

## General Description

The Bachelor of Science Degree in Business Management (MGTB) program is designed to prepare students with an associate degree in any field to acquire a broad range of knowledge and skills needed to be successful managers or small business owners in a variety of fields.

The BS program in Business Management emphasizes a blend of technical, analytical and people skills. Students practice in labs to simulate what they will be doing in the typical workplace, with particular focus on technology and interpersonal communication. Courses are delivered in a combination of face-to-face and online learning experiences, reflecting today's workplace.

The program provides education and hands-on training in management and leadership, accounting, finance, marketing, operations and project management. Students improve their skills in teamwork and presenting information effectively, and participate in simulations to practice negotiation, customer service and sales, and employee supervision. An emphasis on technical skills, such as analyzing data, includes exploring the latest applications for organizational productivity. Students develop entrepreneurial skills needed to start and manage a small business.

The BS program in Business Management also provides opportunities for students in specific fields – automotive service/transportation, or healthcare/respiratory care - to concentrate on management topics specific to those fields through a set of courses focused on these industries.

Graduates of the Business Management (MGTB) program may be qualified to work in positions such as business analyst, accounting or operations analyst, project manager, department supervisor, marketing analyst, customer service manager, or business owner.

Graduates of the Business Management program with the Automotive Service/Transportation Management (MGTT) concentration will be prepared to seek entry- to mid-level positions such as general service manager, sales manager, service writer, parts manager, warranty administrator, fleet manager, collision repair production manager, and marina and boatyard manager.

Graduates of the Business Management program with the Healthcare Management/Respiratory Care (MGTH) concentration will prepare for leadership and managerial roles in the health care field, for advanced clinical practice, or for graduate study.

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

### **Program Mission**

The Business Management (MGT BS) Program is designed to empower students to develop the management knowledge, interpersonal skills, and analytical tools to prepare for leadership and managerial roles. Graduates are prepared to thrive within and make significant contributions to diverse organizations operating in dynamic environments.

### **Program Goals**

1. Provide an environment and learning opportunities that encourage students to acquire and practice technical, analytical, and soft skills to become an effective contributor or mid-level professional in various organizational settings or prepare to run a small business.
2. Develop a student's ability to use the language of business to communicate clearly and appropriately, apply critical thinking and creative problem solving, and be able to incorporate and adapt to new concepts, ideas, and evolving technologies.
3. Instill within each student an awareness of and desire to be a life-long learner and to contribute to their profession and society at large through the development of a professional and personal ethic that demands technically, environmentally, and socially responsible decision making.
4. Provide opportunities for associate degree graduates to further their studies to prepare for managerial roles in specific industries, including automotive service/transportation and healthcare/respiratory therapy.

### **Additional Program Goal for Automotive Service/Transportation Management (MGTT) concentration**

5. Provide opportunities for students to pursue focused coursework to prepare to manage service operations in automotive dealerships or other transportation-related management roles.

### **Additional Program Goal for Healthcare Management/Respiratory Care (MGTH) concentration**

5. Provide opportunities for allied health students and practitioners to pursue coursework in healthcare management to build on existing skills and prepare either to assume expanded managerial responsibilities in health care organizations, start a new practice, pursue graduate studies, or advance their clinical practice in respiratory care.



**Program Outcomes**

1. Communicate effectively and professionally through non-verbal, verbal, and written communications, using the language of business appropriately, to develop and strengthen stakeholder relationships.
2. Develop and employ interpersonal skills to enhance teamwork, efficiency, productivity, and organizational culture.
3. Apply critical thinking to analyze data, supported by technology, to make evidence-based decisions to resolve increasingly complex and rapidly evolving business challenges.
4. Use best practices in management to plan, organize, and control organizational resources effectively to support organizational strategy while leading people to achieve objectives.
5. Advocate and apply legal and ethical behavior and decision-making to foster social responsibility in diverse and multi-cultural environments.
6. Invest in life-long learning to develop personal, management, and leadership skills that benefit diverse stakeholders including the individual, the organization, the customer, and society.

**Additional Outcomes for Healthcare Management**

7. Demonstrate an understanding of foundational knowledge pertinent to healthcare management and its practical application in the healthcare industry.
8. Build on existing skills to assume expanded managerial responsibilities in healthcare-related organizations.

**Respiratory Care Track Only**

9. Use advanced cardiopulmonary assessment, diagnostic, therapeutic, and management strategies to develop holistic patient care plans across the continuum of healthcare.

**Additional Outcomes for Automotive Service/Transportation Management**

7. Understand and adapt proactively to the rapid evolution of the connected technologies that support new transportation products and services and the mobility ecosystem.
8. Operate in or manage a facility according to safety, compliance, and environmental rules and regulations, including OSHA, EPA, etc.

**Business Management  
Curriculum**

Term VII					
Course No.	Course Title		C	L	T
MGM	333	Organizational Behavior	3	2	4
MA	301	Math for Management Studies (MA/SCI Core)	4	0	4
<b>CHOOSE ONE</b>					
MGM	336	Data Analysis with Spreadsheets (Non-MGT AS grads)	3	2	4
MGM	338	Advanced Data Analysis (MGT AS grads)	3	2	4
<b>CHOOSE ONE</b>					
EN	322	Argumentative Research Writing (COM Core)*	4	0	4
EN	331	Research Writing in the Social Sciences (COM Core)	4	0	4
			14	4	16

\*Recommended

Term VIII					
Course No.	Course Title		C	L	T
MGM	310	Product and Service Marketing	3	2	4
MGM	320	Business Presentations	3	2	4
MA	300	Statistics (MA/SCI Core)	4	0	4
<b>CHOOSE ONE</b>					
MGM	315	Accounting and Financial Reporting (Non-MGT AS grads)	3	2	4
ELECTIVE	Management or Technical Elective* (MGT AS grads)		1-4	0-4	3/4
			11-14	4-8	15/16

Term IX					
Course No.	Course Title		C	L	T
MGM	330	Managerial Accounting	2	2	3
MGM	332	Customer Relations and Sales	3	2	4
MGM	346	Project Management	3	2	4
EN	421	Technical Communications (COM Core)	4	0	4
			12	6	15

Term X					
Course No.	Course Title		C	L	T
MGM	313	Human Resource Management	3	2	4
MGM	422	Small Business Management	3	2	4
MGM	445	Negotiation	2	2	3
EC	301	The Global Economy (SS Core)	4	0	4
			12	6	15



Term XI					
Course No.	Course Title		C	L	T
MGM	426	Operations Management	3	2	4
MGM	430	Financial Management	3	2	4
MGM	467	Entrepreneurship	3	2	4
<i>ELECTIVE</i>		<i>300-400 Level Humanities Core</i>	<i>4</i>	<i>0</i>	<i>4</i>
			13	6	16

Term XII					
Course No.	Course Title		C	L	T
MGM	450	Career Leadership	3	2	4
MGM	490	Strategic Management	3	2	4
<i>ELECTIVE</i>		<i>300-400 Level Humanities, Social Sciences, or 200 Level Foreign Language Core</i>	<i>4</i>	<i>0</i>	<i>4</i>
<b>CHOOSE ONE</b>					
<i>ELECTIVE</i>		Management Elective*	2-4	0/2	3/4
MGM	496	Bachelor Internship	2	10	4
			12/14	4/14	15/16
<i>Total Quarter Credit Hours = 92-94</i>					

Management Elective Choices for Term VIII or XII**					
Course No.	Course Title		C	L	T
AUT	302	Service Management Operations	3	2	4
AUT	306	Environmental Health and Safety	3	0	3
AUT	404	Legal Issues and the Dealership	3	0	3
AUT	415	Warranty Administration and Parts Inventory	4	0	4
DMP	322	Digital Production for Business Management	1	4	3
HCM	312	Introduction to Healthcare Management	3	2	4
HCM	411	Healthcare Finance and Budgeting	4	0	4
HCM	435	Healthcare Ethics and Leadership	4	0	4
MGM	348	Health and Wellness Management	4	0	4
MGM	375	Information Systems Management	3	2	4
MGM	460	Investments	2	2	3
MGM	487	Non-Profit Management	4	0	4
MGM	488	Management Seminar	4	0	4
MGM	493	Strategic Research	4	0	4

\*\*All electives listed above are not offered every term.

**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 bachelor's degree students are required to take a minimum of 28 credits of liberal arts and



NEW ENGLAND TECH

**Business Management (MGT BS)  
Bachelor of Science Degree**

*(For students entering their program  
October 2019 – 202010 or later)*

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.

*Subject to change.*

**Automotive Service/Transportation Management Concentration  
Curriculum**

Term VII					
Course No.		Course Title	C	L	T
AUT	302	Service Management Operations	3	2	4
MGM	333	Organizational Behavior	3	2	4
MGM	336	Data Analysis with Spreadsheets	3	2	4
MA	301	Math for Management Studies (MA/SCI Core)	4	0	4
			13	6	16

Term VIII					
Course No.		Course Title	C	L	T
AUT	321	Industry Software Applications	3	2	4
MGM	315	Accounting and Financial Reporting	3	2	4
MGM	445	Negotiation	2	2	3
<b>CHOOSE ONE</b>					
EN	322	Argumentative Research Writing (COM Core)*	4	0	4
EN	331	Research Writing in the Social Sciences (COM Core)	4	0	4
			12	6	15

\*Recommended

Term IX					
Course No.		Course Title	C	L	T
AUT	306	Environmental Health and Safety	3	0	3
MGM	330	Managerial Accounting	2	2	3
MGM	332	Customer Relations and Sales	3	2	4
EN	421	Technical Communications (COM Core)	4	0	4
			12	4	14

Term X					
Course No.		Course Title	C	L	T
AUT	415	Warranty Administration and Parts Inventory	4	0	4
MGM	310	Product and Service Marketing	3	2	4
MGM	422	Small Business Management	3	2	4
MA	300	Statistics (MA/SCI Core)	4	0	4
			14	4	16

**Automotive Service/Transportation Management Concentration (MGTT)  
Curriculum (continued)**

Term XI					
Course No.		Course Title	C	L	T
AUT	404	Legal Issues and the Dealership	3	0	3
MGM	313	Human Resource Management	3	2	4
<i>ELECTIVE</i>		<i>300-400 Level Humanities Core</i>	4	0	4
<b>CHOOSE ONE</b>					
MGM	346	Project Management	3	2	4
MGM	467	Entrepreneurship	3	2	4
			13	4	15

Term XII					
Course No.		Course Title	C	L	T
MGM	450	Career Leadership	3	2	4
EC	301	<i>The Global Economy (SS Core)</i>	4	0	4
<i>ELECTIVE</i>		<i>300-400 Level Humanities, Social Sciences, or 200 Level Foreign Language Core</i>	4	0	4
<b>CHOOSE ONE</b>					
AUT	410	Senior Internship	0	20	5
<i>ELECTIVE</i>		<i>Management Elective*</i>	1-4	0-4	3/4
			11-15	2-22	15-17
<i>Total Quarter Credit Hours = 91-93</i>					

Management Elective Choices for Term XII**					
Course No.		Course Title	C	L	T
DMP	322	Digital Production for Business Management	1	4	3
MGM	320	Business Presentations	3	2	4
MGM	346	Project Management	3	2	4
MGM	348	Health and Wellness Management	4	0	4
MGM	375	Information Systems Management	3	2	4
MGM	460	Investments	2	2	3
MGM	467	Entrepreneurship	3	2	4
MGM	487	Non-Profit Management	4	0	4

\*\*All electives listed above are not offered every term.

**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 bachelor's degree students are required to take a minimum of 28 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.

*Subject to change.*





**Healthcare Management Concentration with Respiratory Care Option (MGTH)  
Curriculum**

Term VII					
Course No.		Course Title	C	L	T
HCM	312	Introduction to Healthcare Management	3	2	4
MGM	333	Organizational Behavior	3	2	4
MA	301	<i>Math for Management Studies (MA/SCI Core)</i>	4	0	4
<b>CHOOSE ONE</b>					
MGM	336	Data Analysis with Spreadsheets (Non-MGT AS grads)	3	2	4
MGM	338	Advanced Data Analysis (MGT AS grads)	3	2	4
			13	6	16

Term VIII					
Course No.		Course Title	C	L	T
MGM	310	Product and Service Marketing	3	2	4
MA	300	<i>Statistics (MA/SCI Core)</i>	4	0	4
<b>CHOOSE ONE</b>					
MGM	315	Accounting and Financial Reporting (Non-MGT AS grads)	3	2	4
ELECTIVE		Management or Technical Elective (MGT AS grads)*	1-4	0/2	3/4
<b>CHOOSE ONE</b>					
EN	322	<i>Argumentative Research Writing (COM Core)</i>	4	0	4
EN	331	<i>Research Writing in the Social Sciences (COM Core)*</i>	4	0	4
			12-15	2-6	15/16

\*Recommended if preparing for graduate study

Term IX					
Course No.		Course Title	C	L	T
HCM	411	Healthcare Finance and Budgeting	3	2	4
MGM	332	Customer Relations and Sales	3	2	4
MGM	346	Project Management	3	2	4
<b>CHOOSE ONE</b>					
EN	421	<i>Technical Communications (COM Core)</i>	4	0	4
EN	422	<i>Writing in the Health Sciences (COM Core)</i>	4	0	4
			13	6	16

Term X					
Course No.		Course Title	C	L	T
MGM	313	Human Resource Management	3	2	4
MGM	422	Small Business Management	3	2	4
MGM	445	Negotiation	2	2	3
ELECTIVE		300-400 Level Social Sciences (SS Core)	4	0	4
			12	6	15

**Healthcare Management Concentration with Respiratory Care Option (MGTH)  
Curriculum (continued)**

Term XI					
Course No.		Course Title	C	L	T
HCM	435	Healthcare Ethics and Leadership	4	0	4
<b>ELECTIVE</b>		<b>300-400 Level Humanities Core</b>	<b>4</b>	<b>0</b>	<b>4</b>
<b>CHOOSE ONE</b>					
RC	426	Advanced Cardiopulmonary Management 1 (RC only)	4	0	4
MGM	467	Entrepreneurship	3	2	4
<b>ELECTIVE</b>		<b>Management or Technical Elective*</b>	<b>1-4</b>	<b>0-4</b>	<b>3/4</b>
			9-12	0-4	11/12

Term XII					
Course No.		Course Title	C	L	T
MGM	487	Non-Profit Management	4	0	4
<b>ELECTIVE</b>		<b>300-400 Level Humanities, Social Sciences, or 200-Level Foreign Language Core</b>	<b>4</b>	<b>0</b>	<b>4</b>
<b>CHOOSE TWO</b>					
RC	436	Advanced Cardiopulmonary Management 2 (RC only)	4	0	4
MGM	496	Bachelor Internship	2	10	4
<b>ELECTIVE</b>		<b>Management or Technical Elective*</b>	<b>1-4</b>	<b>0-4</b>	<b>3/4</b>
			11-16	0-14	15/16
<i>Total Quarter Credit Hours = 89-91</i>					

\* Recommended if preparing for graduate study

Management and Technical Elective Choices for Term XI or XII**					
Course No.		Course Title	C	L	T
DMP	322	Digital Production for Business Management (can only be used in T12)	1	4	3
MGM	320	Business Presentations	3	2	4
MGM	330	Managerial Accounting (can only be used in T12)	2	2	3
MGM	348	Health and Wellness Management	3	2	4
MGM	375	Information Systems Management	4	0	4
MGM	430	Financial Management	3	2	4
MGM	450	Career Leadership	3	2	4
MGM	460	Investments (can only be used in T12)	2	2	3
MGM	467	Entrepreneurship	3	2	4
MGM	488	Management Seminar	4	0	4
MGM	493	Strategic Research	4	0	4

\*\*All electives listed above are not offered every term.

**Legend**

C = Number of lecture hours per week  
L = Number of laboratory hours per week



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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 bachelor's degree students are required to take a minimum of 28 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.

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### **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.

Please refer to the curriculum for each program for specific requirements as some curricula require more than the minimum number of liberal arts core courses. Only the associate-level core electives in the list below can be used to satisfy bachelor’s degree core requirements.

### **Bachelor’s Degree Core Elective Areas<sup>1</sup>**

**To obtain a minimum of 7 courses (28 credits), students may choose from the following course selections:**

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

### **Bachelor’s Degree Courses by Core<sup>1</sup>**

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

EN 322 Argumentative Research Writing  
EN 331 Research Writing in the Social Sciences  
EN 421 Technical Communications  
EN 422 Writing in the Health Sciences  
SS 303 Communication in the Global Workplace

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

CHM 300 Chemistry I and Lab  
CHM 400 Chemistry II and Lab  
MA 300 Statistics  
MA 301 Math for Management Studies  
MA 310 Calculus I  
MA 315 Math for Game Developers  
MA 320 Calculus II  
PHY 300 Physics II & Lab  
SCI 304 Development of Western Science  
SCI 307 Understanding Science Through Photography  
SCI 310 Perception of Green Living  
SCI 320 Understanding Flight  
SCI 330 Our History and Future in Space  
SCI 333 Sports Performance Metrics



SCI 340 Introduction to Environmental Health  
SCI 350 Introduction to Genetics and Evolution  
SCI 351 Sustainable Technology  
SCI 360 Wellness for Life

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

JP 201 Introduction to Japanese  
SP 201 Introduction to Spanish  
SP 203 Spanish for Healthcare Workers

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

HU 311 The Art of Film  
HU 313 World War II in Film  
HU 315 Cultural Competence in the Workplace  
HU 320 Multicultural Voices  
HU 321 Representations of Gender  
HU 331 Ethics and Technology  
HU 341 World Religions  
HU 350 Literature and Health  
HU 352 History of Rock and Roll  
HU 432 History of Western Art  
HU 433 Encountering 20<sup>th</sup> Century Art  
HU 441 World Literature

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

EC 301 The Global Economy  
PS 330 Marriage and the Family  
PS 350 Forensic Psychology  
PS 410 Applied Research Statistics  
SCI 360 Wellness for Life  
SO 461 Language and Society  
SS 302 The United States Legal System  
SS 303 Communication in the Global Workplace  
SS 304 Digital Media & the Law  
SS 330 Contemporary Social Issues  
SS 350 Everything is a Negotiation

1. Subject to Change

**Degree Progress Checklist (MGTB)**

<b>Program Requirements</b>			
T7	MGM	333	_____
Choose One			
Non-MGT AS	MGM	336	_____
MGT AS	MGM	338	_____
T8	MGM	310	_____
	MGM	320	_____
Choose One			
Non-MGT AS	MGM	315	_____
MGT AS	Management Elective (see list)		
T9	MGM	330	_____
	MGM	332	_____
	MGM	346	_____
T10	MGM	313	_____
	MGM	422	_____
	MGM	445	_____
T11	MGM	426	_____
	MGM	430	_____
	MGM	467	_____
T12	MGM	450	_____
	MGM	490	_____
Choose One			
	Management Elective (see list)		
	MGM	496	_____

<b>Management Electives*</b>			
<b>T8 &amp; T12</b>			
AUT	302	HCM	435
AUT	306	MGM	348
AUT	404	MGM	375
AUT	415	MGM	460
DMP	322	MGM	487
HCM	312	MGM	488
HCM	411	MGM	493

\*All electives listed above are not offered every term.

**Liberal Arts Core Requirements**  
**7 Required Courses**  
Each course = 4 credits (total of 28 credits)

<b>Communications Core</b>			
Choose One			
#1	EN 322 (recommended)	T7	_____
	EN 331	T7	_____
#2	EN 421	T9	_____
<b>Math/Science Core</b>			
#3	MA 301	T7	_____
#4	MA 300	T8	_____
<b>Humanities Core</b>			
#5	300-400 level HU elective	T11	_____
<b>Social Sciences Core</b>			
#6	EC 301	T10	_____
<b>Humanities, Arts/Foreign Language* or Social Sciences</b>			
#7	300-400 level elective from HU or SS, or 200 level FL core	T12	_____

\*Only foreign language courses are allowed as AR/FL electives.

**Subject to change.**

Please see your advisor for any questions.

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.

**Degree Progress Checklist  
Automotive Service/Transportation Management Concentration (MGTT)**

Program Requirements			
T7	AUT	302	_____
	MGM	333	_____
	MGM	336	_____
T8	AUT	321	_____
	MGM	315	_____
	MGM	445	_____
T9	AUT	306	_____
	MGM	330	_____
	MGM	332	_____
T10	AUT	415	_____
	MGM	310	_____
	MGM	422	_____
T11	AUT	404	_____
	MGM	313	_____
	Choose One		
	MGM	346	_____
T12	MGM	450	_____
	Choose One		
	AUT	410	_____
	Management Elective (see list)		_____

Management Electives*			
T12			
DMP	322	MGM	375
MGM	320	MGM	460
MGM	346	MGM	467
MGM	348	MGM	487

\*All electives listed above are not offered every term.

**Liberal Arts Core Requirements**  
**7 Required Courses**  
Each course = 4 credits (total of 28 credits)

Communications Core			
#1	Choose One		
	EN 322 (recommended)	T8	_____
	EN 331	T8	_____
#2	EN 421	T9	_____

Math/Science Core			
#3	MA 301	T7	_____
	MA 300	T10	_____

Humanities Core			
#5	300-400 level HU elective	T11	_____

Social Sciences Core			
#6	EC 301	T12	_____

Humanities, Arts/Foreign Language* or Social Sciences			
#7	300-400 level elective from HU		_____
	or SS, or 200 level FL core	T12	_____

\*Only foreign language courses are allowed as AR/FL electives.

**Subject to change.**

Please see your advisor for any questions.

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.

**Degree Progress Checklist  
Healthcare Management Concentration with Respiratory Care Option (MGTH)**

<b>Program Requirements</b>			
T7	HCM	312	_____
	MGM	333	_____
	Choose One		
(Non-MGT/AS)	MGM	336	_____
(MGT/AS)	MGM	338	_____
T8	MGM	310	_____
	Choose One		
(Non-MGT/AS)	MGM	315	_____
(MGT/AS)	Management Elective (see list)		_____
T9	HCM	411	_____
	MGM	332	_____
	MGM	346	_____
T10	MGM	313	_____
	MGM	422	_____
	MGM	445	_____
T11	HCM	435	_____
	Choose One		
	MGM	467	_____
	RC	426	_____
	Management Elective (see list)		_____
T12	MGM	487	_____
	Choose Two		
	MGM	496	_____
	RC	436	_____
	Management Elective (see list)		_____

<b>Management Electives*</b>			
<b>T11 &amp; T12</b>			
DMP	322**	MGM	450
MGM	320	MGM	460**
MGM	330**	MGM	467
MGM	348	MGM	488
MGM	375	MGM	493
MGM	430		

\*All electives listed above are not offered every term.

\*\* Can only be used in T12.

**Liberal Arts Core Requirements**

**7 Required Courses**

Each course = 4 credits (total of 28 credits)

<b>Communications Core</b>			
#1	Choose One		
	EN 322	T8	_____
	EN 331	T8	_____
#2	EN 421	T9	_____
	EN 422	T9	_____

<b>Math/Science Core</b>			
#3	MA 301	T7	_____
#4	MA 300	T8	_____

<b>Humanities Core</b>			
#5	300-400 level HU elective	T11	_____

<b>Social Sciences Core</b>			
#6	300-400 level SS elective	T10	_____

<b>Humanities, Arts/Foreign Language* or Social Sciences</b>			
#7	300-400 level elective from HU		
	or SS, or 200 level FL core	T12	_____

\*Only foreign language courses are allowed as AR/FL electives.

**Subject to change.**

Please see your advisor for any questions.

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.



## Course Descriptions

### Business Management

#### **MGM 310 Product and Service Marketing**

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

Students learn the marketing management cycle, product and service marketing, and customer relationship management. The course also provides an understanding of traditional/outbound and e-/internet/inbound marketing approaches and the seller/customer relationship. Students draft a marketing plan.

#### **MGM 313 Human Resource Management**

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

Students examine the many roles of human resource management in an organization and how managers can and should interact effectively with HR. Although theory is an important aspect of overall human resource application, management practices will be covered in depth. Students will practice a variety of human resource management skills through lab exercises and case studies. Students also review important laws and regulations and examine current issues in human resource management.

#### **MGM 315 Accounting and Financial Reporting**

*3 Class Hours 2 Lab Hours 4 Credit Hours*

The complete accounting cycle, debits and credits, journals, and ledgers for businesses are introduced. Accounting for general office records and preparation of financial statements are also demonstrated. In addition, various transactions are applied including the cash, sales and purchase transactions.

#### **MGM 320 Business Presentations**

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

Students practice developing clear, concise ideas for presentations, with a logical flow and language appropriate for a professional audience. They will develop and practice skills for informal and formal presentations. Topics include running a meeting, giving sales presentations, and teaching a training session. Students practice with current presentation technology.

#### **MGM 330 Managerial Accounting**

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

*Prerequisite: MGM 270 or MGM 315*

Students will review financial accounting and be introduced to principles of management accounting. Students will apply managerial accounting concepts through the study of cost accounting. This course will strengthen the student's comprehension of financial accounting principles while providing the student with the fundamental concepts necessary to manage and control the various costs in a small business setting.

#### **MGM 332 Customer Relations and Sales**

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

Students examine best practices in customer service, business to business sales, and retail sales management in order to strengthen customer relationships and generate organic growth. Students learn theory and practice strategies, tactics, and soft skills that build customer loyalty through experiential learning activities such as case studies and role playing. Students evaluate and exercise their communication skills and emotional intelligence to foster personal service and selling proficiency.

#### **MGM 333 Organizational Behavior**

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

Students examine individual behavior and group dynamics in organizations. Specific focus is given to the psychosocial, interpersonal, and behavioral dynamics in organizations. The study of these dynamics is



further defined by the evaluation of variables such as job type, design of work, communication, performance appraisal, organizational design, and organizational structure. The study of organizational behavior focuses on experiential learning and is framed with the objective of developing rational decision-making skills, strong individual leadership skills, and, simultaneously, effective collaboration skills in a team environment.

**MGM 336 Data Analysis with Spreadsheets**

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

*Prerequisite: MA 121 or MA 125 or MA 200 or MA 301*

Using spreadsheets effectively to support managerial decision-making is a critical skill for managers. Students learn to evaluate common business scenarios, then organize, analyze, and present data using Excel. Students will create charts, troubleshoot existing worksheets, and use templates to create common business forms for a company. Pivot tables and charts will be used to create dashboards for managerial decision-making.

**MGM 338 Advanced Data Analysis**

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

*Prerequisites: MA 125 or MA 200 or Co-Requisite: MA 200*

Students with previous coursework in Excel will develop more advanced data analysis skills including working with data tables, more complex formulas, advanced functions, and validation rules. Pivot tables and pivot charts will be used to create dashboards for managerial decision-making.

**MGM 346 Project Management**

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

Managing a project requires a different set of skills and practices than managing normal operations of an organization. Students will explore the project management knowledge areas – project integration, scope, time, cost, quality, human resources, communications, risk, procurement, and stakeholder management – in the Project Management Body of Knowledge and develop their understanding of what is involved in becoming a successful project manager. Small groups will examine case studies of successful and unsuccessful projects, as well as the variety of applications available to manage projects. Students will apply what they learn by researching a project of their own, using project management software to plan and communicate information about the project.

**MGM 348 Health and Wellness Management**

*4 Class Hours 4 Quarter Credit Hours*

This course explores the role of management in wellness and health promotion within organizations. Using the seven-dimension model of wellness, students will develop the leadership skills required to effectively implement life-style wellness programs within companies and targeted populations. Students learn through community based experiential activities that focus on personal wellness and systemic change.

**MGM 375 Information Systems Management**

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

Managers need to understand the role of Information Technology in their organizations, no matter the size. Students with an entrepreneurial spirit can find out what foundational IT elements are needed to make a new venture run successfully. This course focuses on developing an IT strategic plan, and answers the questions: What do IT people really do, and how can managers leverage these resources to grow the business? What enterprise-wide systems do I need to get started? What are cloud services and how can they be leveraged? How do I work with IT professionals to digitize and modernize my business and customers?



**MGM 422 Small Business Management**

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

*Prerequisite: MGM 270 or MGM 315*

Many graduates will work in smaller businesses during their careers, and potentially start or run their own small businesses. Managers in a small business must wear many hats, and deal with issues that team members in larger organizations may not be aware of. In this course, students will learn about and practice specific activities they may need to manage in a real small business, from the start-up phase through early growth and stability. They will examine financial concerns – alternative business structures, risk and cash management, banking, investments, and taxes – as well as supervisory decisions such as hiring and firing, coaching, and compensating employees.

**MGM 426 Operations Management**

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

*Prerequisite: MA 300*

In an increasingly competitive global economy, firms must produce high quality, low cost products and services. These products and services must be delivered when, where, and how customers demand them. This course introduces the most important theories and tools used to manage world-class firms to achieve competitive advantage. A balance in emphasis between managerial issues and analytical techniques strengthens both critical thinking and problem-solving skills. Topics covered include operations strategy, process design, capacity, quality, inventory theory, customer service, and supply chain management.

**MGM 430 Financial Management**

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

*Prerequisite: MGM 330*

This course will introduce the goals of financial management including capital budgeting, capital structure and working capital management. Students will use financial ratio analysis to evaluate financial statements and organizational performance. The time value of money and the basics of capital budgeting will be reviewed. In addition, students will examine how to make long-term financing decisions by examining capital structure and long-term financial instruments. Finally, the course will cover short-term financing decisions such as working capital and managing cash.

**MGM 445 Negotiation**

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

Students learn and practice negotiations through the principled negotiation method. They will learn to identify interests, create options for mutual gain; and propose fair standards for deciding among possible options. Students practice negotiating in both individual and team scenarios. In addition, students will learn the basics of contract law to aid in their negotiations.

**MGM 450 Career Leadership**

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

Students will examine how new managers can become effective leaders and execute the organizational mission. Through study of current and emerging leadership theories and comprehensive case studies, students will explore multiple perspectives on leadership, analyze decision-making, and consider the impact of ethical versus unethical leadership on stakeholders. Students will complete self-assessments and other career-related projects to help clarify their own goals and career aspirations and continue to develop their own leadership styles.

**MGM 460 Investments**

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

This course provides insight into the importance of financial planning and investing as well as exposure to various analytical tools helpful in making investment decisions. Students learn the process of planning, making a budget and learn the wise use of credit. Students will also learn how a business is organized,



understand risk and potential return, and learn about buying and selling stock using online trading and the Wall Street Journal. Also, criteria for creating a balanced portfolio are covered as is calculating present yield.

**MGM 467 Entrepreneurship**

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

Students will examine the risks and rewards of entrepreneurial ventures and develop their own new business ideas. Students will learn about managing and financing a new business venture and will learn directly from successful entrepreneurs. The focus of the course is on creating and presenting a comprehensive business plan to prospective investors.

**MGM 487 Non-Profit Management**

*4 Class Hours 4 Quarter Credit Hours*

This course examines the nature and major trends of the nonprofit sector both in the U.S. and internationally. The course aims to deepen student understanding of the nature of the nonprofit world and its organizations, using both theory and practical application. Students will evaluate the current thinking regarding practices for managing and improving nonprofit organizations and critically analyze the dynamic environmental and organizational factors that influence managerial decision-making within nonprofit organizations. Students will be actively engaged with local non-profits to help them achieve their organizational objectives.

**MGM 488 Management Seminar**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: Department chair approval*

This course is designed for seniors with an interest in research to pursue an independent research project in partnership with a faculty mentor.

**MGM 490 Strategic Management**

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

*Prerequisite: MGM 430*

Students examine the complexity of business management and the indiscriminate nature of business competition. Working in teams, students analyze the competitive environment and determine a strategy for their own enterprise, making decisions about marketing, research and development, production, quality, human resources, and many other aspects of their business. Students complete a business simulation.

**MGM 493 Strategic Research**

*4 Class Hours 4 Quarter Credit Hours*

Seniors in business management will focus on how to create, manage, and implement a corporate strategy to address systemic problems within an organization. Students will strategically analyze issues within organizations through a comprehensive case study approach and conduct extensive research on emerging global and national business trends. Students will formulate realistic strategies and tactics necessary to address the complexities of a volatile marketplace. Readings, independent research, simulations, and exercises will focus on current issues affecting large organizations. Students will complete a major case study and conduct independent research designed to be presented at regional or national conferences.

**MGM 496 Bachelor 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 instructor by Week 1. Student progress is evaluated by the site supervisor as well as by the internship instructor.

### **Automotive Service/Transportation Management**

#### **AUT 302 Service Management Operations**

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

High-quality service operations require effective management teams. This course gives students an understanding of management operations of today's high performing dealerships. Students study time management, benchmarking and best practices, internal operations, compensation management and physical operations as well as insurance issues faced in the automotive environment. Students work in teams and role-play to learn the concepts of leadership through motivation.

#### **AUT 306 Environmental Health and Safety**

*3 Class Hours 3 Quarter Credit Hours*

This course covers the responsibilities of the service department to provide their employees with Right-to-Know training and Hazardous Materials Communication. Students learn the governmental requirements for Right-to-Know training and practice developing a hazard communication plan for a small service business.

#### **AUT 321 Industry Software Applications**

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

Students are introduced to industry software applications such as AutoMate and Mitchell Manager to track work orders, customer service intervals, recalls, and warranty updates. Students practice communications with consumers as well as other departments within the dealership, and create a customer database for mailings, service reminders, and recall information. Students also prepare reports to monitor technician efficiency and profitability. Additionally, students track expenses and performance of the service department.

#### **AUT 404 Legal Issues & the Dealership**

*3 Class Hours 3 Quarter Credit Hours*

*Prerequisite: BU 236*

This course focuses on the legal aspects of running a service department. Such topics as signatures on repair orders, mechanic's liens, and lemon laws are discussed. Students research current practices and develop an outline of service department best practices.

#### **AUT 410 Senior Internship**

*20 Lab Hours 5 Quarter Credit Hours*

*Prerequisite: Department Chair permission.*

Students spend 20 hours per week at their internship placement honing their skills under the supervision of a job site mentor. Students have an active role in the scheduling of work for technicians and the interaction with the customers. Students meet periodically with the internship advisor to discuss their work experiences. Students complete a writing project evaluating their experiences and will present this report to the faculty and their classmates at the completion of the term.

#### **AUT 415 Warranty Administration and Inventory Management**

*4 Class Hours 4 Quarter Credit Hours*

Managing the warranty administration process and service parts inventory effectively is critical to customer satisfaction and profitability. Warranty administration requires detailed tracking and conformance to unique manufacturer policies for claims to be approved and paid for by the manufacturer. Attention to detail and strong business to business communication skills are essential to successful claims processing. Effective inventory management requires analysis of just in time purchasing, economic

order quantities, and matrix pricing. Warranty administration and inventory management represent significant cost centers and revenue streams for the service department and dealership overall.

### **Digital Media Production for Management Students**

#### **DMP 322 Digital Production for Business Management**

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

Students in the Business Management program will learn about pre-production and production techniques, as well as the personnel and equipment involved in making any kind of video project. Students will write a project proposal, objectives, script, and storyboard as well as produce their concept from shooting through to editing.

### **Healthcare Management**

#### **HCM 312 Introduction to Healthcare Management**

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

Students will learn and apply the basic management principals of individual and organizational effectiveness in healthcare management with a cultural competency lens. Students will explore cost of care, and quality of care measures and how these affect access to care. In addition, students will get an overview of business principles such as: leadership, team building, strategic planning, HR, healthcare insurance, marketing, IT, finance, ethics, and fraud as well as emerging topics in health care as it affects all stakeholders: patients, providers, payers and the public. Students will understand the use of leadership and organizational theory and practice as it relates to themselves as a leader, their teams, organizations and stakeholders in healthcare. Finally, in a term project, students will use these management principles to design a business proposal for a service, product or policy to address an issue that affects patients, a unit team, an organization, or society.

#### **HCM 411 Healthcare Finance and Budgeting**

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

In today's dynamic financial environment, it is critical for management involved in healthcare organizations to understand their role in the financial success of their organization, whether it is for profit or nonprofit. This course focuses on managerial accounting and finance topics that are critical to decision-making in healthcare organizations: capital investment decisions, financing, cost behavior, behavioral economics, marginal and incremental analysis, reimbursement under various third-party payer environments, cost allocation and government program reporting.

#### **HCM 435 Healthcare Ethics and Leadership**

*4 Class Hours 4 Quarter Credit Hours*

Students will explore current and recurring ethical issues facing professionals in today's healthcare environment. Topics will include areas such as the right to refuse treatment, organ donation, resource allocation and issues related to health care reimbursement, cost containment and managed care. Students will also examine the leadership challenges and ethical considerations of access, quality of care, considerations of aging and dying, the Patient Protection Affordable Care Act (PPACA) and new and emerging issues in healthcare in the United States.

### **Respiratory Care**

#### **RC 426 Advanced Cardiopulmonary Management 1**

*4 Class Hours 4 Quarter Credit Hours*

This course will provide an in-depth analysis of advanced cardiopulmonary diagnostic, therapeutic, and management strategies in general and respiratory critical care. Topics will include the management of



difficult airways, administration of specialty gases, advanced techniques to enhance oxygenation and ventilation, delivery of pharmacological agents, and assessment of the change in status of the critically ill patient. Other topics will include the prevention of ventilator-associated events and troubleshooting, recognition and treatment of sepsis, hospice and palliative care, as well as the preparation for disaster and mass casualty events.

**RC 436 Advanced Cardiopulmonary Management 2**

*4 Class Hours 4 Quarter Credit Hours*

This course provides students with the knowledge and critical thinking skills needed to effectively assess and manage patients across the continuum of healthcare utilizing a holistic approach. Students will learn how to assess the status of critically ill patients and anticipate changes in patient status as members of an interdisciplinary healthcare team. Students will develop advanced patient care plans based on the interpretation of laboratory and imaging reports. Students will examine the effects of pharmacological agents and anticipate the complications associated with the nutritional status of the patient. Students will be introduced to specialty certifications related to advanced adult, pediatric, and neonatal respiratory care practice.



**Liberal Arts, Math and Science Courses  
Bachelor's Degree**

**Community Enrichment (Social Science Core)**

**CE 301 Community Enrichment**

*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.

**Chemistry (Math/Science Core)**

**CHM 300 Chemistry I and Lab**

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

*Prerequisites: MA 125*

Topics covered include atomic structure, the periodic law, and nature of the chemical bond, chemical reactivity, stoichiometry, and acid base reactions.

**CHM 400 Chemistry II and Lab**

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

*Prerequisites: CHM 101 or CHM 300 and MA 125*

This course focuses on chemical reactions and related concepts. Topics include chemical bonds, solution chemistry, acids and bases, chemical equilibria, kinetics, thermodynamics and descriptive chemistry. Lecture and lab.

**Economics (Social Sciences Core)**

**EC 301 The Global Economy**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 322 or EN 331*

This course is an exploration of the increasingly complex global economy with particular attention to the competing political economies of Europe, the United States, and the Pacific Rim.

**English (Communications Core)**

**EN 322 Argumentative Research Writing**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

In EN 322, "Argumentative Research Writing," students engage in critical thinking, credible research, and persuasive writing. Beginning with the idea that academic and professional arguments result in a collegial exchange of ideas to pursue knowledge, this course prompts students to examine various viewpoints of a debate. The central goal for students is to produce an argument essay based on meaningful dialogue and thoughtful reflection. Students are introduced to different models of argument, persuasive appeals, logical reasoning, and visual rhetoric. The course breaks the writing process down into a series of comprehensible habits of mind and investigative skills: inquiry, active reading, critical analysis, research, communication, and documentation of sources.





**EN 331 Research Writing in the Social Sciences**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

In this advanced research writing course, students will read, research and evaluate social science articles and other materials in order to understand their claims, credibility and conclusions. Students will conduct an extensive literature review on a topic of their choice resulting in an APA-formatted research paper including an abstract and reference section. Utilizing writing workshops, students will write coherent and unified texts, including effective introductions, clear thesis statements, supporting details, transitions, and strong conclusions.

**EN 421 Technical Communications**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 322 or EN 331*

EN 421 is an advanced writing course designed to help students achieve mastery in presenting complex content. This course encompasses writing for a broad range of technical and general audiences in virtually all media. Students will reinforce their ability to analyze audience, purpose, and content. Additionally, students will learn how to plan and organize content to meet goals, use graphics effectively, and deliver an oral presentation.

**EN 422 Writing in the Health Sciences**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 322 or EN 331*

EN 422 is an advanced writing course focusing on written communication common in the health science professions. To better prepare students for the challenges of successful professional communication, Writing in the Health Sciences targets the three main audiences of the health provider: other professionals, patients and clients, and the public. For each of these audiences, students will master writing techniques and practices to ensure that their message is being understood and that their professional voices are being heard at all levels of the health care organization.

**Humanities (Humanities Core)**

**HU 311 The Art of Film**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course is a survey of films that have significantly contributed to the development of film as an art and as an industry. Topics of discussion include filmmaking techniques and theories of criticism.

**HU 313 World War II in Film**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

The Second World War has remained a great thematic source for today's filmmakers. This course will examine films made about World War II. After watching each film, students will analyze the way the films address such themes as patriotism, leadership, moral responsibility, heroism, cowardice, survival, comradeship, and readjustment to peacetime conditions. The films will also be analyzed through discussion, reading, research and writing, in terms of the contribution of these films in developing a better understanding of current military conflicts.

**HU 315 Cultural Competence in the Workplace**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

Students of all disciplines must be ready to engage in a globally connected world requiring an understanding of cultural norms, differences, and beliefs which effect the workplace. This course will examine the students' understanding of what culture is and what each citizen of a global world will need to provide knowledge, skills, and an attitude inherent in a culturally responsive manner.

**HU 320 Multicultural Voices**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course will examine literary works that cross the boundaries of national lines and cultures and reflect the experiences that occur in the diverse United States. How do we learn to understand our own and different cultural identities and practices through interactions with others? What role does the experience of immigrants play in how we decide what is American culture? The purpose of this course is for all of us to gain an understanding and appreciation of culture, cultural values, and perspectives by reading various works, in different genres, written by authors of a variety of racial, ethnic, and national backgrounds.

**HU 321 Representations of Gender**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

HU 321 is an advanced course that analyzes portrayals of gender in both written and visual text including literature, film, and television to find patterns of meaning that illuminate human nature and society. Additionally, it will explore how gender intersects with other social constructs like race, ethnicity, and sexual orientation.

**HU 331 Ethics and Technology**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course will explore the basic concepts of ethical theories and ethical values and apply these to technologically-based dilemmas through case studies. These dilemmas will be considered in terms of their implications both for individuals, and for professionals involved in creating and maintaining technology, and mechanisms will be developed to guide ethical discussions and decision-making.

**HU 341 World Religions**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

In this course, students will examine religious practices surrounding life passages (birth, marriage, death), and the food, clothing, sacred calendars, sacred texts, and ethics of several major world religions.

**HU 350 Literature and Health**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100 or its equivalent*

Through the study of fiction and poetry, students broaden their understanding of two important perspectives in healthcare – that of patient and caregiver. With the ultimate goal of engendering empathy for both parties, this course requires students to read a variety of literary texts that address the social, cultural, psychological, familial, institutional, and professional dimensions of healthcare. Course requirements include close reading, lively class discussion, short oral presentations, original research, and thoughtful writing.

**HU 352 History of Rock and Roll**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course will trace the various musical forms and technological advances that have led to the American popular music of today. Particular emphasis will be given to blues and jazz and their influence on early rock and roll. In addition, a substantial portion of the course will be devoted to the technology that has led to today's sophisticated performance and recording techniques. Students will also experience some hands-on musical activities with instruments such as the guitar and keyboard that are vital components of today's music.



**HU 432 History of Western Art**

*4 Class Hours 4 Quarter Credit Hours*

This course offers students the opportunity to explore the visual arts throughout Western history. Students will develop knowledge of artists and artistic development and increase their ability to critically appreciate a wide range of art across media, styles, and time periods. The course will emphasize painting, and will additionally examine sculpture, architecture and photography, as time permits.

**HU 433 Encountering 20th Century Art**

*4 Class Hours 4 Quarter Credit Hours*

Students will examine art produced in the 20th Century by exploring a variety of factors including: the differences in this art from what had come before; the role of the machine and technology in subject matter, technique and production; the major social movements and political events of the 20th Century and how they were represented in art; and the major movements in art in this century. Important works by major artists of this period will be studied, so that students can recognize these and similar works, and appreciate their place in popular culture. Students will learn to be comfortable with art and be able to “read” art for their own enjoyment. They will come to appreciate the notion that art, in the final analysis, is a creative expression of their world, their lives, what they see and feel and experience every day.

**HU 441 World Literature**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

As a result of globalization, we are interacting more often with people from other cultures. This course uses fiction, poetry, and drama from around the world to learn about other cultures.

**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 300 Statistics**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: MA 125 or MA 200 or MA 301*

This introductory course stresses the use of statistics as a management tool for decision-making. The focus is on descriptive statistics, communicating statistical data, concepts of probability distribution, estimation, and hypothesis testing.

**MA 301 Math for Management Studies**

*4 Class Hours 4 Quarter Credit Hours*

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

MA 301 is designed to transition students from basic algebra to more advanced business applications. Specific topics include: percent increase and decrease problems; linear and quadratic functions with cost, revenue, profit, supply and demand function applications; descriptive statistics; exponential and logarithmic functions with exponential growth and decay applications; compound interest and annuities. There are video examples of how to do some problems in Excel as an introduction to that program.

**MA 310 Calculus I**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: MA 210*

Limits will be introduced, and the derivatives and integrals of algebraic functions will be studied at length. Applications include rectilinear motion, curve sketching, maxima and minima problems, related rates, and area under a curve.

**MA 315 Math for Game Developers**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: MA 310*

Students will study the essential math necessary to become a successful game developer. Topics include vectors, matrices, transformations, collision detection, random numbers, rendering techniques and optimizations.

**MA 320 Calculus II**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: MA 310*

This continuation of Calculus I begins with derivatives of transcendental functions and proceeds with their integration. Additional topics include integration by parts, partial fractions, and numerical methods. Applications of the integral to area, volume, motion, and work will be stressed.

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

**PHY 300 Physics II & Lab**

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

*Prerequisites: MA 125 and PHY 200 (or PHY 126)*

This is an algebraic approach to a second course in physics. The topics include: centripetal force, temperature, heat energy, mechanical waves, sound, electrostatics, and basic circuit elements. 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. Laboratory experiments will be performed to reinforce these concepts.

**Psychology (Social Science Core)**

**PS 330 Marriage and the Family**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100 or its equivalent*

This course is a review of psychological concepts relevant to understanding marital and family functioning. Topics will include mate selection, marital communication, intimacy, conflict resolution, transitioning to parenthood, managing crises, family violence, divorce, and balancing work, leisure and family.

**PS 350 Forensic Psychology**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course addresses the psychological issues of human behavior that surround law enforcement and the legal system. It supplements information provided by physical evidence forensics courses and offers hands-on practice by utilizing psychological techniques implemented in the field. It familiarizes students with new technologies and available databases used in investigations. The course goes beyond criminal profiling popular in today's media and explores the findings of psychological research behind such issues as eyewitness identification (memory retrieval) and interviewing (conformity and obedience). Forensic Psychology also covers newer areas of concern such as psychological assistance in all career aspects of policing from personnel selection to dealing with the demands of the job.

**PS 410 Applied Research Statistics**

*4 Class Hours 4 Quarter Credit Hours*

PS 410 is an intermediate-level course designed to develop in students an expertise in identifying statistical approaches to research problems. Students will examine statistics and the rationale behind them. They will comprehend and interpret statistical results as they apply to their programs. Students will master the APA style of writing by dissecting the results and discussion sections of journal articles in their programs and by writing those sections using statistics learned in the course.

**Science (Math/Science Core)**

**SCI 304 Development of Western Science**

*4 Class Hours 4 Quarter Credit Hours*

This course centers on the interaction of science, scientists, technology and society over the past five hundred years, primarily focusing on the development of Western science. The scientific method will be examined utilizing selected case studies. Underlying principles and methodologies of science will be illustrated by comparing and contrasting both the successes and failures of science. Factors affecting the acceptance and use of science and related technologies will be examined.

**SCI 307 Understanding Science Through Photography**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 322 or EN 331*

This course integrates photography and science. Students will demonstrate their understanding of science concepts through photography and written artifacts. A key to understanding concepts in science is the ability to recognize their applications in everyday use. Problem solving and evaluating discussion board postings are also part of this course. Science concepts such as motion and forces are combined with physical elements of photography such as shutter speed, focal length, and aperture. Students will design and complete a capstone project that focuses on their area of study as it relates to science. Students are expected to have basic knowledge of digital images and have the ability to upload photos. Cameras are not provided by NEIT.

**SCI 310 Perception of Green Living**

*4 Class Hours 4 Quarter Credit Hours*

This project-oriented course explores how our world views affect our perception of green living with the main focus on environmental economics. Students will engage in critical analysis of consumerism and the interaction and interdependence between our lifestyle (consumption rate) and environmental sustainability. Students will examine the shift in economic and environmental perceptions by comparing conventional economics with emerging plenitude economics. Students will apply the knowledge gained in this course to technology development strategy, career planning and personal reflection on sustainable living.

**SCI 320 Understanding Flight**

*4 Class Hours 4 Quarter Credit Hours*

This course explores a variety of real world examples of objects moving through the air. While not an applied math course, the concepts that help understand the flight of objects are explored. Freefall, gliding, ballistics, and powered flight will be explained and studied. Both the historical development of manned flight as well as examples of flight in nature as exemplified by both birds and seeds will be investigated.

**SCI 330 Our History and Future in Space**

*4 Class Hours 4 Quarter Credit Hours*

A course investigating the history, current programs, and future of space exploration. Topics will focus on our solar system, the current search for water on Mars, and evidence of life on other planets and moons. Current events related to space exploration and Near-Earth Objects will be incorporated whenever possible. Weekly writing assignments pertaining to weekly reading assignments will be required.



**SCI 333 Sports Performance Metrics**

*4 Class Hours 4 Quarter Credit Hours*

This introductory course is intended for any student with an interest in physical fitness, exercise or wellbeing. The course will focus on the foundations of exercise testing and training while exploring the various elements of an individual's fitness profile including strength, flexibility, power, balance, speed, agility, aerobic capacity, body composition and anthropometrics. The course will also help explain how each of those fitness parameters relates to a student's ability to play a sport or participate in a hobby such as hiking, running or gardening. Finally, the course will explore various exercise program variables and designs to maintain and improve health and human performance.

**SCI 340 Introduction to Environmental Health**

*4 Class Hours 4 Quarter Credit Hours*

Environmental health is the study of the interactions between humankind and our environment. This course will explore health issues arising from exposure to environmental hazards which are the direct result of human activity – such as energy production, industry, and agribusiness. Within the framework of environmental health and sustainability, students will explore core principles of toxicology, epidemiology and risk assessment; and will apply these concepts to the analysis of emerging environmental health problems in a rapidly growing and increasingly industrialized world.

**SCI 350 Introduction to Genetics and Evolution**

*4 Class Hours 4 Quarter Credit Hours*

No prior coursework in the subject is assumed. This course begins by looking at cells and what they are. Concepts such as mitosis and meiosis will be explored. What a gene is, how it functions, and how it may be mutated will be covered. The basic principles of genetics, including patterns of inheritance (Mendelian genetics) will be studied. Additional topics include the genetic basis of genotype and phenotype, natural selection, evolution, and speciation. Students will explore recombinant DNA and genetic engineering (genetically modified foods and livestock) and the future of genetics.

**SCI 351 Sustainable Technology**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

What do climate changes and carbon emissions have in common? The carbon cycle. In this course students will engage in critical analysis of science components of economic and environmental sustainability. Students will analyze case study scenarios from current events and other sources and propose comprehensive steps for sustainable technology development in the context of their subject specialty. Through various projects, student will apply the knowledge gained in this course to technology development strategy, career planning and personal reflection on sustainable living.

**SCI 360 Wellness for Life**

*4 Class Hours 4 Quarter Credit Hours*

*Core Fulfillment: Both Math/Science Core and Social Sciences Core*

Lifestyle-related diseases are at epidemic proportions in this country. There is scientific evidence that links physical activity and positive habits to improved quality of life. This course will explore topics of health promotion, wellness, risk screening, and behavior change. Students will evaluate how lifestyle-related health problems can be impacted by positive lifestyle choices. Since optimal wellness goes beyond physical fitness and the absence of disease, students will examine the eight dimensions of wellness and design a personal wellness program to attain their health goals.



**Sociology (Social Sciences Core)**

**SO 461 Language and Society**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course provides students with knowledge about the role that language plays in our cognitive and social development in order to give us greater power over our interactions with others at home, at work, and elsewhere. Topics covered include: how we speak and why; is language biological or cultural; do men and women speak differently; and what is the connection between language and thought.

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

**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. 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. The course is designed for students with no prior knowledge of Spanish. ***Students who speak Spanish fluently or who grew up in a home where Spanish was the primary language spoken will not be eligible to take the course.***

**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. **The course is designed for students with no prior knowledge of Spanish.**

**Social Sciences (Social Sciences Core)**

**SS 302 The United States Legal System**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course will critically analyze whether the American legal system is truly providing equal justice for all members of our society. We will examine how legal disputes are handled and the influences that shape the structure, process and personnel of the legal system.

**SS 303 Communication in the Global Workplace**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

*Core Fulfillment: Both Communications Core and Social Sciences Core*

This course is designed to acquaint students with intercultural communication issues that arise in the workplace, culminating in a final project: making a business/occupational presentation to an audience from another culture.



**SS 304 Digital Media & The Law**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 322 or EN 331*

In this course, students will examine how the existing legal structure within digital and social media operates and understand how the global shift to digital media has profoundly affected the production and control of information from a global and domestic perspective. The course is designed to introduce students to legal issues that are most relevant to careers in digital media and to individuals using digital and social media for personal interests. These topics include information access and protection, intellectual property, defamation, invasion of privacy, commercial speech, jurisdiction, internet regulations, and, of course, freedom of expression.

**SS 330 Contemporary Social Issues**

*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.

**SS 350 Everything is a Negotiation**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

***Program Restriction: This course not open to students in Business Management programs.***

This course is intended to help students develop the skills they need to successfully negotiate their way through their work situations. Students will practice both face-to-face negotiations and negotiations carried on electronically.



## Questions & Answers

### 1. When do my classes meet?

Day Classes: Technical classes normally meet for at least three hours a day for up to 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 bachelor's degree, you will take a total of approximately fifteen liberal arts courses, which will be scheduled around your program 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 15 to 20 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. 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.

**6. 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.

**7. 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.

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

Transfer credit for appropriate courses taken at an accredited institution will be considered for courses in which the student has earned a "C" or above. 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.

**9. 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.

**10. 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.

**11. 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-entrees 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.



**12. 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 school can, and NEIT does not, guarantee to its graduates employment or a specific starting salary.

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

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

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

Your knowledge of business management, including marketing, finance, and technical skills, will enable you to seek employment in a multitude of fields in positions such as manager, assistant manager, manager trainee, operations analyst, project manager, department or process supervisor, service manager, marketing analyst, and customer service representative. Your degree also allows you to advance in the technical specialty developed by your associate degree concentration. The training you received also prepares you to start your own business.

For the Automotive Service/Transportation Management concentration (MGTT), graduates will be prepared to seek entry-level to mid-level positions in transportation service management such as general service manager, sales manager, human resource manager, service writer, service consultant, parts manager, warranty administrator, fleet manager, collision repair production manager, and marina and boatyard manager. Upon completion of a bachelor's degree at NEIT, positions on the management level become attainable.

For the Healthcare Management concentration (MGTH), graduates will be prepared to work as managers or assistant managers of a program or department, or to support strategic planning, budgeting, or grant-writing. The program is designed to prepare students for employment in management positions in hospitals, clinics, long-term care facilities, behavioral health organizations, public health agencies, government health departments, and other health settings. Entrepreneurship and respiratory care options include potential jobs in marketing positions in the healthcare industry, such as sales of durable medical equipment or pharmaceuticals, new product development and distribution.

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

No license is required for general business careers which you will be preparing to enter. The Business Management (MGTB) program is not designed to prepare a student for a licensure exam; however, a number of career-specific certificates exist for which student may apply, such as project management (CAPM) and Microsoft Office Specialist (MOS) for specific applications.

No license is required for automotive technicians; students are, however, urged to take the Automotive Service Excellence (ASE) test upon completion of their MGTT program. ASE certification shows your prospective employer that you are competent in service consulting and customer relations.

Healthcare management students may enter the program and already hold certifications and licensure to practice within their specific discipline(s). Students in the Respiratory Care option will also be introduced to specialty certifications related to advanced adult, pediatric, and neonatal respiratory care practice.

**16. How important is attendance?**

You are expected to attend all classes. 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. When



courses are offered in hybrid and fully online formats, it's important that you are fully engaged in online activities. Meeting deadlines for completing readings and assignments is critical for a valuable online learning experience, especially when interacting with fellow students and the instructor.

**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.

**18. 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, attire, 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.

### **Professional 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 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 the course workload and other life and paid-work responsibilities to 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, a resume, and other interview materials by the completion of 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.
- to read with or without corrective lenses.

**Manual Ability**

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

**Communications Skills**

- to speak in understandable English in a classroom situation, on a one-on-one basis, as well as before a group.
- to express thoughts clearly through writing in legible penmanship (English).
- to communicate with faculty and students.
- to demonstrate the knowledge acquired during the classroom training process.

**Manual Ability**

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

**Sensory Ability**

Visual

- to see clearly and interpret the contents on the board and/or overhead in the front of the classroom.

Auditory

- to interpret the instructor's oral directions with or without a sign-language interpreter.