciences Core)**

**EC 203 Principles of Economics**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

Introduces the fundamental principles of microeconomics and macroeconomics, such as scarcity, supply and demand, growth, fiscal and monetary policies, and the public and the private sectors.

**English (Communications Core)**

**EN 100 Introduction to College Writing**

*4 Class Hours 4 Quarter Credit Hours*

*Placement: Based on an evaluation of a writing sample or successful completion of EN 030.*

EN 100 is an introductory writing course designed to immerse students in the writing process and sharpen their critical thinking skills. In this course, students will practice using writing as a tool for learning by responding to readings, composing essays, and reflecting on the writing process itself. Through drafting, revising, and writing to learn, students will strengthen their ability to interpret, analyze, and evaluate the ideas presented in the course readings, lectures, and discussions. Conducting, evaluating, and integrating research (through summarization, quotations, and paraphrasing) is a major component of

this course. Additionally, students will be introduced to APA citation style, and will improve essential writing skills such as grammar, punctuation, and standard usage.

### **EN 106 Service Industry Communications**

*5 Class Hours 5 Quarter Credit Hours*

In today's competitive service industry technicians must possess a mastery of both technical and nontechnical skills. EN 106 will introduce and equip students with the nontechnical or "soft skills" needed to succeed and advance in their field. Topics will include: written and verbal communication, professionalism, team collaboration, critical thinking, and problem-solving skills. Because learning to write and communicate effectively requires practice, the course provides numerous opportunities; including writing workshops, role play, and group activities, for students to apply the fundamentals of written and oral communication.

### **EN 110 Healthcare Communications**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

EN 110 builds off the foundation established in EN 100 and focuses on the necessity of clear written and oral communication in the allied health arena. Through role play, small group work, and presentations students will develop the communication and critical thinking skills they will need daily when communicating with other health care providers, clients, and their families. Additionally, by continuing in the writing process (researching, drafting, and revising) students will further their ability to write clear, concise, error free prose with attention given to audience and message.

### **EN 200 Workplace Communications**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100 or EN 110 or placement based on evaluation of a writing sample.*

EN 200 builds off the foundation established in EN 100 and focuses on the necessity of clear written and oral communication in professional settings. Students will be exposed to a variety of business writing genres including memos, emails, business letters, and proposals. By continuing their engagement in the writing process (researching, drafting, and revising), students will compose several professional documents, reinforcing students' attention to audience and their aptitude to develop an effective workplace document. Additionally, this course strengthens students' ability to document in APA citation style, and hone essential writing skills such as grammar, punctuation, and standard usage.

### **EN 211 Oral Communications**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100 or EN 110 or placement*

This is an introductory course with an emphasis on oral communication theory and practice, providing a basic understanding of the significance of oral communication as well as instruction and practice in the basic skills of public speaking. The course is intended to help students develop skills in speaking, organizing thoughts, and critical analysis. Major emphasis is placed on the preparation and presentation of formal speeches.

## **History (Social Sciences Core)**

### **HI 231 Contemporary History**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course encourages students to explore economic, political, social and cultural developments throughout the world since World War II, particularly in developing nations including spiritual, scientific and intellectual developments.

**HI 235 Architectural History**

*4 Class Hours 4 Quarter Credit Hours*

This course is a study of the major periods and styles of architecture from Egyptian through postmodern. Styles studied will include Egyptian, Greek, Roman, early Christian, Byzantine, Romanesque, Gothic, Renaissance, Baroque, 18th, 19th and 20th century. Through a series of lectures, discussions, and readings, students will gain a fundamental understanding of the history of architecture including the historical and social context of each period respectively.

**HI 280 The Holocaust**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

In this course, students will study genocide and mass murder in modern history. The focus of this course is the Jewish Holocaust of 1933-1945. Through film, photographs, and readings, the course will provide students with a basic understanding of the establishment of the Nazi Party and its attitudes, beliefs, and laws that were put into action during this time period. Students will compare the Holocaust to current genocidal acts in the world today, including the effects of genocide on society.

**Humanities (Humanities Core)**

**HU 208 Rap/Rock and Poetry**

*4 Class Hours 4 Quarter Credit Hours*

*Core Fulfillment: Both Communications Core and Humanities Core*

*Prerequisite: EN 100*

What do Eminem, Tupac, Bob Marley, Bob Dylan and WB Yeats have in common? All five wordsmiths are poets who use rhyme, rhythm, figurative language and poetic structure to craft language. In this course, students will explore poetic devices and important global themes through examination of poetry, written by Nobel Prize and Grammy Award winning writers. Focusing on aspects of poetic form will build students' understanding of and appreciation for the power of language.

**HU 211 Introduction to Film**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

The focus of the course will be on what goes into the reading and analysis of a film. Film is comprised of several arts – and the objective of this course is to learn to appreciate films and to see them as important social documents that tell us much about ourselves and our world.

**HU 212 Documentary Film**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course will expose students to the techniques and artistry of making interesting non-fiction films. Students will view and analyze significant documentary films and become familiar with the work of important filmmakers.

**HU 215 Popular Culture**

*4 Class Hours 4 Quarter Credit Hours*

This course will analyze cultural expressions of intellectual and social trends since 1950. Students will investigate literature, comics, movies, television, music, advertising, painting, computer games, and the Internet to probe the forces that shape our world. In this course, students will identify and evaluate the popular entertainment we consume and ask how our choices define us and shape our values. Understanding our values and culture enables us to understand why we buy what we buy, why we do what we do, and why we think the way we do.

**HU 216 Music and the Media**



*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course will trace the long relationship between visual media and music. Students will study the movie industry from silent movies to the sound tracks that are an integral part of the movies of today. They will also study the importance of music in television, radio and the recording industry, particularly its role in commercials and the "selling" of products, people and programming. In addition, a substantial portion of the course will be devoted to the technology that has led to today's sophisticated performances and recording techniques.

### **HU 240 Graphic Design in the 20th Century**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

Throughout history, artists and designers have created visual works that help to define historical eras. In this course, students will examine and analyze the most prominent design styles of the past one hundred years. They will learn the defining features and major proponents of each style as well as how each style fits within its historical context. They will then use the knowledge gained to produce designs that respond to past styles in an engaged, knowledgeable way. Course performance will be evaluated on student effort and growth as opposed to artistic talent.

### **HU 242 The Automobile and American Culture**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

Undeniably, the automobile has had an enormous impact on American culture. A majority of Americans rely on individual transportation daily, but the car is more than a means of heading to work. Automobiles impact our personal independence, our choice of employment, the country and world economies, the environment, and our social culture. The Automobile and American Culture is a course designed to study the broad impact that the automobile has and continues to have on our nation and the world. Students will examine the automobile through historical documents, films, photographs, and music.

### **HU 244 Science Fiction**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

Isaac Asimov called science fiction "the literature of change." The course will analyze films, short stories, and a classic science fiction novel to understand the ways this popular genre entertains us and gives us insight into the impact science and technology has had on us.

### **HU 289 Racing Through Film**

*4 Class Hours 4 Quarter Credit Hours*

*Racing Through Film* is a course dedicated to examining how the sport of motor racing has been explored through film. Through reading, discussion and viewing films we will consider such issues as the history of racing, questions of masculinity and the often countercultural and rebellious nature of racing, with particular interest in the anti-hero figure.

### **HU 291 Critical Thinking and Chess**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course teaches critical thinking and problem-solving skills by using the game of chess as an empirical model for evaluating situations, calculating risks, predicting the consequences of possible actions, solving problems efficiently, and investigating the benefits and limits of reasoning and creative play. Students will demonstrate those skills by solving a wide variety of tactical and strategic problems in chess, by writing a thoughtful analysis of the qualities necessary for a successful thinker/problem solver, and by applying those qualities to situations in one's personal life and career. Chess will be used as a model for critical thinking skills and life skills.

**Japanese (Arts/Foreign Language Core)**

**JP 201 Introduction to Japanese**

*4 Class Hours 4 Quarter Credit Hours*

Students will be introduced to the basics of Japanese, (speaking, listening, reading, and writing) with an emphasis on comprehension and speaking. Vocabulary used in everyday communication in the workplace, school, and common social situations will be covered. Contemporary Japanese society will be addressed in class discussions and video presentations including, but not limited to art, education, film (in particular animé), food, literature, music, sports, and technology. Japanese technological invention and know-how, as well as the unique challenges of doing business with the Japanese will be studied. Japanese guest speakers will be invited to share their expertise and experiences.

**Mathematics (Math/Science Core)**

**MA 100 Introduction to College Math with Lab**

*2 Class Hours 4 Lab Hours 4 Quarter Credit Hours*

*Prerequisite: Placement exam*

Topics to be covered in this lab-based introductory algebra course include operations with signed numbers, rules for exponents, polynomial operations, solutions to linear equations in one variable, and several applications important to various programs.

**MA 105 Basic College Math with Lab**

*4 Class Hours 2 Lab Hours 5 Quarter Credit Hours*

*Prerequisite: Placement exam*

Topics to be covered in this lab-based introductory algebra course include operations with signed numbers, rules for exponents, polynomial operations, solutions to linear equations in one variable, and several applications important to various programs.

**MA 109 Math for Life Science**

*4 Class Hours 4 Quarter Credit Hours*

This course is designed to assist in the understanding of the proper techniques needed to perform accurate dosage calculations; vital signs in order to ensure patient safety. This course will focus on developing the mathematical skills, critical thinking and quantitative reasoning methods needed to apply medical language and systems of measurement to solve problems in a variety of healthcare settings.

**MA 110 Introduction to College Math**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: Placement exam*

Topics to be covered in this introductory algebra course include operations with signed numbers, rules for exponents, polynomial operations, solutions to linear equations in one variable, and several applications important to various programs.

**MA 121 Business Math**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: MA 100/110 or MA 105 or MA 106 or MA 109*

This is an elementary applied course studying such business topics as interest rates, discounts, payrolls, markups, depreciation, insurance, mortgages, and basic statistics.

**MA 125 Technical Math I**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: MA 105 or MA 100/110*



Topics to be studied include the analytic geometry of a straight line, systems of linear equations, trigonometry, vectors and their applications, and quadratic equations.

**MA 200 Applied Math for Business**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: MA 105 or MA 100/110*

MA 200 is designed to help with the transition from basic algebra to more advanced business-related courses, such as statistics and finance. Applications will be stressed throughout the course. Specific topics include linear functions, quadratic functions, descriptive statistics, exponential functions, and annuities.

**MA 210 Technical Math II**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: MA 125*

The following four major topics and their applications will be studied: Cramer's Rule, exponential and logarithmic functions, trigonometry, and complex numbers.

**Physics Courses (Math/Science Core)**

**PHY 126 Applied Physics & Lab**

*3 Class Hours 2 Lab Hours 4 Quarter Credit Hours*

*Prerequisite: MA 100/110 or MA 109*

This course studies the applications of fundamental concepts of physics. The topics covered include: the motion of objects, the forces that cause motion, velocity, acceleration, Newton's Laws, torques, work, power, and energy. The laboratory component is designed to give students the opportunity to have hands-on experience with the fundamental concepts of physics studied in the theory portion of the course.

**PHY 200 Physics I & Lab**

*3 Class Hours 2 Lab Hours 4 Quarter Credit Hours*

*Prerequisite: MA 125*

This course is a non-calculus approach to the study of fundamental physics and includes kinematics and dynamics of bodies, velocity, acceleration, and Newton's laws of motion, forces in equilibrium, concurrent and non-concurrent forces, work, power, energy, and torque. Labs are performed within the course to reinforce concepts.

**Psychology (Social Sciences Core)**

**PS 140 Life-Span Development**

*4 Class Hours 4 Quarter Credit Hours*

The purpose of Life-Span Development is to introduce students to the broad concepts of human growth and development from conception to death. Students will be introduced to human development from the prenatal stage to death with particular emphasis placed on early childhood, adolescence and old age. The course is especially designed for students entering the healthcare professions as the slant is toward practical application of all stages. Upon completion of the course, students should be able to demonstrate a basic knowledge of the developmental stages of life.

**PS 201 Introduction to Psychology**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This introductory course in psychology is a survey of the multiple aspects of human behavior. It includes, but is not limited to, such topics as the history of psychology, the biological foundations of behavior, memory, learning, personality, psychological disorders and treatment and social behavior. Importantly, this course will be geared to stress those areas of more practical significance for those in medical service fields.

**PS 202 Psychology of Healthcare**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course addresses the human element of clinical competence in providing health care. Students will explore the psychodynamics of interactions between health care workers and patients, the psychological influences of illness and pain, the psychosocial factors that impact one's effectiveness as a health care team member, the impact of families on a patient's treatment plan, the role of body image in patient responsiveness to treatment, and a variety of other psychosocial factors that influence health care delivery.

**PS 203 Psychology of Happiness**

*4 Class Hours 4 Quarter Credit Hours*

This course will explore the psychological principles associated with the experience, feelings and thoughts of happiness. Students will be exposed to a variety of research investigations that have studied different variables that impact happiness. Some of the subtopics discussed in this course include ways to define and measure happiness, differences and similarities in happiness across cultures, happiness and money, and ways to increase happiness.

**PS 210 Human Relations in the Workplace**

*4 Class Hours 4 Quarter Credit Hours*

Major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional customer service, and managing on-the-job stressors. This course provides a set of practical human relations techniques that will help students increase the likelihood of job security and career advancement in any current or future job.

**Science (Math/Science Core)**

**SCI 110 Environmental Science**

*4 Class Hours 4 Quarter Credit Hours*

This course will focus on man's interaction with his environment. It will cover current issues like global warming, human population growth, and pollution.

**Sociology (Social Sciences Core)**

**SO 203 Social Problems**

*4 Class Hours 4 Quarter Credit Hours*

This course will examine contemporary social issues from multiple perspectives. Attempts to see the ethics, the arguments and the policy outcomes involved in problems such as drug abuse, crime, poverty and the global environment.

**SO 220 Internet and Society**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: B- or better in EN 100*

*Internet and Society* is an online course that focuses on the impact of the Internet on our lives. The goal of this course is to encourage students to think deeply and critically about the reality of living in a technology-driven society and how technological change influences work, families, social lives, education, and privacy.

### **SO 231 Crime and Deviance**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course traces the historical development of crime and deviance. A review of the social, physiological, and psychological theories of crime are examined. Topics such as the history of policing and the history of corrections are also reviewed.

### **Spanish (Arts/Foreign Language Core)**

*These courses are designed for students with no prior knowledge of Spanish.*

#### **SP 201 Introduction to Spanish**

*4 Class Hours 4 Quarter Credit Hours*

This course will introduce students to the Spanish language with an emphasis on the use of Spanish in the workplace. Students will learn to communicate with customers and other employees in Spanish with a focus on basic vocabulary words used in everyday interactions at the workplace. Topics covered include: conversational skills as well as key principles of Spanish grammar and cultural traditions in Spanish-speaking countries.

#### **SP 203 Spanish for Healthcare Workers**

*4 Class Hours 4 Quarter Credit Hours*

This course will introduce students to the Spanish language with an emphasis on the use of Spanish in the workplace. Students will learn to communicate with Spanish speaking patient and family and other employees in Spanish with a focus on basic vocabulary words used in everyday interactions at the workplace. While each class will emphasize conversational skills, the course will also cover some key principles of Spanish grammar and provide some exposure to a variety of cultural traditions in Spanish-speaking countries.

### **Social Sciences (Social Sciences Core)**

#### **SS 140 Criminal Investigations**

*4 Class Hours 4 Quarter Credit Hours*

In this course, students will get exposure to a wide range of interpersonal and scientific factors that are explored by criminal investigators in their efforts to support hypotheses developed to solve a variety of crimes. Some of the course topics will include the appropriate collection of evidence at a crime scene, techniques for interviewing witnesses and suspects, the role of the crime lab, the science of fingerprinting, forensic medicine, and the preparation of testimony that leads to the conviction of criminals.

#### **SS 201 American Government in Action**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This is an introductory course that will help students understand how the pieces of American government fit together, and how politics continuously affects their lives. Students will examine the roles of interest groups, the media, political parties and the three branches of government. Class discussions about relevant and current political issues will be encouraged.

**SS 203 Terrorism and National Security**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course examines the challenge contemporary terrorism presents for U.S. national security. It investigates the causes of terrorism and inquires into the motives, objectives, methods, and effectiveness of contemporary terrorist groups with an emphasis on al Qaeda. Analysis of the determinants of American counter-terrorism policies and evaluation of the effectiveness of these initiatives are central themes of the course. As such, evaluation of the roles the invasion of Afghanistan, the Iraq War, covert operations, domestic and foreign internal security initiatives, and global law enforcement operations have played in addressing the terrorist threat are major points of emphasis.

**SS 204 Juvenile Justice System in America**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

The course is designed to explore the components of the juvenile justice system in America. The various features, characteristics, policies and concerns about the juvenile justice system are carefully examined. As part of the review, adolescent behavior and influence of the family dynamic will be discussed. The detention of juveniles, the various programs focused on the diversion of youths from the juvenile justice system, rehabilitation programs and prevention programs will also be reviewed.

**SS 206 Constitutional Values in the 21<sup>st</sup> Century**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course is an introduction to constitutional law and will utilize a historical examination of major United States Supreme Court decisions to better understand contemporary federal and state judicial interpretations of constitutional theory and individual freedoms. It will focus on government powers, the federal court system and judicial review. It will also closely examine those individual freedoms guaranteed under the Bill of Rights and will critically analyze the controversial issues of gun control and the death penalty. Students will also understand how the interpretation of the Constitution involves the application of individual and societal values. These topics will be reinforced through case briefs, persuasive essays, current event worksheets, group activities, debates and media presentations.

**SS 221 Technology and American Life**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

The course, based on abstract thinking and analysis, examines the interactive relationship between technology and society over historic time and across geographic space. The course will address basic questions about technology and its place in society. Students will be able to evaluate the impact of social change on their lives, and the impact of their technology on changing the social system.

**SS 222 Mindful Living**

*4 Class Hours 4 Quarter Credit Hours*

On a single day, how often do you find yourself pulled in multiple directions? In a world inundated with information, and increasingly demanding of our time and attention, it can be overwhelming to know how to even begin prioritizing what is important. What if there were something you could do to increase your productivity, reduce anxiety and stress, and be more fully present in your daily experiences? Welcome to the practice of mindfulness –sustained, purposeful, moment-to-moment attention without judgement. Research studies have shown that a regular mindfulness practice yields concrete physical and emotional benefits, including reduced stress, decreased physical pain, increased concentration, and a happier mindset. In this course, you will learn different ways to practice mindful living.

## **Questions & Answers**

### **1. When do my classes meet?**

Day Classes: Technical classes normally meet for three hours a day five days a week. Classes normally begin in the early morning (7:45 a.m.), late morning (usually 11:25 a.m.), or mid-afternoon. The time slot for your program may vary from term to term.

Evening Classes: Technical classes meet on the average of three nights a week, although there may be times when they will meet four nights a week. Classes normally begin at 5:45 p.m.

In addition, to achieve your associate degree, you will take a total of approximately eight liberal arts courses, which will be scheduled around your technical schedule over the course of your entire program. Each liberal arts course meets approximately four hours per week. Liberal arts courses are offered days, evenings, and Saturdays.

At the beginning of each term you will receive a detailed schedule giving the exact time and location of all your classes. The College requires that all students be prepared to take classes and receive services at any of NEIT's locations where the appropriate classes and services are offered.

When a regularly scheduled class falls on a day which is an NEIT observed holiday (Columbus Day, Veterans Day, Martin Luther King, Jr. Day, and Memorial Day), an alternate class will be scheduled as a make up for that class. The make up class may fall on a Friday. It is the student's responsibility to take note of when and where classes are offered.

### **2. How large will my classes be?**

The average size for a class is about 20 to 25 students; however, larger and smaller classes occur from time to time.

### **3. How much time will I spend in lab?**

Almost half of your technical courses consist of laboratory work. In order for you to get the most out of your laboratory experiences, you will first receive a thorough explanation of the theory behind your lab work.

### **4. Where do my classes meet?**

Students should be prepared to attend classes at any of NEIT's classroom facilities: either at the Post Road, Access Road, or East Greenwich campus.

### **5. I have not earned my high school diploma or GED: can I enroll in an Associate Degree Program?**

A candidate for admission to an associate degree program must have a high school diploma, have earned a recognized equivalency diploma (GED), or meet the federal home school requirements.

### **6. How long should it take me to complete my program?**

To complete your degree requirements in the shortest possible time, you should take the courses outlined in the prescribed curriculum. For a typical six-term curriculum, a student may complete the requirements in as little as 18 months.

To complete all your degree requirements in the shortest time, you should take at least one liberal arts course each term. Students who need more time to complete their curriculum may postpone some of the liberal arts courses until after the completion of the technical requirements. Students are provided up to two additional terms of study to complete the liberal arts requirements without any additional tuition assessment fee. During these additional terms of study, students are required to pay all applicable fees.

Students may also elect to complete some of their liberal arts requirements during Intersession, a five-week term scheduled between Spring and Summer Quarters. Students will not be assessed any additional tuition for liberal arts courses taken during the Intersession but may be assessed applicable fees.

Students wishing to extend the number of terms needed to complete the required technical courses in their curriculum will be assessed additional tuition and fees.

**7. Is NEIT accredited?**

NEIT is accredited by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.). Accreditation by NECHE is recognized by the federal government and entitles NEIT to participate in federal financial aid programs. Some academic departments have specialized professional accreditations in addition to accreditation by NECHE. For more information on accreditation, see NEIT's catalog.

**8. Can I transfer the credits that I earn at NEIT to another college?**

The transferability of a course is always up to the institution to which the student is transferring. Students interested in the transferability of their credits should contact the Office of Teaching and Learning for further information.

**9. Can I transfer credits earned at another college to NEIT?**

Transfer credit for appropriate courses taken at an accredited institution will be considered upon receipt of an official transcript for any program, biology, science, and mathematics courses in which the student has earned a "C" or above within the past three years and for English or humanities courses in which the student has earned a "C" or above within the last ten years. An official transcript from the other institution must be received before the end of the first week of the term for transfer credit to be granted for courses to be taken during that term. Students will receive a tuition reduction for the approved technical courses based on the program rate and will be applied against the final technical term of the curriculum's tuition amount. No tuition credit is provided for courses, which are not a part of the technical curriculum.

**10. What is the "Feinstein Enriching America" Program?**

New England Institute of Technology is the proud recipient of a grant from the Feinstein Foundation. To satisfy the terms of the grant, the College has developed a one-credit community enrichment course, which includes hands-on community enrichment projects. The course can be taken for a few hours per term, spread over several terms. Students who are already engaged in community enrichment on their own may be able to count that service towards course credit.

**11. How many credits do I need to acquire my Financial Aid?**

In order to be eligible for the maximum financial aid award, you need to maintain at least 12 credits per academic term.

**12. What does my program cost?**

The cost of your program will be as outlined in your enrollment agreement, along with your cost for books and other course materials. Students who decide to take more terms than the enrollment agreement describes to complete the technical courses in their curriculum will be subject to additional fees and possible additional tuition costs. Students who elect to take the technical portion of the degree requirements at a rate faster than the rate prescribed in the curriculum and the enrollment agreement will be assessed additional tuition.

Students who require prerequisite courses will incur additional tuition and fees above those outlined in their enrollment agreement.

If a student elects to take a course(s) outside of the prescribed curriculum, additional tuition and fees will be assessed.



Remember, students who withdraw and re-enter, one time only, pay the tuition rate that was in effect for them at the time of their last day of attendance for up to one year from their last day of attendance. Second re-entries and beyond pay the tuition rate in effect at the time they re-enter. The most economical way for you to complete your college degree is to begin your program now and continue your studies straight through for the six terms necessary to complete your degree requirements.

**13. What kind of employment assistance does NEIT offer?**

The Career Services Office assists NEIT students and graduates in all aspects of the job search, including resume writing, interviewing skills, and developing of a job search strategy. Upon completion of their programs, graduates may submit a resume to the Career Services Office to be circulated to employers for employment opportunities in their fields. Employers regularly contact us about our graduates. In addition, our Career Services Office contacts employers to develop job leads. A strong relationship with employers exists as a result of our training students to meet the needs of industry for over fifty years. No institution can, and NEIT does not, guarantee to its graduates employment or a specific starting salary.

**14. Where will job opportunities exist?**

Graduates have obtained employment in the local area. However, one of the most exciting aspects of this programs is the ability to look nationally for employment opportunities.

**15. What kind of jobs will I be qualified for?**

The following lists only a few of the positions for which a Business Management graduate may be qualified: customer, sales, or service associate/representative, operations supervisor, business analyst, accounting, receivable or payables clerk/analyst, executive assistant, office assistant/manager, and management trainee.

The position and the salary that the graduate commands are always dependent upon the graduate's past experience, his or her computer skills, his or her success in academics at NEIT, his or her job search and interviewing skills, and his or her ability and willingness to comply with all employment requirements (e.g., any assessments, background checks, drug testing).

**16. How important is attendance?**

Recent data show that missing two or more class meetings of a course in a term often results in failing the course. Barring a serious emergency, you are expected to attend all classes. It is especially important to be at the first class, as course expectations and schedule are discussed. In courses which use learning teams, absences have an even greater impact. Except for serious emergencies, all absences should be communicated in advance to the professor and to any student team of which you are a member.

**17. How much work will I have outside of class and lab time in my courses?**

The design of our courses require you to do work outside of class to be successful, including, but not limited to reading course texts and other materials, watching videos, completing homework assignments, completing major course projects, and team assignments. You will be expected to work outside of class in all classes every week. As a working student, whether full-time or part-time, consider carefully how you will complete this required work.

**18. Will a degree in MGT make me a marketable employee?**

Business Management provides a dynamic opportunity to start a career as a professional whose skills are always in demand in a variety of fields. Management is the most general major in business, which allows students to work in many areas of organizations – operations, customer service, sales, marketing, accounting and finance, human resources, technology.

**19. Is there any state or federal licensing required in my field?**

No license is required for any of the careers which you will be preparing to enter. The Business Management program is not designed to prepare a student for a specific licensure exam. A number of career/business area specific certificates exist which management students may pursue and obtain, such as project management, contract management, or human resource management, many of which require an AS or BS degree.

**20. Do I need to have prior experience in order to get a job in business?**

Not at all. Some employers value the fact that the graduate went to an accredited college and consider the time the graduate spent working on a degree as work experience. On the other hand, if you've had past experience, and your skills are top-notch, you can command a higher paying position.

**21. Do opportunities for career advancement exist for MGT graduates?**

Some students choose this program as a springboard into jobs with more responsibility, higher pay, and increased status. Either way you look at it, however, the promotions and the raises go first to the professional who has mastered skills in school and, most frequently, who possesses a college degree. Career advancement depends on whether you work full-time or part-time, and if graduates choose to work part-time, there are many part-time and temporary positions available.

**22. Does the Business Management program have a dress code?**

Students are required to wear business casual clothing, and should dress as if they were going to an office workplace. Proper pants (no sweatpants, nylon pants, tattered, too-tight, or too-oversized pants) or shorts which are workplace appropriate (not too short or too tight), and proper shirts and footwear should be worn. Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate for a place of business, even in a business casual setting. Clothing may not have profane, obscene, vulgar, or abusive images or language. Caps and hoods may not cover your face during class meeting time.

**23. Are there any professional behavior standards in the Business Management program?**

Students are expected to exhibit professional behavior in all interactions and at all times. This will be assessed continually and will encompass not only grades but also adherence to class and laboratory protocol and process, attendance, participation and preparation for class, appearance, and ability to work in a team. Development of professional values and attitudes is inherent in the curriculum, and students will be expected to exhibit such behavior.



## **Technical Standards**

These technical standards set forth by the Business Management Department establish the essential qualities considered necessary for the students admitted to the program. The student must possess the following skills and abilities or be able to demonstrate that they can complete the requirements of the program with or without reasonable accommodation, using some other combination of skills and abilities.

### **Cognitive Ability**

- to reason and think critically.
- to proofread and edit using standard proofreaders' marks.
- to learn and recall detailed information and to use it for problem solving.
- to perform tasks by observing demonstrations.
- to perform tasks by following written instructions.
- to perform tasks following verbal instructions.

### **Interpersonal and Communications Skills**

- to speak in understandable English in a classroom situation, in a one-on-one interaction, as well as before a group.
- to express thoughts clearly through writing in legible penmanship (English).
- to actively and clearly communicate with faculty, staff, and students.
- to demonstrate the knowledge acquired during the classroom training process.
- to be able to work cooperatively and collaboratively on in-class and assignment/project teams/groups.

### **Adaptive Ability**

- to remain calm in the face of computer lab equipment and/or software failure.
- to maintain emotional stability and demonstrate the maturity necessary to interact with other members of the faculty and students in a responsible manner.
- to follow instructions and complete tasks under stressful and demanding conditions.
- to adapt in a positive manner to new and changing situations with an open mind and flexibility.

### **Professionalism Skills**

- to demonstrate professional and socially appropriate behavior, dress and grooming
- to be able to interact appropriately with others
- to work independently or as part of a group/team during class and lab time
- to maintain academic integrity in all courses
- to attend all class meetings and student team meetings and communicate in advance of absences that are not the result of serious emergency

### **Responsibility for Your Learning**

- to actively use and be responsive to others through the learning management system (Canvas) and NEIT email
- to manage and complete both on-line and face-to-face assignments, and proactively seek assistance when needed
- to manage your course workload and your other life and paid-work responsibilities so that you have sufficient time to prepare for class, complete assignments, and be successful in the program
- to create a professional portfolio of sample work and projects, your resume, and other interview materials as you complete the program.

### **Physical Ability**

- to possess ample hand-eye coordination in order to learn the skill of touch typing.
- to sit during regularly scheduled lab classes at a personal computer in order to learn and become proficient in several computer software packages.
- to participate in both group and individual lab activities in a professional and safe manner
- to perform learned skills, independently, with accuracy and completeness within reasonable time frames in accordance with classroom and business procedures.



NEW ENGLAND TECH

**Business Management  
Associate in Science Degree**

*(For students entering their program  
October 2018 – 2019/10 or later)*

- to read with or without corrective lenses.

**Manual Ability**

- to coordinate hands, eyes, and fingers in the operation of computers and business equipment.