# Table of Contents

Institutional Credentials .......................................................... 4

2014 – 2016 Academic Calendar ............................................... 5

Programs of Study ................................................................. 5

RMU ICenter ................................................................................. 6

College of Liberal Arts ............................................................... 7

School of Business Administration ....................................... 16

College of Nursing & Health Studies .................................... 31

Institute of Professional Arts (Art & Design) ..................... 44

Institute of Professional Arts (Culinary Arts) ..................... 50

Institute of Technology & Media ............................................. 54

MORRIS Graduate School of Management .................... 60

Course Descriptions ................................................................ 75

Undergraduate Policies & Procedures .................................. 124

Graduate School Policies & Procedures ............................. 133

General Policies & Information ............................................. 137

Financial Information .............................................................. 144

Second Degree Guidelines ..................................................... 148

Student Support Services ....................................................... 148

Institutional Administration .................................................. 149

Campus Directory ................................................................. 151
Robert Morris University offers professional, career-focused education in a collegiate setting to diverse communities.

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

**Mission**

**Institutional Description & Characteristics**

**Core Values**

**Foundational Elements & Standards**

**Operational Objectives**

**School of Study & Department Missions**

- **HONOR**: To appreciate the individuals who create our shared identity
- **CHALLENGE**: To consider alternatives to one's own practice
- **GUIDE**: To inspire change
- **DISCOVER**: To achieve something unforeseen

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

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

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

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

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

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

**Robert Morris University is dedicated to:**

- **GROWTH**: To provide the opportunity for an RMU education to an increasing number of students.
- **IMPROVEMENT**: To continually improve program offerings and the delivery of services.
- **VIABILITY**: To manage scarce resources with efficiency.
- **ENRICHMENT**: To enrich the personal and professional lives of students, faculty, staff, alumni, and the communities we serve.
Institutional Credentials

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

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

Approvals
Robert Morris University is approved by the Illinois Board of Higher Education and is authorized to award the following degrees:

- Master of Business Administration,
- Master of Information Systems,
- Master of Management,
- Bachelor of Business Administration,
- Bachelor of Applied Science in Graphic Design,
- Bachelor of Applied Science in Computer Studies,
- Bachelor of Professional Studies, and the
- Associate in Applied Science.

In addition, Robert Morris University is:

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

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Quarter Start Dates</th>
<th>Quarter End Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon July 14, 2014</td>
<td>Sat September 20, 2014</td>
</tr>
<tr>
<td>Mon September 22, 2014</td>
<td>Sat November 29, 2014</td>
</tr>
<tr>
<td>Mon December 1, 2014</td>
<td>Sat February 21, 2015</td>
</tr>
<tr>
<td>Mon February 23, 2015</td>
<td>Sat May 2, 2015</td>
</tr>
<tr>
<td>Mon May 4, 2015</td>
<td>Sat July 11, 2015</td>
</tr>
<tr>
<td>Mon July 20, 2015</td>
<td>Sat September 26, 2015</td>
</tr>
<tr>
<td>Mon September 28, 2015</td>
<td>Sat December 5, 2015</td>
</tr>
<tr>
<td>Mon December 7, 2015</td>
<td>Sat February 20, 2016</td>
</tr>
</tbody>
</table>

### 2014-2016 Holidays & Breaks

- **Independence Day**: Monday, July 4, 2014
- **Summer Break**: Monday, July 7, 2014 thru Saturday, July 12, 2014
- **Labor Day**: Monday, September 1, 2014
- **Thanksgiving**: Thursday, November 27, 2014 thru Saturday, November 29, 2014
- **Winter Break**: Monday, December 22, 2014 thru Saturday, January 3, 2015
- **Martin Luther King Day**: Monday, January 19, 2015
- **President’s Day**: Monday, February 16, 2015
- **Spring Break**: Thursday, April 2, 2015 thru Saturday, April 4, 2015
- **Memorial Day**: Monday, May 25, 2015
- **Independence Day**: Friday, July 3, 2015 thru Saturday, July 4, 2015
- **Summer Break**: Monday, July 13 thru Saturday, July 18, 2015
- **Labor Day**: Monday, September 7, 2015
- **Thanksgiving**: Thursday, November 26 thru Saturday, November 28, 2015
- **Winter Break**: Thursday, December 24, 2015 thru Saturday, January 2, 2016

### Robert Morris University Degree Programs

#### Master of Business Administration Degree
**Concentrations:**
- Accounting
- Human Resource Management
- Information Security Management
- Management

**Dual Concentrations:**
- Accounting/Finance
- Management/Finance
- Management/Human Resource Management

#### Master of Information Systems Degree
**Concentrations:**
- Business Analytics
- Information Security Management
- Mobile Computing

#### Master of Management Degree
**Concentrations:**
- Design & Media
- Health Care Administration
- Higher Education Administration
- Law Enforcement Administration
- Sports Administration

#### Bachelor of Business Administration Degree
**Concentrations:**
- Accounting
- Economics
- Information Systems Management
- Management

**Dual Concentrations:**
- Accounting/Finance
- Management/Finance

#### Bachelor of Applied Science Degree in Graphic Design

#### Bachelor of Applied Science Degree in Computer Studies

#### Bachelor of Professional Studies
**Concentrations:**
- Advanced Culinary & Hospitality Management
- Applied Health Sciences
- Architectural Technology
- Law Enforcement Management
- Law Office Administration
- Organizational Writing

#### Bachelor of Science in Accounting Degree

#### Associate Degree
**Majors:**
- Business Administration
- Drafting & Design Technology
- Computer Networking Specialist
- Culinary Arts
- Exercise & Sports Studies
- Graphic Design
- Medical Assisting (Professional Diploma also awarded)
- Nursing
- Paralegal
- Pharmacy Technician
- Surgical Technology
The Robert Morris University ICenter is the University’s effort to provide meaningful experiential learning opportunities to its students. The ICenter allows students from all majors and levels to work as consultants with real clients in an authentic work environment, all while earning “Integration Level” credentials, credit towards their degree and valuable work experience. In ICenter Projects, students can take initiative, make decisions and be accountable for results in a creative and supportive environment while working on projects that pertain to their professional goals. ICenter projects are not case studies or simulations, they are actual projects where teams of students drawn from multiple majors work with real clients—both internal and external—on actual projects with tangible outcomes and professional expectations. The project work in the ICenter focuses on integrating oral and written communication skills, teamwork, understanding diversity from both a team and client perspective, using technology efficiently, budgeting and project management with past and current coursework as well as job skills.
College of Liberal Arts

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

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

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

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

Outcome Statements

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

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

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

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

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

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

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

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

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

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

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

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

COMMUNICATIONS (four courses) 12 Qtr. Hours
Speech (one course)
COM 101 Introduction to Communications
COM 256,356 Communications Internship
COM 302,319 Independent Study
Writing (two courses)
ENG 111 Foundations for Composition & Rhetoric
ENG 114 News Writing I
ENG 221 Foundations for Literature & Argument
ENG 214 News Writing II
ENG 219,319 Independent Study
ENG 220 Experiential Learning Portfolio Development
ENG 340 Writing & Decision Making for Publication

ANALYTICAL REASONING 16 Qtr. Hours
(Mathematical Methods (Three courses, one from each group, or two from Group B and one from Group C)
Group A:
MAT 172 Quantitative Analysis & Problem Solving
MAT 160 Math for Pharmacy Technician Practice
MAT 170 Math for Nursing Practice
Group B:
MAT 210 Finite Mathematics
MAT 220 Discrete Mathematics
MAT 240 Calculus for Business & Social Science
Group C:
MAT 305 Probability: The Science of Chance
MAT 320 Statistics for Business & Social Sciences

Literacy (one course)
CIS 100 Introduction to Information Technology
CIS 105 Computer Problem-Solving

SCIENCE (two courses) 8 Qtr. Hours
Life/Laboratory Science (at least one course)
SCI 130 Human Anatomy & Physiology I
SCI 140 Biological Science
SCI 148 Nutrition, Health & The Environment
SCI 154 Microbiology for Healthcare Professionals
SCI 160 Physics
SCI 180 Microbes & Society
SCI 240 Animal Behavior

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

HUMANITIES (four courses) 16 Qtr. Hours
(one upper division course required)
Fine/Performing Arts (one course)
HUM 100 Humanities Through the Arts
HUM 125 Appreciating Theatre Arts
HUM 127 Film Studies: Dramatic Narrative
HUM 175 Cultural Exploration

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

Critical Thought (one course)
HUM 105 Comparative World Views
HUM 130 Issues in Philosophy: Problems of Knowledge and Existence
HUM 253 Ethics & Law
HUM 320 Topics in Aesthetics

Creative Expressions Elective (one course)
CRX 107 Creative Expressions: Digital Photography
CRX 108 Creative Expressions: Painting
CRX 109 Creative Expressions: Art Studio
CRX 112 Creative Expressions: Creative Writing
CRX 113 Creative Expressions: Cooking Techniques for the Non-Professional
CRX 225 Applications of Creativity & Innovation
CRX 230

HUM 200 Topics in the Humanities
HUM 225 Rehearsal & Theatre Production
HUM 219,319 Independent Study

SOCIAL SCIENCES (three courses) 12 Qtr. Hours
Behavioral Sciences (one course)
SSC 120 Psychology: Perspectives & Practices
SSC 125 Lifespan Developmental Psychology
SSC 130 Contemporary Sociology
SSC 205 Social Psychology
SSC 208 The Holocaust: Memory, History, Meaning
SSC 209 Modern War: The Human Experience
SSC 210 The Psychology of Abnormal Behavior
SSC 221 Contemporary Topics in Health & Fitness
SSC 235 The Darwinian Revolution: The Theory of Evolution & Modern Life
SSC 260 Cultural Anthropology
SSC 219,319 Independent Study

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

Economics (two courses)
SSC 303 Macroeconomic Principles
SSC 304 Microeconomic Principles
ECN 305 Economic & Business Issues

CAREER MANAGEMENT 16 Qtr. Hours
CMT 110 College as Career
CMT 220 Developing Professional Presence
CMT 330 Personal Narrative & Branding
CMT 440 Life-Long Career Strategy or
ICP 350 Intermediate IC Center Project or
ICP 450 Advanced IC Center Project

CLA Free Course 4 Qtr. Hours

TOTAL GENERAL EDUCATION 84 Qtr. Hours
Bachelor of Applied Science Degree in Computer Studies

COMMUNICATIONS (four courses)  12 Qtr. Hours
Speech (one course)
COM 101  Introduction to Communications
COM 256, 356  Communications Internship
COM 302, 319  Independent Study
Writing (two courses)
ENG 111  Foundations for Composition & Rhetoric
ENG 114  News Writing I
ENG 211  Foundations for Literature & Argument
ENG 214  News Writing II
ENG 325  Writing for the Community

ANALYTICAL REASONING  16 Qtr. Hours
Mathematical Methods (Three courses, one from Group A and two from Group B)
Group A:
MAT 172  Quantitative Reasoning & Problem Solving
Group B:
MAT 210  Finite Mathematics
MAT 220  Discrete Mathematics
Computer Literacy (one course)
CIS 100  Introduction to Information Technology
CIS 105  Computer Problem Solving
CIS 161  Honors Computer Problem-Solving
CIS 164  Honors Introduction to Information Technology

SCIENCE (two courses)  8 Qtr. Hours
Life/Laboratory Science (at least one course)
SCI 140  Biological Science
SCI 148  Nutrition, Health & The Environment
SCI 160  Physics
SCI 180  Microbes & Society
SCI 240  Animal Behavior

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

HUMANITIES (four courses)  16 Qtr. Hours
Fine/Performing Arts (one course)
HUM 100  Humanities Through the Arts
HUM 125  Appreciating Theatre Arts
HUM 127  Film Studies: Dramatic Narrative
HUM 175  Cultural Exploration

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

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

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

SOCIAL SCIENCES (three courses)  12 Qtr. Hours
Behavioral Sciences (at least one course)
SSC 120  Psychology: Perspectives & Practices
SSC 125  Lifespan Developmental Psychology
SSC 130  Contemporary Sociology
SSC 205  Social Psychology
SSC 210  The Psychology of Abnormal Behavior
SSC 221  Contemporary Topics in Health & Fitness
SSC 260  Cultural Anthropology
SSC 219, 319  Independent Study

History & Political Science (at least one course)
SSC 140  Western Civilization to 1600
SSC 142  American History to 1865
SSC 160  Western Civilization: 1600 to the Present
SSC 162  American History: 1877 to the Present
SSC 220  American Democratic Principles
SSC 240  Great Political Issues
SSC 248  The American Civil War
SSC 270  Chicago Urban Experience

Economics
SSC 303  Macroeconomic Principles
SSC 304  Microeconomic Principles

CAREER MANAGEMENT  16 Qtr. Hours
CMT 110  College as Career
CMT 220  Developing Professional Presence
CMT 330  Personal Narrative & Branding
CMT 440  Life-Long Career Strategy or
ICP 350  Intermediate ICenter Project or
ICP 450  Advanced ICenter Project

CLA Free Course  4 Qtr. hours

TOTAL GENERAL EDUCATION  84 Qtr. Hours
Bachelor of Applied Science Degree in Graphic Design

COMMUNICATIONS (four courses)  12 Qtr. Hours
Speech (one course)
COM 101 Introduction to Communications
COM 256, 356 Communications Internship
COM 302, 319 Independent Study
Writing (two courses)
ENG 111 Foundations for Composition & Rhetoric
ENG 114 News Writing I
ENG 211 Foundations for Literature & Argument
ENG 214 News Writing II
ENG 340 Writing & Decision Making for Publications
ENG 350 Feature Writing (upper division)
ENG 360 Screenwriting (upper division)

ANALYTICAL REASONING  8 Qtr. Hours
Mathematical Methods (One Course)
MAT 172 Quantitative Reasoning & Problem Solving
MAT 210 Finite Mathematics
MAT 240 Calculus
Computer Studies (one course)
CIS 100 Introduction to Computers & Information Systems
CIS 105 Computer Problem-Solving

SCIENCE (two courses)  8 Qtr. Hours
Life/Laboratory Science (at least one course)
SCI 140 Biological Science
SCI 148 Nutrition, Health & The Environment
SCI 154 Microbiology for Healthcare Professionals
SCI 160 Physics
SCI 180 Microbes & Society
SCI 240 Animal Behavior

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

HUMANITIES (four courses)  16 Qtr. Hours
Fine/Performing Arts
ART 110 Art History I
ART 111 Art History II
HUM 100 Humanities Through the Arts
HUM 125 Appreciating Theatre Arts
HUM 127 Film Studies: Dramatic Narrative
HUM 175 Cultural Exploration
HUM 260 History of Architecture & Design I
HUM 261 History of Architecture & Design II

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

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

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

SOCIAL SCIENCES (four courses)  16 Qtr. Hours
Behavioral Sciences (one course)
SSC 120 Psychology: Perspectives & Practices
SSC 125 Lifespan Developmental Psychology
SSC 130 Contemporary Sociology
SSC 205 Social Psychology
SSC 210 Thy Psychology of Abnormal Behavior
SSC 260 Cultural Anthropology
SSC 219, 319 Independent Study

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

Economics
SSC 303 Macroeconomic Principles
SSC 304 Microeconomic Principles

CAREER MANAGEMENT  16 Qtr. Hours
CMT 110 College as Career
CMT 220 Developing Professional Presence
CMT 330 Personal Narrative & Branding
CMT 440 Life-Long Career Strategy or
ICP 350 Intermediate ICenter Project or
ICP 450 Advanced ICenter Project

CLA Free Course  4 Qtr. hours

TOTAL GENERAL EDUCATION  80 Qtr. Hours
Bachelor of Professional Studies Degree
Law Enforcement Management Concentration

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

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

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

Program Objectives
The Bachelor of Professional Studies at Robert Morris University will:

- Equip students with knowledge about the common managerial elements of organizations.
- Furnish students with a broad but directed foundation in intellectual inquiry to develop perspectives, knowledge, and cognitive skills that find application in the professional coursework.

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

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

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

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

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

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

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

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

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

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

Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Professional Core</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPS 320</td>
<td>Project Management</td>
</tr>
<tr>
<td>BPS 340</td>
<td>Role of the Professional in Society</td>
</tr>
<tr>
<td>BPS 370</td>
<td>Service Marketing</td>
</tr>
<tr>
<td>BPS 380</td>
<td>Facilities Management</td>
</tr>
<tr>
<td>BPS 410</td>
<td>Financial Planning for Professionals</td>
</tr>
<tr>
<td>BPS 450</td>
<td>Professional Studies Strategy (Capstone)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Concentration</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEA 310</td>
<td>Organization &amp; Administration in Law Enforcement</td>
</tr>
<tr>
<td>LEA 330</td>
<td>Social Issues in Criminal Justice</td>
</tr>
<tr>
<td>LEA 356</td>
<td>Advanced Internship</td>
</tr>
<tr>
<td>LEA 435</td>
<td>Criminal Law &amp; Procedure</td>
</tr>
<tr>
<td>LEA 445</td>
<td>Criminal Investigations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thematic Sequence (Communication)</th>
<th>Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMT 330</td>
<td>Personal Narrative &amp; Branding</td>
</tr>
<tr>
<td>MGT 505</td>
<td>Ethics &amp; Communication</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thematic Sequence (Quantitative)</th>
<th>2 Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 500</td>
<td>Foundations of Accounting &amp; Finance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thematic Sequence (People &amp; Society)</th>
<th>2 Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMT 440</td>
<td>Life-Long Career Strategy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thematic Sequence (Concentration Related)</th>
<th>3 Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS 510</td>
<td>Management Information Systems</td>
</tr>
</tbody>
</table>
### Associate in Applied Science Degree

**COMMUNICATIONS (four courses)  12 Qtr. Hours**  
**Speech (one course)**  
COM 101 Introduction to Communications  
COM 256,356 Communications Internship  

**Writing (two courses)**  
ENG 111 Foundations for Composition & Rhetoric  
ENG 114 News Writing I  
ENG 211 Foundations for Literature & Argument  
ENG 214 News Writing II  

**ANALYTICAL REASONING  8 Qtr. Hours**  
**Mathematical Methods (one course)**  
MAT 172 Quantitative Reasoning & Problem Solving  
MAT 160 Math for Pharmacy Technician Practice  
MAT 170 Math for Nursing Practice  
MAT 210 Finite Mathematics  
MAT 220 Discrete Mathematics  
MAT 240 Calculus for Business & Social Science  

**Computer Literacy (one course)**  
CIS 100 Introduction to Information Technology  
CIS 105 Computer Problem-Solving  

<table>
<thead>
<tr>
<th>HUMANITIES (one course)</th>
<th>4 Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine/Performing Arts</td>
<td></td>
</tr>
<tr>
<td>ART 110</td>
<td>Art History I</td>
</tr>
<tr>
<td>ART 111</td>
<td>Art History II</td>
</tr>
<tr>
<td><strong>Creative Expressions Elective</strong></td>
<td></td>
</tr>
<tr>
<td>CRX 107</td>
<td>Creative Expressions: Digital Photography</td>
</tr>
<tr>
<td>CRX 108</td>
<td>Creative Expressions: Painting</td>
</tr>
<tr>
<td>CRX 109</td>
<td>Creative Expressions: Art Studio</td>
</tr>
<tr>
<td>CRX 112</td>
<td>Creative Expressions: Creative Writing</td>
</tr>
<tr>
<td>CRX 113</td>
<td>Creative Expressions: Cooking Techniques for the Non-Professional</td>
</tr>
<tr>
<td>CRX 225</td>
<td>Applications of Creativity &amp; Innovation</td>
</tr>
<tr>
<td>CRX 230</td>
<td></td>
</tr>
<tr>
<td>HUM 100</td>
<td>Humanities Through the Arts</td>
</tr>
<tr>
<td>HUM 120</td>
<td>Literary Studies</td>
</tr>
<tr>
<td>HUM 125</td>
<td>Appreciating Theatre Arts</td>
</tr>
<tr>
<td>HUM 127</td>
<td>Film Studies: Dramatic Narrative</td>
</tr>
<tr>
<td>HUM 130</td>
<td>Issues in Philosophy: Problems of Knowledge &amp; Existence</td>
</tr>
<tr>
<td>HUM 175</td>
<td>Cultural Exploration</td>
</tr>
<tr>
<td>HUM 219, 319</td>
<td>Independent Study</td>
</tr>
<tr>
<td>HUM 225</td>
<td>Rehearsal &amp; Theatre Production</td>
</tr>
<tr>
<td>HUM 230</td>
<td>Introduction to Shakespeare</td>
</tr>
<tr>
<td>HUM 253</td>
<td>Ethics &amp; Law</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCIAL SCIENCES (one course)</th>
<th>4 Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral Sciences (one course)</td>
<td></td>
</tr>
<tr>
<td>SSC 120</td>
<td>Psychology: Perspectives &amp; Practices</td>
</tr>
<tr>
<td>SSC 125</td>
<td>Developmental Psychology</td>
</tr>
<tr>
<td>SSC 130</td>
<td>Contemporary Sociology</td>
</tr>
<tr>
<td>SSC 140</td>
<td>Western Civilization to 1600</td>
</tr>
<tr>
<td>SSC 142</td>
<td>American History to 1865</td>
</tr>
<tr>
<td>SSC 160</td>
<td>Western Civilization: 1600 to the Present</td>
</tr>
<tr>
<td>SSC 162</td>
<td>American History: 1877 to the Present</td>
</tr>
<tr>
<td>SSC 205</td>
<td>Social Psychology</td>
</tr>
<tr>
<td>SSC 220</td>
<td>American Democratic Principles</td>
</tr>
<tr>
<td>SSC 225</td>
<td>The History of Culture of Food</td>
</tr>
<tr>
<td>SSC 240</td>
<td>Great Political Issues</td>
</tr>
<tr>
<td>SSC 248</td>
<td>The American Civil War</td>
</tr>
<tr>
<td>SSC 219, 319</td>
<td>Independent Study</td>
</tr>
<tr>
<td>SSC 260</td>
<td>Cultural Anthropology</td>
</tr>
</tbody>
</table>

**CAREER MANAGEMENT  8 Qtr. Hours**  
CMT 110 College as Career  
CMT 220 Developing Professional Presence  

<table>
<thead>
<tr>
<th>CLA Free Course</th>
<th>4 Qtr. hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL GENERAL EDUCATION</td>
<td>44 Qtr. Hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCIENCE (one course)</th>
<th>4 Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life/Laboratory Science (one course)</td>
<td></td>
</tr>
<tr>
<td>SCI 110</td>
<td>Earth Science</td>
</tr>
<tr>
<td>SCI 112</td>
<td>Environmental Science</td>
</tr>
<tr>
<td>SCI 130</td>
<td>Human Anatomy &amp; Physiology I</td>
</tr>
<tr>
<td>SCI 140</td>
<td>Biological Science</td>
</tr>
<tr>
<td>SCI 145</td>
<td>Nutrition and the Science of Cooking</td>
</tr>
<tr>
<td>SCI 154</td>
<td>Microbiology for Healthcare Professionals</td>
</tr>
<tr>
<td>SCI 160</td>
<td>Physics</td>
</tr>
<tr>
<td>SCI 180</td>
<td>Microbes &amp; Society</td>
</tr>
<tr>
<td>SCI 240</td>
<td>Animal Behavior</td>
</tr>
</tbody>
</table>
College of Liberal Arts Faculty

Paula Díaz, English & Communications

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

Shashank Atre, Natural & Physical Sciences

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

James Baltrum, English & Communications

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

Joseph Barda, Social Science, English & Humanities

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

David Belotti, English & Communications

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

Kathleen Buhe, Social Science

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

Judith Conrad, Communications

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

Gerard Dedera, Humanities

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

Sara Ensenberger, Communications & Career Management

B.E.D., University of Missouri-Columbia
M.E.D., University of Missouri-Columbia

Chad Fornoff, Humanities

B.A., MacMurray College
B.A., Brasenose College-Oxford
M.A., Brasenose College-Oxford
J.D., University of Illinois-Urbana

Melissa Gaddini, Mathematics

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

Beth Gainer, English & Communications

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

Paul Gaszak, English & Communications

Eagle Newspaper Coordinator
B.A., Lewis University
M.A., DePaul University
M.A., Roosevelt University

Nicole Hager, English & Communications

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

Thomas Herion, Law Enforcement Administration

Curriculum Chair, Law Enforcement Administration
B.A., Northeastern Illinois University

Police Staff & Command Certificate, Northwestern University

Roslyn Iasillo, Natural & Physical Sciences

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

Jenny Jocks Stelzer, English & Communications

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

Mary Lunt, English & Communications

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

Ellen Mannos, Career Management

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

Jill McGinty, Career Management

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

Michael McMahon, English & Communications

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

Patricia McNicholas, Mathematics

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

Lauren Miller, Social Science

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

Thomas Murphy, Law Enforcement Administration

M.S., Calumet College of St. Joseph

Patricia Nuccio, Natural & Physical Sciences

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

Jelena Ozegovic, Social Science

General Education Assessment Chair
B.A., Kansas State University
M.A., Kansas State University
Ph.D., Loyola University-Chicago
David Pyle, English & Communications

St. Fellow for Academic Practice
B.A., University of Georgia
M.Ed., DePaul University

Carrie Roath, Communications
B.A., Eastern Illinois University
M.A., Eastern Illinois University

Kathleen Ruggio, Social Science
B.A., Westchester University
M.A., Edinboro University

Edward Russell, Social Science

Senior Teaching Fellow
B.A., Lewis University
M.A., Northern Illinois University
M.A., Governors State University

Ghazi Sarhan, Mathematics
B.S., Southern Illinois University
M.A., DePaul University

David Sgarlata, English, Communications & Humanities
B.A., Northwestern University
M.A., Northwestern University
M.A., DePaul University
Ph.D., Northwestern University

Vern Sims, English & Communications

Teaching Fellow
B.A., University of Illinois-Chicago
M.Ed., University of Illinois-Chicago

Jeff Sing, Career Management
B.A., Indiana University
J.D., Drake University

Nancy Smith-Irons, English & Communications
B.S., University of Illinois-Urbana
M.A., Governors State University

Michael Stelzer Jocks, Social Science

Curriculum Chair, Humanities/Social Science
B.A., Michigan State University
M.A., Loyola University-Chicago

Peter Stern, Humanities & Social Science
B.A., Tufts University
M.A., University of Chicago
Ph.D., New School for Social Research

Louis Storino, Mathematics
B.S., Illinois Institute of Technology
M.S., Illinois Institute of Technology
M.B.A., DePaul University

Theodore Szymska, Mathematics
B.S., University of Illinois-Chicago
M.S., Illinois Institute of Technology

Osvaldo Valdez, Law Enforcement Administration
B.A., Lewis University
M.S., Lewis University
Police & Staff Command Certificate, Northwestern University

Jane Wendorf-Craps, English & Communications

Senior Teaching Fellow
A.A.S., Illinois Central College
B.S., Illinois State University
M.A., Western Illinois University

Gerard Wozek, English & Communications
B.A., Loyola University-Chicago
M.A., Northeastern Illinois University
M.A., DePaul University

Molly Zaborik, Social Science

Senior Teaching Fellow
B.S., Eastern Illinois University
M.A. Eastern Illinois University

Judith Zaleski, Humanities
B.A., Lehman College
M.S.W., University of Illinois at Urbana-Champaign
School of Business Administration

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

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

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

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

Program Objectives
The Bachelor of Business Administration at Robert Morris University will:

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

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

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

  Students will acquire and apply research, analysis, professional communication, problem solving, and critical thinking skills through comprehensive projects. They will also demonstrate an awareness of ethical issues and the ability to incorporate ethical perspectives in organizational decision-making.

  (Also see the General Studies curriculum objectives.)

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

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

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

Program Objectives
The Bachelor of Professional Studies at Robert Morris University will:

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

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

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

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

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

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

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

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

  Students will be able to explain and execute the accounting cycle, make decisions based on alternatives in accounting pronouncements, prepare and analyze financial statements, examine financial data and apply generally accepted auditing standards and be able to perform compliance work in US taxation as well as make recommendations regarding the Internal Revenue Tax Code.
• Develop student’s critical thinking and analytic reasoning skills in relation to identifying how management and industry issues affect accounting principles and impact financial statements.

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

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

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

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

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

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

Program Concentration Objectives
The Accounting BBA concentration at Robert Morris University will:

- Develop student’s understanding of accounting principles, objectives and auditing standards.
  
  Students will develop competencies in areas including pension issues, deferred tax situations, revenue recognition, capital leases, and contingencies. They will objectively identify strengths, weaknesses, opportunities and threats associated with a specific scenario or business activity.

- Develop student’s critical thinking and analytical reasoning skills as they apply to identifying how management and industry issues affect accounting principles and the impact on financial statements.
  
  Students will determine the position of both parties before making a business decision. In addition, they will be able to assess and recommend relevant management issues involving various decision processes, including Uniform Commercial Code issues.

- Equip students to analyze relevant business situations, determine the financial results of the options available and provide a written recommendation to management.
  
  Students will determine the budgetary problems and make recommendations for change.

Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 110</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC 111</td>
<td>Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACC 112</td>
<td>Principles of Accounting III</td>
<td>4</td>
</tr>
<tr>
<td>ACC 300</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>FIN 300</td>
<td>Principles of Finance</td>
<td>4</td>
</tr>
<tr>
<td>CIS 310</td>
<td>Management Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>CIS 311</td>
<td>Information Systems &amp; Internal Controls</td>
<td>4</td>
</tr>
<tr>
<td>MGT 310</td>
<td>Contemporary Applied Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 450</td>
<td>Business Strategy &amp; Policy</td>
<td>4</td>
</tr>
<tr>
<td>MGT 340</td>
<td>Organizational Behavior</td>
<td>4</td>
</tr>
<tr>
<td>MGT 350</td>
<td>Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 400</td>
<td>Operations Management</td>
<td>4</td>
</tr>
<tr>
<td>MKT 370</td>
<td>Global Marketing Practices</td>
<td>4</td>
</tr>
<tr>
<td>MKT 305</td>
<td>Marketing Principles &amp; Analysis</td>
<td>4</td>
</tr>
<tr>
<td>ACC 280</td>
<td>Intermediate Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC 281</td>
<td>Intermediate Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACC 380</td>
<td>Intermediate Accounting III</td>
<td>4</td>
</tr>
<tr>
<td>ACC 460</td>
<td>Auditing</td>
<td>4</td>
</tr>
<tr>
<td>BUS 300</td>
<td>Contemporary Legal Issues</td>
<td>4</td>
</tr>
<tr>
<td>BUS 356</td>
<td>Advanced Internship</td>
<td>4</td>
</tr>
<tr>
<td>ACC 305</td>
<td>Individual Taxation</td>
<td>4</td>
</tr>
<tr>
<td>ACC 310</td>
<td>Corporate Taxation</td>
<td>4</td>
</tr>
<tr>
<td>ACC 400</td>
<td>Cost Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC 430</td>
<td>Consolidated/Non-Profit Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CMT 330</td>
<td>Personal Narrative &amp; Branding</td>
<td>4</td>
</tr>
<tr>
<td>CMT 440</td>
<td>Life-Long Career Strategy or</td>
<td>4</td>
</tr>
<tr>
<td>ICP 350</td>
<td>Intermediate ICenter Project</td>
<td>4</td>
</tr>
<tr>
<td>ICP 450</td>
<td>Advanced ICenter Project</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Major Requirements: 96

Free Electives: 8

General Education courses must include the following courses:

Bachelor Degree Requirements Met: 188
Bachelor of Business Administration Degree

Economics Concentration

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

Program Concentration Objectives

The Economics BBA concentration at Robert Morris University will:

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

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

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

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

Bachelor Degree Requirements Met 188
Bachelor of Business Administration Degree

Finance Concentration

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

Program Concentration Objectives

The Finance BBA concentration at Robert Morris University will:

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

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

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

Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Summary of Degree Requirements</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>16</td>
</tr>
<tr>
<td>ACC 110 Principles of Accounting I</td>
<td></td>
</tr>
<tr>
<td>ACC 111 Principles of Accounting II</td>
<td></td>
</tr>
<tr>
<td>ACC 112 Principles of Accounting III</td>
<td></td>
</tr>
<tr>
<td>ACC 300 Managerial Accounting</td>
<td></td>
</tr>
<tr>
<td>Finance</td>
<td>4</td>
</tr>
<tr>
<td>FIN 300 Principles of Finance</td>
<td></td>
</tr>
<tr>
<td>Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>CIS 310 Management Information Systems</td>
<td></td>
</tr>
<tr>
<td>Management</td>
<td>8</td>
</tr>
<tr>
<td>MGT 310 Contemporary Applied Management</td>
<td></td>
</tr>
<tr>
<td>MGT 450 Business Strategy &amp; Policy</td>
<td></td>
</tr>
<tr>
<td>Choose one of the following</td>
<td>4</td>
</tr>
<tr>
<td>MGT 340 Organizational Behavior</td>
<td></td>
</tr>
<tr>
<td>MGT 350 Human Resource Management</td>
<td></td>
</tr>
<tr>
<td>MGT 400 Operations Management</td>
<td></td>
</tr>
<tr>
<td>MKT 370 Global Marketing Principles</td>
<td></td>
</tr>
<tr>
<td>Marketing</td>
<td>4</td>
</tr>
<tr>
<td>MKT 305 Marketing Principles &amp; Analysis</td>
<td></td>
</tr>
<tr>
<td>Finance Concentration Courses</td>
<td>24</td>
</tr>
<tr>
<td>FIN 325 Investment Management</td>
<td></td>
</tr>
<tr>
<td>FIN 375 Financial Markets &amp; International Finance</td>
<td></td>
</tr>
<tr>
<td>FIN 465 Fixed Income Securities &amp; Portfolio Management</td>
<td></td>
</tr>
<tr>
<td>FIN 485 Financial Analysis &amp; Valuation</td>
<td></td>
</tr>
<tr>
<td>ICP 350 Intermediate ICenter Project</td>
<td></td>
</tr>
<tr>
<td>BUS 356 Advanced Internship</td>
<td></td>
</tr>
<tr>
<td>Major Electives</td>
<td>28</td>
</tr>
<tr>
<td>Total Major Requirements</td>
<td>100</td>
</tr>
<tr>
<td>Free Electives</td>
<td>4</td>
</tr>
<tr>
<td>General Education courses must include</td>
<td>92</td>
</tr>
<tr>
<td>the following courses:</td>
<td></td>
</tr>
<tr>
<td>CMT 330 Personal Narrative &amp; Branding</td>
<td></td>
</tr>
<tr>
<td>CMT 440 Life-Long Career Strategy or</td>
<td></td>
</tr>
<tr>
<td>ICP 450 Advanced ICenter Project</td>
<td></td>
</tr>
<tr>
<td>Bachelor Degree Requirements Met</td>
<td>188</td>
</tr>
</tbody>
</table>
Bachelor of Business Administration Degree

Management Concentration

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

Program Concentration Objectives

The Management BBA concentration at Robert Morris University will:

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

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

Summary of Degree Requirements

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

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

Program Concentration Objectives
The Marketing BBA concentration at Robert Morris University will:

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

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

Students may pursue the Marketing concentration as a second concentration.

Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Qtr. Hours</th>
<th>Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>ACC 110</td>
</tr>
<tr>
<td>ACC 111</td>
<td>Principles of Accounting II</td>
</tr>
<tr>
<td>ACC 112</td>
<td>Principles of Accounting III</td>
</tr>
<tr>
<td>ACC 300</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>Finance</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>FIN 300</td>
</tr>
<tr>
<td>Information Systems</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>CIS 310</td>
</tr>
<tr>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>MGT 310</td>
</tr>
<tr>
<td>MGT 450</td>
<td>Business Strategy &amp; Policy</td>
</tr>
<tr>
<td>Choose one of the following:</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>MGT 340</td>
</tr>
<tr>
<td>MGT 350</td>
<td>Human Resources Management</td>
</tr>
<tr>
<td>MGT 400</td>
<td>Operations Management</td>
</tr>
<tr>
<td>MKT 370</td>
<td>Global Marketing Principles</td>
</tr>
<tr>
<td>Marketing</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>MKT 305</td>
</tr>
<tr>
<td>Marketing Concentration</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>BUS 356</td>
</tr>
<tr>
<td>MKT 320</td>
<td>Consumer Preferences &amp; Choices</td>
</tr>
<tr>
<td>MKT 331</td>
<td>Social Media Marketing</td>
</tr>
<tr>
<td>MKT 440</td>
<td>Marketing Problems &amp; Applications</td>
</tr>
<tr>
<td>MKT 430</td>
<td>Sports Marketing</td>
</tr>
<tr>
<td>ICP 300</td>
<td>Intermediate ICenter Project</td>
</tr>
</tbody>
</table>

| Major Electives | 28 |
| Total Major Requirements | 100 |
| Free Electives | 4 |
| General Education courses must include: | 92 |
| CMT 330 | Personal Narrative & Branding |
| CMT 440 | Life-Long Career Strategy or |
| ICP 450 | Advanced ICenter Project |

Bachelor Degree Requirements Met 188
Bachelor of Professional Studies Degree  
*Law Office Administration Concentration*

**Program Objectives**  
The Bachelor of Professional Studies at Robert Morris University will:

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

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

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

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

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

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

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

- Develop students’ ability to analyze evidence in crimes and civil disputes and prepare documents for hearings or trials.

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

---

**Summary of Degree Requirements**

<table>
<thead>
<tr>
<th>Qtr. Hours</th>
<th>Professional Core</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>BPS 320 Project Management</td>
</tr>
<tr>
<td></td>
<td>BPS 340 The Role of the Professional in Society</td>
</tr>
<tr>
<td></td>
<td>BPS 370 Service Marketing</td>
</tr>
<tr>
<td></td>
<td>BPS 380 Facilities Management</td>
</tr>
<tr>
<td></td>
<td>BPS 410 Financial Planning for Professionals</td>
</tr>
<tr>
<td></td>
<td>BPS 450 Professional Studies Strategy (Capstone Course)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qtr. Hours</th>
<th>Concentration Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>LOA 307 Law Office Technology</td>
</tr>
<tr>
<td></td>
<td>LOA 318 Fundamentals of the Law for the Office Administrator</td>
</tr>
<tr>
<td></td>
<td>LOA 356 Advanced Internship</td>
</tr>
<tr>
<td></td>
<td>LOA 441 The Regulatory Environment of Business</td>
</tr>
<tr>
<td></td>
<td>LOA 480 Ethical &amp; Professional Issues in the Legal Environment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qtr. Hours</th>
<th>Thematic Sequence Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>52</td>
<td>Thematic Sequence I 12 – Communication</td>
</tr>
<tr>
<td></td>
<td>Thematic Sequence II 12 – Quantitative</td>
</tr>
<tr>
<td></td>
<td>Thematic Sequence III 12 – People &amp; Society</td>
</tr>
<tr>
<td></td>
<td>Thematic Sequence IV 16 – Concentration Related</td>
</tr>
</tbody>
</table>

*Thematic Sequences must include:*

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

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

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

Degree Objectives

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

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

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

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

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

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

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

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

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

Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Summary of Degree Requirements</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accounting</strong></td>
<td>12</td>
</tr>
<tr>
<td>ACC 110 Principles of Accounting I</td>
<td></td>
</tr>
<tr>
<td>ACC 111 Principles of Accounting II</td>
<td></td>
</tr>
<tr>
<td>ACC 112 Principles of Accounting III</td>
<td></td>
</tr>
<tr>
<td><strong>Finance</strong></td>
<td>12</td>
</tr>
<tr>
<td>FIN 300 Principles of Finance</td>
<td></td>
</tr>
<tr>
<td>FIN 325 Investment Management</td>
<td></td>
</tr>
<tr>
<td>FIN 375 Financial Markets &amp; International Finance</td>
<td></td>
</tr>
<tr>
<td>Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 310 Contemporary Applied Management</td>
<td></td>
</tr>
<tr>
<td><strong>Marketing</strong></td>
<td>4</td>
</tr>
<tr>
<td>MKT 305 Marketing Principles &amp; Analysis</td>
<td></td>
</tr>
<tr>
<td><strong>Accounting Concentration</strong></td>
<td>48</td>
</tr>
<tr>
<td>ACC 280 Intermediate Accounting I</td>
<td></td>
</tr>
<tr>
<td>ACC 281 Intermediate Accounting II</td>
<td></td>
</tr>
<tr>
<td>ACC 300 Managerial Accounting</td>
<td></td>
</tr>
<tr>
<td>ACC 305 Individual Taxation</td>
<td></td>
</tr>
<tr>
<td>ACC 311 Accounting Information Systems</td>
<td></td>
</tr>
<tr>
<td>ACC 371 Government/Nonprofit Accounting</td>
<td></td>
</tr>
<tr>
<td>ACC 380 Intermediate Accounting III</td>
<td></td>
</tr>
<tr>
<td>ACC 430 Consolidated/Advanced Accounting</td>
<td></td>
</tr>
<tr>
<td>ACC 460 Auditing</td>
<td></td>
</tr>
<tr>
<td>ACC 490 Accounting Strategy &amp; Policy</td>
<td></td>
</tr>
<tr>
<td>BUS 300 Contemporary Legal Issues</td>
<td></td>
</tr>
<tr>
<td>BUS 356 Advanced Internship</td>
<td></td>
</tr>
</tbody>
</table>

Major Electives 16

Major 96

Requirements

Free Electives 12

General Education Courses 80

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

Bachelor Degree Requirements Met 188
Associate in Applied Science Degree

Program Concentration Objectives

Associate in Applied Science from the School of Business Administration will:

- Develop students’ ability to generate business solutions.
  
  Students will be able to identify a problem, generate and evaluate different alternatives, and find applicable solutions incorporating ethical considerations.

- Develop students’ ability to communicate in a business environment using appropriate technology, both individually and in a group setting.
  
  Students will demonstrate presentation skills through the use of appropriate technology such as the Internet, presentation software, spreadsheets, databases, and word processing software.

(Also see the General Studies curriculum objectives.)

Associate in Applied Science Degree

Business Administration Program

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

Program Objectives

The Business Administration AAS at Robert Morris University will:

- Develop students’ abilities to analyze business functional areas.

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

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

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

Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 110</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>ACC 111</td>
<td>Principles of Accounting II</td>
</tr>
<tr>
<td>ACC 112</td>
<td>Principles of Accounting III</td>
</tr>
<tr>
<td>BUS 200</td>
<td>Legal Environment of Business</td>
</tr>
<tr>
<td>FIN 125</td>
<td>Personal Finance</td>
</tr>
<tr>
<td>MGT 101</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>MGT 280</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>MGT 282</td>
<td>Critical Thinking for Managers</td>
</tr>
<tr>
<td>MGT 310</td>
<td>Contemporary Applied Management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Education Core</th>
<th>36</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 285</td>
<td>Small Business Management</td>
</tr>
<tr>
<td>MKT 280</td>
<td>Integrated Marketing Communications</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Career Management</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMT 110</td>
<td>College as Career</td>
</tr>
<tr>
<td>CMT 220</td>
<td>Developing Professional Presence</td>
</tr>
</tbody>
</table>

| Free Electives | 4 |

| Associate Degree Requirements Met | 92 |
Associate in Applied Science Degree
Paralegal Program

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

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

Program Objectives
The Paralegal AAS at Robert Morris University will:

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

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

Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAR 102 Civil Litigation</td>
<td></td>
</tr>
<tr>
<td>PAR 105 Legal Research &amp; Writing</td>
<td></td>
</tr>
<tr>
<td>PAR 111 Torts &amp; Personal Injury</td>
<td></td>
</tr>
<tr>
<td>PAR 121 Business Organizations</td>
<td></td>
</tr>
<tr>
<td>PAR 211 Estates, Will &amp; Trusts</td>
<td></td>
</tr>
<tr>
<td>PAR 212 Real Estate</td>
<td></td>
</tr>
<tr>
<td>PAR 213 Domestic Relations</td>
<td></td>
</tr>
<tr>
<td>PAR 221 Commercial Law</td>
<td></td>
</tr>
<tr>
<td>SEC 101 Keyboarding</td>
<td></td>
</tr>
<tr>
<td>SEC 140 Legal Applications</td>
<td></td>
</tr>
</tbody>
</table>

General Education Core 36

Major Courses 8

- PAR 280 Ethics for the Paralegal
- PAR 299 Advanced Legal Research & Writing

Career Management 8

- CMT 110 College as Career
- CMT 220 Developing Professional Presence

Associate Degree Requirements Met 92
School of Business Administration Faculty

Larry Nieman ........................................... Dean
B.B.A., University of Michigan
M.B.A., Central Michigan University

Thomas Bednarick, C.P.A ................................ Teaching Fellow
B.B.A., Robert Morris University
M.S., Governors State University

Eric Bennett, C.P.A. ................................... Senior Professional in Human Resources Certificate
B.S., University of Illinois-Urbana
M.B.A., Keller Graduate School of Management

Gregory Berezewski ................................... Curriculum Chair, Management
Senior Professional in Human Resources Certificate
B.A., DePaul University
M.A., DePaul University

Margaret Berezewski, C.P.A ................................ B.A., DePaul University
M.A., DePaul University

William Bodlak ....................................... B.A., University of Illinois-Chicago
B.S., University of Illinois-Chicago
M.B.A., Northwestern University

Sharon Brabson ....................................... B.A., Northeastern Illinois University
M.A., Northeastern Illinois University

Ann Bresingham .................................. Teaching Fellow
B.A. Loyola University-Chicago
J.D., John Marshall Law School

Patricia Brown ....................................... Adjunct Teaching Fellow
B.A., DePaul University
J.D., DePaul University

Frank Bukowski ....................................... B.S., Northern Illinois University
M.B.A., DePaul University

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

Connie Carey ...................................... B.A., St. Mary’s College
M.S., DePaul University
J.D., University of Notre Dame

Bob Castaneda, C.P.A. ............................. B.S., DePaul University
M.B.A., Northwestern University
D.B.A., Argosy University

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

James Coughlin, C.M.A ............................. Senior Teaching Institute Fellow for Academic Practice
B.A., Loyola University-Chicago
M.S., Roosevelt University
M.B.A., Lewis University

Emily Cour .......................................... B.A., Illinois Wesleyan University
J.D., St. Louis University School of Law

Suresh Desai ........................................ B.M.E., University of Missouri-Rolla
M.S.M.E., University of Missouri-Rolla
M.B.A., University of Chicago

Barbara Dionne, C.M.A .............................. B.S., DePaul University
M.Ed., DePaul University

Larry Dionne ........................................ Senior Professional in Human Resources Certificate
B.S., DePaul University
M.B.A., DePaul University

Eddie Dixon ......................................... B.A., Wayne State University
M.B.A., Wayne State University
Ed.D., Argosy University

Araceli Esquivel ..................................... B.S., Elmhurst College
M.B.A., DePaul University

Chad Fornoff ......................................... B.A., MacMurray College
M.A., University of Oxford-England
J.D., University of Illinois-Urbana

Donna Fuller ......................................... B.S., Southern Illinois University
M.S., Southern Illinois University

Kenneth Galvin ..................................... B.S., Southern Illinois University
M.B.A., Southern Illinois University
J.D., Chicago Kent College of Law

Lawrence Gebraski .................................. Associate Curriculum Chair, Management
B.S., Elmhurst College
M.B.A., Loyola University

Sylvia Giacomuzzi .................................. Adjunct Teaching Fellow
B.A., DePaul University
J.D., DePaul University

Loreli Hand ......................................... Teaching Fellow
B.A., St. Xavier University
M.B.A., Lewis University
M.S., Governor State University

Michael Harden ..................................... B.B.A., Robert Morris University
M.S., Benedictine University
Monique Herard .................................................. 
Chair, Outcomes Assessment Portfolio Program
B.A., University of Illinois-Chicago
M.B.A., Northwestern University
Ph.D., University of Illinois-Chicago

George Heroux ..................................................
M.B.A., Florida Atlantic University
J.D., Albany Law School

Jean Hill ..........................................................
B.S., Arkansas State University
M.S., National-Louis University

Charlotte Jensen .............................................
Adjunct Teaching Fellow
A.A.S., Robert Morris University
B.B.A., Robert Morris University
M.B.A., Northern Illinois University

Barbara Jepsen .................................................
B.S., DePaul University
M.A., Concordia University
M.S., Dominican University

Jay Jiwani ......................................................
B.S., Northeastern Illinois University
M.B.A., Keller Graduate School of Management
D.B.A., Argosy University

Edward Jones, P.M.P. ....................................... 
B.S., Roosevelt University
M.B.A., Northern Illinois University
Ph.D., Walden University

Rashida Kadiani, C.P.A. .................................... 
B.S., Eastern Illinois University
M.A., University of Illinois

Laura Kelly .....................................................
Curriculum Chair, Paralegal
B.A., Northwestern University
J.D., Northwestern University

Frank Kircher, C.P.A. ....................................... 
B.S., Bradley University
M.A., Sangamon State University

Jim Knawa ..................................................... 
B.A., St. Xavier University
M.B.A., Lewis University

Charles Knittle .............................................. 
B.B.A., University of Notre Dame
J.D., Chicago Kent College of Law

David Knutsen, C.P.A., M.A.F.M. ..................... 
Curriculum Chair, Accounting
B.A., Robert Morris University
M.B.A., Keller Graduate School of Management
Ed.D., Olivet Nazarene University

Mablene Krueger .............................................
B.A., Sangamon State University
M.B.A., University of Illinois-Springfield

Henry Kurzawski, C.F.P. ..................................
B.S., University of Dayton
M.B.A., DePaul University

Diana Kutzer .................................................
Curriculum Chair, Administrative Support
B.S., Indiana University
M.S., Indiana University

Julie Leganski, C.P.A. ..................................... 
Adjunct Teaching Fellow
B.S., Northern Illinois University
M.B.A., DePaul University

Curt Marceille ............................................... 
Adjunct Teaching Fellow
B.A., University of Wisconsin
J.D., St. Thomas University School of Law

Patricia McCarthy .........................................
Senior Teaching Fellow
B.B.A., University of Missouri-Kansas City
M.B.A., University of Missouri-Kansas City

George Meier ................................................. 
Chair, Outcomes Assessment Testing Program
B.S., United States Military Academy
M.B.A., University of Illinois-Chicago
Ph.D., University of Illinois-Chicago

Steve Mendelson .............................................
B.S., Indiana University
M.B.A., Keller Graduate School of Management

Eric Missil ...................................................
B.S., University of Illinois-Urbana
M.B.A., DePaul University

Jennifer Ann Muryn .......................................
B.A., University of Wisconsin
M.A., Loyola University
M.B.A., Loyola University

Karen Novey .................................................. 
B.A., Illinois State University
M.B.A., Keller Graduate School of Management
M.S., Purdue University

Robert Page ...................................................
B.S.C., DePaul University
M.B.A., DePaul University

Raman Patel ...................................................
B.S., Sardar Patel University-India
M.S., Johns Hopkins University
M.B.A., Temple University
Ph.D., Temple University

Margarite Primozich-Loew ................................
Curriculum Chair, Paralegal
B.A., Loyola University-Chicago
M.S., University of Illinois-Urbana
J.D., John Marshall Law School

Pamela Randle-Spencer ..................................
Adjunct Teaching Fellow
B.A., National Louis University
M.S., Roosevelt University

Don Rey ....................................................... 
Teaching Fellow
B.S., John Carroll University
M.B.A., Keller Graduate School

Carrie Roath ..................................................
B.A., Eastern Illinois University
M.A., Eastern Illinois University
Advisory Boards

Business

Melissa Ballate ......................................................... President, Blue Daring Consulting
Michael Bishop ........................................................ Regional Vice President, General Motors
Dr. Rich Bonaccorsi .................................................. Director/Sr. Lecturer, Illinois Institute of Technology
Anthony Bonaguro .................................................... Senior Manager, Grant Thornton
Phil Carrier ............................................................... President, Cleveland Dovington Partners, Inc.
Michael Cholewinski ................................................... Student, RMU
Thomas Costello ........................................................ Chief Executive Officer, TSC Consulting Services
Michael Crothers ....................................................... Installations Project Manager, GE Healthcare
Carolyn Feuer ............................................................ Associate Director, KPMG
Chris Fryzek .............................................................. Alumni, RMU
Dana Gerstenschlager .............................................. Sr. Advisor, @Properties
Jim Kelly ................................................................. Principal, Hewitt Associates, LLC
Mike Manna ............................................................. Manager, Milwaukee Machine Works
Dr. Linda Mast .......................................................... Associate Professor, Rosalind Franklin University

Curriculum Chair-Marketing

Nancy Thannert ....................................................... B.S., Western Illinois University
....................................................... M.B.A., Loyola University-Chicago
Int’l. Marketing Certificate, University of South Carolina

Stanford Traywick ................................................... B.A., Bradley University
....................................................... M.S., Roosevelt University

Shailendra Verma ................................................... B.A., University of Delhi
....................................................... M.B.A., Northern Kentucky University
....................................................... M.A., University of New Orleans
....................................................... Ph.D., University of New Orleans

Michael Violit ........................................................ B.S., Loyola University-Chicago
....................................................... M.S.A., University of Notre Dame
....................................................... M.Ed., University of Illinois

Kim Warford ........................................................ B.S., Northern Illinois University
....................................................... M.B.A., Creighton University

Lois Weston ........................................................ Adjunct Teaching Fellow
....................................................... B.S., University of Texas
....................................................... M.S., Georgia Institute of Technology

Lisa Wirth ........................................................ Adjunct Teaching Fellow
....................................................... B.S., National Louis University
....................................................... M.A., University of Phoenix

Michael Yates ........................................................ Adjunct Teaching Fellow
....................................................... P.M.P., Keller Graduate School of Management
....................................................... M.I.S.M., Keller Graduate School of Management

David Robinson ....................................................... B.A., Southern Illinois University-Carbondale
....................................................... J.D., Appalachian School of Law

Ken Santiago ........................................................ B.A., University of Phoenix
....................................................... M.B.A., North Park University
....................................................... M.S.C., Northwestern University

John Santos ........................................................ B.A., Knox College
....................................................... M.S., University of Illinois-Urbana
....................................................... Ph.D., University of Illinois-Urbana

Anthony Schmitz ................................................... B.S., Loras College
....................................................... J.D., Chicago Kent College of Law

Margaret Schneemann ........................................... M.S., University of Maine-Orono
....................................................... B.A., Grinnell College

Catherine Stark ...................................................... Senior Teaching Fellow
....................................................... B.S., University of Illinois-Chicago
....................................................... M.S., National-Louis University
....................................................... Ed.D., Olivet Nazarene University

Lateef Syed, C.P.A. ............................................... Curriculum Chair, Finance
....................................................... B.S., Osmania University-India
....................................................... M.S., SV University-India
....................................................... M.Phil., Osmania University-India
....................................................... Ph.D., Osmania University-India

....................................................... M.S., Illinois State University

Robert Tenuta ........................................................ Senior Teaching Fellow
....................................................... B.A., Loyola University
....................................................... M.S., Benedictine University
....................................................... M.B.A., Benedictine University
Paralegal – Chicago, Orland Park

Kate Antosz .................................................. Legal Secretary, Holland & Knight, LLP
Anthony Beltran .................................................. Alumni, RMU
Maureen Drews .................................................. Senior Paralegal, Holland & Knight, LLP
Laura Kelly .................................................. Curriculum Chair, Paralegal Program, RMU
John McGivney .................................................. IT Manager, Illinois Institute of Technology
C.J. Muller .................................................. Attorney, David Vleck, Attorney at Law
Cornelius Riordan .................................................. Sr. Partner, Riordan Dashiel & Donnelly
Michael Schwartz .................................................. Alumni, RMU
Jean Watt .................................................. Sr. Consultant, Project Leadership Associates
Elizabeth Wilson .................................................. Sr. V.P. & Deputy General Counsel, CAN
D. Elizabeth Winfield .................................................. Attorney, Cook County Office of the Public Guardian
Bruce Wisniewski .................................................. H.R. Administrator, Office of the Chief Justice
Calvin Witchard .................................................. Paralegal, City of Chicago Law Department

Paralegal – Springfield

Eugene Bian .................................................. Assistant Attorney, Office of Illinois Attorney General
Gina Bishop .................................................. Paralegal, Office of Attorney General
Andrea Boyer .................................................. Student, RMU
Mark Ferguson .................................................. Paralegal Supervisor, Sorling, Northrup, Hanna, Cullen & Rochan
Chad Fornoff .................................................. Paralegal Faculty, RMU
Ken Galvin .................................................. Faculty, RMU
Ann Gemberling .................................................. Academic Advisor, RMU
Michael Horstman, Jr. .................................................. Attorney, Sorling, Northrup, Hanna, Cullen & Cochran, Ltd.
Laura Kelly .................................................. Curriculum Chair/Paralegal Program RMU
Caren Mansfield .................................................. Paralegal, Baker, Baker, & Krajebski
Larry Nieman .................................................. Dean of School of Business, RMU
Bernard Segatto .................................................. Attorney, Barber, Segatto, Hoff fee & Hinds
Amanda Spindel .................................................. Student Employee Advisor, RMU
Marsha Shomide .................................................. Vice President, Illinois National Bank
Mary Wienhoff .................................................. Paralegal Program Director, RMU
Sam Witsman .................................................. Attorney, Hart, Southworth & Witsman
College of Nursing & Health Studies

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

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

Applicants for admission, progression to clinical courses, and graduation from the University must be able to meet the physical and emotional requirement of the academic program. Individuals who pose a direct threat to the safety and welfare of others or to that of themselves may be denied admission, progression or graduation. The University’s individualized assessment of an applicant’s or a student’s attainment of the course objectives; regular and punctual attendance is one of the factors that will be evaluated daily. No Call, No Show is grounds for social probation and may result in administrative withdrawal from the program. Students who must miss a class or clinical experience are expected to notify the instructor in advance according to the guidelines established for the course. The University may require documentation of illness.

Students are expected to maintain their own automobile insurance.

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

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

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

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

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

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

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

Students are expected to provide safe care during clinical assignments.

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

The following are unacceptable:

- Wearing elaborate jewelry (e.g. bulky and large).
- Visible piercings, other than one smallest in ear lobes.
- Visible tattoos
• Excessive perfumes/colognes, elaborate hair styles, excessive cosmetics
• Chewing gum
• Long and artificial fingernails
• Smoking when in uniform
• Sandals, open-toe, heeled shoes

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A written student conference form is provided for all conferences.

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

Applied Health Sciences Concentration

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

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

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

Program Objectives
The Bachelor of Professional Studies at Robert Morris University will:

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

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

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

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

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

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

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

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

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

Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Qtr. Hours</th>
<th>Summary of Degree Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>Professional Core</td>
</tr>
<tr>
<td>BPS 320</td>
<td>Project Management</td>
</tr>
<tr>
<td>BPS 340</td>
<td>Role of the Professional in Society</td>
</tr>
<tr>
<td>BPS 370</td>
<td>Service Marketing</td>
</tr>
<tr>
<td>BPS 380</td>
<td>Facilities Management</td>
</tr>
<tr>
<td>BPS 410</td>
<td>Financial Planning for Professionals</td>
</tr>
<tr>
<td>BPS 450</td>
<td>Professional Studies Strategy (Capstone Course)</td>
</tr>
</tbody>
</table>

Concentration Courses (Health Track)

| 20 | AHS 304 | Law & Ethics in Healthcare Today |
|    | AHS 305 | Health & Disease |
|    | AHS 360 | Foundations in Health Education |
|    | AHS 400 | Global Health Practices |
|    | AHS 416 | Advanced Internship for Healthcare |

Concentration Courses (Fitness Track)

| 20 | AHS 310 | Contemporary Issues in Sport & Recreation |
|    | AHS 325 | Coaching & Motivation in Sport |
|    | AHS 360 | Foundations in Health Education |
|    | AHS 405 | Techniques in Fitness and Exercise Training |
|    | AHS 415 | Exercise & Sport Advanced Internship |

Thematic Sequence Electives

| 52 | Thematic Sequence I | 12 – Communication |
|    | Thematic Sequence II | 12 – Quantitative |
|    | Thematic Sequence III | 12 – People & Society |
|    | Thematic Sequence IV | 16 – Concentration Related |

Thematic Sequences must include:

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

In order to meet the 52 credit hour requirements in elective coursework, students will enroll in four thematic sequences. Each is a group of related courses selected under the direction of a faculty member, advisor, or Dean. The course selections will be guided by the student’s interests as well as education background.
Medical Assisting Program
The Robert Morris University Medical Assisting Diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Medical Assisting Education Review Board (MAERB).


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

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

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

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

Associate in Applied Science Degree
Medical Assisting Program

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

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

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

(Also see the General Education Studies curriculum objectives.)

Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Qtr. Hours</th>
<th>Diploma/AAS Major Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>MAP 120 Foundations for Clinical Practice I</td>
</tr>
<tr>
<td></td>
<td>MAP 130 Foundations for Clinical Practice II</td>
</tr>
<tr>
<td></td>
<td>MAP 135 Medical Business Practices</td>
</tr>
<tr>
<td></td>
<td>MAP 140 Applied Communications &amp; Safety</td>
</tr>
<tr>
<td></td>
<td>MAP 145 Medical Law &amp; Ethics</td>
</tr>
<tr>
<td></td>
<td>MAP 201 Medical Assisting Practicum I</td>
</tr>
<tr>
<td></td>
<td>MAP 211 Medical Assisting Practicum II</td>
</tr>
<tr>
<td></td>
<td>SCI 124 Human Body Systems I</td>
</tr>
<tr>
<td></td>
<td>SCI 144 Human Body Systems II</td>
</tr>
<tr>
<td></td>
<td>SCI 164 Human Body Systems III</td>
</tr>
</tbody>
</table>

General Education Core

<table>
<thead>
<tr>
<th>20</th>
</tr>
</thead>
</table>

Recommended Courses

<table>
<thead>
<tr>
<th>4</th>
</tr>
</thead>
</table>

| AHS 210 | Electronic Health Records Integration |
| AHS 225 | National Phlebotomy Certification |
| AHS 215 | Community Response Strategies |

General Education Electives

<table>
<thead>
<tr>
<th>16</th>
</tr>
</thead>
</table>

| SSC 121 | Health Psychology |

Career Management

<table>
<thead>
<tr>
<th>8</th>
</tr>
</thead>
</table>

| CMT 110 | College as Career |
| CMT 220 | Developing Professional Presence |

Free Electives

| 4 |

<table>
<thead>
<tr>
<th>Diploma/Associate Degree Requirements Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>92</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

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

- Study the effects of physical activity and its impact on health, human performance and the quality of life from healthy to special populations.

- Develop skills in fitness assessment, program design and exercise implementation for healthy individuals, student athletes and rehabilitative services.

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

Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Quarters I-6</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Requirements</td>
<td>44</td>
</tr>
<tr>
<td>AHS 100</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>FIT 100</td>
<td>Introduction to Exercise Science</td>
</tr>
<tr>
<td>FIT 140</td>
<td>Human Performance for Various Populations</td>
</tr>
<tr>
<td>FIT 165</td>
<td>Sport &amp; Exercise Nutrition</td>
</tr>
<tr>
<td>FIT 180</td>
<td>Fitness Assessment</td>
</tr>
<tr>
<td>FIT 192</td>
<td>Introduction to Athletic Training</td>
</tr>
<tr>
<td>FIT 205</td>
<td>Kinesiology &amp; Biomechanics</td>
</tr>
<tr>
<td>FIT 210</td>
<td>Exercise Program Design</td>
</tr>
<tr>
<td>FIT 225</td>
<td>Exercise &amp; Sport Externship</td>
</tr>
<tr>
<td>SCI 121</td>
<td>Anatomy &amp; Physiology</td>
</tr>
<tr>
<td>SCI 151</td>
<td>Exercise Physiology</td>
</tr>
</tbody>
</table>

| General Education Core | 36 |
| Career Management | 8 |
| CMT 110 | College as Career |
| CMT 220 | Developing Professional Presence |

| Free Electives | 4 |

| Associate Degree Requirements Met | 92 |
Associate in Applied Science Degree

Nursing Program

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

Robert Morris University’s Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road, NE Suite 850 Atlanta, GA 30326 (404) 975-5000 www.acenursing.org

Program Objectives

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

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

(Also see the General Education Studies curriculum objectives.)

Nursing Program Requirements

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

Nursing Functional Ability Requirement

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

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

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

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

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

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

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

Visual
1. See objects up to 20 inches away
2. See objects more than 20 feet away
3. Use depth perception
4. Use peripheral vision
5. Distinguish colors and color intensity
Tactile
1. Palpate pulses
2. Detect temperature
3. Feel differences in surface characteristics

Smell
1. Detect odors
2. Detect smoke
3. Detect gases

Reading
1. Read and understand written documents

Arithmetic Competencies
1. Read digital displays
2. Calibrate equipment
3. Convert numbers to and from metric system
4. Tell time
5. Use measuring tools
6. Count rates
7. Add, subtract, multiply and divide whole numbers and fractions
8. Use a calculator
9. Record numbers accurately

Emotional Stability
1. Establish therapeutic boundaries
2. Provide client with emotional support
3. Adapt to stressful environments
4. Deal with unexpected events
5. Focus attention
6. Handle strong emotions
7. Perform multiple activities concurrently

Analytic Thinking
1. Transfer knowledge from one situation to another
2. Process information accurately
3. Evaluate outcomes
4. Prioritize tasks
5. Use short-term and long-term memory

Critical Thinking
1. Identify cause-and-effect relationships
2. Plan and control activities for others
3. Synthesize knowledge
4. Sequence information

Interpersonal Skills
1. Negotiate interpersonal conflicts
2. Respect differences in clients and co-workers
3. Establish rapport with clients and co-workers

Communication Skills
1. Ability to teach
2. Explain and give information
3. Speak on the telephone
4. Direct activities of others
5. Convey information in writing and orally

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

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

Standardized licensure-related testing is included in the curriculum.

Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Summary of Degree Requirements</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Major Requirements</strong></td>
<td>74</td>
</tr>
<tr>
<td>NUR 120 Introduction to Nursing</td>
<td></td>
</tr>
<tr>
<td>NUR 121 Nursing I</td>
<td></td>
</tr>
<tr>
<td>NUR 122 Nursing II</td>
<td></td>
</tr>
<tr>
<td>NUR 123 Nursing III</td>
<td></td>
</tr>
<tr>
<td>NUR 124 Nursing IV</td>
<td></td>
</tr>
<tr>
<td>NUR 221 Nursing V</td>
<td></td>
</tr>
<tr>
<td>NUR 222 Nursing VI</td>
<td></td>
</tr>
<tr>
<td>NUR 223 Nursing VII</td>
<td></td>
</tr>
<tr>
<td>NUR 224 Nursing VIII</td>
<td></td>
</tr>
<tr>
<td>NUR 190 Professional Nursing I</td>
<td></td>
</tr>
<tr>
<td>NUR 191 Professional Nursing II</td>
<td></td>
</tr>
</tbody>
</table>

| **Science Requirements**      |            |
| SCI 130 Human Anatomy & Physiology I | |
| SCI 131 Human Anatomy & Physiology II |  |
| SCI 132 Human Anatomy & Physiology III | |
| SCI 191 Pharmacology           |            |

| **Recommended Electives**     | 4          |
| AHS 100 Medical Terminology    |            |
| AHS 225 National Phlebotomy Certification | |

| **General Education Core**    | 36         |
| SSC 125 Lifespan Development Psychology | |

| **Career Management**         | 8          |
| CMT 110 College as Career     |            |
| CMT 220 Developing Professional Presence | |

| **Associate Degree Requirements Met** | 118 |

37
Associate in Applied Science Degree
Pharmacy Technician Program

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

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

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

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

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

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

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

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

- Understand and incorporate appropriate medical terminology into all aspects of the pharmacy.
- Students will develop knowledge in the use and recognition of medical terminology as it relates to the pharmacy, basic sciences, pharmaceuticals and its application to patient care.
- Apply the theories and principles of basic and applied sciences including human anatomy and physiology, and microbiology to the pharmacy technician role of dispensing medicines.
- Students will acquire and apply knowledge in anatomy and physiology, microbiology, and pharmacology to the pharmacy technician role and understand their application to patient care.
- Exhibit proficiency in the theoretical and practical application of receiving and screening prescriptions, preparing and distributing medications, and assisting with basic clinical services.
- Students will master the skills necessary to prepare medication, including calculating and verifying accurate measurements, and creating accurate labeling. Students will compound sterile, non-sterile, and hazardous drug products and verify drug interactions. Students will demonstrate knowledge and skills necessary to assist the pharmacist in lab tests, immunizations and other routine patient care procedures.
- Analyze pharmaceuticals and the environment and use this knowledge to identify and assume appropriate responsibility for patient care.
- Students will demonstrate an ability to function as a professional, integrating knowledge and skills to support the pharmacist. Students will be able to recognize by name and by visual inspection a wide variety of current pharmaceuticals. They will be able to identify a medicine and safely calculate and dispense it. Students will understand the purpose and administration of a wide variety of pharmaceuticals and their application to disease, including patient reaction, side effects, drug interactions, safe handling and storage.
- Demonstrate accuracy in all aspects of the operations of the pharmacy.
- Students will be able to communicate effectively with both the patient and other health care professionals. They will efficiently perform business operations in the pharmacy including collection of payment, completion of claim forms, purchase of pharmaceuticals and supplies, maintenance of inventory control and recording of controlled substances. Students will know and adhere to all codes, laws, regulations, and procedures within the recognized scope of a Pharmacy Technician.
- Speak and write effectively, analyze problems and develop solutions, and advance in their career field with experience or further education.

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

(Also see the General Education Studies curriculum objectives.)

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

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

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

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

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

Standardized licensure-related testing is included in the curriculum.
### Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Major Requirements</strong></td>
<td>48</td>
</tr>
<tr>
<td>PHM 102</td>
<td>Calculation &amp; Measurement for Medication Preparation</td>
</tr>
<tr>
<td>PHM 103</td>
<td>Clinical Practices: Assisting the Pharmacist</td>
</tr>
<tr>
<td>PHM 106</td>
<td>Therapeutic Agents for Common Diseases I</td>
</tr>
<tr>
<td>PHM 107</td>
<td>Therapeutic Agents for Common Diseases II</td>
</tr>
<tr>
<td>PHM 110</td>
<td>Community Pharmacy Practice</td>
</tr>
<tr>
<td>PHM 112</td>
<td>Acute Care Pharmacy Practice</td>
</tr>
<tr>
<td>PHM 125</td>
<td>Law in Ethics in Today’s Pharmacy</td>
</tr>
<tr>
<td>PHM 250</td>
<td>Community Pharmacy Practicum</td>
</tr>
<tr>
<td>PHM 252</td>
<td>Acute Care Pharmacy Practicum</td>
</tr>
<tr>
<td>SCI 124</td>
<td>Human Body Systems I</td>
</tr>
<tr>
<td>SCI 144</td>
<td>Human Body Systems II</td>
</tr>
<tr>
<td>SCI 164</td>
<td>Human Body Systems III</td>
</tr>
<tr>
<td><strong>General Education Core</strong></td>
<td><strong>36</strong></td>
</tr>
<tr>
<td>SCI 180</td>
<td>Microbes &amp; Society</td>
</tr>
<tr>
<td><strong>Career Management</strong></td>
<td><strong>8</strong></td>
</tr>
<tr>
<td>CMT 110</td>
<td>College as Career</td>
</tr>
<tr>
<td>CMT 220</td>
<td>Developing Professional Presence</td>
</tr>
<tr>
<td><strong>Associate Degree Requirements Met</strong></td>
<td><strong>92</strong></td>
</tr>
</tbody>
</table>

### Associate in Applied Science Degree

#### Surgical Technology Program

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

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

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

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

Standardized certification-related testing is included in the curriculum.

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

#### Program Objectives

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

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

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

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

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

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

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

- Demonstrate by recognition and application fundamental concepts of pharmacology.

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

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

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

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

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

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

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

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

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

Clinical Case Requirements
The clinical case requirement, defined in the current edition of the AST Core Curriculum for Surgical Technology, is:

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

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

Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Quarters</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-6</td>
<td>60</td>
</tr>
</tbody>
</table>

Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI 124</td>
<td>Human Body Systems I</td>
</tr>
<tr>
<td>SCI 144</td>
<td>Human Body Systems II</td>
</tr>
<tr>
<td>SCI 164</td>
<td>Human Body Systems III</td>
</tr>
<tr>
<td>SUR 125</td>
<td>Intro. to Surgical Technology</td>
</tr>
<tr>
<td>SUR 130</td>
<td>Principles of Surgical Technology</td>
</tr>
<tr>
<td>SUR 150</td>
<td>Surgical Technology I</td>
</tr>
<tr>
<td>SUR 200</td>
<td>Surgical Technology II</td>
</tr>
<tr>
<td>SUR 225</td>
<td>Surgical Technology III</td>
</tr>
<tr>
<td>SUR 250</td>
<td>Surgical Technology IV</td>
</tr>
</tbody>
</table>

General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSC 125</td>
<td>Developmental Psychology</td>
</tr>
<tr>
<td>SCI 154</td>
<td>Microbiology for Healthcare Professionals</td>
</tr>
</tbody>
</table>

Career Management

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMT 110</td>
<td>College as Career</td>
</tr>
<tr>
<td>CMT 220</td>
<td>Developing Professional Presence</td>
</tr>
</tbody>
</table>

Associate Degree Requirements Met 104
College of Nursing & Health Studies Faculty

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

Natalie Brounsuzian  
B.S., Oakan University  
M.S., Rush University

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

Helene Cohn, RN  
B.S.N., Southern College  
M.S.N., DePaul University

Amy Dolhay  
B.A., Kalamazoo College  
M.S., DePaul University

Sara Dust, RD  
B.S., University of Illinois  
M.S., Eastern Illinois University

Michael Free, MD  
B.S., Butler University  
MD, Indiana School of Medicine

Michael Galvin, Jr.  
B.S., University of Illinois  
M.S., University of Illinois  
MBA, Capella University

Denise Gray, R.N., CMA (AAMA)  
Nurse Administrator  
B.S.N., Lewis University  
M.S.N., Lewis University  
M.B.A., Loyola University-Chicago  
Ed.D., Roosevelt University

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

Manozej Kaushal, M.D.  
Adjunct Teaching Fellow  
B-Tech Ordinary National Diploma, East Ham College of Technology  
M.D., Ross University

Renee Kessinger, ACSM  
B.S., University of Illinois  
M.S., University of Illinois

Natan Mendes, M.D., RCST  
Surgical Technology Program Director  
B.S., Loyola University  
M.D., University of St. Eustatius School of Medicine

Julie Miller, ACSM  
ESS Curriculum Chair, Adjunct Teaching Fellow  
B.S., Bradley University  
M.S., Ball State University

Elaine Miyamoto, R.H.L.A., CMA (AAMA)  
Assessment Chair  
B.A., Arkansas Technology University  
M.S., College of St. Francis

Erik Osborne  
B.S., Black Hills State University  
M.S., Illinois State University

Raegan Quandt, RN  
Nursing Curriculum Chair  
B.S.N., Wichita State University  
M.S.N., Walden University

Ann Reda  
B.S.N., St. Xavier University  
M.S.N., Rush University

Blasé Romence, DC, RMA, AMT, CMA (AAMA)  
Curriculum Chair, Medical Assisting  
Senior Teaching Fellow  
B.S., Western Illinois University  
D.C., Logan College of Chiropractic

Jay Shabed, M.D., CMA (AAMA), CPht  
Curriculum Chair, Pharmacy Technician & Medical Assisting  
B.S., University of Illinois-Chicago  
M.D., University of Santiago  
M.B.A., Robert Morris University

Jill Teodoro, RCST  
Curriculum Chair, Surgical Technology  
B.S., University of St. Francis  
M.Ed., University of St. Francis

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

Laarni Yagore  
B.A., North Central College
Advisory Boards

**Medical Assisting**
(Northern Region)

- Lora Timmons, MPH, CMA (AAMA), ACE  
  Dean, Program Director
- Mathew Hess  
  Medical Community, Employer, Northwestern Medical Faculty Foundation
- Dr. Jay Shahed  
  Faculty, Sponsor Personnel
- Erica Wiley  
  Current Student
- Manoza Kaushal, MD  
  Faculty, Sponsor Personnel
- Caroline Nawara, MD  
  Medical Advisor
- Cheryl Gibson  
  Community Member
- Bonnie Boersma  
  Sponsor Personnel
- Rene Franklin  
  Program Graduate Student, Chicago Campus

**Medical Assisting**
(Central Region)

- Blasé Romence, DC, RMA, AMT, CMA (AAMA)  
  Faculty, MA Program Director
- Yvonne Dougherty  
  Graduate Student, Medical Community
- Debbie Edwards  
  Graduate Student
- Richard Holloway, MD  
  Medical Advisor
- Amanda Spindel  
  Sponsor Personnel, Career Services/Springfield
- Chrissy Thomas  
  Medical Community
- Joan Vazzi  
  Public Member/Springfield
- Brenda Vilayhong  
  RMU Adjunct Faculty, Sponsor Personnel
- Mary Wienhoff  
  Sponsor Personnel, Director of Education, Springfield/Peoria Campuses
- Rae Lynn Williams  
  Medical Community, Peoria Campus
- Joan Vazzi  
  Public Member, Springfield Campus
- Cyndi Beck  
  Medical Community
- Liz Dinardo  
  Sponsor Personnel, Director of Admissions/Springfield/Peoria Campuses
- Rhonda Mitro  
  Medical Community
- Kendall Patterson  
  Current Student, Springfield Campus

**Master of Management Healthcare Administration Advisory Board**

- Rebecca Busch, CEO  
  Medical Business Associates, Inc.
- Jared Dean, Ph.D.  
  RMU Adjunct Faculty
- Jim Donahue, PT, DPT  
  Functional Therapy & Rehabilitation
- Fred Donini-Lenhoff, MA  
  Medical Education Products, AAMA
- Sandra Gaynor, Ph.D., RN  
  Oakton College
- Denise Gray, Ed.D., MBA, RN  
  Faculty, RMU
- Shellie Karno, RN, JD  
  RMU Adjunct Faculty
- Mary Kelly, MBA, RN, CNRN  
  Advocate Good Samaritan Hospital
- Kathleen Mikos, DNP, RN  
  Ingalls Memorial Hospital
- Rue Anne Mills  
  Resources & Associates Management
- Richard Pabst, Jr.  
  RMU Adjunct Faculty
- Sandra Scheinbaum, Ph.D.  
  Highland Park
The RMU Clinical Council provides the opportunity for clinical affiliations to formally engage with RMU and its leadership through strategic networking opportunities, communications and events.

- Elmhurst Memorial Hospital
  Elmhurst, IL
- Lurie Children’s Hospital of Chicago
  Chicago, IL
- Mercy Medical Center
  Chicago, IL
- Northshore Hospitals
  Chicagoland Area
- Northwestern Memorial Hospital
  Chicago, IL
- Plymouth Place
  LaGrange Park, IL
- Presence Provena Mercy Medical Center
  Aurora, IL
- Rush University Medical Center
  Chicago, IL
- John H. Stroger, Jr. Hospital of Cook County
  Chicago, IL
- The Clare at Water Tower
  Chicago, IL
- University of Chicago Medical Center
  Chicago, IL
- Vanguard Weiss Hospital
  Chicago, IL
Art & Design offers experiential practice and project-based learning to provide students with the knowledge to become successful designers. Graduates will be effective visual communicators who are proficient across multiple media, including print, web, and interactive design.

Bachelor of Applied Science Degree in Graphic Design

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

Program Objectives

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

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

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

- Prepare undergraduates for participation in the field of design through study and applied knowledge of professional practices.
  
  The skill of turning concepts into products is developed through practical experience. Students will work individually or in teams to learn industry practices and experience successful interaction with peers and professionals. Students will create a portfolio of the best examples of their work.

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

(Also see the General Education Studies curriculum objectives.)

Summary of Degree Requirements

Foundation  
ART 108  Video Production  28
ART 109  History of Art & Media
ART 130  Design, Color & Composition
ART 203  Computer Illustration
ART 207  Digital Photography
ART 235  Digital Imaging
ART 236  Storyboarding
ART 270  Typography

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

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

Total Major Requirements  96

Free Electives  12

General Education Courses  72

(Required Humanities & Career Management courses)

Career Management  8

Bachelor Degree Requirements Met  188
Bachelor of Professional Studies Degree

Architectural Technology Concentration

Bachelor of Professional Studies

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

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

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

Program Objectives

The Bachelor of Professional Studies at Robert Morris University will:

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

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

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

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

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

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

Concentration Objectives

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

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

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

- The Basis for Sustainable Design or
- Advanced ICenter Project

Concentration Related Courses

- Sustainability in Construction or
- Life-Long Career Strategy or
- Intermediate ICenter Project or
- The Basis for Sustainable Design

Bachelor Degree Requirements Met

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

Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Thematic Sequence Electives</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thematic Sequence I</td>
<td>12 – Communication</td>
</tr>
<tr>
<td>Thematic Sequence II</td>
<td>12 – Quantitative</td>
</tr>
<tr>
<td>Thematic Sequence III</td>
<td>12 – People &amp; Society</td>
</tr>
<tr>
<td>Thematic Sequence IV</td>
<td>16 – Concentration Related</td>
</tr>
</tbody>
</table>

Thematic Sequences must include:

- Personal Narrative & Branding
- Life-Long Career Strategy or
- Intermediate ICenter Project or
- Sustainable Design Practicum

Bachelor Degree Requirements Met

96
Associate in Applied Science Degree
Drafting & Design Technology

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

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

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

Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 103</td>
<td>Introduction to Industry: Architecture, Engineering &amp; Related Services</td>
</tr>
<tr>
<td>ACT 105</td>
<td>Technical Drawing &amp; Manual Drafting Fundamentals</td>
</tr>
<tr>
<td>ACT 113</td>
<td>Architectural Materials &amp; Assemblies 1</td>
</tr>
<tr>
<td>ACT 125</td>
<td>Computer-Aided Drafting &amp; Design 1</td>
</tr>
<tr>
<td>ACT 141</td>
<td>Architectural Freehand Drawing</td>
</tr>
<tr>
<td>ACT 151</td>
<td>Model Building</td>
</tr>
<tr>
<td>ACT 155</td>
<td>Computer-Aided Drafting &amp; Design 2</td>
</tr>
<tr>
<td>ACT 204</td>
<td>Design Studio 1</td>
</tr>
<tr>
<td>ACT 213</td>
<td>Architectural Materials &amp; Assemblies 2</td>
</tr>
<tr>
<td>ACT 255</td>
<td>Computer-Aided Drafting &amp; Design 3</td>
</tr>
<tr>
<td>ACT 264</td>
<td>Design Studio 2</td>
</tr>
<tr>
<td>HUM 160</td>
<td>Architecture &amp; Design: A Contextual Perspective</td>
</tr>
</tbody>
</table>

General Education Core 36
Career Management 8
CMT 110 College as Career
CMT 220 Developing Professional Presence

Associate Degree Requirements Met 92
**Associate in Applied Science Degree**  
**Graphic Design Program**

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

**Program Objectives**

The program at Robert Morris University prepares students to:

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

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

(Also see the General Studies curriculum objectives.)

---

**Summary of Degree Requirements**

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 108 Video Production</td>
<td>4</td>
</tr>
<tr>
<td>ART 130 Design &amp; Color</td>
<td>4</td>
</tr>
<tr>
<td>ART 203 Computer Illustration</td>
<td></td>
</tr>
<tr>
<td>ART 207 Digital Photography</td>
<td></td>
</tr>
<tr>
<td>ART 228 Design for the Web</td>
<td></td>
</tr>
<tr>
<td>ART 235 Digital Imaging</td>
<td></td>
</tr>
<tr>
<td>ART 236 Storyboarding</td>
<td></td>
</tr>
<tr>
<td>ART 261 Graphic Design I</td>
<td></td>
</tr>
<tr>
<td>ART 270 Typography</td>
<td></td>
</tr>
<tr>
<td>ART 291 Graphic Design II</td>
<td></td>
</tr>
<tr>
<td>ART 295 Multimedia Web Design</td>
<td></td>
</tr>
</tbody>
</table>

**General Education Core**

(Required Humanities Course)

| ART 109 History of Art & Media |

**Career Management**

| CMT 110 College as Career |
| CMT 220 Developing Professional Presence |

**Free Electives**

| 4 |

**Associate Degree Requirements Met**

| 92 |
Art & Design Faculty

Nancy Rotunno ................................................................. Dean
B.S., National Louis University
M.S., National Louis University

Miguel Andonaequi ................................................................. M.F.A., Columbia College

Joseph Babula, IDEC ................................................................. B.A., Harrington College of Design
M.A., Harrington College of Design

Barton Blakenburg ................................................................. B.A., Southern Illinois University

Christopher Camp ................................................................. B.F.A., University of Illinois-Urbana

M.B.A., California State University

Mei-Fen Chen ................................................................. Senior Teaching Fellow
B.A., National Cheng Kung University-Taiwan
M.S., Indiana University
Ph.D., Indiana University

Konrad Hack ................................................................. B.F.A., The School of the Art Institute-Chicago
M.A., Governors State University

B.A., Columbia College-Chicago

Robert Hutchinson ................................................................. B.A., Oberlin College
M.A., Oberlin College

Rima Koniali ................................................................. B. Arch, Illinois Institute of Technology
M. Arch, Illinois Institute of Technology

Rob Kosin ................................................................. B.S., Loyola University-Chicago
M.L.A., University of Chicago

Shelley Lambantia ................................................................. Senior Teaching Fellow
B.A., Ray College of Design
M.A., University of Illinois

John Muhow ................................................................. B.A., Brooks Institute of Photography

Matthew Nutting ................................................................. B.A., St. John’s University
B.F.A., School of the Art Institute

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

Adrienne Ott, LEED AP ................................................................. B.A., Pennsylvania State University
M. Arch, Boston Architectural College

Carolyn Pavelkis ................................................................. Curriculum Chair
B.A., Columbia College
M.F.A., Columbia College

Theresa Riedle ................................................................. B.F.A., Northern Illinois University

Agnieszka Rowsey ................................................................. Senior Teaching Fellow
B.F.A., Columbia College
M.A., Columbia College

Mary Russell ................................................................. B.A., Loyola University-Chicago
M.F.A., The School of the Art Institute-Chicago

Lawrence Saint Germain ................................................................. B.A., University of Wisconsin-Milwaukee
M.A., University of Wisconsin-Milwaukee

Jessica Salch ................................................................. B.S., Bradley University

Paul Sargent ................................................................. B.A., Hamilton College
M.F.A., The School of the Art Institute-Chicago

Dan Savery ................................................................. B.S., Western Illinois University
M.A., University of Illinois-Springfield
M.S., Illinois State University

Matthew Schultz ................................................................. M.F.A., Southern Illinois University

Jason Sergeant ................................................................. B.A., Southern Illinois University
M. Arch, New School of Architecture & Design

Kristen Sonntag ................................................................. B.A., Loyola University
M.F.A., Rochester Institute of Technology

Susan Stuart ................................................................. B.A., Xavier University
M.F.A., Savannah College of Art & Design
Art & Design Advisory Board

Xhengis Alou .................................................................
Barton Blankenburg ......................................................
               Principal, Blankenburg Associates
Andy Crestodina ...........................................................
               Principal/Strategic Director, Orbit Media Studios, Inc.
David Fabbri ...............................................................
               VP/Creative Director, LoSasso Advertising Inc.
Loren Greiff ...............................................................  
Jeff Hartvigsen ..............................................................
               Multimedia Producer, Crain’s Chicago Business
Frank Haynes ..............................................................
               President, Big Shoulders Digital Video Productions
Tim Lapetino ...............................................................  
Vernon Lockhart ............................................................
               Art on the Loose, Inc.
Matthew Nutting ...........................................................
               Creative Director, Measured Marketing
Pek Pongpaet ...............................................................  
               Vice President of Technology & Product, Spot On Inc.
Erin Schreiber .............................................................  
Susan Stuart ...............................................................  
               President, Stuart Design, LLC
Joe Wright .................................................................  

Drafting & Design Technology Advisory Board

Joe Babula .................................................................  
               Design Consultant, J2-Design
Jerry DiCola, DFM, LEED GA ...........................................
               Brinks Hofer Gilson & Lione
Michelle Halle Stern, AIA, PE, MSPH, LEED AP BD+C, ID+C ........
               Associate, Perkins & Will
Joan Kaufman, ASID, IIDA, LEED AP ...............................  
               Chapter President, ASID Illinois
Dana Levine ...............................................................  
               Interior Designer, S. Stein & Company
Kevin Peterson ............................................................  
               K. Peterson Associates, Inc.
Bachelor of Professional Studies

**Bachelor of Professional Studies**

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

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

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

**Program Objectives**

The Bachelor of Professional Studies at Robert Morris University will:

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

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

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

**Concentration Objectives**

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

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

**Summary of Degree Requirements**

<table>
<thead>
<tr>
<th>Qtr. Hours</th>
<th>Professional Core</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td></td>
</tr>
<tr>
<td>BPS 320</td>
<td>Project Management</td>
</tr>
<tr>
<td>BPS 340</td>
<td>Role of the Professional in Society</td>
</tr>
<tr>
<td>BPS 370</td>
<td>Service Marketing</td>
</tr>
<tr>
<td>BPS 380</td>
<td>Facilities Management</td>
</tr>
<tr>
<td>BPS 410</td>
<td>Financial Planning for Professionals</td>
</tr>
<tr>
<td>BPS 450</td>
<td>Professional Studies Strategy (Capstone Course)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qtr. Hours</th>
<th>Concentration Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td></td>
</tr>
<tr>
<td>CUL 330</td>
<td>Advanced Pastry &amp; Breads</td>
</tr>
<tr>
<td>CUL 425</td>
<td>Master Chef’s Workshop</td>
</tr>
<tr>
<td>CUL 435</td>
<td>Wine &amp; Food Pairing</td>
</tr>
<tr>
<td>CUL 453</td>
<td>Advanced Restaurant a la Carte</td>
</tr>
<tr>
<td>HGT 345</td>
<td>Purchasing for the Hospitality Industry</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qtr. Hours</th>
<th>Thematic Sequence Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>52</td>
<td></td>
</tr>
<tr>
<td>Thematic Sequence I</td>
<td>12 – Communication</td>
</tr>
<tr>
<td>Thematic Sequence II</td>
<td>12 – Quantitative</td>
</tr>
<tr>
<td>Thematic Sequence III</td>
<td>12 – People &amp; Society</td>
</tr>
<tr>
<td>Thematic Sequence IV</td>
<td>16 – Concentration Related</td>
</tr>
</tbody>
</table>

Thematic Sequences must include:

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

In order to meet the 52 credit hour requirements in elective coursework, students will enroll in four thematic sequences. Each is a group of related courses selected under the direction of a faculty member, advisor, or Dean. The course selections will be guided by the student’s interests as well as education background.
The Associate in Applied Science Degree in Culinary Arts prepares students to provide professional chef and related cooking services in restaurants and other commercial food venues; the coursework places emphasis on mastery of culinary skills and techniques as well as basic managerial concepts applicable to food service establishments.

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

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

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

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

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

Demonstration Topics
Hospitality Industry Careers
Spice Origins and Usage
Fish Fabrication
Meat/Poultry Fabrication
Knife Sharpening, Care and Usage
Garde Manager, Catering, Buffet Preparation and Set-up
Resume Writing, Interview preparation specifically designed for restaurant employment
Spanish and Basque Culture and Cuisine
Italian Cuisine/Olive Oil Tasting
Owning and Operating A Restaurant
Restaurant Careers
Menus for American Regional Cuisine

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

<table>
<thead>
<tr>
<th>Summary of Degree Requirements</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quarters 1-6</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Major Requirements</strong></td>
<td>45</td>
</tr>
<tr>
<td>CUL 110 Sanitation &amp; Safety</td>
<td>1 qtr. hour</td>
</tr>
<tr>
<td>CUL 126 Culinary Fundamentals I</td>
<td></td>
</tr>
<tr>
<td>CUL 131 Culinary Fundamentals II</td>
<td></td>
</tr>
<tr>
<td>CUL 235 Meat &amp; Poultry</td>
<td></td>
</tr>
<tr>
<td>CUL 240 Baking &amp; Pastry</td>
<td></td>
</tr>
<tr>
<td>CUL 245 Seafood</td>
<td></td>
</tr>
<tr>
<td>CUL 253 Restaurant A la Carte</td>
<td>8 qtr. hours</td>
</tr>
<tr>
<td>CUL 260 American Cuisine</td>
<td></td>
</tr>
<tr>
<td>CUL 265 Taste of the World</td>
<td></td>
</tr>
<tr>
<td>CUL 290 Culinary Externship</td>
<td></td>
</tr>
<tr>
<td>HGT 275 Menu Management &amp; Facilities Design</td>
<td></td>
</tr>
<tr>
<td>HGT 287 Restaurant Operations Management</td>
<td></td>
</tr>
</tbody>
</table>

**General Education Core**

<table>
<thead>
<tr>
<th>Career Management</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMT 110 College as Career</td>
<td></td>
</tr>
<tr>
<td>CMT 220 Developing Professional Presence</td>
<td></td>
</tr>
</tbody>
</table>

**Associate Degree Requirements Met**

| 93 |
Culinary Arts Faculty

Nancy Rotunno........................................................................................................ Dean
B.S., National Louis University
M.S., National Louis University

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

Eric Bell ...................................................................................................................
B.S., Restaurant, Hotel & Institutional Management, Purdue University, Calumet
M.B.A., Indiana University, Northwest

Jennifer Bucko Lamplough ..................................................................................
Certificate in Professional Cooking, CHIC
B.A. Indiana University
M.B.A., Robert Morris University

Nancy Castagnet ................................................................................................. B.A., Dominican University

Aisha Cooks ......................................................................................................... A.A.S., CHIC

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

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

Alan Gordon ........................................................................................................ B.F.A., University of Illinois - Champaign Urbana

Brad Hindsley, MCFE ........................................................................................ A.A.S., Robert Morris University
B.B.A., Robert Morris University
M.B.A., Robert Morris University

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

Gail Huesmann ..................................................................................................... A.A.S., Culinary Arts, CHIC
B.S., Education, University of Wisconsin, Whitewater

John Lalaganus .................................................................................................... B.S., Hospitality & Tourism Mgmt., University of Wisconsin-Stout
M.E., Human Resource Development, University of Minnesota

Sarah McDonnell ................................................................................................. A.A.S., Culinary Arts, CHIC
B.A.S., Foodservice Administration, Central Michigan University

Leslie Morris ........................................................................................................ B.A. of Fine Arts, Missouri State

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

Charles O'Donoughue ......................................................................................... A.A.S. Washburne Culinary Academy

Jori Orsini ............................................................................................................. M.S., Professional Studies, University of St. Francis

Kim Shambrook ................................................................................................ B.S., Eastern Illinois
M.S., Eastern Illinois

Jon Sherman ......................................................................................................... A.A.S., Culinary Arts, Robert Morris University
B.B.A., Hospitality Management, Robert Morris University

Jeffrey Sing ............................................................................................................ B.A., Indiana University
J.D., Drake University

Laurette Stefani .................................................................................................. A.A.S., CHIC
B.S., Benedictine University

Christa Velbel ..................................................................................................... B.S., Northwestern University

Mark Wroczynski ............................................................................................... Curriculum Chair, Culinary Hospitality
A.A.S., Robert Morris University
B.B.A., Robert Morris University

Advisory Board

Jennifer Chase ...................................................................................................... Director of Education, Illinois Hotel & Lodging Association

William Dugan .................................................................................................... Owner, Superior Ocean Produce

Gale Gand ............................................................................................................. Executive Pastry Chef/Partner, Chicago Area Restaurants

Victor Gehrit ........................................................................................................ Chef, Consultant

David Kile ........................................................................................................... Corporate Director/Food & Beverage, Cooper’s Hawk Winery & Restaurant

Paul LoDuca ....................................................................................................... Executive Chef, Vinci Restaurants-Chicago

Lauren Marquez ................................................................................................ Alumni, Bittersweet Bakery

Ron Martin ........................................................................................................... Culinary Education Consultant

Romelia Norrington ......................................................................................... Culinary Department Chair, Dunbar Vocational

Michael Reich ..................................................................................................... Executive Chef, Renaissance Hotel-Chicago

Amy Sheren ......................................................................................................... Executive Director, Chicago Foundation for Education
Guest Lecturers

Jim Bactub, CEC ................................................................. Kendall College
Adrian Barnes ................................................................. Executive Chef, Bistro Margot
Maria Besabarros ............................................................ Professor – Culinary Institute of America
Sean Billing ........................................................................ Fairmont Hotel – Chicago
Tom Blando ........................................................................ Consumer’s Meat Packing
Duane Boslett .................................................................... Chef, Café Absinthe
Paul Brigante ...................................................................... Executive Chef Research Development, Turanno Baking Company
Maneet Chauhan .................................................................. Executive Chef, Vermillion
Robert Childers ................................................................... Ice Carver
Gaetano di Benedetto ......................................................... Chef-Owner, La Piazza
Carlos Gaytan ...................................................................... Executive Chef, Bistro Margot
Joe Gustaffon ....................................................................... Executive Chef, Consentino Wineries, Napa Valley
Mark Martell ........................................................................ LaGrange Country Club
Dan Mullen .......................................................................... Sales Representative, Plitt Seafood
Stan Neva ............................................................................ President – Northwest Meats
John Orr .............................................................................. Consultant – Menu Management Research & Development
Joseph Pawlak ..................................................................... President – Technomic, Inc.
Bill Peterson ........................................................................ President – Northwest Cutlery
Mario Rizzotti ...................................................................... President – Academia Barilla
Lara Rondinelli, RD, LDN, CDE .............................................. Diabetes Center Coordinator, RUSH University Medical Center
Giles Schnierle ..................................................................... President, Great American Cheese Company
Lars Schweig ........................................................................ Purchasing, Supreme Lobster
Ke’o Valazquez ..................................................................... ACF Regional Junior Chef of the Year
Sue Warrich .......................................................................... Director of Catering - Food Evolution
Craig Wilson .......................................................................... American Recruiting

Master Chefs

Chef John Hogan .................................................................... Keefer’s
Chef Homaro Cantu ............................................................. Moto
Chef Paul Virant ................................................................... Vie
Chef Beverly Kim Clark ......................................................... Aria
Chef Ryan Wombacher ......................................................... Topaz
Institute of Technology & Media

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

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

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

Bachelor of Applied Science Degree

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

Program Objectives

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

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

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

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

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

The Networking Specialization curriculum is offered to meet the market demand for network Administrators who can manage local and wide area networks. Students set up and configure file and web servers. Students program Cisco routers and switches. Students address key issues in network security and wireless communication. Students can elect from major elective courses in local or cloud computing, CISCO, mobile application development, web development, database or business management.

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

Program Specialization Outcomes

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

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

Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 220 Operating Systems</td>
<td>32</td>
</tr>
<tr>
<td>CIS 232 Local Area Networks</td>
<td></td>
</tr>
<tr>
<td>CIS 237 Internetworking</td>
<td></td>
</tr>
<tr>
<td>CIS 240 System Engineering I</td>
<td></td>
</tr>
<tr>
<td>CIS 244 Security Fundamentals</td>
<td></td>
</tr>
<tr>
<td>CIS 264 Networking Essentials</td>
<td></td>
</tr>
<tr>
<td>CIS 265 Routing &amp; Switching</td>
<td></td>
</tr>
<tr>
<td>CIS 266 Router Configuration</td>
<td></td>
</tr>
</tbody>
</table>

| Required Upper Division Information Systems | 48 |
| CIS 318 Java Programming | |
| CIS 356 Advanced Internship | |
| CIS 498 Senior Project | |

| Cloud Computing | |
| CIS 445 Advanced Network Services | |
| CIS 447 Network Management | |

| Database | |
| CIS 308 Database Design | |
| CIS 415 Database Management | |

| Security | |
| CIS 444 Network Security | |
| CIS 446 Computer Forensics | |

| Mobile Technology | |
| CIS 417 Objective-C for iPhone | |
| CIS 418 iPhone Application Development | |
| CIS 419 Android Application Development | |
| CIS 364 Advanced Routing & Switching | |
| CIS 366 WAN Technologies | |
| CIS 443 Wireless Technologies | |

| Major Electives | 8 |
| Database | |
| CIS 307 Client/Server Network Database | |
| CIS 309 Database Development | |

Bachelor Degree Requirements Met 188
BAS/MIS Dual Degree

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

Master of Information Systems Program Description

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

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

- Demonstrate communication strategies appropriate to professional roles.
  
  Students will be able to demonstrate effective oral and written communication, presentation skills and collaborative competencies.

- Conceptualize, organize and resolve complex information system problems.
  
  Students will be able to analyze, plan and manage information systems that solve current and future business systems problems.

- Evaluate the ethical and social implications of business and personal decisions.
  
  Students will be able to analyze and propose solutions that balance the ethical/social needs of the global community with the sustainability of the organization.

- Conceptualize and implement database systems to manage information in an organization.
  
  Students will be able to analyze, design, implement and test a database to ensure its efficiency and integrity.

- Design secure network infrastructure and disaster recovery plans to protect organizational resources from internal and external threats.
  
  Students will be able to apply principles of computer networking, telecommunications, and security to evaluate alternative strategies.

Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Required Upper Division Information Systems</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 356 Advanced Internship</td>
<td>8</td>
</tr>
<tr>
<td>CIS 498 Senior Project</td>
<td>8</td>
</tr>
<tr>
<td>MIS 525 Object-Oriented Programming</td>
<td>8</td>
</tr>
<tr>
<td>Cloud Computing</td>
<td></td>
</tr>
<tr>
<td>CIS 447 Network Management</td>
<td></td>
</tr>
<tr>
<td>MIS 540 Data Communication &amp; Networking</td>
<td></td>
</tr>
<tr>
<td>Database</td>
<td></td>
</tr>
<tr>
<td>CIS 308 Database Design</td>
<td></td>
</tr>
<tr>
<td>MIS 515 Database Design &amp; Management</td>
<td>8</td>
</tr>
<tr>
<td>Security</td>
<td></td>
</tr>
<tr>
<td>CIS 446 Computer Forensics</td>
<td></td>
</tr>
<tr>
<td>MIS 542 Network &amp; Internet Security</td>
<td></td>
</tr>
<tr>
<td>Mobile Technology</td>
<td></td>
</tr>
<tr>
<td>CIS 417 Objective-C for iPhone</td>
<td></td>
</tr>
<tr>
<td>CIS 418 iPhone Application Development</td>
<td></td>
</tr>
<tr>
<td>CIS 419 Android Application Development</td>
<td></td>
</tr>
<tr>
<td>CIS 364 Advanced Routing &amp; Switching</td>
<td></td>
</tr>
<tr>
<td>CIS 366 WAN Technologies</td>
<td></td>
</tr>
<tr>
<td>CIS 443 Wireless Technologies</td>
<td></td>
</tr>
<tr>
<td>CIS 307 Client/Server Network Database</td>
<td></td>
</tr>
<tr>
<td>CIS 309 Database Development</td>
<td></td>
</tr>
<tr>
<td>CIS 310 Management Information Systems</td>
<td></td>
</tr>
<tr>
<td>CIS 411 Leadership in Technology</td>
<td></td>
</tr>
<tr>
<td>CIS 310 Contemporary Applied Management</td>
<td></td>
</tr>
<tr>
<td>MGT 310 Operations Management</td>
<td></td>
</tr>
<tr>
<td>MGT 400 Web Development</td>
<td></td>
</tr>
<tr>
<td>WDV 330 Extensible mark-up Language</td>
<td></td>
</tr>
<tr>
<td>WDV 340 Client-Side Scripting Using JavaScript</td>
<td></td>
</tr>
<tr>
<td>WDV 350 Server-Side Scripting Using ASP.NET</td>
<td></td>
</tr>
</tbody>
</table>

Bachelor Degree Requirements Met 188

Management Information System 36

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Quarter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE</td>
<td>Client/Server Development</td>
<td>20</td>
</tr>
<tr>
<td>MIS 517</td>
<td>IT Financial Management</td>
<td></td>
</tr>
<tr>
<td>MIS 521</td>
<td>IT Service management</td>
<td></td>
</tr>
<tr>
<td>MIS 531</td>
<td>Capstone: Connecting Globally</td>
<td></td>
</tr>
<tr>
<td>MIS 590</td>
<td>Ethics &amp; Communications</td>
<td></td>
</tr>
<tr>
<td>MGT 505</td>
<td>Research &amp; Statistics for Management</td>
<td></td>
</tr>
</tbody>
</table>

CONCENTRATION 16

Business Analytics

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Quarter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRD 580</td>
<td>Data Modeling &amp; Intelligent Information</td>
<td></td>
</tr>
<tr>
<td>PRD 585</td>
<td>Predictive Modeling I – Econometric Analysis</td>
<td></td>
</tr>
<tr>
<td>PRD 590</td>
<td>Predictive Modeling II – Time Series &amp; Forecasting</td>
<td></td>
</tr>
<tr>
<td>PRD 600</td>
<td>Communication</td>
<td></td>
</tr>
</tbody>
</table>

Mobile Computing

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Quarter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS 560</td>
<td>Developing Mobile Native Apps I</td>
<td></td>
</tr>
<tr>
<td>MIS 565</td>
<td>Developing Mobile Web Applications</td>
<td></td>
</tr>
<tr>
<td>MIS 572</td>
<td>Developing Mobile Native Apps II</td>
<td></td>
</tr>
<tr>
<td>MIS 585</td>
<td>Special Topics in Mobile Development</td>
<td></td>
</tr>
</tbody>
</table>

Information Security

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Quarter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS 548</td>
<td>Information Security Management</td>
<td></td>
</tr>
<tr>
<td>MIS 562</td>
<td>Legal Issues in Information Assurance &amp; Auditing</td>
<td></td>
</tr>
<tr>
<td>MIS 575</td>
<td>Ethical Hacking</td>
<td></td>
</tr>
<tr>
<td>MIS 589</td>
<td>Business Continuity, Disaster Recovery Theories &amp; Strategies</td>
<td></td>
</tr>
</tbody>
</table>

Bachelor’s & Master’s Degree Requirements Met 224
Associate in Applied Science Degree
Computer Networking Specialist Program

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

Program Outcomes
The Computer Network Specialist program at Robert Morris University will:

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

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

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

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

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

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

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

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

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

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

Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 208</td>
<td>Database Programming</td>
</tr>
<tr>
<td>CIS 220</td>
<td>Operating Systems</td>
</tr>
<tr>
<td>CIS 232</td>
<td>Local Area Networks</td>
</tr>
<tr>
<td>CIS 237</td>
<td>Internetworking</td>
</tr>
<tr>
<td>CIS 240</td>
<td>Systems Engineering I</td>
</tr>
<tr>
<td>CIS 244</td>
<td>Security Fundamentals</td>
</tr>
<tr>
<td>CIS 264</td>
<td>Networking Essentials</td>
</tr>
<tr>
<td>CIS 265</td>
<td>Routing &amp; Switching</td>
</tr>
<tr>
<td>CIS 266</td>
<td>Router Configuration</td>
</tr>
</tbody>
</table>

General Education Core 36

Recommended Major Courses 8

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 261</td>
<td>LINUX/UNIX</td>
</tr>
<tr>
<td>CIS 262</td>
<td>LINUX Security</td>
</tr>
</tbody>
</table>

Career Management 8

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMT 110</td>
<td>College as Career</td>
</tr>
<tr>
<td>CMT 220</td>
<td>Developing Professional Presence</td>
</tr>
</tbody>
</table>

Free Electives 4

Associate Degree Requirements Met 92
Institute of Technology & Media Faculty

Basim Khartabil, CCNA, MCSE, NET+, A+, MCP, MOS  
Dean, Teaching Fellow  
B.S., University of Philadelphia  
M.S., Illinois Institute of Technology

Chris Nassar, CCNA  
Associate Dean, Curriculum Chair  
B.S., University of Michigan  
M.B.A., University of Chicago  
M.S., DePaul University

Lo’ay Moh’d Saleh Abu-Salih  
Chair, Technological Mastery Program  
B.S., Philadelphia University  
M.S., University of Jordan  
Ph.D., University of Illinois-Chicago

Faisal Akkawi  
B.S., Illinois Institute of Technology  
M.S., Illinois Institute of Technology  
Ph.D., Illinois Institute of Technology

Abdullah Alshboul  
B.S., University of Pristina  
M.S., Northeastern Illinois University

Hanan Bekri, CCNA, M.C.P.  
M.S., Mohammed V. University  
M.S., Iowa College

Carol Bivin, Career Management  
B.A., Quinnipiac University  
M.A., Lewis University

Rick Blazek, CCNA/CAI, A+ Network+, Security+, CEH  
B.A., Dallas Christian College  
M.S., Nova Southeastern University  
M.A., Lincoln Christian Seminary  
Ph.D., Nova Southeastern University

Arnaldo Carvalho  
B.A., Milliken University  
M.S., University of Illinois-Springfield

Rose Coppola-Conroy, Career Management  
B.S., Northern Illinois University  
M.E.D., Loyola University

Jesse Coultas, MCSE, A+, Network+, CNA  
B.A.S., Robert Morris University  
M.S., University of Illinois–Springfield

Sarah Foulkes  
B.S., University of Illinois, Champaign  
M.S., University of Michigan  
Graduate Certificate, University of Michigan

Susan A. Froussine, MCITP, MCSE, ITILv3, CCAI, Net+, Sec+, A+  
B.A., Indiana University  
M.S., John Marshall Law School-Chicago

Robert Gordon, CCNA, CCDa, A+, MCSE, MCT  
B.A., Monmouth College-Illinois  
M.S., University of Illinois-Springfield

Richard Hammond  
B.S., Bradley University  
M.S., Bradley University

Peter Heltzer  
B.A., University of Miami  
M.S., University of Miami

Michael R. Jannusch  
B.S., Benedictine University  
M.B.A., Lake Forest Graduate School of Management

Wesley Kusiak  
B.S., Polytechnic University  
M.S., Polytechnic University  
M.S., Illinois Institute of Technology

Mark R. Long, CCP  
A.S., Purdue University  
B.S., Murray State University  
MIS, Robert Morris University-Illinois

Jared Lynn, A+  
B.S., Robert Morris University-Illinois  
M.S., Robert Morris University-Illinois

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

Charles McSweeney  
B.S., Northeastern Illinois University  
M.S., Loyola University-Chicago

Kathleen McTigue  
BBA, Loyola University-Chicago  
M.S., Northwestern University

Marc Mitalski, P.E., S.E.  
B.S., Southern Illinois University  
M.A., University of Illinois, Champaign

William Mudra  
B.S., Bradley University  
M.S., Bradley University  
M.B.A., Bradley University

Amanda Noel, Social Science & Career Management  
B.A., St. Xavier University  
M.A., Lewis University

Naresh Nohria, MCAS, CQE  
Teaching Fellow  
B.S., Bradley University  
M.A., Lewis University

Dipak Patel  
B.S., Robert Morris University  
M.B.A./M.S., Robert Morris University

Jacob Pender, CCENT, CCNA, CCNP, CEH  
B.S., Millikin University  
M.S., Robert Morris University

Asif Rao  
B.S., Eastern Mediterranean University  
M.S., University of Bradford  
M.S., DePaul University
Advisory Board

Kayed Akkawi ........................................................................................................ Dean, Morris School of Management, RMU

Husein Armouti .................................................................................................. Manufacturer Planning Application Config. Specialist, Pepsico

Vince Bailey ........................................................................................................ Chief Technology Officer, OnShore Technology Group

Lisa Contreras ................................................................................................... Vice President, Information Systems, RMU

Carl W. Harkey .................................................................................................. WADE Communication Consultants

Basim Khartabil .................................................................................................. Dean, School of Computer Studies, RMU

Krishna Kumar .................................................................................................. Academic Developer Evangelist, Microsoft

Chris Nassar ...................................................................................................... Associate Dean, School of Computer Studies, RMU

Harry Rhodes ..................................................................................................... Director of Practice Leadership, Amer. Health Info. Mgmt. Assoc.

Tim Rice ........................................................................................................... MP HRO Application Systems Technology Domain Leader, Hewitt Associates

Josh Robbins .................................................................................................... Managing Partner, Gecko Tech

Nenad Simevrovic .............................................................................................. Director, Software Development, Merit Solutions

David Ross ........................................................................................................... B.S., University of Illinois-Urbana Champaign

Mohammed Salam, CCNA, MCP, M.C.S.E., 2000, A+, Network+, Security+, CNA .......................................................................................................................... Teaching Fellow

B.S., University of Karnataka

M.S., Northeastern Illinois University

Taher Semakieh, MCP Visual Basic & SQL Server, MCTS SQL Server 2005 .......................................................................................................................... B.S. Aleppo University

M.S., Aleppo University

Jeff Sing, Career Management ........................................................................ B.A., Indiana University

J.D., Drake University

Jeff Thomas ........................................................................................................ B.A.S., Robert Morris University

M.S., University of Illinois-Springfield

Keith Wrobel ..................................................................................................... B.S., DePaul University

M.S., Roosevelt University

Advisory Board

Kayed Akkawi ........................................................................................................ Dean, Morris School of Management, RMU

Husein Armouti .................................................................................................. Manufacturer Planning Application Config. Specialist, Pepsico

Vince Bailey ........................................................................................................ Chief Technology Officer, OnShore Technology Group

Lisa Contreras ................................................................................................... Vice President, Information Systems, RMU

Carl W. Harkey .................................................................................................. WADE Communication Consultants

Basim Khartabil .................................................................................................. Dean, School of Computer Studies, RMU

Krishna Kumar .................................................................................................. Academic Developer Evangelist, Microsoft

Chris Nassar ...................................................................................................... Associate Dean, School of Computer Studies, RMU

Harry Rhodes ..................................................................................................... Director of Practice Leadership, Amer. Health Info. Mgmt. Assoc.

Tim Rice ........................................................................................................... MP HRO Application Systems Technology Domain Leader, Hewitt Associates

Josh Robbins .................................................................................................... Managing Partner, Gecko Tech

Nenad Simevrovic .............................................................................................. Director, Software Development, Merit Solutions

David Ross ........................................................................................................... B.S., University of Illinois-Urbana Champaign

Mohammed Salam, CCNA, MCP, M.C.S.E., 2000, A+, Network+, Security+, CNA .......................................................................................................................... Teaching Fellow

B.S., University of Karnataka

M.S., Northeastern Illinois University

Taher Semakieh, MCP Visual Basic & SQL Server, MCTS SQL Server 2005 .......................................................................................................................... B.S. Aleppo University

M.S., Aleppo University

Jeff Sing, Career Management ........................................................................ B.A., Indiana University

J.D., Drake University

Jeff Thomas ........................................................................................................ B.A.S., Robert Morris University

M.S., University of Illinois-Springfield

Keith Wrobel ..................................................................................................... B.S., DePaul University

M.S., Roosevelt University

Advisory Board

Kayed Akkawi ........................................................................................................ Dean, Morris School of Management, RMU

Husein Armouti .................................................................................................. Manufacturer Planning Application Config. Specialist, Pepsico

Vince Bailey ........................................................................................................ Chief Technology Officer, OnShore Technology Group

Lisa Contreras ................................................................................................... Vice President, Information Systems, RMU

Carl W. Harkey .................................................................................................. WADE Communication Consultants

Advisory Board

Kayed Akkawi ........................................................................................................ Dean, Morris School of Management, RMU

Husein Armouti .................................................................................................. Manufacturer Planning Application Config. Specialist, Pepsico

Vince Bailey ........................................................................................................ Chief Technology Officer, OnShore Technology Group

Lisa Contreras ................................................................................................... Vice President, Information Systems, RMU

Carl W. Harkey .................................................................................................. WADE Communication Consultants
Master Program Descriptions

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

Master of Business Administration

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

- Demonstrate communication strategies appropriate to professional roles.
  Students will be able to demonstrate effective oral and written communication, presentation skills and collaborative competencies.

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

- Manage technological resources to meet organizational goals.
  Students will be able to utilize statistical and analytical software and describe the role of collaborative systems in formulating effective business solutions.

- Evaluate the ethical, social and environmental implications of business and personal decisions.
  Students will be able to analyze and propose solutions that balance the ethical and social needs of the global community with the sustainability of the organization.

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

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

- Develop personal leadership competencies that address the needs of dynamic organizations.
  Students will be able to demonstrate growth in personal leadership competencies, assess an organization’s leadership and social capital and evaluate their effects on an organization.

Management Concentration

- Demonstrate personal and strategic leadership competencies that address needs of contemporary organizations.
  Students will be able to demonstrate growth in personal leadership competencies, assess organizational leadership and social capital and evaluate their impact on business objectives.

Management/Finance Concentration

- Demonstrate personal and strategic leadership and investments competencies that address the needs of contemporary organizations.
  Students will be able to demonstrate growth in personal leadership competencies, assess organizational leadership and social capital and evaluate their impact on business objectives.

Management/Finance Concentration

- Demonstrate personal and strategic leadership and investments competencies that address the needs of contemporary organizations.
  Students will be able to demonstrate growth in personal leadership competencies, assess organizational leadership and social capital and evaluate their impact on business objectives.

Management/Finance Concentration

- Demonstrate personal and strategic leadership competencies and alignment of goals with a talent base that address the needs of contemporary organizations.
  Students will be able to design effective human resources systems to support organizational needs and create the next generation of high-performing leaders.

Information Security Management Concentration

- Evaluate information security threats within various organizations.
  Students will assess and understand the information security risks faced by an organization.

- Compare information security management strategies.
  Students will evaluate tools and resources currently available to limit risk, mitigate the effects of hostile action and recover from attack.

- Design and simulate an information security configuration.
  Students will manage the development, implementation and evolution of a security infrastructure.

- Evaluate the impact of social regulations on information security.
  Students will assess the impact of policy, legislation, compliance requirements and market trends on organizational security objectives.

Human Resource Management Concentration

- Integrate human resource functions into an organization’s strategic plan and align goals of the organization with its talent base.
  Students will be able to design effective human resources systems to support organizational needs and create the next generation of high-performing leaders.

Accounting Concentration

- Demonstrate advanced accounting knowledge and skills to manage an organization’s fiscal policies and operations.
  Students will be able to apply accounting methods and communicate in-depth financial analysis to complex organizational situations.
Accounting/Finance Concentration
• Demonstrate advanced accounting knowledge and skills to manage an organization’s fiscal policies, investments, and fiscal operations.

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

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

Master of Management
At the completion of the Master of Management program, students will be able to:
• Demonstrate communication strategies appropriate to professional roles.

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

• Conceptualize, organize, and resolve complex business problems.

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

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

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

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

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

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

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

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

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

• Formulate, construct, and evaluate complex design media campaigns

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

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

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

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

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

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

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

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

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

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

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

• Develop leadership and managerial competence to direct departments or agencies to serve communities in a socially responsible manner.

• Evaluate an agency’s overall effectiveness and efficiency by applying appropriate resource and organizational
management theory to a myriad of issues facing all types of public and private agencies.

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

**Sports Administration Concentration**

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

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

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

**Master of Business Administration**

**Accounting Concentration**

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

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

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

**Summary of Degree Requirements**

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC 510 Accounting for Managerial Decisions</td>
<td>4</td>
</tr>
<tr>
<td>Economics/Finance</td>
<td>8</td>
</tr>
<tr>
<td>ECN 510 Managerial Economics</td>
<td>8</td>
</tr>
<tr>
<td>FIN 520 Corporate Finance</td>
<td>8</td>
</tr>
<tr>
<td>MIS 510 Management Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>MGT 508 Research &amp; Statistics for Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 590 Capstone: Competing Globally</td>
<td>4</td>
</tr>
<tr>
<td>Management</td>
<td>16</td>
</tr>
<tr>
<td>MGT 505 Ethics &amp; Communication</td>
<td>16</td>
</tr>
<tr>
<td>MGT 545 Leadership Practice &amp; Theory</td>
<td>16</td>
</tr>
<tr>
<td>MGT 560 Operations Management</td>
<td>16</td>
</tr>
<tr>
<td>MGT 590 Capstone: Competing Globally</td>
<td>16</td>
</tr>
<tr>
<td>Accounting Concentration</td>
<td>16</td>
</tr>
<tr>
<td>ACC 520 Fraud Prevention &amp; Detection</td>
<td>4</td>
</tr>
<tr>
<td>ACC 560 Advanced Auditing</td>
<td>4</td>
</tr>
<tr>
<td>ACC 571 Government Accounting</td>
<td>4</td>
</tr>
<tr>
<td>FIN 525 Investment Analysis</td>
<td>4</td>
</tr>
</tbody>
</table>

**MBA Graduation Requirements** 56

**Human Resource Management Concentration**

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

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

**Summary of Degree Requirements**

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC 510 Accounting for Managerial Decisions</td>
<td>4</td>
</tr>
<tr>
<td>Economics/Finance</td>
<td>8</td>
</tr>
<tr>
<td>ECN 510 Managerial Economics</td>
<td>8</td>
</tr>
<tr>
<td>FIN 520 Corporate Finance</td>
<td>8</td>
</tr>
<tr>
<td>MIS 510 Management Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>MGT 508 Research &amp; Statistics for Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 590 Capstone: Competing Globally</td>
<td>4</td>
</tr>
<tr>
<td>Management</td>
<td>16</td>
</tr>
<tr>
<td>MGT 505 Ethics &amp; Communication</td>
<td>16</td>
</tr>
<tr>
<td>MGT 545 Leadership Practice &amp; Theory</td>
<td>16</td>
</tr>
<tr>
<td>MGT 560 Operations Management</td>
<td>16</td>
</tr>
<tr>
<td>MGT 590 Capstone: Competing Globally</td>
<td>16</td>
</tr>
<tr>
<td>Human Resource Concentration</td>
<td>16</td>
</tr>
<tr>
<td>MGT 555 Legal Issues in Human Resource Management</td>
<td>16</td>
</tr>
<tr>
<td>MGT 556 Compensation &amp; Benefits</td>
<td>16</td>
</tr>
<tr>
<td>MGT 557 Employee Recruitment, Selection &amp; Retention</td>
<td>16</td>
</tr>
<tr>
<td>(choose one elective)</td>
<td></td>
</tr>
<tr>
<td>MGT 540 Managing Diverse Organizations</td>
<td>16</td>
</tr>
<tr>
<td>MGT 550 Organizational Design &amp; Change Management</td>
<td>16</td>
</tr>
</tbody>
</table>

**MBA Graduation Requirements** 56
Master of Business Administration
Information System Concentration

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

Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Qtr. Hours</th>
<th>BUS 500 Combined Foundations of Accounting &amp; Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 501</td>
<td>Combined Foundations of Economics &amp; Statistics</td>
</tr>
<tr>
<td>CIS 500</td>
<td>Foundations of Computing</td>
</tr>
</tbody>
</table>

Core Courses

| Accounting | ACC 510 Accounting for Managerial Decisions |
| Economics/Finance | ECN 510 Managerial Economics |
| Management | MGT 505 Ethics & Communications |
| Management | MGT 508 Research & Statistics for Management |
| Marketing | MKT 520 Marketing Management |
| MIS 515 Database Design & Management |
| MIS 540 Data Communication & Networking |
| MIS 542 Network & Internet Security |
| MIS 548 Information Security & Management |

Management Concentration

| Management | MGT 530 Strategic Human Resource Management |
| Management | MGT 540 Managing Diverse Organizations |
| Management | MGT 550 Organizational Design & Change |
| Management | PMP 575 Project Management |

Concentration Courses

| MIS 510 Management Information Systems |
| MGT 545 Leadership Practice & Theory |
| MGT 560 Operations Management |
| MGT 590 Capstone: Competing Globally |

MBA Graduation Requirements

| 52-56 | MIS Concentration |

This program provides students in the MBA MIS concentration program the opportunity to complete an additional 12 credit hours in information systems to earn an MBA with a MIS concentration. This MIS concentration prepares students for additional knowledge and skills to provide analysis and guidance to businesses and individuals in decision-making.

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

Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Qtr. Hours</th>
<th>BUS 500 Combined Foundations of Accounting &amp; Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 501</td>
<td>Combined Foundations of Economics &amp; Statistics</td>
</tr>
<tr>
<td>CIS 500</td>
<td>Foundations of Computing</td>
</tr>
</tbody>
</table>

Core Courses

| Accounting | ACC 510 Accounting for Managerial Decisions |
| Economics/Finance | ECN 510 Managerial Economics |
| Management | MGT 505 Ethics & Communications |
| Management | MGT 508 Research & Statistics for Management |
| Marketing | MKT 520 Marketing Management |
| MIS 510 Management Information Systems |
| MIS 540 Data Communication & Networking |
| MIS 515 Database Design & Management |
| MIS 542 Network & Internet Security |
| MIS 548 Information Security & Management |

MBA Graduation Requirements

| 56 | MIS Concentration |

| MIS 540 Data Communication & Networking |
| MIS 515 Database Design & Management |
| MIS 542 Network & Internet Security |
| MIS 548 Information Security & Management |
Master of Business Administration
Accounting/Finance Dual Concentration

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

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

Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Foundation (Foundation courses do not count toward degree credit)</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 500 Combined Foundations of Acct. &amp; Finance</td>
<td>8</td>
</tr>
<tr>
<td>BUS 501 Combined Foundations of Economics &amp; Statistics</td>
<td>8</td>
</tr>
</tbody>
</table>

Core Courses

<table>
<thead>
<tr>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
</tr>
</tbody>
</table>

Accounting

AC 510 Accounting for Managerial Decisions

Economics/Finance

ECN 510 Managerial Economics

FIN 520 Corporate Finance

Management/Finance Dual Concentration

<table>
<thead>
<tr>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
</tr>
</tbody>
</table>

Management

MGT 505 Ethics & Communication

MGT 545 Leadership Practice & Theory

MGT 560 Operations Management

MGT 590 Capstone: Competing Globally

Accounting/Finance Concentration

<table>
<thead>
<tr>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
</tr>
</tbody>
</table>

ACC 520 Fraud Prevention & Detection

ACC 560 Advanced Auditing

ACC 571 Government Accounting

FIN 525 Investment Analysis

FIN 620 Money, Banking & Financial Markets

FIN 680 Security Analysis & Portfolio Management

FIN 690 Advanced Topics in Finance & Investments

MBA Graduation Requirements

68 Qtr. Hours

Master of Business Administration
Management/Finance Dual Concentration

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

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

Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Foundation (Foundation courses do not count toward degree credit)</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 500 Combined Foundations of Acct. &amp; Finance</td>
<td>8</td>
</tr>
<tr>
<td>BUS 501 Combined Foundations of Economics &amp; Statistics</td>
<td>8</td>
</tr>
</tbody>
</table>

Core Courses

<table>
<thead>
<tr>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
</tr>
</tbody>
</table>

Accounting

AC 510 Accounting for Managerial Decisions

Economics/Finance

ECN 510 Managerial Economics

FIN 520 Corporate Finance

Management/Finance Dual Concentration

<table>
<thead>
<tr>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
</tr>
</tbody>
</table>

Management

MGT 505 Ethics & Communication

MGT 545 Leadership Practice & Theory

MGT 560 Operations Management

MGT 590 Capstone: Competing Globally

Accounting/Finance Concentration

<table>
<thead>
<tr>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
</tr>
</tbody>
</table>

FIN 525 Investment Analysis

FIN 620 Money, Banking & Financial Markets

FIN 680 Security Analysis & Portfolio Management

FIN 690 Advanced Topics in Finance & Investments

MGT 530 Strategic Human Resource Management

MGT 540 Managing Diverse Organization

MGT 550 Organizational Design & Change Mgmt.

PMP 575 Project Management

MBA Graduation Requirements

72 Qtr. Hours

Master of Business Administration
Management/Human Resource Management Dual Concentration

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

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

Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Foundation (Foundation courses do not count toward degree credit)</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 500 Combined Foundations of Acct. &amp; Finance</td>
<td>8</td>
</tr>
<tr>
<td>BUS 501 Combined Foundations of Economics &amp; Statistics</td>
<td>8</td>
</tr>
</tbody>
</table>

Core Courses

<table>
<thead>
<tr>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
</tr>
</tbody>
</table>

Accounting

AC 510 Accounting for Managerial Decisions

Economics/Finance

ECN 510 Managerial Economics

FIN 520 Corporate Finance

Management/Finance Dual Concentration

<table>
<thead>
<tr>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
</tr>
</tbody>
</table>

Management

MGT 505 Ethics & Communication

MGT 545 Leadership Practice & Theory

MGT 560 Operations Management

MGT 590 Capstone: Competing Globally

Accounting/Finance Concentration

<table>
<thead>
<tr>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
</tr>
</tbody>
</table>

FIN 525 Investment Analysis

FIN 620 Money, Banking & Financial Markets

FIN 680 Security Analysis & Portfolio Management

FIN 690 Advanced Topics in Finance & Investments

MGT 530 Strategic Human Resource Management

MGT 540 Managing Diverse Organization

MGT 550 Organizational Design & Change Mgmt.

PMP 575 Project Management

MBA Graduation Requirements

68 Qtr. Hours
Master of Information Systems

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

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

- Demonstrate communication strategies appropriate to professional roles.
  
  Students will be able to demonstrate effective oral and written communication, presentation skills and collaborative competencies.

- Conceptualize, organize and resolve complex information systems problems.
  
  Students will be able to analyze, plan and manage information systems that solve current and future business systems problems.

- Evaluate the ethical and social implications of business and personal decisions.
  
  Students will be able to analyze and propose solutions that balance the ethical/social needs of the global community with the sustainability of the organization.

- Conceptualize and implement database systems to manage information in an organization.
  
  Students will be able to analyze, design, implement and test a database to ensure its efficiency and integrity.

- Design secure network infrastructure and disaster recovery plans to protect organizational resources from internal and external threats.
  
  Students will be able to apply principles of computer networking, telecommunications, and security to evaluate alternative strategies.

Foundation courses do not count toward degree credit.

<table>
<thead>
<tr>
<th>MIS Information Systems -Management</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summary of Degree Requirements</strong></td>
<td></td>
</tr>
<tr>
<td>CIS 500</td>
<td>Foundations of Computing</td>
</tr>
<tr>
<td><strong>Core Courses</strong></td>
<td>36</td>
</tr>
<tr>
<td>ACC 510</td>
<td>Accounting for Managerial Decisions</td>
</tr>
<tr>
<td>MGT 505</td>
<td>Ethics &amp; Communications</td>
</tr>
<tr>
<td>MGT 545</td>
<td>Leadership Practice &amp; Theory</td>
</tr>
<tr>
<td>MIS 515</td>
<td>Database Design &amp; Management</td>
</tr>
<tr>
<td>MIS 517</td>
<td>Client/Server Development or</td>
</tr>
<tr>
<td>MIS 521</td>
<td>IT Financial Management or</td>
</tr>
<tr>
<td>MIS 525</td>
<td>Object-Oriented Programming or</td>
</tr>
<tr>
<td>MIS 531</td>
<td>IT Service Management or</td>
</tr>
<tr>
<td>MIS 540</td>
<td>Data Communication &amp; Networking</td>
</tr>
<tr>
<td>MIS 542</td>
<td>Network &amp; Internet Security</td>
</tr>
<tr>
<td>MIS 590</td>
<td>Capstone: Connecting Globally</td>
</tr>
<tr>
<td>MKT 520</td>
<td>Marketing Management</td>
</tr>
<tr>
<td>PMP 575</td>
<td>Project Management</td>
</tr>
</tbody>
</table>

(select from the following electives) 16

MIS 548  | Information Security Management |
MIS 560  | Mobile Applications Design & Architecture |
MIS 562  | Legal Issues in Information Assurance & Auditing |
MIS 565  | Developing Mobile Web Applications |
MIS 572  | Developing Mobile Native Applications |
MIS 575  | Ethical Hacking |
MIS 585  | Special Topics in Mobile Development |
MIS 589  | Business Continuity, Disaster Recovery Theories & Strategies |
MGT 530  | Strategic Human Resource Management |
MGT 540  | Managing Diverse Organization      |
MGT 550  | Organizational Design & Change Management |
MGT 560  | Operations Management              |

| MBA Graduation Requirements | 52 |

**Master of Information Systems**

**Business Analytics Concentration**

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

<table>
<thead>
<tr>
<th>Summary of Degree Requirements</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 500</td>
<td>Foundations of Computing</td>
</tr>
<tr>
<td><strong>Core Courses</strong></td>
<td>36</td>
</tr>
<tr>
<td>MGT 505</td>
<td>Ethics &amp; Communications</td>
</tr>
<tr>
<td>MGT 508</td>
<td>Research &amp; Statistics for Management</td>
</tr>
<tr>
<td>MIS 515</td>
<td>Database Design &amp; Management</td>
</tr>
<tr>
<td>MIS 517</td>
<td>Client/Server Development or</td>
</tr>
<tr>
<td>MIS 521</td>
<td>IT Financial Management or</td>
</tr>
<tr>
<td>MIS 525</td>
<td>Object-Oriented Programming or</td>
</tr>
<tr>
<td>MIS 540</td>
<td>Data Communication &amp; Networking</td>
</tr>
<tr>
<td>MIS 542</td>
<td>Network &amp; Internet Security</td>
</tr>
<tr>
<td>MIS 590</td>
<td>Capstone: Connecting Globally</td>
</tr>
</tbody>
</table>

**Concentration Courses** 16

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

| MBA Graduation Requirements | 52-56 |
Master of Information Systems
Information Security Management Concentration

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

Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Qtr. Hours</th>
<th>Core Courses</th>
<th>Concentration Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MGT 505: Ethics &amp; Communications</td>
<td>MIS 560: Mobile Applications &amp; Design Architecture</td>
</tr>
<tr>
<td></td>
<td>MIS 515: Database Design &amp; Management</td>
<td>MIS 565: Developing Mobile Web Applications</td>
</tr>
<tr>
<td></td>
<td>MIS 517: Client/Server Development or</td>
<td>MIS 572: Developing Mobile native Applications</td>
</tr>
<tr>
<td></td>
<td>MIS 521: IT Financial Management or</td>
<td>MIS 589: Special Topics in Mobile Development</td>
</tr>
<tr>
<td></td>
<td>MIS 525: Object-Oriented Programming or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MIS 531: IT Service Management or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MIS 540: Data Communication &amp; Networking</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MIS 542: Network &amp; Internet Security</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MIS 590: Capstone: Connecting Globally</td>
<td></td>
</tr>
</tbody>
</table>

MBA Graduation Requirements

52-56

Master of Information Systems
Mobile Computing Concentration

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

Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Qtr. Hours</th>
<th>Core Courses</th>
<th>Concentration Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MGT 505: Ethics &amp; Communications</td>
<td>MIS 565: Developing Mobile Web Applications</td>
</tr>
<tr>
<td></td>
<td>MIS 515: Database Design &amp; Management</td>
<td>MIS 572: Developing Mobile native Applications</td>
</tr>
<tr>
<td></td>
<td>MIS 517: Client/Server Development or</td>
<td>MIS 589: Special Topics in Mobile Development</td>
</tr>
<tr>
<td></td>
<td>MIS 521: IT Financial Management or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MIS 525: Object-Oriented Programming or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MIS 531: IT Service Management or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MIS 540: Data Communication &amp; Networking</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MIS 542: Network &amp; Internet Security</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MIS 590: Capstone: Connecting Globally</td>
<td></td>
</tr>
</tbody>
</table>

MBA Graduation Requirements

52-56
### Master of Management

#### Design & Media Concentration

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

#### Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 500</td>
<td></td>
</tr>
<tr>
<td>MGT 508</td>
<td></td>
</tr>
<tr>
<td>MGT 557</td>
<td></td>
</tr>
<tr>
<td>MGT 556</td>
<td></td>
</tr>
<tr>
<td>MGT 555</td>
<td></td>
</tr>
<tr>
<td>MGT 540</td>
<td></td>
</tr>
<tr>
<td>MGT 530</td>
<td></td>
</tr>
<tr>
<td>FIN 520</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Concentration Courses</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DES 510 User Design Experience</td>
<td>16</td>
</tr>
<tr>
<td>DES 520 Interactive Media Production Studio</td>
<td></td>
</tr>
<tr>
<td>DES 530 Designing Concepts for Mobile Applications</td>
<td></td>
</tr>
<tr>
<td>DES 540 Video Integration</td>
<td></td>
</tr>
<tr>
<td>DMM 510 Multimedia Production Management</td>
<td></td>
</tr>
<tr>
<td>DMM 520 Film &amp; Video Production Management</td>
<td></td>
</tr>
<tr>
<td>DMM 530 Gallery &amp; Studio Management</td>
<td></td>
</tr>
<tr>
<td>DMM 540 Entrepreneurship: The Successful Design Practice</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives from MBA Curriculum</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 510 Accounting for Managerial Decisions</td>
<td></td>
</tr>
<tr>
<td>FIN 520 Corporate Finance</td>
<td></td>
</tr>
<tr>
<td>MGT 530 Strategic Human Resource Management</td>
<td></td>
</tr>
<tr>
<td>MGT 540 Managing Diverse Organizations</td>
<td></td>
</tr>
<tr>
<td>MGT 555 Legal Issues on Human Resource Management</td>
<td></td>
</tr>
<tr>
<td>MGT 556 Compensation &amp; Benefits</td>
<td></td>
</tr>
<tr>
<td>MGT 557 Employee Compensation, Selection, &amp; Retention</td>
<td></td>
</tr>
<tr>
<td>MGT 560 Operations Management</td>
<td></td>
</tr>
<tr>
<td>MGT 575 Project Management</td>
<td></td>
</tr>
<tr>
<td>PMP 575 Project Management</td>
<td></td>
</tr>
</tbody>
</table>

**MM Graduation Requirements:** 52 Qtr. Hours

---

### Master of Management

#### Health Care Administration Concentration

The Master of Management Specialization in Health Care Administration provides a foundation for managers in a wide variety of health care settings to address the challenges inherent in a complex health care delivery systems. Both management theory and case-based application are components of the curriculum.

Students will be prepared to apply best practices in management approaches to address budgetary constraints, increasing demand for the effective use of technology, staffing challenges, safety, and quality as they relate specifically to managing within the complex health care delivery system.

#### Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 500</td>
<td></td>
</tr>
<tr>
<td>HCA 585</td>
<td></td>
</tr>
<tr>
<td>MGT 505</td>
<td></td>
</tr>
<tr>
<td>MGT 508</td>
<td></td>
</tr>
<tr>
<td>MGT 545</td>
<td></td>
</tr>
<tr>
<td>MGT 550</td>
<td></td>
</tr>
<tr>
<td>MGT 591</td>
<td></td>
</tr>
<tr>
<td>MIS 510</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Concentration Courses</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCA 521 Leading Contemporary Health Organizations</td>
<td>16</td>
</tr>
<tr>
<td>HCA 555 Do No Harm: Social Ethics in Health Care</td>
<td></td>
</tr>
<tr>
<td>HCA 602 Transparency in Outcomes: Applied Performance Measures</td>
<td></td>
</tr>
<tr>
<td>HCA 603 Applying Cost/Benefit Drivers to Strategic Decisions</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives from MBA Curriculum</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 510 Accounting for Managerial Decisions</td>
<td></td>
</tr>
<tr>
<td>FIN 520 Corporate Finance</td>
<td></td>
</tr>
<tr>
<td>MGT 530 Strategic Human Resource Management</td>
<td></td>
</tr>
<tr>
<td>MGT 540 Managing Diverse Organizations</td>
<td></td>
</tr>
<tr>
<td>MGT 555 Legal Issues on Human Resource Management</td>
<td></td>
</tr>
<tr>
<td>MGT 556 Compensation &amp; Benefits</td>
<td></td>
</tr>
<tr>
<td>MGT 557 Employee Compensation, Selection, &amp; Retention</td>
<td></td>
</tr>
<tr>
<td>MGT 560 Operations Management</td>
<td></td>
</tr>
<tr>
<td>MGT 575 Project Management</td>
<td></td>
</tr>
<tr>
<td>PMP 575 Project Management</td>
<td></td>
</tr>
</tbody>
</table>

**MM Graduation Requirements:** 52 Qtr. Hours

---

### Master of Management

#### Higher Education Administration Concentration

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

#### Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 500</td>
<td></td>
</tr>
<tr>
<td>HEA 585</td>
<td></td>
</tr>
<tr>
<td>MGT 505</td>
<td></td>
</tr>
<tr>
<td>MGT 508</td>
<td></td>
</tr>
<tr>
<td>MGT 545</td>
<td></td>
</tr>
<tr>
<td>MGT 550</td>
<td></td>
</tr>
<tr>
<td>MGT 591</td>
<td></td>
</tr>
<tr>
<td>MIS 510</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Concentration Courses</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEA 533 Organization &amp; Governance in Higher Education</td>
<td>16</td>
</tr>
<tr>
<td>HEA 538 The 21st Century College Student</td>
<td></td>
</tr>
<tr>
<td>HEA 544 Program &amp; Curriculum Administration &amp; Assessment</td>
<td></td>
</tr>
<tr>
<td>HEA 601 Issues in Higher Education Impacting Longitudinal Planning</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives from MBA Curriculum</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 510 Accounting for Managerial Decisions</td>
<td></td>
</tr>
<tr>
<td>FIN 520 Corporate Finance</td>
<td></td>
</tr>
<tr>
<td>MGT 530 Strategic Human Resource Management</td>
<td></td>
</tr>
<tr>
<td>MGT 540 Managing Diverse Organizations</td>
<td></td>
</tr>
<tr>
<td>MGT 555 Legal Issues on Human Resource Management</td>
<td></td>
</tr>
<tr>
<td>MGT 556 Compensation &amp; Benefits</td>
<td></td>
</tr>
<tr>
<td>MGT 557 Employee Compensation, Selection, &amp; Retention</td>
<td></td>
</tr>
<tr>
<td>MGT 560 Operations Management</td>
<td></td>
</tr>
<tr>
<td>MGT 575 Project Management</td>
<td></td>
</tr>
<tr>
<td>PMP 575 Project Management</td>
<td></td>
</tr>
</tbody>
</table>

**MM Graduation Requirements:** 52 Qtr. Hours

---


### Master of Management

#### Law Enforcement Concentration

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

#### Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 500</td>
<td>Foundations of Accounting &amp; Finance</td>
</tr>
<tr>
<td>MGT 505</td>
<td>Ethics &amp; Communication</td>
</tr>
<tr>
<td>MGT 508</td>
<td>Research &amp; Statistics for Management</td>
</tr>
<tr>
<td>MGT 545</td>
<td>Leadership Practice &amp; Theory</td>
</tr>
<tr>
<td>MGT 550</td>
<td>Organizational Design &amp; Change Management</td>
</tr>
<tr>
<td>MGT 585</td>
<td>Graduate Internship for Law Enforcement</td>
</tr>
<tr>
<td>MIS 510</td>
<td>Management Information Systems</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Concentration Courses</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEA 510</td>
<td>Critical Issues in Law Enforcement Management</td>
</tr>
<tr>
<td>LEA 540</td>
<td>Emergency Management &amp; Homeland Security Practices</td>
</tr>
<tr>
<td>LEA 560</td>
<td>Social Justice &amp; Professionalism in Law Enforcement</td>
</tr>
<tr>
<td>LEA 570</td>
<td>Law Enforcement Administration &amp; Management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives from MBA Curriculum</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 510</td>
<td>Accounting for Managerial Decisions</td>
</tr>
<tr>
<td>FIN 520</td>
<td>Corporate Finance</td>
</tr>
<tr>
<td>MGT 530</td>
<td>Strategic Human Resource Management</td>
</tr>
<tr>
<td>MGT 540</td>
<td>Managing Diverse Organizations</td>
</tr>
<tr>
<td>MGT 555</td>
<td>Legal Issues on Human Resource Management</td>
</tr>
<tr>
<td>MGT 556</td>
<td>Compensation &amp; Benefits</td>
</tr>
<tr>
<td>MGT 557</td>
<td>Employee Compensation, Selection, &amp; Retention</td>
</tr>
<tr>
<td>MGT 560</td>
<td>Operations Management</td>
</tr>
<tr>
<td>MKT 520</td>
<td>Marketing Management</td>
</tr>
<tr>
<td>PMP 575</td>
<td>Project Management</td>
</tr>
</tbody>
</table>

#### MM Graduation Requirements

52

---

### Master of Management

#### Sports Administration Concentration

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

#### Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 500</td>
<td>Foundations of Accounting &amp; Finance</td>
</tr>
<tr>
<td>MGT 505</td>
<td>Ethics &amp; Communication</td>
</tr>
<tr>
<td>MGT 508</td>
<td>Research &amp; Statistics for Management</td>
</tr>
<tr>
<td>MGT 545</td>
<td>Leadership Practice &amp; Theory</td>
</tr>
<tr>
<td>MGT 550</td>
<td>Organizational Design &amp; Change Management</td>
</tr>
</tbody>
</table>
| MGT 591      | Contempora\n
### MM Graduation Requirements

52
Robert Morris University offers a dual degree program, which allows qualified students to earn both a Bachelor's Degree in Networking (BAS) and a Master's Degree in Information Systems (MIS), in an accelerated timeframe. By working toward the dual degree, students will be required to take a total of 132 quarter hours (in addition to an Associate Degree or equivalent). This is 16 quarter hours less than if they pursued the two degrees separately.

### Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Qtr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Associate Degree or Equivalent Requirements Met</strong></td>
<td>92</td>
</tr>
<tr>
<td><strong>Bachelor Degree Equivalents</strong></td>
<td>32</td>
</tr>
<tr>
<td><strong>Required Upper Division Information Systems</strong></td>
<td>28</td>
</tr>
<tr>
<td>CIS 356 Advanced Internship</td>
<td></td>
</tr>
<tr>
<td>CIS 415 Database Management</td>
<td></td>
</tr>
<tr>
<td>CIS 498 Senior Project</td>
<td></td>
</tr>
<tr>
<td>MIS 517 Client/Server Development</td>
<td></td>
</tr>
<tr>
<td>MIS 525 Object-Oriented Programming</td>
<td></td>
</tr>
<tr>
<td>MIS 540 Data Communication &amp; Networking</td>
<td></td>
</tr>
<tr>
<td>MIS 542 Network &amp; Internet Security</td>
<td></td>
</tr>
<tr>
<td><strong>Elective Thematic Sequences</strong></td>
<td>16</td>
</tr>
<tr>
<td><strong>Networking</strong></td>
<td></td>
</tr>
<tr>
<td>CIS 364 LAN Switching</td>
<td></td>
</tr>
<tr>
<td>CIS 366 WAN Technologies</td>
<td></td>
</tr>
<tr>
<td>CIS 443 Wireless Technologies</td>
<td></td>
</tr>
<tr>
<td><strong>Security</strong></td>
<td></td>
</tr>
<tr>
<td>CIS 446 Computer Forensics</td>
<td></td>
</tr>
<tr>
<td>MIS 542 Network &amp; Internet Security</td>
<td></td>
</tr>
<tr>
<td><strong>Systems Integration</strong></td>
<td></td>
</tr>
<tr>
<td>CIS 421 Residential Network, Wiring &amp; Computing</td>
<td></td>
</tr>
<tr>
<td>CIS 422 Home Entertainment Systems, Audio/Video</td>
<td></td>
</tr>
<tr>
<td>CIS 423 Residential Security &amp; Lighting Control</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CIS 424 Residential Telecommunication, HVAC</td>
<td></td>
</tr>
<tr>
<td>Control &amp; Water Management</td>
<td></td>
</tr>
<tr>
<td><strong>Database</strong></td>
<td></td>
</tr>
<tr>
<td>CIS 308 Database Design</td>
<td></td>
</tr>
<tr>
<td>CIS 415 Database Management</td>
<td></td>
</tr>
<tr>
<td>MIS 517 Client/Server Development</td>
<td></td>
</tr>
<tr>
<td><strong>Network Management</strong></td>
<td></td>
</tr>
<tr>
<td>CIS 443 Wireless Technologies</td>
<td></td>
</tr>
<tr>
<td>CIS 447 Network Management</td>
<td></td>
</tr>
<tr>
<td>MIS 540 Data Communication &amp; Networking*</td>
<td></td>
</tr>
<tr>
<td><strong>Business Management</strong></td>
<td></td>
</tr>
<tr>
<td>CIS 310 Management Information Systems</td>
<td></td>
</tr>
<tr>
<td>MGT 310 Contemporary Applied Management</td>
<td></td>
</tr>
<tr>
<td>MGT 400 Operations Management</td>
<td></td>
</tr>
<tr>
<td><strong>Major Electives</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>Career Management</strong></td>
<td>8</td>
</tr>
<tr>
<td>CMT 330 Personal Narrative &amp; Branding</td>
<td></td>
</tr>
<tr>
<td>CMT 440 Career Management</td>
<td></td>
</tr>
<tr>
<td><strong>Management Information Systems</strong></td>
<td>36</td>
</tr>
<tr>
<td><strong>Core</strong></td>
<td>20</td>
</tr>
<tr>
<td>MIS 515 Database Design &amp; Management</td>
<td></td>
</tr>
<tr>
<td>MIS 521 IT Financial Management</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ACC 510 Accounting for Managerial Decisions</td>
<td></td>
</tr>
<tr>
<td>MIS 531 IT Service Management</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>MGT 505 Ethics &amp; Communications</td>
<td></td>
</tr>
<tr>
<td>MIS 590 Capstone: Connecting Globally</td>
<td></td>
</tr>
<tr>
<td>MKT 520 Marketing Management</td>
<td></td>
</tr>
<tr>
<td><strong>Concentration Courses</strong></td>
<td>16</td>
</tr>
<tr>
<td>MGT 530 Strategic Human Resource Management</td>
<td></td>
</tr>
<tr>
<td>MGT 540 Managing Diverse Organization</td>
<td></td>
</tr>
<tr>
<td>MGT 550 Organizational Design &amp; Change Management</td>
<td></td>
</tr>
<tr>
<td>MGT 560 Operations Management</td>
<td></td>
</tr>
<tr>
<td>MIS 548 Information Security Management</td>
<td></td>
</tr>
<tr>
<td>MIS 560 Mobile Applications &amp; Design</td>
<td></td>
</tr>
<tr>
<td>MIS 562 Legal Issues in Information Assurance &amp; Auditing</td>
<td></td>
</tr>
<tr>
<td>MIS 565 Developing Mobile Web Applications</td>
<td></td>
</tr>
<tr>
<td>MIS 572 Developing Mobile Native Applications</td>
<td></td>
</tr>
<tr>
<td>MIS 575 Ethical Hacking</td>
<td></td>
</tr>
<tr>
<td>MIS 585 Special Topic in Mobile Development</td>
<td></td>
</tr>
<tr>
<td>MIS 589 Business Continuity, Disaster Recovery &amp; Theories &amp; Strategies</td>
<td></td>
</tr>
<tr>
<td><strong>Bachelor's &amp; Master's Degree Requirements Met</strong></td>
<td>224</td>
</tr>
</tbody>
</table>
BBA/MBA Dual Degree Program Description

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

Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Qtr. Hours</th>
<th>Associate Degree or Equivalent Requirements Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>Bachelor Degree Equivalents</td>
</tr>
</tbody>
</table>

Accounting
- ACC 110 Principles of Accounting I
- ACC 111 Principles of Accounting II
- ACC 112 Principles of Accounting III
- ACC 510 Accounting for Managerial Decisions

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

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

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

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

Management Concentration
- BUS 356 Advanced Internship
- MGT 400 Operations Management
- MGT 530 Strategic Human Resource Management
- MGT 540 Managing Diverse Organizations
- MGT 550 Organizational Design & Change
- PMP 575 Project Management

Bachelor’s & Master’s Degree Requirements Met

<table>
<thead>
<tr>
<th>Qtr. Hours</th>
<th>Management Concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>BUS 356 Advanced Internship</td>
</tr>
<tr>
<td></td>
<td>MGT 400 Operations Management</td>
</tr>
<tr>
<td></td>
<td>MGT 530 Strategic Human Resource Management</td>
</tr>
<tr>
<td></td>
<td>MGT 540 Managing Diverse Organizations</td>
</tr>
<tr>
<td></td>
<td>MGT 550 Organizational Design &amp; Change</td>
</tr>
<tr>
<td></td>
<td>PMP 575 Project Management</td>
</tr>
<tr>
<td>224</td>
<td>Bachelor’s &amp; Master’s Degree Requirements Met</td>
</tr>
</tbody>
</table>
BPS AHS/MM Dual Degree Program Description

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

Summary of Degree Requirements

<table>
<thead>
<tr>
<th>Qtr. Hours</th>
<th>Associate Degree or Equivalent Requirements Met</th>
<th>Professional Core</th>
<th>Thematic Sequence (Communication)</th>
<th>Thematic Sequence (Quantitative)</th>
<th>Thematic Sequence (People &amp; Society)</th>
<th>Thematic Sequence (Concentration Related)</th>
<th>Core Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>92</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AHS 310</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AHS 325</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AHS 360</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AHS 405</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AHS 415</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AHS 302</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AHS 303</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AHS 304</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AHS 400</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AHS 416</td>
</tr>
<tr>
<td>224</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qtr. Hours</th>
<th>Concentration Courses</th>
<th>Management Core</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>SPM 510</td>
<td>MGT 508</td>
</tr>
<tr>
<td></td>
<td>SPM 520</td>
<td>Leadership Practice &amp; Theory</td>
</tr>
<tr>
<td></td>
<td>SPM 550</td>
<td>Organizational Design &amp; Change Management</td>
</tr>
<tr>
<td></td>
<td>SPM 585</td>
<td>MBA Elective</td>
</tr>
<tr>
<td></td>
<td>SPM 560</td>
<td></td>
</tr>
</tbody>
</table>

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

Core Courses:
- AHS 310: Contemporary Issues in Sport & Recreation
- AHS 325: Coaching & Motivation
- AHS 360: Foundations in Health Education
- AHS 405: Techniques for Fitness & Exercise Training
- AHS 415: Exercise & Sport Advanced Internship
- or
- AHS 302: Biomedical Aspects of Early Life Cycle Compromise
- AHS 303: Biomedical Aspects of Later Life Cycle Compromise
- AHS 304: Facing Today's Ethical & Legal Issues
- AHS 400: Global Health Practices
- AHS 416: Advanced Internship for Healthcare
- SPM 510: Sport Facility & Event Management
- SPM 520: Sport Media & Public Relations
- SPM 550: Intercollegiate Athletic Administration
- SPM 585: Advanced Internship
- SPM 560: Legal & Liability Issues Affecting Sport Policy
- MGT 508: Research & Statistics for Management
- MGT 545: Leadership Practice & Theory
- MGT 550: Organizational Design & Change Management
- MBA Elective
MORRIS Graduate School of Management Faculty

Kayed Akkawi .................................................. Dean
B.S., Illinois Institute of Technology
M.S., Illinois Institute of Technology
Ph.D., Illinois Institute of Technology

Lo'ay Abu-Salah ..............................................
B.S., Philadelphia University
M.S., University of Jordan
Ph.D., University of Illinois-Chicago

Faisal Akkawi .................................................. B.S., Illinois Institute of Technology
M.S., Illinois Institute of Technology
Ph.D., Illinois Institute of Technology

Awny Alnusair, M.C.P. ....................................... B.S., University of Jordan
M.S., Illinois Institute of Technology
Ph.D., University of Wisconsin-Milwaukee

Richard Andersen .......................................... B.S. University of Illinois-Chicago
M.B.A., University of Illinois-Chicago

Megan Beeler ................................................ B.S., University of Illinois
M.S., Purdue University

Gregory Berezewski, SPHR ................................. Curriculum Chair, Management
Senior Professional in Human Resources Certificate
B.A., DePaul University
M.A., DePaul University

Margaret Berezewski, C.P.A................................. B.A., DePaul University
M.A., DePaul University

Rick Blazek .................................................. M.A., Lincoln Christian Seminary
M.Div., Lincoln Christian Seminary
M.S., Nova Southeastern University
Ph.D., Nova Southeastern University

Sharon Brabson .............................................. B.A., Northeastern Illinois University
M.A., Northwestern University

Frank Bukowski ............................................. B.S., Northern Illinois University
M.B.A., DePaul University

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

Roberto Castaneda, CPA ................................. B.S., DePaul University
M.B.A., Northwestern University-Kellogg GSM
D.B.A., Argosy University

James Erickson ............................................. B.S., University of Nebraska
M.S., University of California
M.B.A., Northern Illinois University

Ariceli Esquivel ............................................. B.S., Elmhurst College
M.B.A., DePaul University

John Foley .................................................... B.A., New Jersey City University
M.B.A., Fairleigh Dickinson University

Gary Gerhold ................................................ B.S., Purdue University
M.B.A., Butler University

Qung Go ...................................................... B.A., Vanderbilt University
M.B.A., Northwestern University-Kellogg GSM

Bruce Gockerman ......................................... M.B.A., University of Chicago
J.D., Wayne State University
Ph.D., Case Western Reserve

Fady Harfoush .............................................. B.S., Bogazici University, Istanbul, Turkey
M.S., Northwestern University, Evanston, IL
Ph.D., Northwestern University, Evanston, IL

Thomas Herion ............................................. B.A., Northeastern Illinois University
M.A., University of Illinois-Chicago

Monique Herard ........................................... B.A., University of Illinois-Chicago
M.B.A., Northwestern University
Ed.D., University of Illinois-Chicago

Joni Jackson ............................................... B.S., Northern Illinois University
M.B.A., University of Chicago
Ph.D., Indiana University

Michael Jannusch ......................................... B.S., Benedictine University
E.M.B.A., Lake Forest Graduate School of Management

Jay Jiwani .................................................... B.S., Northwestern Illinois University
M.B.A., Keller Graduate School of Management
D.B.A., Argosy University

Ona' Johnson ................................................ B.A., Chicago State University
M.H.A., Governor's State University
Ed.D., Argosy University

Edward Jones, P.M.P. .................................... B.S., Roosevelt University
M.B.A., Northern Illinois University
Ph.D., Walden University

Tricia Joyner .............................................. B.S., University of Illinois
M.S.H.R., Loyola University
Siamak Khalili ................................................................. B.S., American University of Beirut
                                      M.S., University of Pittsburgh
                                      M.A., University of Pittsburgh
                                      Ph.D., University of Pittsburgh

Frank Kircher ............................................................... B.S., Bradley University
                                      M.A., University of Illinois-Springfield

Mablene Krueger ........................................................... B.A., Sangamon State University
                                      M.B.A., University of Illinois-Springfield

Robert Marshall .............................................................. B.S., Roosevelt University
                                      M.B.A., Loyola University

Linda Mast, FACMPE ........................................................ Senior Teaching Fellow
                                      B.S.N., University of Maryland
                                      M.B.A., Western New England College
                                      Ph.D., University of Missouri-Columbia

George Meier ................................................................. B.S., United States Military Academy
                                      M.B.A., University of Illinois-Chicago
                                      Ph.D., University of Illinois-Chicago

Charles Munro ............................................................... B.A., University of Florida
                                      B.S., University of Florida
                                      M.B.A., Northwestern University

Thomas Murphy .............................................................. M.S., Calumet College of St. Joseph

Janice Newman .............................................................. B.A., University of Nebraska
                                      M.B.A., Keller Graduate School of Management
                                      M.H.R.M., Keller Graduate School of Management

Jeffrey Nichols ............................................................... B.S., Carroll College
                                      M.D., Pacific School of Religion
                                      Ph.D., University of Minnesota

Raman Patel ................................................................. B.S., Sardar Patel University-India
                                      M.S., Johns Hopkins University
                                      M.S., Temple University
                                      M.B.A., Temple University
                                      Ph.D., Temple University

Margaret Primozich-Loew ................................................ B.A., Loyola University of Chicago
                                      M.S., University of Illinois-Urbana
                                      J.D., John Marshall Law School

Pamela Randle-Spencer ................................................... B.A., National Louis University
                                      M.S., Roosevelt University

Clifford Ratza ............................................................... B.S., Illinois Institute of Technology
                                      M.S., University of Illinois
                                      M.S., Greenwich University
                                      M.B.A., University of Chicago
                                      Ph.D., Greenwich University

Ken Santiago ................................................................. B.A., University of Phoenix
                                      M.B.A., North Park University
                                      M.S.C., Northwestern University

John Santos ................................................................. Curriculum Chair, Economics/Finance
                                      B.A., University of Florida
                                      B.A., Knox College
                                      M.S., University of Illinois-Urbana
                                      Ph.D., University of Illinois-Urbana

Vincent Sperruto .......................................................... B.S., Loyola University
                                      M.B.A., Dominican University
                                      Ph.D., Benedictine University

Lateef Syed, C.P.A ........................................................ B.S., Osmania University-India
                                      M.S., SV University-India
                                      M.Phil, Osmania University-India
                                      Ph.D., Osmania University-India

Robert Tenuta ............................................................. B.A., Loyola University
                                      M.S., Benedictine University
                                      M.B.A., Benedictine University

Osvaldo Valdez ........................................................... B.A., Lewis University
                                      M.S., Lewis University

Arturo Venencia, II .................................................... B.A., Aurora University
                                      M.B.A., North Park University

Michael Violit .............................................................. President, Robert Morris University
                                      B.S., Loyola University-Chicago
                                      M.S.A., University of Notre Dame
                                      M.Ed., University of Illinois-Urbana Champaign

William Waas ............................................................. B.B.A., Hofstra University
                                      M.B.A., Hofstra University

Michael Yates ............................................................ B.S., United States Military Academy
                                      M.I.S., Keller Graduate School of Management
                                      M.P.M., Keller Graduate School of Management

Martin Zummersch ..................................................... B.S., Fachhochschul Aachen
                                      B.B.A., Fachhochschul Kiel
                                      M.B.A., Case Western Reserve University

Advisory Board

Dr. Kayed Akkawi ......................................................... Dean, Morris Graduate School of Management

Odeh Akkawi .............................................................. CFA Sr. Consultant, Ibbotson Associates, a Morningstar Company

Dr. Roger Baran .......................................................... Associate Professor, DePaul University

Zinta Konrad ............................................................. ZK Consulting International

Peggy Luce ................................................................. Vice President, Chicagoland Chamber of Commerce

73
Kevin McDermott .................................................................
Managing Director, Major Scale Technology Management, Inc.

Gregory Morris .................................................................
President, Morris & Gunter Associates, LLC

Amy Murphy .................................................................
Director, Corporate & Community Services, Joliet Junior College

Jerry Nestor .................................................................
Branch Manager, Liberty Mutual Group

Hilmon Saorey, Jr. ............................................................
Vice President & Manager, Shorebank

Chester Singleteary ..........................................................
President, The Singleteary Group

Jim Treleaven .................................................................
President, Via Strategy Group, LLC

William Waas .................................................................
CEO, ITEEX

Steven Wilt .................................................................
President & CEO, Innovus
Course Descriptions

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

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

ACC 110  Financial Accounting I  4 Qtr. Hours
This course is the first in a two-part series of accounting courses that present an introduction to accounting practices and procedures. Topics include the accounting equation as it applies to corporate accounting; the accounting cycle from original transactions through the production of financial statements and closing procedures at year end; ratio analysis of business activities; and merchandising operations.

ACC 111  Financial Accounting II  4 Qtr. Hours
This course is the second in a two-part series of accounting courses that present an introduction to accounting practices and procedures. Topics include the internal control, especially as it relates to cash; accounts receivable; property, plant and equipment; current and long-term liabilities; stockholders’ equity; and the statement of cash flows. (Prerequisite: ACC 110)

ACC 112  Financial Statement Analysis  4 Qtr. Hours
This course examines the financial statements of real companies through the study of: financial ratios; horizontal and vertical analysis; cash flow statements; industry comparisons; and professional analysts’ opinions. Students research these companies through internet resources and make recommendations based upon their research. (Prerequisite: ACC 111)

ACC 280  Intermediate Accounting I  4 Qtr. Hours
This course is the first in a series of three intermediate accounting courses that focus on a comprehensive review of corporate accounting. This course includes a more intensive, theoretical approach to the study of: conceptual framework of accounting; control of cash; receivables; and inventory. It also introduces the student to accounting research and analysis through use of FASB codification. (Prerequisite: ACC 111)

ACC 281  Intermediate Accounting II  4 Qtr. Hours
The second course in the intermediate accounting series includes accounting for: property, plant and equipment; intangible assets; current and long-term liabilities; stockholders’ equity and retained earnings. There is a continued emphasis on accounting research and analysis through use of FASB codification. (Prerequisite: ACC 280)

ACC 300  Managerial Accounting  4 Qtr. Hours
This course is a study of managerial accounting with an emphasis on practical approaches to decision making by managers. Topics include the value chain: cost-volume-profit analysis; master, static and flexible budgeting; standard costing for job order and process costing, and activity-based costing. Emphasis is placed on business analysis and research of current trends in managerial accounting. (Prerequisite: ACC 111)

ACC 302  Independent Study  2 Qtr. Hours
Independent studies allow a student to explore a topic or area of interest. Students will propose a topic for tutorial study under the guidance of a supervising faculty member.

ACC 305  Individual Taxation  4 Qtr. Hours
This course is intended to give the students a practical, hands-on experience in preparing tax returns for individuals. Topics covered include: taxpayer filing status, dependency exemptions, taxable vs. non-taxable income, adjustments to taxable income, itemized and standard deductions and various tax credits. Students are also introduced to tax research sources including IRS rules and regulations. Students are required to pass the Internal Revenue Service basic and intermediate certifications exams. (Prerequisite: ACC 112)

ACC 310  Corporate Taxation  4 Qtr. Hours
This course focuses on a conceptual approach to various corporate taxation issues, including book income to taxable income adjustments, the determination of available corporate tax credits and the preparation of formal working papers. In addition, students will be introduced to tax research methodology. (Prerequisite: ACC 305)

ACC 311  Accounting Information & Forensic 4 Qtr. Hours
This course will use various computerized software in the analysis of accounting information. Through the use of Excel, QuickBooks and IDEA software, the students will be able to assemble accounting information to construct financial statements, analyze the statements, and use forensic techniques to determine the quality of the accounting information used. Special emphasis will be placed on flow-charting to build effective internal controls. (Prerequisite: ACC 111)

ACC 313  Accounting Group Internship  4 Qtr. Hours
A group of students will team together for this internship to practically apply their skills in real world problem-solving situations. All internships are project oriented and directly related to the area of study. Each internship will be served under the sponsorship of a faculty advisor, and students will be required to document the results of their experience.

ACC 319  Independent Study  4 Qtr. Hours
Independent studies allow a student to explore a topic or area of interest. Students will propose a topic for tutorial study under the guidance of a supervising faculty member.

ACC 371  Government & Non-Profit  4 Qtr. Hours
This course introduces the financial reporting and accounting procedures applicable to state and local governmental agencies as well as not-for-profit institutions. Topics will include fund accounting, budgeting and financial statement analysis. Students will use a simulation to prepare the entries and financial statements for a governmental entity. (Prerequisite: ACC 111)
ACC 380  Intermediate Accounting III  4 Qtr. Hours
This third course in the intermediate accounting series includes accounting for: revenue, pensions, income tax; leases; and the preparation of the statement of cash flows. There is a continued emphasis on accounting research and analysis through use of FASB Codification. (Prerequisites: ACC 111, recommended: ACC 280 & 281)

ACC 400  Cost Accounting  4 Qtr. Hours
Cost Accounting introduces the principles and procedures for accounting in a manufacturing environment. Topics include job and product costing, direct vs. absorption costing, variance analysis and the allocation of common costs between departments. (Prerequisite: ACC 300)

ACC 430  Consolidation Accounting  4 Qtr. Hours
This course examines the accounting treatment for consolidation of corporate entities both at the time of consolidation and subsequent periods. A special emphasis is placed on the legal forms of consolidations as well as constructing consolidating worksheets and preparing the eliminating entries. (Prerequisite: ACC 111; recommended: ACC 280, 281, 380)

ACC 440  Forensic Accounting & Ethics  4 Qtr. Hours
This course will examine how and why occupational fraud is committed, how fraudulent conduct can be deterred and how allegations of fraud should be investigated and resolved. Topics will include: examination of fraudulent transactions, the legal elements of fraud, procedures of fraud investigation, criminology and ethics.

ACC 460  Auditing  4 Qtr. Hours
This course is the study of the professional requirements of auditors as outlined by the AICPA. Audit topics include: the auditor’s professional standards; AICPA code of Professional Conduct; planning the audit under the provisions of SAS 99; analyzing internal control using procedures issued by COSO and Sarbanes – Oxley Act of 2002; writing audit reports based on degrees of GAAP and scope compliance. Students are also introduced to researching the Statements of Auditing Standards. (Prerequisite: ACC 280, 281; recommended: ACC 380)

ACC 461  Auditing II  4 Qtr. Hours
This course is a continuation of Auditing. Advanced Auditing will integrate auditing theory and practical auditing analysis. Statistical sampling methods relevant to auditing will be reviewed. (Prerequisite: ACC 460)

ACC 490  Accounting Strategy & Research  4 Qtr. Hours
This capstone course analyzes accounting problems from a senior management perspective by integrating and applying previous coursework. Through case studies, research and business simulations, students will develop strategic plans and policies for specific companies. Analysis will include: trend and ratio analysis; review of accounting and audit practices; written responses to current exposure drafts; and oral presentations of research and strategy outcomes. (Prerequisite: ACC 280; recommended ACC 281, 380, 460)

ACC 500  CPA Review Classes  4 Qtr. Hours
551, 552, 553
Each of the four classes is the same as the CPA test topic:
ACC 551 - CPA Review Financial Accounting & Reporting;
ACC 552 - CPA Review Regulation; and
ACC 553 - CPA Review Auditing

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

ACC 560  Capstone: Advanced Auditing  4 Qtr. Hours
This course is a continuation of basic auditing. This course will review the objectives, internal control procedures and operating cycles for such activities as Accounts Receivable, Revenues, Inventories, Property, Plant and Equipment, Accounts Payable, and Other Liabilities. A review of statistical sampling for evaluating test controls and substantive tests for an audit plan will be discussed. (Prerequisites: ACC 520, ACC 571, FIN 525)

ACC 571  Government Accounting  4 Qtr. Hours
This course will involve the financial reporting applicable to state and local governments and not-for-profit entities. The Fund Accounting will review such areas as: operating activities, general capital assets, general long-term liabilities, debt service, business type activities and fiduciary activities. The analysis of revenue and expenses at government-wide level, government fund budgets and operating statement accounts.

ACT 103  Industry Introduction  4 Qtr. Hours
This practical skills survey course will expose students to architecture, engineering, and related services. Students will gain an understanding of architectural and engineering related career opportunities, job responsibilities, client responsibility, industry software, and professional licensing and certification. Students will also begin building a portfolio, and learn how to maintain their portfolio’s content throughout their education and professional career.

ACT 105  Technical Drawing  4 Qtr. Hours
This technical skills course will enhance the student’s ability to use manual drafting techniques for graphic communication. Proper use and care of drafting equipment, development and application of line weights, use of architectural scale, architectural lettering techniques, and orthographic projections are introduced. Graphic communication skills are employed to facilitate the development of basic manual drafting skills, visualization, and the solution of spatial problems.

ACT 113  Architectural Materials 1  4 Qtr. Hours
This practical skills course will introduce students to basic construction materials and assemblies with regard to wood and brick construction. Life safety, sustainable building practices, state and municipal laws and ordinances, and building codes and zoning are introduced. (Prerequisite: ACT 103)
ACT 125 CAD 1 4 Qtr. Hours
This technical skills course transitions students from manual drafting to computer-based drafting using AutoCAD. Students will use computer-based software to complete advances orthographic projections, sectional viewing, auxiliary viewing, and detailed dimensioning. Students will incorporate a minimum of one project into their design portfolio. (Prerequisite: ACT 105)

ACT 141 Freehand Drawing 4 Qtr. Hours
In this practical skills course, students will be introduced to techniques in freehand architectural drawing. A significant amount of class time will be spend in the urban environment, documenting architectural and design characteristics of the build word. Realistic visual transfer of architectural elements will be communicated in a design log using pencil and ink. Students will learn to use freehand drawing techniques to document architecturally significant structures from history, archive architectural details, and communicate original design concepts for inclusion in students design portfolio.

ACT 151 Model Building 4 Qtr. Hours
This studio course introduces three-dimensional design and model building. Basic principles of design and construction techniques are enhanced through spatial problem-solving exercises. Students will work individually and in teams to explore a variety of model building materials while practicing standard model building techniques.

ACT 155 CAD 2 4 Qtr. Hours
This technical skills course builds on topics introduced in ACT 105 and ACT 125. Students will be introduced to three-dimensional computer-based drafting, terminology and applications as they are employed in architecture, engineering and design. (Prerequisites: ACT 105, ACT 125)

ACT 204 Design Studio 1 4 Qtr. Hours
This design studio presents the architectural design process with special emphasis on using design theories and their applications. It highlights architectural thinking and helps students gain a thorough understanding of space and form. This studio fully explores, analyzes and cross-references key elements and techniques used in architecture and space planning. Scenarios involving the use of a design principle, or the way it might be experienced, will aid students in developing strategies for their own design. (Prerequisites: ACT 141, ACT 151)

ACT 213 Architectural Materials 2 4 Qtr. Hours
This practical skills course is a continuation of ACT 113. This course will introduce students to light gauge steel frame construction, site-cast and pre-cast concrete, glass and glazing systems, and masonry and metal cladding. All of these introductions will be in compliance with life safety standards, sustainable building practice, state and municipal laws and ordinances, as well as building codes and zoning requirements. (Prerequisite: ACT 113)

ACT 255 CAD 3 4 Qtr. Hours
This course is an introduction to Building Information Modeling (BIM) and Revit Architecture. Students will create a complete three-dimensional building model and convey information about that model through two-dimensional drawings. (Prerequisites: ACT 125, ACT 155)

ACT 256 Internship 4 Qtr. Hours
Students serve an internship to practically apply their skills in real-world employment situations. All internships are project-oriented and directly related to their focus area of Architectural Technology or Interior Design. Internships are served under the sponsorship of a faculty advisor, and students will be required to document the results of their experience. (This course may be repeated up to 12 hours. Prerequisites: ACT 155, ACT 213)

ACT 264 Design Studio 2 4 Qtr. Hours
This design studio presents the architectural design process with special emphasis on using design theories and their applications. It highlights architectural thinking and helps students gain a thorough understanding of space and form. This studio fully explores, analyzes and cross-references key elements and techniques used in architecture and space planning. Scenarios involving the use of a design principle, or the way it might be experienced, will aid students in developing strategies for their own design. (Prerequisite: ACT 204)

ACT 321 Architectural Graphics 4 Qtr. Hours
This is a project-based course that incorporates freehand and computer-assisted graphics technology to examine perceptual and representational approaches, perspectives, surface articulation and architectural conventions. Students will construct a series of two-dimensional drawings and three-dimensional models. (Prerequisites: Junior standing and ACT 105 & ACT 155 or TEC 114, TEC 124 and TEC 254)

ACT 322 Architectural Design 4 Qtr. Hours
Essentials of architectural history and theory are explored. This is a project-intensive course that focuses on basic structural and interior space utilization. The role of light, creativity, client interaction, design components, forms and architectural conventions are analyzed. (Prerequisites: ACT 105 & ACT 141, HUM 160 or IND 134; and ACT 125 or IND 214)

ACT 331 The Basis for Sustainable Design 4 Qtr. Hours
This course will lead students through an in-depth look into historical, current and developing thinking, theory, practices and trends with respect to resource consumption/transformation and climate change. Studio based and real world hands-on projects will provide a practical look at sustainable practices in Design and Architecture. (Prerequisite: Junior standing)

ACT 356 Advanced Internship 4 Qtr. Hours
Students serve as interns and apply their skills in real-world employment situations. All internships are project-oriented and directly related to their focus area of Architectural Technology or Interior Design. Internships are served under the sponsorship of a faculty advisor, and students will be required to document the results of the experiences. (This course may be repeated up to 12 hours) (Prerequisite: Junior Standing)

ACT 423 Construction Technology 4 Qtr. Hours
Students will analyze and develop construction and structural residential and commercial building designs, including evaluating construction materials and technologies. Construction planning and scheduling, state and municipal laws and ordinances, building codes, zoning, accessibility and “green” construction are addressed. (Prerequisite: Junior standing)

ACT 424 Building Systems 4 Qtr. Hours
This course covers the process of designing and constructing a building. Focus is on material selection to create healthy, safe buildings that conserve energy. Subjects such as heating and air conditioning systems, lighting, electricity, security, acoustics and communication are explored. (Prerequisite: Junior standing)

ACT 431 Sustainability in Construction 4 Qtr. Hours
Green Building Concepts and fundamentals of sustainability in the construction industry are explored. Green Building strategies will be introduced with focus on Sustainable Sites, Water & Energy Efficiency, Green Construction Materials and Indoor Environmental Quality. The course will introduce and focus on the Green Building Certification Systems with focus on the LEED (Leadership in Energy & Environmental Design) system established by the U.S. Green Building Council. (Prerequisite: Junior standing)
ACT 441 Sustainable Design Practicum 4 Qtr. Hours
The studio class will build on the Architectural Program developed in ACT 431. Students will be required to take this project through Design Development then produce Design Documents for this project. This will include Revit software based plans, elevations, sections and 3-dimensional models. The final project will be a complete sustainable design architectural concept as a finished portfolio component. (Prerequisite: ACT 431)

AHS 100 Medical Terminology 4 Qtr. Hours
This course involved recognition, analysis, definition, spelling, and pronunciation of terms used within medicine. Emphasis will be placed on recognition of basic word roots, prefixes, and suffixes and combining forms. Topics include medical vocabulary and terms relating to anatomy, physiology, pathological conditions, and treatment of selected systems.

AHS 115 Your College & Career 4 Qtr. Hours
In this course, students will develop strategies for managing academic and career opportunities and challenges. Through this process, students will assess their interests and consider choices which provide a foundation for academic and professional development. Students learn to assume responsibility for their academic success and anticipate potential changes in their path. Students will set goals, research careers and create a life template to achieve those goals.

AHS 210 Electronic Health Records 4 Qtr. Hours
Integration
This course provides an introduction to the history, theory, and benefits of an electronic health records (EHR) system. Students are able to apply the features and functions of an EHR environment through a hands-on experience with an industry standard EHR program, providing the opportunity to put manual administrative skills into practice in a simulated medical setting using an electronic system. Types of electronic management systems will be explored along with their impact on various areas of the healthcare system. (Prerequisite: MAP 135)

AHS 215 Emergency Preparedness & Multi-Hazard Disaster Management 4 Qtr. Hours
This two-fold course will prepare the student to be prepared for any natural or man-made disaster. In Part I, the student will learn about emergency preparedness and what must be included in preparing for any given emergency. The four phases of emergency management, Mitigation, Preparedness, Response, and Recovery will be emphasized. In Part II, hands-on exercises will include using the knowledge in emergency preparedness to create an emergency management plan for a community using the four phases of emergency management, i.e. tornado, hurricane, earthquake, etc.

AHS 225 National Phlebotomy Certification 4 Qtr. Hours
Students are introduced to the role of a phlebotomist and their vital membership with the clinical laboratory team. Experience is acquired in obtaining patients' blood specimens. Students must complete and document a minimum of 30 successful venipunctures and 10 successful capillary sticks. The National Healthcare Association (NHA) certification exam (CPT) is offered to qualified candidates. (Prerequisites: A&P, CNHS student enrollment)

AHS 235 Nutrition for Sport & Wellness 4 Qtr. Hours
This class will discuss the role of nutrition and food intake in the health and well-being of the individual. Fundamentals of nutrient metabolism and nutrient requirements in physical performance and disease prevention will be reviewed. Students will learn to identify nutrient dense foods and prepare and select meals for optimal performance and recovery post-event.

AHS 245 EKG Technician Certification 4 Qtr. Hours
Students will learn the principles of electrocardiography including resting EKG, ambulatory monitoring, and stress testing. The student will review the anatomy and physiology of the heart, as well as learning the parts of the EKG complex. Recognition of rhythms and abnormal complexes will be emphasized. Students will perform resting EKG, ambulatory (Holter) monitoring, and stress testing. Upon completion of the course, the student will be eligible to take the EKG Technician Certification Examination.

AHS 256 Externship: Allied Health 4 Qtr. Hours
Students serve as externs and apply their skills in real-world employment situations. All externships are project-oriented and directly related to their focus in Allied Health. Externships are served under the sponsorship of a faculty advisor, and students will be required to document the results of their experience. (This course may be repeated up to 12 hours)

AHS 265 Sports Injury & Treatment 4 Qtr. Hours
This course will introduce the necessary skills and competencies required for the treatment of the most common sports-related injuries along with the study of the principles of Sports Medicine. This course is designed for you to gain an understanding of basic theories and techniques used in the management of injuries that typically occur in the athletic population. This course will also provide guidelines and recommendations for administrative consideration to manage athletically-related injuries.

AHS 304 Law & Ethics in Healthcare Today 4 Qtr. Hours
This course will look at the ethical and legal issues that affect medical practitioners in a variety of professional settings. This course will provide a foundation for handling everyday challenges in the medical environment. Topic areas will include: credentialing, professional liability, medical malpractice, and end-of-life issues.

AHS 305 Health & Disease 4 Qtr. Hours
This course will introduce students to disease prevention, health promotion, assessment, intervention, pharmacological treatments and technologies involved in a variety of health diseases and disorders. Students will focus on the health problems and interventions that are applied throughout the lifespan. Topic areas will include: Alzheimer’s disease, asthma, cancers, cardiovascular disease, diabetes, infertility, obesity, and metabolic disorders (Prerequisite: A&P).

AHS 310 Contemporary Issues in Sport & Recreation 4 Qtr. Hours
This course offers exploration of a broad overview of current topics in sport and recreation that are affecting society today. Personal and societal attitudes that affect topics covered will be examined to see how they relate to health choices and outcomes. (Prerequisite: Junior standing)

AHS 325 Coaching & Motivation in Sport 4 Qtr. Hours
A variety of areas will be covered for effective coaching that include leadership philosophy, team and staff management, as well as motivational techniques. Students will learn how to observe, evaluate, and provide proper feedback for all sports levels. Focus will be on the importance of communication and proper sportmanship behavior in the sports industry. The University’s cadre of coaches will provide valuable insight for students to observe theory in actual practice. (Prerequisites: FIT 140, FIT 192)
AHS 360  Foundations in Health Education  4 Qtr. Hours
This course will help students to develop effective health education programs for diverse populations. Skills will be developed to identify health needs, plan, implement, and evaluate health education programs. Students will be able to plan and design a health promotion program in an area and population of their choice. (Prerequisite: any FIT class)

AHS 400  Global Health Practices  4 Qtr. Hours
This course will examine today’s most critical global health issues and trends. Examination will be given to the socioeconomic, biological and environmental causes and consequences of diseases. Some of the topics covered will include: infectious diseases, nutrition, maternal health, non-communicable diseases, mental health and injuries.

AHS 405  Techniques for Fitness & Exercise Training  4 Qtr. Hours
Procedures for testing and training different populations in fitness and exercise will be provided. Students will develop the skills necessary to work with special populations covering the lifespan. Emphasis will be placed on understanding the purpose of evaluating health status, using screening protocols, and determining the level of risk for clients. (Prerequisites: SCI 121, SCI 151 or FIT 220)

AHS 415  Exercise & Sport Advanced Internship  4 Qtr. Hours
The purpose of this internship is to provide a transition from the University to a professional health and fitness setting. The student will apply theories in the field and demonstrate the application of acquired competencies in the applied health sciences. Internship consists of 100 hours in a corporate, clinical, community, fitness, health or sport setting under the guidance and supervision of a professional practitioner. (Prerequisite: Senior standing and AHS 310, AHS 325, AHS 360 and AHS 405)

AHS 416  Advanced Internship for Healthcare  4 Qtr. Hours
The purpose of this internship is to provide a transition from the University to a professional healthcare setting. The student will apply theories in the field and demonstrate the application of acquired competencies in the applied health sciences. Internship consists of 100 hours in a healthcare or wellness setting under the guidance and supervision of a professional practitioner. (Prerequisite: Senior level)

ART 100  2-D Design  4 Qtr. Hours
Art 100 is a foundation class that provides students with the basic visual vocabulary for designing on a two-dimensional surface. Students learn how to effectively apply the principles of design (unity, balance, variety, emphasis, rhythm, economy, and proportion/scale) to solving varied design problems. Students explore a variety of media as they investigate the design process and create two-dimensional projects with an emphasis on professional presentation formats. Students are introduced to basic navigation skills utilizing the Macintosh platform. Students are required to present a portfolio of 2-5 exemplary works.

ART 102  Drawing  4 Qtr. Hours
Art 102 is a foundation class that focuses on teaching students to draw realistically. Students learn how to use a variety of materials and techniques to effectively create hand drawn images and compositions based on what is seen. Emphasis is placed on understanding the creative process, training the eye, and accessing the right side of the brain. Students examine drawings by a variety of artists to better understand composition and use of media. Students are required to present a portfolio of 2-5 exemplary works.

ART 108  Video Production  4 Qtr. Hours
Students receive hands-on training in digital video and sound production from idea development to project delivery. Students are introduced to the digital film-making workflow and the software and hardware tools necessary for project completion. Emphasis is placed on the visual literacy necessary for crafting quality work. Students will expand the functionality of the DSLR camera they used in ART 207 to include audio and video and will also work with the Panasonic D40. Students will edit in Premier Pro or Final Cut Pro and are introduced to the Adobe Creative Suite and the Final Cut Pro Suite.

ART 109  History of Art & Media  4 Qtr. Hours
This course introduces students to current trends in design, media, art and culture. Students engage in the design process through research, lectures, screenings, and the exploration of professional, contemporary design work. Students explore the role of the designer in the community, emphasizing social engagement, sustainability and the fostering of cultural understanding. Students will document their experiences using photography while sharing ideas, discoveries and inspirations in a weblog or visual journal. The objective is for students to visualize themselves as active participants in contemporary design practice.

ART 110  Art History I  4 Qtr. Hours
This survey course examines formal and contextual aspects of the arts from prehistoric cave paintings through 1200 A.D. Critical analysis of painting, drawing, sculpture, and architecture representing various cultures within this timeframe is emphasized. The examination of ties to contemporary themes is explored. (Fulfills General Education Humanities requirement)

ART 111  Art History II  4 Qtr. Hours
This survey course examines formal and contextual aspects of the arts from 1300 A.D. through contemporary 20th century art. Critical analysis of painting, drawing, sculpture, printmaking, and architecture representing various cultures within this timeframe is emphasized. (Fulfills General Education Humanities requirement)

ART 115  Your College & Career  4 Qtr. Hours
In this course, students will develop strategies for managing academic and career opportunities and challenges. Through this process, students will assess their interests and consider choices which provide a foundation for academic and professional development. Students learn to assume responsibility for their academic success and anticipate potential changes in their paths. Students will set goals, research careers and create a life template to achieve those goals.

ART 122  Digital Painting  4 Qtr. Hours
In this course, students create a digital oil painting or digital watercolor using source photographs, Photoshop, and special brush sets. Students will print their creations on real canvases and watercolor paper, enhancing them with manual brushstrokes to create the look and feel of a real painting.

ART 125  Art Guild  1 Qtr. Hour
This is open to students participating in the Art Guild team activities. Students engage in team building, leadership development, and artistic development while enrolled in these classes. This class is repeatable up to four hours.

ART 130  Design & Color  4 Qtr. Hours
In this course, students are introduced to the principles and elements of graphic design and color theory through application in design projects across mediums. Students are introduced to all aspects of the graphic designer’s process, from initial concepts to final critique. Students apply the discipline of visual thinking to design problems, utilizing color theory and design principles to communicate a solution. During the course, students will develop manual skills and are expected to demonstrate craftsmanship and presentation skills.
**ART 160** Color & Composition  4 Qtr. Hours
Art 160 is a foundation class that introduces additive and subtractive color theory. Subtractive color theory is explored and applied to solving a variety of visual problems to better understand color mixing, color harmony, color relationships, color symbolism, and the communication of ideas, feelings, and concepts through the use of color. Students utilize a variety of media such as colored paper, colored pencils, and paint. Color combinations/harmonies from various geographic regions, historic periods, and artistic styles are researched. Students are required to present a portfolio of 2-5 exemplary works.

**ART 167** Lighting for Video Production  4 Qtr. Hours
Students develop skills working with lighting support equipment and accessories, including how to diffuse and manipulate light and lighting set-ups for specific scenes and situations. Students will create a short video demonstrating various lighting techniques learned in class.

**ART 170** Digital Page Composition  4 Qtr. Hours
Art 170 is a production-based foundations class that introduces digital page composition; the integration of type and image. Students are introduced to QuarkXPress software and utilizing grids for the basics of page composition for single- and multi-page documents, elementary typography, press types and operations, paper properties, spot color and four-color process. Students are introduced to Adobe Illustration and prepare illustrations, layouts and commercial use. For this class, students are required to present a portfolio of five to ten exemplary works.

**ART 207** Digital Photography  4 Qtr. Hours
This course introduces digital darkroom approaches and techniques applied to the art and practice of photography, focusing on the use of a digital SLR camera, Adobe Bridge and Adobe Photoshop. Students are introduced to the technical and practical aspects of using a digital SLR camera, photographic composition, and digital workflow using the Adobe camera RAW dialog in Bridge and Photoshop. Emphasis is placed on the creative process while exploring the aesthetics of photography for publication, exhibition and commercial use. For this class, students are required to present a portfolio of five to ten exemplary works.

**ART 218** Lighting for Video & Photography  4 Qtr. Hours
Students are introduced to the basic concepts of lighting for digital photography and videography. The fundamentals of natural, location and studio lighting are explored with an emphasis on the relationship between subject and lighting technique to produce the intended results. Students will study continuous light and movement through the frame for video production and add speed and strobe lights for photography. (Prerequisite: ART 108)

**ART 220** Painting  4 Qtr. Hours
Students study the various qualities of paint media and use each to explore a specific technique. Historic and stylistic uses of painting techniques are discussed and explored.

**ART 222** Classic Filmmaking  4 Qtr. Hours
This course will introduce students to classic film production. Students will create a one-minute film shot on 16mm black and white film and edited digitally. Students will learn how to load and operate a Bolex 16mm film camera; film editing; basic 3-point lighting; how to use camera filters and lighting materials; and basic location shooting techniques.

**ART 228** Design for the Web  4 Qtr. Hours
This course serves as an introduction to the theory and principles of successful web design using free open-source content management systems (CMS). Students utilize theories of information architecture to plan user-friendly, accessible sites. User interface planning and design are integrated into a cohesive web plan. Students then build a functional website based on this plan. The fundamentals of search engine optimization, image optimization, multimedia files, and font management are integrated into the course structure. Students learn to modify CMS-created pages in a variety of ways, including editing code. Client relations, contracts, and pricing for web design are introduced.

**ART 235** Digital Imaging  4 Qtr. Hours
Digital Imaging is a foundation class that introduces the creation and manipulation of digital images using Photoshop as an imaging and design tool. Emphasis is placed on learning the fundamentals of Photoshop, including digital darkroom, digital painting, image manipulation and compositing, and design techniques. Students apply effective design practices in composition and color theory as they relate to photography and develop creative photo-based projects that develop an aesthetic sense. Issues of originality and documentation are discussed as they relate to trends in computer imagery. This course requires students to present three to five final pieces for inclusion in a portfolio. (Prerequisite: ART 207)

**ART 236** Storyboarding  4 Qtr. Hours
Students will develop commercial drawing skills to create visual representations for various media. They will communicate a message through the use of thumbnails and comps. Students will develop storyboards for a short animation sequence using key frames and create a shooting sequence for a short movie or commercial. Students will also create concept art for use in guiding a photo shoot. This course requires students to present three to five pieces for inclusion in a portfolio.

**ART 256** Internship  4 Qtr. Hours
Students serve as interns and apply their skills in real-world employment situations. All internships are project-oriented and directly related to their focus in Art. Internships are served under the sponsorship of a faculty advisor, and students will be required to document the results of their experience. (This course may be repeated up to 12 hours.)

**ART 261** Graphic Design I  4 Qtr. Hours
Students explore various aspects of graphic design with a focus on the design process and production for various media, including print and web. Students learn Adobe InDesign skills as well as apply design principles and concepts to typography, page layouts and general graphic design techniques to solve visual communication problems. For this class, students will produce four to six portfolio-quality pieces.

**ART 270** Typography  4 Qtr. Hours
This course introduces the history of the printed word, type development, anatomy, classification, usage, and legibility. Text hierarchies and type family characteristics are explored and applied to design projects. Production skills for type utilization and file preparation for print and web design are emphasized. Students work with illustrator for the first five weeks and InDesign for the last five weeks. For this class, students will produce at least one print and one web-based portfolio quality piece.
ART 291 Graphic Design II 4 Qtr. Hours
ART 291 is the Graphic Design Capstone class in which students integrate illustration, imaging and layout to produce a cohesive multi-page project for print and interactive digital publication. The class focuses on the design process, from conception through design and production. Topics include typography, layout application of design theory, print production (paper selection, ink selection, file preparation, and writing job specifications), digital publication production and an introduction to copyright issues and legal and ethical aspects of the design profession. Software for illustration, imaging and layout techniques are used with a focus on the production of a multi-page project designed for print and as an interactive digital publication for tablet devices. Students learn the Adobe InDesign DPS tools and apply design principles and concepts to page layouts for print and digital publication to solve visual communication problems. The Capstone Project for this class is a 4-8 page newsletter designed both for print and digital publishing. Students are required to present the final printed and assembled project and the interactive digital publication. (Prerequisite: ART 261)

ART 292 Interface Design 4 Qtr. Hours
This course introduces design principles for screen layouts, interactive interfaces for Web sites, and demonstrates the information gathering capabilities necessary for e-commerce. The students examine Web site user interface and cross-platform screen design strategies, and demonstrate how to use CGI scripts and pre-driven Java Scripts for information management and interactivity.

ART 295 Multimedia Web Design 4 Qtr. Hours
This course introduces the essential structure of various web-programming languages. Students learn basic hand coding for HTML5, CSS3, and JavaScript. Coverage includes designing for web standards, accessibility, usability, and workflow for web design. (Prerequisite: ART 228)

ART 297 My App! 4 Qtr. Hours
This course is for non-programmers. Students will learn how to create an iPhone or Android app using online tools and web content from their Facebook, YouTube, and Flickr accounts. Students will create their own personal app to run on their mobile devices or sell in the app store.

ART 302 Independent Study 2 Qtr. Hours
Independent studies allow a student to explore a topic or area of interest. Students will propose a topic for tutorial study under the guidance of a supervising faculty member.

ART 305 e-Publications 4 Qtr. Hours
e-Publications is an interactive advanced level enrichment course focused on e-publications. Using Adobe InDesign, students will create a Kindle-based e-publication, an interactive PDF and an app-based e-publication, with original text, images and utilizing interactive content. Final designs will include an interactive table of contents page, image galleries, multiple articles, video, and sound recordings, images with zoom options and simple animations.

ART 307 Advanced Digital Photography & Imaging 4 Qtr. Hours
This advanced photography and digital imaging course facilitates mastery of advanced, concept-driven image creation for artistic and client-based projects. Students refine composition, color correction, use of layers and masking, advanced retouching techniques, and the use and integration of type to create refined and complex image-driven design work for web, print and digital publishing. Students are required to use a DSLR camera in this course, where the focus is on advanced camera techniques. Students work with external flash and studio lighting, as well as controlled available light for location shooting. A portfolio of three to five exemplary works is required. (Prerequisite: ART 235)

ART 308 Lighting for Digital Photography 4 Qtr. Hours
Students are introduced to the basic concepts and principles of lighting for photography. Fundamentals of recognizing and controlling both natural and studio lighting are explored with an emphasis on quality, quantity, and direction and their effects on the photographic image. Students are required to present a portfolio of 3-5 exemplary works. (Prerequisite: ART 207)

ART 309 Digital Photography Studio 4 Qtr. Hours
Students explore the technical and artistic aspects of studio lighting and set-up for still life, portrait, and product photography. Students shoot, refine in Photoshop, and output assignments that emphasize common commercial subject matter, concepts, and applications. Students are required to present a portfolio of 3-5 exemplary works. (Prerequisite: ART 307)

ART 310 Fringe Photography 4 Qtr. Hours
This course introduces approaches and techniques of Fringe Photography. Fringe Photography is areas in photography that often are not explored because of requiring more effect than normal photography. Students will explore fringe photography techniques used more in recent years by mainstream photographers and advertisers. The course focuses on five areas in fringe photography: night photography, painting with light, high-speed photography, action photography and infrared photography. For this class, students are required to present a portfolio of 4 to 10 exemplary works.

ART 312 2D Animation 4 Qtr. Hours
This course serves as an introduction to the theory and principles of successful animation for the web, video, mobile device, and digital publication, as well as app and game creation. Students will change the properties of objects and images over time in potentially endless permutations. They will be able to generate animations frame-by-frame, along motion paths, using motion presets, or with custom easing using shape, motion and classic tweens. They will work with bone-based inverse kinematics and 3D animation. They will develop clean, scalable content that downloads quickly and plays back smoothly. Students will be able to demonstrate the application of a variety of current and traditional animation techniques.

ART 313 Art Group Internship 4 Qtr. Hours
A group of students will team together for this internship to practically apply their skills in real world problem solving situations. All internships are project-oriented and directly related to the area of study. Internships are served under the sponsorship of a faculty advisor, and students will be required to document the results of their experience.

ART 315 Motion Graphics 4 Qtr. Hours
This course is an introduction to video journalism, short documentaries and Public Service Announcements (PSAs). The emphasis is on choosing a topic and creating compelling journalistic videos as a companion to digital publications and websites. Motion Graphics support the informative projects through color correction, green screen keying techniques, animated text, shot stabilizing, speed changes, tracking and mattes for rotoscoping and time remapping. This course gives students an opportunity to explore the elements of time and space to convey messages and meaning through type, image, and sound for the screen. (Prerequisite: ART 108)
ART 319 Independent Study 4 Qtr. Hours  
Independent studies allow a student to explore a topic of interest. Students will propose a topic for tutorial study under the guidance of a supervising faculty member.

ART 325 Advanced Multimedia Web Design 4 Qtr. Hours  
In this upper-level class, students will create a fully functional, multimedia, cross-platform website that demonstrates advanced understanding of core web languages. The site will integrate aesthetics, usability, and functionality. The student will demonstrate high-level understanding of typography, hierarchy, interaction design, accessibility and responsive design. This class focuses on the design process, including designing the structure of the site, managing the content, creating the site and testing it on multiple platforms and devices. Emphasis is placed on responsive design for all platforms and devices.  (Prerequisite: ART 295)

ART 326 Web Development for Designers 4 Qtr. Hours  
Students will learn how to create a dynamic, attractive and functional interactive business-driven site. The course emphasizes responsive design for cross-platform usability. It employs design methods such as flowcharting, wire-framing, and appropriate font and color selection to create a consumer-friendly and attractive User Interface (incorporating jQuery product slideshows and CSS visual enhancements) with a shopping cart.  (Prerequisite: ART 295)

ART 334 Interface Design (Mobile Apps) 4 Qtr. Hours  
This course serves as an introduction to successful app creation and publication for Apple, Android and Amazon marketing. Students will be able to set up levels for games, apps or e-books. They will be able to place graphics, animations and physics objects into games or apps that utilize effects like gravity, collision, and bounce. Students will be introduced to object-oriented programming principles to add interactivity. They will use shared templates and helper files to build upon and/or to deconstruct to understand the coding structure. They will explore user-experience theory and look at successful games and other publications for inspiration.  (Prerequisite: ART 312)

ART 335 Intermediate 3-D Modeling 4 Qtr. Hours  
This course introduces students to polygonal modeling in Maya, the most advanced 3-D modeling, animation and special effects program in one integrated solution. Students will build upon the knowledge gained in ART 215 to create more advanced forms that can be used in games or subdivided and used in feature film animations.

ART 336 Maya Animation Effects 4 Qtr. Hours  
This course introduces students to advanced animation techniques in Maya. Students will build upon the knowledge gained in ART 335 to take the forms that they have built to the next level, integrating them in environments filled with fire, water, smoke, and light. They will explore Maya Fluid Effects, Cloth, Hair, Fur and Maya Live to create an animated short.  (Prerequisite: ART 335)

ART 338 Digital Video & Sound Production 4 Qtr. Hours  
This course introduces students to advanced video/sound production and post-production techniques. Students are also introduced to professional video and sound production equipment with emphasis on quality location recording practices. The Final Cut Pro Suite is used with students gaining a more sophisticated skill set for editing, graphics, and titling. Students take responsibility for planning a project and following it through to completion, along with working collaboratively with others.  (Prerequisite: ART 108)

ART 342 Advanced Typography 4 Qtr. Hours  
Students apply their knowledge of typography towards creative projects designed to explore systems of text-based visual communication. Integrating type with content is emphasized, as are both contemporary and historical typographic design trends and preparation of files for pre-press production. For this class, students are required to present a portfolio of 3-5 exemplary works.  (Prerequisites: ART 270, ART 273)

ART 345 Scriptwriting 4 Qtr. Hours  
Students learn how to write scripts for various media outlets, using the appropriate professional format (commercial, talk show, news, broadcast, etc.). Students also develop the basic of planning and mastering the visual storytelling/pre-production process.

ART 352 Publication Design 4 Qtr. Hours  
This advanced class focuses on the development and production of multi-page interactive digital and print publications integrating text, vector and raster images, and graphic elements. Students will research and work collaboratively to develop and design content for a 12-24 page, professional-quality publication, executed for both print and digital publication for a tablet device. The project is developed via thumbnails, comps, a dummy, and a final bound color printout and interactive digital publication presented on a tablet device.  (Prerequisite: ART 291)

ART 354 Digital Video & Sound Production II 4 Qtr. Hours  
Students learn the basics of multi-camera live shooting as well as best practices for directing both live webcasts and video on-demand productions. Editing multi-camera shoots for on-demand viewing and for DVD authoring will be included. Student will be introduced to the AVID Media Composer non-linear editor.  (Prerequisite: ART 338)

ART 356 Advanced Internship 4 Qtr. Hours  
Students serve as interns and apply their skills in real-world employment situations. All internships are project-oriented and directly related to their focus in Art. Internships are served under the sponsorship of a faculty advisor, and students will be required to document the results of their experience.  (Prerequisite: Junior Standing)

ART 360 Advanced 3D Modeling 4 Qtr. Hours  
This course develops a greater understanding of tools and approaches to develop advanced skills in 3-D modeling and to expand students' conceptual insights in using those skills for creative expression. Students learn how to apply the files they generate to cinema/video animated projects.  (Prerequisite: ART 336)

ART 361 Advanced Editing Techniques 4 Qtr. Hours  
This course will extend students' knowledge of the Final Cut Pro edit suite including Sound Track Pro, Motion Color DVD Studio Pro and Compressor. Students will learn compression and encoding techniques using Sorenson Squeeze software and will be able to determine optimal editing techniques and procedures to enhance the viewer experience.  (Prerequisite: ART 338)

ART 365 History of Graphic Design 4 Qtr. Hours  
This course surveys the development of print media beginning with the first systems of written language. It then spans the evolution of graphic design from the invention of the printing press to the plethora of modernist and contemporary design styles utilizing digital hardware and software.

ART 380 Internship 4 Qtr. Hours  
Students have an opportunity to undertake a project while working either off-campus or at the university on special projects related to their course of study. Working within the design field on independent projects provides valuable work experience and on-the-job training. Internship opportunities focus on the independent development of professional projects and in class critique sessions. The students are required to have regular meetings with their clients and advisors during the project phases to learn the professional design process.  (Prerequisite: Junior status)
ART 385 History of Film & Photography 4 Qtr. Hours
This survey course traces the historical development of the latent image from its early roots in theater and painted portraiture to contemporary technological film and photographic practices. (Prerequisite: Junior Standing)

ART 411 The Business of Graphic Design 4 Qtr. Hours
This class focuses on the administrative side of artistic business. Students will explore business concepts and theories and how they apply differently to artistic services. The theories presented will better prepare them for moving into management positions and/or run their own business. Content includes: financial issues and terminology, marketing, personnel and business organization.

ART 420 Graphic Design III 4 Qtr. Hours
Through lectures, demonstrations, research, and studio work, this course explores the business, legal, and ethical aspects of the graphic design profession. Topics include designer/client relationships, pricing estimates, contract documents, printing practices, and production practices. (Prerequisite: ART 296)

ART 425 Sign & Symbol 4 Qtr. Hours
Students explore advanced principles of visual communications theory, including application and development of typographic design, logo design and the creation of symbolic visual systems, such as pictorial icons, navigation and corporate identity. (Prerequisite: ART 291)

ART 426 E-Portfolio Design 4 Qtr. Hours
Students will design and create a professional, on-line portfolio of their work. Web design guidelines and standards are covered. Students will work through the entire design process including researching on-line portfolios, selecting the best work for their site, designing the structure, managing the content, creating the site and testing it on multiple platforms. Students are encouraged to purchase their own domain name and publish their portfolios to a web host. (Prerequisites: ART 292, ART 295, ART 298, Senior status)

ART 430 Live Broadcast Video 4 Qtr. Hours
Students will produce content for mall format distribution via the web and mobile/wireless devices while developing an understanding of how webcasting and on-demand media work from content creation to the on-line user interfaces to enhance interactivity for both live and on-demand programming.

ART 438 Interactive Digital Publication 4 Qtr. Hours
In this capstone class for the BAS degree in Graphic Design, students utilize concept development, design, photography, illustration, and video to create an interactive digital for tablet devices that demonstrates a mastery of the InDesign Digital Publishing Suite interactive tools and techniques. Students write a creative brief, design appropriate graphics and navigational elements, develop a library of photographs and illustrations, produce video, and develop all other aspects of the final publication, utilizing the Adobe Content Viewer App to preview and test interactivity throughout the design process. (Prerequisite: ART 352)

ART 440 Professional Portfolio Development 4 Qtr. Hours
Students examine methods and techniques for presenting print, web and interactive design work to prospective employers and develop multiple presentation systems, including a portfolio website, a PDF, and either an interactive digital publication for a tablet, a book design or a traditional portfolio. Students print and assemble mock-ups of their work and take professional photographs in the studio for use in electronic portfolios. Students develop and design a personal branding package, including a business card, letterhead, envelope and resume, and a mini leave-behind. At the end of the quarter, students present their work in a professional manner. (Prerequisite: Senior status)

BPS 320 Project Management 4 Qtr. Hours
This course is a survey of project management and how it is implemented to solve business problems. This course will provide students with a holistic view of how projects contribute to the strategic goals of the organization. Emphasis is placed on the systems development life cycle, project scope, project time management, project cost management and project quality management. The students will review the possible outcome of project management risk and the importance of the role and commitment of a project manager. Mini project management case studies will supplement class lectures. Students will use spreadsheets and Project Management software for project planning, analysis and determining project feasibility. Students will submit a final project proposal in finest professional format. (Prerequisite: Junior standing with 30 hours of general education)

BPS 340 The Role of the Professional in Society 4 Qtr. Hours
Professional status in our society offers many benefits and also carries significant responsibilities. This course examines the skills and attitudes needed to contribute effectively and successfully as a professional. Personal conduct, appropriate communication, goal setting and success strategies within the context of a professional environment are discussed. The potential value of membership in professional organizations and application of professional codes of ethics will be addressed. Emphasis is on application of using a framework of professionalism and critical problem solving regarding ethical dilemmas, how moral values are defined, collaboration, and the impact of political, legal, social and environmental influences. (Prerequisite: Junior standing with 30 hours of general education)

BPS 370 Service Marketing 4 Qtr. Hours
Today the service industry dominates much of the world economy. In North America, the fastest growing segment of the economy is the creation and performance of services. More and more organizations must be adept at also performing services rather than simply producing goods. This course will introduce students interested in working in the services industry to the unique concepts of service strategy, service concept, and service marketing. Specifically, this course will focus on differentiating service organizations from goods organizations. This course will use cases to examine the key issues and challenges facing organizations in a variety of service sectors (e.g. retail, healthcare and professional services). (Prerequisite: Junior standing with 30 hours of general education)

BPS 380 Facilities Management 4 Qtr. Hours
This course will provide an overview of the processes and procedures basic to the practice of facilities management. Topics will include facilities design, space planning, energy management and emergency preparedness with an emphasis on applications relevant to general management and supervision of the physical plant. (Prerequisite: Junior standing with 30 hours of general education)

BPS 410 Financial Planning for Professionals 4 Qtr. Hours
An overview of business concepts, including accounting and finance is necessary for the professional in today’s competitive business environment. As competition in the marketplace grows, professionals will be required to be familiar with concepts covered in this course such as reading and analyzing financial statements, preparing and deciphering budgets, and dealing with investments, debt and interest rate considerations. (Prerequisites: Junior standing with 30 hours of general education and two courses of BPS 320, BPS 340, BPS 370 or BPS 380)
BPS 450 Professional Studies Strategy 4 Qtr. Hours
This course analyzes complex issues in specific professional areas by integrating and applying previous coursework in project and facilities management, marketing and financial planning. Through case studies and research, students will develop strategies and solutions for business in their particular area of concentration. (Prerequisites: Junior standing with 30 hours of general education and BPS 410)

BSA 300 Business Analytics 4 Qtr. Hours
This course covers the formulation and solution of mathematical models and their uses and limitations in business. Topics include linear, integer and goal programming, network models, queuing, utility theory, and Markov analysis. Utilizing mobile applications for financial calculations, analysis, forecasting and to organize and store data. Quantifying human behavior patterns, reporting on indexed/ranked behaviors, forecasting future behavior patterns and creating interventions to manipulate behavior will all be explored. (Prerequisite: MAT 210 or equivalent)

BSA 400 Business Forecasting 4 Qtr. Hours
This class utilizes the data analysis process and techniques for preparing business forecasts. Explores qualitative and quantitative data, data research, relevance, validity, intelligence tools and data integrity. Applications include both shorter term forecasting for sales and operations management as well as forecasting for long term planning. Emphasis is on statistical methods to obtain and evaluate forecasts. Statistical models are implemented using standard software such as MINITAB and/or EXCEL to graphically represent data streams, build multi-media representatives of data and forecast future data streams. (Prerequisite: MAT 330 or equivalent)

BUS 115 Your College & Career 4 Qtr. Hours
In this course, students will develop strategies for managing academic and career opportunities and challenges. Through this process, students will assess their interests and consider choices which provide a foundation for academic and professional development. Students learn to assume responsibility for their academic success and anticipate potential changes in their paths. Students will set goals, research careers and create a life template to achieve those goals.

BUS 200 Legal Environment of Business 4 Qtr. Hours
This course examines the impact of the legal environment on a business firm from a managerial perspective by investigating the legal principles, laws and regulations that affect contracts, sales, property, and employment practices.

BUS 241 Business Communication & Presentation 4 Qtr. Hours
This course is designed to provide the foundation in developing and delivering effective formal business presentations. Topics include: creating presentations using the five presentation stages which are planning, preparing, polishing, performing and assessing performance. Also, the appropriate use of effects, such as color and imagery to match the target audience will be discussed. Completion of this course will prepare the student to take the MCAS exam.

BUS 256 Internship 4 Qtr. Hours
Students serve as interns and apply their skills in real-world employment situations. All internships are project-oriented and directly related to their focus in Business. Internships are served under the sponsorship of a faculty advisor, and students will be required to document the results of their experience. (This course may be repeated up to 12 hours)

BUS 300 Contemporary Legal Issues 4 Qtr. Hours
This course covers an in-depth study of significant areas of law as they apply to the accounting profession. An overview of the U.S. legal system is provided, with heavy emphasis placed on the decision-making criteria used in the courts. Topics include the formation of contracts, the sale of goods and the legal liability of accountants. (Prerequisites: ACC 112, ACC 122)

BUS 313 Business Group Internship 4 Qtr. Hours
A group of students will team together for this internship to practically apply their skills in real world problem-solving situations. All internships are project-oriented and directly related to the area of study. Internships are served under the sponsorship of a faculty advisor, and students will be required to document the results of their experience.

BUS 319 Independent Study 4 Qtr. Hours
This course is intended to give students the opportunity to deepen their understanding of an area of study or explore new areas not covered in the offered courses while earning graduate credits. Students select their own topics of study, under the approval of the Dean and a supervising faculty member.

BUS 330 Law & Order 4 Qtr. Hours
This is a highly motivating and energetic course in which students develop skills that are invaluable to every profession and are highly valued by potential employers. Students learn to think on their feet, to be articulate and poised under pressure and to work with other students as members of a team. In Mock Trial, students will learn each step of the trial process in a hands-on fashion, playing the roles of attorneys for the prosecution/plaintiff and defendant as well as witnesses. Students will develop case themes, prepare direct and cross-examination of witnesses as well as draft and deliver opening statements and closing arguments. The course is designed to sharpen students’ preparation and organizational abilities as well as develop greater critical analysis, strategic planning and public speaking skills. Prerequisite: Sophomore standing.

BUS 356 Advanced Internship 4 Qtr. Hours
Students serve as interns and apply their skills in real-world employment situations. All internships are project-oriented and directly related to their focus in Business. Internships are served under the sponsorship of a faculty advisor, and students will be required to document their experience. (This course may be repeated up to 12 hours.) (Prerequisite: Junior standing)

BUS 455 Certified Management Accountant Exam Review-Part 1 4 Qtr. Hours
Part 1 – This comprehensive exam review course prepares students for the CMA® exam Part 1: Financial Planning, Performance and Control. The course uses a textbook with sample practice test questions and responses, tips on exam preparation, extensive reference bibliography, and online practice tests. While the primary focus of the course is to prepare individuals for the CMA® exam, the course is also an excellent professional development tool for helping individuals advance their career in accounting, finance or business management. Prerequisite: ACC 112. Recommend having completed or concurrently enrolled in ACC 300, FIN 300.

BUS 456 Certified Management Accountant Exam Review-Part 2 4 Qtr. Hours
Part 2 – This comprehensive exam review course prepares students for the CMA® exam Part 2: Financial Decision Making. The course uses a textbook with sample practice test questions and responses, tips on exam preparation, extensive reference bibliography, and online practice tests. While the primary focus of the course is to prepare individuals for the CMA® exam, the course is also an excellent professional development tool for helping individuals advance their career in accounting, finance or business management. Prerequisite: ACC 112. Recommend having completed or concurrently enrolled in ACC 300, FIN 300.
BUS 500  Foundations of Accounting & Finance  4 Qtr. Hours

Part I – Accounting is an information system which provides useful information to its users. An introduction to accounting provides both theoretical foundation and applications of accounting. The accounting model and information processing cycle are developed. The content of the income statement, balance sheet, and statement of cash flows are studied and analyzed. The topics also include accounting aspects of bonds and stocks.

Part II – Finance will introduce students to the basic tools of financial management. The students will have an opportunity to diagnose the financial health of a firm. In addition, students will also be introduced to other important concepts such as valuation, risk and return, cost of capital, and capital budgeting. The course also examines fundamental drivers of a firm’s financial policy.

Business will be waived with a “B” or better grade in ACC 300 and FIN 300, or equivalent. This is an accelerated course on the foundations of accounting and finance.

BUS 501  Economic Principles  4 Qtr. Hours

This course examines economic principles with emphasis on their application in business decision-making. Topics include market analysis (supply and demand), price elasticity, profit maximization, market structure and the firm’s output and pricing decisions.

The course is also an introduction to probability theory and statistics, and their application to data description and analysis. Topics include data description using graphs and numerical measures, probability and probability distributions, estimation and simple linear regression. Emphasis is placed on the application of these techniques to practical business problems through the use of standard statistical software.

(This course will be waived with a “B” or better grade in SSC 304 or equivalent and a “B” or better grade in MAT 320 or equivalent.)

CHS 100  Professional Seminar  0 Qtr. Hours

Students will discuss and learn about professional requirements, expectations and behaviors at practicum and internship sites through a series of activities, conversations, and guest lectures. Students will have an opportunity to discuss their career path and begin to develop a career action plan/profile after their practicum/internship experience.

CIS 100  Introduction to Information Technology  4 Qtr. Hours

Fluency with information technology is the ability to use computers as a tool in problem-solving. Students will use case studies to evaluate computer applications to determine an appropriate solution using information technology. Students will become effective users of information technology and will be able to apply it to academic, personal and professional settings. (Fulfills General Education analytical reasoning requirement)

CIS 105  Computer Problem-Solving  4 Qtr. Hours

Students will use Excel to solve case problems. The emphasis is on applying quantitative reasoning skills to realistic business scenarios. Critical thinking and problem-solving skills will be enhanced through the use of spreadsheet and graphical representation of data. The competencies will be applied in making business decisions. Completion of this course will prepare the student to take the MCAS exam. (Fulfills General Education analytical reasoning requirement)

CIS 110  Quantitative Problem Solving  4 Qtr. Hours

Students will use Excel as a tool to solve problems which include critical thinking and problem-solving skills that are necessary for decision-making in everyday life. The emphasis is on applying quantitative reasoning skills to realistic personal and business scenarios. Students will become effective users of information technology through the use of spreadsheet and graphical representation of data and will apply this technology to personal, academic, and professional settings.

CIS 140  Understanding & Protecting My Cyber Future  4 Qtr. Hours

This course is designed to provide information and guidance in personal online security, risk assessment in social media, and fundamental understanding of the necessity for corporate security policies and practices. Topics include: computer and internet security best practices, passwords, viruses and other harmful software, computer ethics and misuse, sensitive information, and protecting against identity fraud.

CIS 180  Introduction to Website Design  4 Qtr. Hours

HTML is the programming language for creating websites. This course introduces students to basic HTML then addresses the new HTML 5 features, markup elements, attributes, and rules. Students create web pages using inline styles, then students create web pages with links, images, and embedded style sheets, and finally, students create tables using an external style sheet. Dreamweaver software is also used in this course to create websites.

CIS 200  Introduction to Programming & Logic  4 Qtr. Hours

This course introduces the fundamental elements of programming and prepares students to take further programming courses in any language. Programming concepts are introduced including the use of variables and scope, basic data types, methods, and the use of control structures (sequence, decision, and repetition). Basic objects are illustrated as simple units composed of both data and methods. It reinforces practical use of clear, logical thought patterns and problem solving.

CIS 208  Database Programming  4 Qtr. Hours

This is an in-depth course of the principles of database systems and management. This course will focus on the development of hands-on skills using SQL. Students will modify file structures, sort and query data, and generate forms, screens and reports. Data structures and programming techniques will be incorporated throughout the course.

CIS 220  Operating Systems  4 Qtr. Hours

This course surveys personal computer operating systems (Windows XP, 2000, Vista, Linux) and provides an introduction to networking technology. Topics include file system design and management, installation and upgrade of operating systems, input/output devices, and networking devices and topologies. The course employs a computer troubleshooting approach in the instructional methodology. (Prerequisite: CIS 240 or concurrent)

CIS 232  Local Area Networks  4 Qtr. Hours

This course will provide a theoretical and practical guidance to Local Area Networks (LAN) using Windows 2008 Server software. The student will focus on installing, configuring, managing and troubleshooting Windows the 2008 environment. Network hardware requirements will be discussed. Included are client server software installation, active directory set-up, network security, client account creation, and installation of print services. The student will learn to monitor and optimize the system for best performance. All concepts are introduced in both lecture and hands-on laboratory exercises.

CIS 237  Internetworking  4 Qtr. Hours

This course is an in-depth course in Internetworking with the TCP/IP protocol suite: architecture, service, classes, addressing, filtering and troubleshooting. The various static and dynamic addressing schemes and WAN setup/routing will be applied in hands-on lab exercises with Windows 2008 Server and Cisco routers/switches. Protocols such as DHCP, WINS, DNS and RAS will be configured. Cisco IOS commands for routers and switches will be introduced. (Prerequisite: CIS 232)
CIS 240  System Engineering I  4 Qtr. Hours
This course is a study of microcomputers and their various architectures. It encompasses many of the basic principles necessary to begin preparing for Comp TIA’s A+ certification examination. Hardware design fundamentals and hardware/software interrelationships are combined with practical hands-on experience to give the student a thorough understanding of the basic platforms pertaining to the IBM compatible/clone computer.

CIS 244  Security Fundamentals  4 Qtr. Hours
This course provides a comprehensive introduction to computer and network security. The course covers basic security principles including a detailed discussion of security attack techniques and security defense technologies. Hands-on exercises are designed to apply defensive tactics to harden a company’s servers and workstations (Windows 2008 Server and Windows Vista). Students learn cryptography and employ PKI (public key cryptography) to thwart attacks. The course topics are mapped to the Security+ certification.

CIS 256  Internship  4 Qtr. Hours
Students serve as interns and apply their skills in real-world employment situations. All internships are project-oriented and directly related to their focus in Computer Studies. Internships are served under the sponsorship of a faculty advisor, and the students will be required to document the results of their experience. (This course may be repeated up to 12 hours)

CIS 261  Linux/Unix  4 Qtr. Hours
This course introduces the student to the Linux operating system. The student will gain actual hands-on experience in installing, configuring, and administrating Linux in both a client and a server environment, as well as in integrating it with other operating systems. In addition, the student will acquire the skills necessary to manage a Linux/Unix based computer system by performing a variety of administrative tasks and functions inherent in using any Unix-based operating system.

CIS 262  Linux Security  4 Qtr. Hours
This is a second course in the Linux operating system. The focus is on the administration tasks associated with adding security to Linux servers. Lab exercises include creating user accounts, setting file permissions, configuring the Apache web server for security, and configuring Samba file sharing for security. Security fundamentals are covered, including encryption and authentication. (Prerequisite: CIS 261)

CIS 264  Networking Essentials  4 Qtr. Hours
This course introduces the architecture, structure, functions, components, and models of the internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

CIS 265  Introduction to Routing  4 Qtr. Hours
This course focuses on initial programming of routers and switches. The course begins with IP subnetting calculations using binary math. Basic switching concepts are then described in detail. Switch VLANs are created and programmed, and inter-VLAN routing is configured. Static routing is configured on routers using both IP versions 4 and 6. (Prerequisite: CIS 264)

CIS 266  Router Configuration  4 Qtr. Hours
This course focuses on dynamic routing protocol categorization – Interior/Exterior, Classless/Classful, Distance Vector/Link State, and Open Standard/Cisco Proprietary. Router configuration lab exercises are conducted using the RIP and OSPF routing protocols. Router Access Control Lists (ACLs) for security policy implementation are applied. IP address management with DHCP and NAT are employed. (Prerequisite: CIS 265)

CIS 291  Interface Web Design  4 Qtr. Hours
This course teaches students design principles for screen layouts, interactive interfaces for Web sites, and demonstrates cross-platform consideration, use of color-safe palette, graphics format, and file size considerations. This course also introduces students to Dream Weaver and Fire Works.

CIS 302  Independent Study  2 Qtr. Hours
Independent studies allow a student to explore a topic or area of interest. Students will propose a topic for tutorial study under the guidance of a supervising faculty member.

CIS 307  Client/Server Network Database  4 Qtr. Hours
The emphasis in this course is on network data storage and retrieval. The focus is on large-scale client/server databases that are common in large corporations. The course specifically addresses the sophisticated sharing techniques needed to safeguard the data while allowing ready access to the database. (Prerequisite: CIS 208)

CIS 308  Database Design  4 Qtr. Hours
This course will include an overview of all phases of design from the customer requirements to the analysis of software alternatives to successfully select a DBMS and application interface. Topics will include analysis and data modeling, entity-relationship diagrams, relational integrity, data dictionaries, database languages, secondary indexes, normalization, selection of DBMS, and selection of application interface.

CIS 309  Database Development  4 Qtr. Hours
This is a continuation of CIS 307 with Oracle DBMS software. This course will focus on Advanced SQL commands, Forms and Reports, Embedded SQL Stored Procedures, Triggers, Transactions, Data Mining and Concurrency Control. Complex queries will be analyzed and formulated. Database programming techniques are included. (Prerequisite: CIS 307)

CIS 310  Management Information Systems  4 Qtr. Hours
Students will survey computer information systems to solve business problems as managers. Emphasis is placed on management techniques of information systems development and design tools. Several case studies will supplement class lectures. The students will use spreadsheet files outside of class meetings to strengthen their case analysis.

CIS 311  Information System & Internal Controls  4 Qtr. Hours
This class will review the role of AIS in collecting, storing, and auditing information. Introduce accounting system concepts such as planning, designing, selecting, implementing and maintaining such systems. The analysis of internal controls, assessment of risk and security issues in the implementation of AIS include; computer controls for AIS, security of transactions, computer crimes, and auditing the computerized accounting systems.

CIS 313  Computer Information Systems Group Internship  4 Qtr. Hours
A group of students will team together for this internship to practically apply their skills in real world problem-solving situations. All internships are project-oriented and directly related to the area of study. Internships are served under the sponsorship of a faculty advisor, and students will be required to document the results of their experience.
CIS 318  **Java Programming**  4 Qtr. Hours
This course focuses on how to create Java applications and applets using the design principles of Object-oriented Programming. Students learn to practice good programming skills based on proper use of variables and scope, data types, sequence, decision, repetition, graphical user interface components, libraries, arrays, error handling, testing and debugging. Students study the Object-oriented Programming concepts of class, object, and inheritance.

CIS 320  **Independent Study**  4 Qtr. Hours
Independent studies allow a student to explore a topic or area of interest. Students will propose a topic for tutorial study under the guidance of a supervising faculty member.

CIS 356  **Advanced Internship**  4 Qtr. Hours
Students serve as interns and apply their skills in real-world employment situations. All internships are project-oriented and directly related to their focus in Computer Studies. Internships are served under the sponsorship of a faculty advisor, and the students will be required to document the results of their experience. *(This course may be repeated up to 12 hours.)* *(Prerequisite: Junior standing)*

CIS 364  **Advanced Routing & Switching**  4 Qtr. Hours
This course covers advanced router and switch configuration. Advanced switching features include link aggregation, redundancy, and wireless LANs. Advanced routing configuration focuses on Cisco’s enhanced EIGRP routing protocol. Complex multi-area OSPF routing is also explored. At the end of the course, operating system management procedures are employed to troubleshoot or upgrade the routers and switches. *(Prerequisite: CIS 266)*

CIS 366  **WAN Technologies**  4 Qtr. Hours
This course focuses on the Hierarchical Design of a complex corporate network. Wide Area Networking (WAN) services are configured. The WAN services studied include the Point-to-Point Protocol (PPP), Frame Relay, Broadband, and Virtual Private Networks. This course is the last of five courses preparing students to achieve their Cisco CCNA networking certification. *(Prerequisite: CIS 364)*

CIS 390  **Technology Driven Marketing**  4 Qtr. Hours
This course provides an overview of social networks, social media platforms and online advertising to offer students an advantage in managing positions involving marketing, consulting, and brand management, both on the buyer and seller side of social media. The students learn the techniques of Search Engine Optimization (SEO), online Public Relations (PR), and content marketing that marketers use to meet marketing goals. Students develop web pages with HTML 5 and CSS 3. Quantitative and qualitative social media measurement tools are explored along with methods to estimate an organization’s return on investment in social media marketing activities.

CIS 411  **Leadership in Technology**  4 Qtr. Hours
The program provides the student with an overview of seven practical disciplines required to have a successful career in Information Technology. In addition to the relevant seven topics, the program will include a field trip to a high-profile IT work environment as well as a course introduction and summary review. Instruction for each topic is developed by an experienced IT leader. Students are required to write a four-page paper after each presentation.

CIS 415  **Database Management**  4 Qtr. Hours
This course will focus on all aspects of managing a database, including database administration, data warehousing, performance issues, database security, and Java connectivity (JDBC). Students will set up servers with web sites. Students will install client-server software on the servers (i.e., Oracle, Microsoft SQL), and these servers will subsequently be employed in CIS 416 e-Commerce Databases.

CIS 417  **Objective-C for iPhone**  4 Qtr. Hours
This course introduces mobile application programming environment using Apple’s iOS SDK for building iPhone applications. Students will learn Objective-C programming language along with necessary libraries of reusable software components to develop and deploy iPhone applications. Upon course completion, students will be able to write simple iPhone applications. *(Prerequisite: CIS 318 recommended)*

CIS 418  **iPhone Application Development**  4 Qtr. Hours
Students are introduced to iPhone SDK’s Xcode, Interface Builder, and UIKit framework to build iPhone applications. Students will learn to use powerful features of Objective-C, Cocoa Touch, and the various iOS SDK libraries and frameworks for developing and deploying applications on iPhone. Upon course completion, students are expected to produce a mobile solution for a real-life solution. *(Prerequisite: CIS 417)*

CIS 419  **Android Application Development**  4 Qtr. Hours
Students will learn how to develop Android Applications, a hands-on Android course designed to provide essential skills and experience with developing applications on the Android mobile platform. This course is best suited for Java developers who are seeking a fast track to the Android API and best practices. Throughout the course, the students develop a real-life application, which can serve as a basis for their future Android projects. Eclipse and Android SDK are used as the development environment throughout the class. *(Prerequisite: CIS 318)*

CIS 421  **Android Application Development**  4 Qtr. Hours
This course focuses on setting up a home network. DSL and broadband cable systems with modems, network cards, and routers are presented. Students wire through mock-up wall panels using UTP and coaxial cable. Wireless technology with IEEE 802.11 and Bluetooth is also implemented. At the conclusion of the course, the student has prepared a computer with a firewall that will act as the central processing unit for Home Technology Integration.

CIS 422  **Home Entertainment Systems**  4 Qtr. Hours
This course integrates audio and video components including TV, stereo systems, and computers. DVD and CD systems are shared between components. Connections are both wired and wireless. Audio fundamentals are presented and home stereo systems are configured. Computer audio with CD wiring and MP3 files is included. Video fundamentals are then presented, including analysis of HDTV and flat-panel TVs. Computer video with mpg files, DVDs, and streaming video is also studied.

CIS 423  **Residential Security & Lighting**  4 Qtr. Hours
This course begins with set-up of a home security system. Components focus on sensors, such as smoke/CO detectors, infrared/motion detectors, cameras and control keypad installation. The course continues with lighting systems, including X10 modules for lighting and appliance control. Security and decorative lighting systems are designed. Indoor and outdoor lighting situations are addressed separately.
CIS 424 Residential Telecommunications, HVAC Control & Water Management 4 Qtr. Hours

This course has three separate residential technology components: Telecommunications, HVAC and water management. The telecommunications part of the course includes a detailed description of the telephone system components, voice over IP, and video conferencing. The HVAC part of the course includes a description of common heating and cooling systems and components. HVAC zone sensors, programmable thermostats, and computer control are then presented. The water management systems for lawn and garden focuses on programmable control of sprinkling systems for lawn and garden situations, including sensors to dictate when the systems should activate.

CIS 442 Ethical Hacking 4 Qtr. Hours

Personal and corporate digital resources are under attack from unethical hackers. This course will emphasize the challenges of maintaining privacy and confidentiality of digital information by exploring vulnerabilities of data communication protocols and authentication techniques. Hacking tools and methods will be used in skills-based activities. Topics under investigation will include social engineering, wireless, web application, social media, and protocol vulnerabilities. Professional ethical conduct will be modeled at all times.

CIS 443 Wireless Technologies 4 Qtr. Hours

This course explores the latest wireless technologies in the networking industry. Currently, this includes, Wireless LAN 802.11a/b/g/n, Bluetooth, Cellular, IR, microwave, satellite, and WiMax. An important aspect of this study is wireless security implemented through the standards of 802.11i (advanced cryptography) and 802.1x (RADIUS). Students receive both historical coverage and future expectations through personal research and practical laboratory experiments. A business perspective illustrates how these concepts relate to real-world personal and corporate networks.

CIS 444 Network Security 4 Qtr. Hours

This course aims to provide a practical, up-to-date and comprehensive survey of network-based and Internet-based security applications and standards. Topics include authentication, cryptography, encryption, digital signatures, and key exchange. Current applications explored in this course include: Kerberos, PGP, S/MIME, PKI, firewalls, and anti-virus software.

CIS 445 Advanced Network Services 4 Qtr. Hours

In this course, students will study a set of advanced network services that are used to support core business functions. Examples of such services include email, firewalls, and voice over IP. These services go beyond the range of essential network services covered in previous networking courses.

CIS 446 Computer Forensics 4 Qtr. Hours

This course focuses on computer investigation for crime scene analysis with an emphasis on software tools for determining what was done and by whom, regardless of whether or not the information has been deleted. (Prerequisite: Junior standing; could be taken by Business students)

CIS 447 Network Management 4 Qtr. Hours

This course focuses on network management, server virtualization, and specialized server hardware. The servers will employ the Windows Server 2008 and Linux operating systems. Clients will employ the Vista and Linux operating systems. Virtualization software will include VMWARE and Windows Server 2008 Hyper-V Virtual machine manager. Lab setup will include Blade server hardware, wireless routers and access points, switches and printers with network monitoring agents, and specialized network management software. Green technologies for IT are addressed. (Prerequisite: CIS 237)

CIS 448 Senior Project 4 Qtr. Hours

An independent investigation of an appropriate problem in computer study carried out under the supervision of a faculty member. A formal written report is essential and an oral presentation is also required. This course may be extended over more than one quarter in which case the grade will be deferred until the whole project has been completed. No more than three quarters of this course may be taken. (Prerequisite: Senior standing)

CIS 449 Computer Forensics 4 Qtr. Hours

This course explores the latest wireless technologies in the networking industry. Currently, this includes, Wireless LAN 802.11a/b/g/n, Bluetooth, Cellular, IR, microwave, satellite, and WiMax. An important aspect of this study is wireless security implemented through the standards of 802.11i (advanced cryptography) and 802.1x (RADIUS). Students receive both historical coverage and future expectations through personal research and practical laboratory experiments. A business perspective illustrates how these concepts relate to real-world personal and corporate networks.

CIS 450 Foundations of Computing 4 Qtr. Hours

This is a foundations course for two of the key areas of undergraduate computer science education: web development and database development. Knowledge of both areas is required for client/server development, a key component of graduate education in the computer field. The web development part of the course focuses on tools such as HTML, JavaScript, PHP and CSS to teach students to design and implement a user-friendly website for a real world business. The database development part of the course focuses on the principles of relational database systems and in-depth hands-on skills in SQL. SQL is the command-based language of database development and students will create databases, form complex queries of the data, and generate data reports. (This course will be waived with a 'B' or better average in both CIS 208 and WDV 320 or equivalents.)

CMT 110 College as Career 4 Qtr. Hours

During this first year, students will be involved in developing successful strategies for mastering academic and career success in formal and informal settings. Through this process, students will assess their interests and consider career choices which provide a foundation for academic and professional development. Course content will center on a theme of universal expectations employers look for in successful college graduates. Professional and interpersonal relationship management, work-life priorities, and research will be integral in developing a holistic approach from college to career. This course is recommended for freshmen and new students.

CMT 220 Developing Professional Presence 4 Qtr. Hours

Creating the right impressions – first, continuing, and last – are crucial to success in the workplace. In this course, students will learn how to develop, manage, and influence their professional images. Tools for building and maintaining a professional presence will include career documents and portfolio, presentations, electronic media, interview practice, collaboration, and socializing in a formal setting. Exploring opportunities for the types of engagement, experiences, and qualifications that the vast majority of employers demand will be emphasized. Students will learn how to leverage their personal, professional, and academic resumes to create an image of a job candidate that an employer will hire. (Prerequisite: Sophomore standing)
CMT 330  Personal Narrative & Branding  4 Qtr. Hours
In this course, students will articulate their personal narratives in
terms of career development and life-long learning. They will
conceive and develop personal narratives that are meaningful,
engaging, and relatable. Personal narratives serve as an
expression of self and an important component of the career
development process. (Fulfills General Education Creative
Expressions requirement)

COM 302  Independent Study  2 Qtr. Hours
Independent studies allow a student to explore a topic or area of
interest. Students will propose a topic for tutorial study under the
guidance of a supervising faculty member.

COM 319  Independent Study  4 Qtr. Hours
Independent studies allow a student to explore a topic or area of
interest. Students will propose a topic for tutorial study under the
guidance of a supervising faculty member.

CON 145  Contemporary Issues: 2012 NATO Summit Impact
With Chicago as host City to the 2012 NATO Summit, the student has
an incredible opportunity to understand what NATO
represents and its impact on the world. This interactive student-
driven course will initially focus on the comprehension and
broadth of the international community and its collaboration in
supporting world peace and, in turn, discuss the resistance to its
very nature. Students will select a country in the NATO Alliance
and follow that country through discussion focusing on policy,
military history, the changes through international interface and
engagement in what their country's accord may be for this 2012
NATO Summit. The student may also choose to enter the
discussion as opposition to NATO. In addition to this NATO focus, this
course will incorporate the discussion into the security of the
United States in the war against terrorism.

CRX 109  Creative Expressions: Art Studio  4 Qtr. Hours
Students visit museums and galleries exploring art works and
learning about the artists who made them and how they were
created. Students create art works inspired by the art seen utilizing
contemporary themes and issues as a springboard for creation.
Both two-dimensional and three-dimensional projects are created.
(Valid for General Education Creative Expressions requirement)

CRX 112  Creative Expressions: Creative Writing
Everyone has a story to tell of his or her life that is like no other.
Telling our stories through poems, plays, short stories, journalistic
pieces, or improvisational speaking allows us to contribute to the
understanding of human experience. As Michelangelo said of his
sculptures, "The sculpture was already there, I just had to remove
the excess parts." We all have stories to tell -- they just need an
opportunity to be discovered. Through writing, discussion, and
performance, students will work with published authors to create
written work in various genres. Students will meet individually
with the instructor to discuss their writing, workshop their pieces as
a group, and produce an anthology of the class's work at the end of
the course.

CRX 113  Creative Expressions: Cooking Techniques for the Non-
Professional
This course will provide a broad orientation to non-professionally
oriented students who wish to develop their culinary skills to
enrich their personal lives. This course is an introduction to skills
and techniques involved in cookery. Students will focus on the
social significance of food and its role in cultural development. This
course also provides an overview of menu development as well as
proper identification, usage, safety, and care procedures for
culinary tools and food.

CRX 122  Topics in Language & Culture  4 Qtr. Hours
The purpose of this course is to introduce a language used in a
study-abroad destination, focusing primarily on everyday speech
with some attention to common written forms as well. The course
also explores the relationship between language and culture, and
their influence on international business and world politics.
CRX 200 Language & Culture for Travel Abroad
This course introduces a language used at a study-abroad destination, focusing primarily on everyday speech with some attention to written forms as well. Students will explore the relationship between language and culture, and their influence on international business and world politics. The courses introduce the pronunciation, basic vocabulary, and fundamental grammatical notions that facilitate immediate communications in the target language. They cover the useful expressions and practical information needed to negotiate common travel situations such as dining out, shopping using public transportation, and asking for directions or help. Students practice listening to and speaking the language, and begin to develop their reading and writing skills while learning to appreciate another culture.

CRX 210 Cultural Perspectives
The cultural development and lifestyle of the study abroad site country will be presented through research, lectures and guided site visits. Students will experience cultural diversity and gain an awareness of the area, its history, economy, politics, business, art, food, literature and people. This course is specifically designed for students while abroad in order to become a “traveler” abroad rather than a “tourist”.

CRX 225 Creative Studies
This course examines the facets and roles of creativity, innovation, and critical thinking as applied across disciplines, in the workplace, and in students’ personal lives. Students will develop their own creative and problem-solving skills by exploring diverse ideas and solutions to various problems. Students will also reflect on, discuss, and assess their creative processes to understand the importance of trial and error in generating ideas and innovating.

CRX 230 Critical Thinking About Self & Society
In this course, students will be challenged to think critically about themselves and the society in which they live. Students will engage in analysis and defend conclusions with sound critical thinking. Through research, students will distinguish between evidence and opinion, and approach concrete problems of knowledge and reality through reason. Using multiple modes of creative expression, students will explore the complex nature of the individual and the meanings of the community.

CUL 110 Sanitation & Safety
This course covers the fundamentals of food and environmental sanitation and safety in a food production area. Attention is given to food-borne illnesses, their origins, and on basic safety procedures necessary in the food service industry. Emphasis is given to food service facilities planning, safe working environment, and sanitary conditions in all areas of the facility, maintenance costs, flow and production. Course meets requirements for the Illinois Department of Public Health certification, and students will take the national Restaurant Associate Serve Safe® examination.

CUL 115 Your College & Career
In this course, students will develop strategies for managing academic and career opportunities and challenges. Through this process, students will assess their interests and consider choices which provide a foundation for academic and professional development. Students learn to assume responsibility for their academic success and anticipate potential changes in their paths. Students will set goals, research careers and create a life template to achieve those goals.

CUL 120 Culinary Fundamentals I
This course will develop the students’ initial understanding of the skills and professional work habits needed to successfully prepare a solid foundation and understanding of the principles used within a professional kitchen. Students will be introduced to base culinary fundamentals and classical and modern culinary techniques/ cooking methods with an emphasis on professionalism, speed and timeliness, organization, and mise en place. (Prerequisite: CUL 110)

CUL 121 Culinary Production
This course will develop the students understanding of the skills and professional work habits needed to successfully prepare a solid foundation and understanding of the principles used within a professional kitchen. Students will be introduced to culinary fundamentals and classical and modern culinary techniques/ cooking methods with an emphasis on sanitation, mise en place, knife skills, cooking methods, sauces and soups. This is a culinary lab class.

CUL 131 Culinary Fundamentals II
This course will continue to develop the students’ understanding of the base skills and professional work habits needed to be successful in a professional kitchen. Students will be introduced to the culinary fundamentals of produce, grain, and dairy identification, fabrication, and preparation utilizing classical and modern culinary techniques/ cooking methods. (Prerequisite: CUL 126)

CUL 132 Restaurant Production & Service Styles
This course will focus on various restaurant service styles. Students will spend one week on the fundamentals and practices in the lab and one week to execute service style for campus staff, faculty and students using various cuisines and service styles. The five areas of focus are: Quick Service, Buffet, Casual Dining Plated (multiple menu choice), Fine Dining (prix fixe), Small Plates/Tapas style Service. This is a culinary lab class. (Prerequisites: CUL 126, CUL 131)

CUL 235 Meat & Poultry
This course will develop the students’ initial understanding of the necessary skills and fundamentals of meat and poultry identification, fabrication, and preparation used within a professional kitchen. Students will be introduced to classical and modern culinary techniques/cooking methods as it pertains to meat and poultry. (Prerequisites: CUL 126, CUL 131)

CUL 240 Baking & Pastry
Students identify and use bakeshop equipment and scale to order. Types of floors, exact weight and measures, bakeshop tools/equipment, and cutting, shaping, and baking techniques are covered. Students will handle and use organic flour ingredients, pre-mixed, straight dough methods, sour dough, preferment dough, quick breads, breads made by hand and with the use of proper equipment, breads make with and without the use of dough conditioners, while identifying, assessing, and using the proper techniques from start to finish. Students evaluate both technique and ingredients as they affect the final bakery or pastry product. This is a kitchen lab course. (Prerequisites: CUL 110, CUL 126, CUL 131)

CUL 242 Food & Beverage Pairing
This course will focus on wine, beer, and spirits management and food pairing and will incorporate the ServSafe Alcohol Certification Program. Students will learn the basics of beverage service along with tastings and food pairing for each type of beverage. This is a culinary lab class. (Prerequisite: CUL 127)

CUL 245 Seafood
This course will develop the students’ initial understanding of the necessary skills and fundamentals of seafood identification, fabrication, and preparation used within a professional kitchen. Students will be introduced to classical and modern culinary techniques/cooking methods as it pertains to seafood. (Prerequisites: CUL 126, CUL 131)
CUL 253 Restaurant A la Carte 8 Qtr. Hours
This is a production class preparing a la carte service to the public in the RMU student-run restaurant. The focus of this class is to reinforce cooking methods acquired during previous classes into a cyclical, local/sustainable menu based on seasonality in a restaurant setting and apply those skills into practice. This course will emphasize cooking techniques and ingredients along with planning and ordering for production, station organization, sanitation, preparation and plating, timing and other situations. Restaurant service is also emphasized. This is a kitchen lab course. (Prerequisites: CUL 110, CUL 126, CUL 131)

CUL 254 Restaurant A la Carte II 8 Qtr. Hours
This is the second course in the production prep class which meets at the Eyrie Restaurant and is considered an internship course. (Prerequisites: CUL 253)

CUL 256 Externship 4 Qtr. Hours
Students serve as externs and apply their skills in real-world employment situations. All externships are project-oriented and directly related to their focus in Culinary Arts. Externships are served under the sponsorship of a faculty advisor, and the students will be required to document the results of their experience. (This course may be repeated up to 12 hours.) (Prerequisites: CUL 110, CUL 126, CUL 131, CUL 255, CUL 245)

CUL 260 American Cuisine 4 Qtr. Hours
This course explores the cuisines of North America and will include cuisines from the North Western Frontier, Midwest, Southwest, Northeast, and the south. Emphasis will be on recognition, preparation, and evaluation of each regional cuisine. This is a kitchen lab course. (Prerequisites: CUL 110, CUL 126, CUL 131)

CUL 265 Taste of the World 4 Qtr. Hours
This course surveys the cuisines of the world and will feature Mediterranean, Asian, African, New World, and Ellis Island fare. Emphasis will be on recognition, preparation, and evaluation of each regional cuisine. This is a kitchen lab course. (Prerequisites: CUL 126, CUL 131)

CUL 290 Culinary Externship 4 Qtr. Hours
This course culminates the students’ culinary education with applied experience. Students are required to work at least 240 hours in a foodservice establishment that provides a continuation of the skills learned in culinary classes. Included in applied experiences are learning the flow of restaurant operations and basics such as plate layout. Students may serve the externship at any number of establishments in the Chicagoland area. Students are required to keep a journal and to develop learning outcomes with a supervising faculty member. Most domestic regional externships are paid. (Prerequisites: CUL 126, CUL 131, CUL 235, CUL 245)

CUL 295 International Experience 4 Qtr. Hours
This experience is for students in the Culinary Study Abroad Program. Students are required to work 240 hours in a foodservice establishment in a foreign country. Students will apply their knowledge from their previous culinary and hospitality classes in order to work with the chef at a particular restaurant or foodservice industry. Students will be required to keep a journal of their experiences. These internships are not paid. (Prerequisites: CUL 126, CUL 131, CUL 235, CUL 245)

CUL 300 Survey of Sommelier Field 4 Qtr. Hours
Students will study the basics of wine-making from the vineyard to the bottle, and also study how to taste wines and organize wine tastings. Students will study the various laws that govern the production of wine throughout the world, the major grapes for wine production, and the wines that each major wine-producing country makes from those grapes. Food and wine pairing will be discussed as wines from around the world will be sampled. Students will study the business of wine, selling and serving wine, developing and managing wine lists, wine pricing for profitability, professional wine service and buying and cellaring wine. (Prerequisites: Junior standing and CUL 110 or equivalent)

CUL 321 Cakes & Petit Fours 4 Qtr. Hours
Students will learn to bake and decorate different types of cakes, including wedding cakes. They will make a variety of icings and fillings including butter creams, glazes, ganaches, and mousses, as well as rolled fondant and poured glazes. Students will be required to complete a photographic journal of their work. This is a kitchen lab course. (Prerequisites: Junior standing and CUL 110 or equivalent, and CUL 240)

CUL 325 Advanced Breads 4 Qtr. Hours
Students will learn the art of baking bread. Theory and hands-on work will support the students’ understanding of this art and science. This course is intended to give the student a detailed understanding of the components of baking yeast breads, starter breads, sponge breads, artisan breads, holiday and international breads. Students will also incorporate laminated dough into products and experience gluten-free and alternative flours. (Prerequisites: Junior standing and CUL 110 or equivalent, and CUL 240)

CUL 328 Advanced Pastry 4 Qtr. Hours
Students will learn the fundamentals of decorative pastry work. Theory and hands-on work will support the students’ understanding of this art and science. This course is intended to give the student a detailed understanding of the components of chocolate tempering, truffles, garniture, sugar work including garniture, candies and showpieces, marzipan and cocoa painting, plated desserts, including flavor, temperature and texture profiles and how to set up banquet desserts, buffets and sweet tables. (Prerequisites: Junior standing and CUL 110 or equivalent, and CUL 240)

CUL 330 Advanced Pastry & Breads 6 Qtr. Hours
Students will learn the fundamentals in regards to the art and science of bread baking and decorative pastry work. Theory and hands-on work will support the students’ understanding of the craft of baking multiple different styles of breads. A section of the course will also delve into the detailed field of chocolate and sugar works, along with plated desserts and buffets/sweet tables. (Prerequisites: Junior standing and CUL 110 or CUL 240)

CUL 340 Catering & Personal Chef 4 Qtr. Hours
Students will study the catering industry, and the necessary steps to either begin building their own catering business or obtain a position in a commercial foodservice environment. Students will explore the differences between on-premise and off-premise catering. Students will also study the evolution of the personal chef business, the benefits and disadvantages of various forms of business ownership, and how to operate and manage a personal chef business. (Prerequisites: CUL 110, CUL 126, CUL 131)
CUL 355 Restaurant Management 4 Qtr. Hours
This course takes place at Eyrie, RMU’s student-run restaurant. Students will be introduced to the art of line cooking and application of front-of-house service through working each food station as well as with the restaurant manager to run the front-of-house operations. This will include purchasing, scheduling, customer service, POS, reservations and special events. Students will sit for the NRAEF Restaurant Management Certificate. (Prerequisite: CUL 127)

CUL 356 International Study Abroad 4 Qtr. Hours
This course enables students who are in a Study Abroad program to study cuisines and learn techniques from a specific foreign country. (Prerequisites: CUL 126, CUL 131, CUL 235, CUL 245). This course may be repeated up to 12 hours.

CUL 401 Advanced Culinary Food Production 4 Qtr. Hours
Students will be challenged with coordinating the preparation and logistics of food production on a large-scale application while maintaining quality. This will be accomplished by utilizing systems of standards, policies, procedures, techniques and skills that have been obtained through the foundation of their classes and incorporating advanced techniques. Students will earn a certificate in food production with the NRA. (Prerequisites: Junior standing and CUL 110 or equivalent, CUL 126, CUL 131, CUL 235, CUL 245)

CUL 425 Master Chef’s Workshop 4 Qtr. Hours
Students will learn specific advanced culinary techniques from renowned chefs who are masters in their respective fields. This course is intended to give students the opportunity to learn and practice innovative skills and techniques used in today’s culinary field. (Prerequisites: Junior standing and CUL 110 or equivalent, CUL 126, CUL 131, CUL 235, CUL 245)

CUL 435 Wine & Food Pairing 4 Qtr. Hours
This course provides students an introduction to the unique characteristics of the six major wine varietals, along with the principles of food/wine pairings with the practical experience of tasting those major wine styles with “perfect” food pairings. The course will also cover how the grapes are grown and wine is made, along with the major steps in the vine to bottle process throughout the winemaker’s year. (Prerequisites: Junior standing and CUL 110 or equivalent, CUL 126, CUL 131, and CUL 235, CUL 245).

CUL 453 Advanced Restaurant A la Carte 4 Qtr. Hours
This is a production class preparing a la carte service to the public in the RMU student-run restaurant. The focus of this class will be writing menus, working with vendors to obtain resources based on local and seasonal products, costing out menus, and implementation of menu into plate designs. This course emphasizes advanced cooking skills and techniques, trends and ingredients along with planning and ordering for production, station organization, sanitation, preparation and plating, timing, and other realities of a restaurant. Restaurant service is also emphasized. This is a kitchen lab course. (Prerequisites: Junior standing and CUL 110 or equivalent, CUL 126, CUL 131, and CUL 235, CUL 245) This course may be repeated up to 12 hours.

DES 510 User Design Experience 4 Qtr. Hours
Students apply theories of human-computer interaction and consumer psychology to the creation of mobile and web-based applications. Information workflow, usability testing, and research protocols are applied to create a seamless experience in which the user’s interaction with the devise becomes as simple and efficient as possible. This course integrates programming and graphic design with an eye to creating a functional and aesthetic, commercially viable product.

DES 520 Interactive Media Production 4 Qtr. Hours
This course further develops professional-quality mobile and web projects. The creation of advanced interactive applications utilizing video integration, animation, and graphics are an integral part of this course. Students manage client-based projects using a team approach simulating a working Design & Media studio.

DES 530 Designing Concepts for Mobile Applications 4 Qtr. Hours
The key concepts in designing and deploying a mobile application and mobile website are studied. Students apply both programming languages and the latest software tools to the creation of mobile apps with cross-platform capabilities. Students work in design teams to develop, test, and evaluate mobile applications. Project management, timelines, and deliverables are based on real-world case studies. (Prerequisite: DES 520)

DES 540 Video Integration 4 Qtr. Hours
Video creation, acquisition, and non-linear editing concepts, principles, and techniques are examined. Students will develop a critical understanding of the roles of producer and designer by developing a multimedia production from concept to finished product. Students will work in a team environment during the pre-production and production process, finishing with project integration into various interactive media.

DMM 510 Multimedia Production Management 4 Qtr. Hours
This course examines the management of complex technological workflows integrating multiple media for strategic campaigns in print, online, television, radio, and mobile media. Students explore the responsibilities of a multimedia producer including staff management, marketing, managing budgets, and client relations.

DMM 520 Film & Video Production Management 4 Qtr. Hours
The producer's role in film and video production is analyzed via simulation and actual production. Budget management, locations, scouting, casting, scheduling, contracts, hiring crew, and managing all aspects of a successful film and video from pre-production through post are investigated.

DMM 530 Gallery & Studio Management 4 Qtr. Hours
In this course, students examine management and operations related to the exhibition of artworks in public, private, and alternative venues. Students evaluate artists and their work for inclusion in profit and not-for-profit enterprises. Exhibit jurying, production, and marketing strategies are explored and analyzed.

DMM 540 Entrepreneurship: The Successful Design Practice 4 Qtr. Hours
In this course, students develop sustainable business models for the leadership of design organizations. Strategies for client generation, studio management, profitability and team management will be examined and applied via simulations and case studies. Students generate a business plan for the startup of a small to mid-sized design firm.
ECN 220 Introduction to Microeconomics  4 Qtr. Hours
This course is an introduction to the study of the economic problem of scarcity and choice. Microeconomic principles and tools are applied to the decisions of economic agents – households, businesses, and governments – and their interactions in individual markets. Topics include supply, demand, price determination and resource allocation; profit-maximization, market structure, and the firm’s output and pricing decisions. (Prerequisites: MAT210 or MAT 215)

ECN 230 Introduction to Macroeconomics  4 Qtr. Hours
This course is an introduction to the study of economic aggregates such as a nation’s gross domestic product, inflation and unemployment. Issues in the measurement of macroeconomic performance are examined, and models of the economy are employed to explain business cycles and economic growth, as well as analyze the effects of the effects of fiscal and monetary policy. Other topics include money, banking, and interest rate determination. (Prerequisites: MAT210 or MAT 215)

ECN 301 Organization & Economics of Health Care  4 Qtr. Hours
This course provides a history and overview of how health care is organized in the United States. Students will investigate the effects of supply, demand, distribution and other environmental factors on health care delivery. (Prerequisite: MGT 370)

ECN 305 Economic & Business Issues  4 Qtr. Hours
This course is an introduction to international trade and finance. Coverage includes modern theories of international trade flows and exchange rate determination, with applications to such current issues as free trade, protectionism, trade deficits and exchange rate policies.

ECN 306 Microeconomic Principles  4 Qtr. Hours
This course covers the concepts of supply and demand, consumer choice, and price and resource allocation. In addition, students will study profit maximization in the short and long run, types of market structures, and the determinants of prices in the factor markets. (Fulfills Upper Division Social Science requirement)

ECN 307 Macroeconomic Principles  4 Qtr. Hours
This course covers basic concepts such as demand, supply, and major economic systems. It also studies such key economic aggregates as country’s gross domestic product, unemployment, and inflation. In addition, the effects of fiscal and monetary policies on these economic aggregates are discussed. (Fulfills Upper Division Social Science requirement)

ECN 320 Microeconomics: Theory & Applications  4 Qtr. Hours
This course is an examination of price determination and resource allocation in different market settings. Microeconomic models are introduced and applied to decisions of various economic agents – households, businesses, and governments. Applications include consumer behavior, firm profit-maximization and market structure. Optimization techniques and marginal analysis are emphasized but alternative behavioral approaches are also considered. The course includes an introduction to modern game theory with applications to business strategy. (Prerequisites: MAT 152, SSC 304; recommended: MAT 210)

ECN 330 Macroeconomics: Theory & Policy  4 Qtr. Hours
This course is an analysis of theories of the determinants of national output (income), the price level, and aggregate employment. Also examined are movements in interest rates and exchange rates. Models are applied to the issues of inflation, unemployment and economic growth. Other applications include the effects of economic shocks and macroeconomic stabilization policies. Current controversies in macroeconomic theory are discussed, as are debates over the choice, conduct, and effectiveness of fiscal and monetary policies. (Prerequisites: MAT 152, SSC 303; recommended: MAT 210)

ECN 340 Contemporary Issues in Public Policy  4 Qtr. Hours
A survey of selected current social problems and the policies proposed to address them. Topics include market failures and the economic role of the government in markets, with an emphasis on economic efficiency. Economic principles and methods are applied to social issues such as pollution, crime, education, and health care, as well as to development and evaluation of potential public policies in order to achieve desired outcomes. (Prerequisites: ECN220 and ECN 230 or equivalents)

ECN 355 Economics of Gender & Labor Markets  4 Qtr. Hours
This course is a study of economic and sociological explanations of gender differences in such labor market outcomes as labor force participation, earnings and occupational distribution. Microeconomic theories are applied to the decisions of women and men, both in and out of labor markets. Applications include: the allocation of time between labor market and non-labor market activities; higher education decisions; occupational attainment; and marriage, divorce, and fertility decisions. Cases include analyses of empirical trends in socio-economic variables that affect relative economic status, and an evaluation of policies aimed at reducing gender inequality of observed labor market outcomes. (Prerequisite: ECN 320)

ECN 470 Global Economic Issues  4 Qtr. Hours
Theories of international trade and finance are examined. Issues in international trade include the benefits and costs of international trade, trade regulation policies and regional trade agreements. Also studied are the determinants of international trade patterns and the issue of outsourcing. Topics in international finance include the implications of international integration of financial markets, a nation’s balance of payments, currency markets, the benefits and costs of monetary and economic unions, and the debate over international policy coordination. (Prerequisites: ECN 320, ECN 330)

ECN 510 Managerial Economics  4 Qtr. Hours
This course studies the economic theory and applications relevant to business decision-making. Topics include supply and demand analysis, consumer elasticity, the theory of production and cost, profit maximization and marginal analysis, the theory of the firm in different selling and hiring environments, and the economics of personnel and compensation. Through research and case study, students will analyze such business decisions as production, pricing, non-price strategy and employment. (Prerequisite: BUS 501)

EDT 510 Learning Strategies  4 Qtr. Hours
This course provides an historical background and current trends in online learning. E-learning theory, learning management systems, and web-based technology tools are explored. Using a variety of educational software, students will discover e-learning best practices and create discussion forums, online surveys, quizzes and e-portfolios for successful teaching online. Students will also ascertain the impact of social networking tools on teaching and learning and how to deliver content using specific media (blogs, wikis, podcasts, webcasts, etc.).
ENG 356  Advanced Internship  4 Qtr. Hours
Students will work either off campus or at the University on a faculty-supported project central to their course of study. (Prerequisite: Junior standing with 20 hours of writing intensive courses)

ENG 360  Writing for the Screen  4 Qtr. Hours
This is a writing intensive course designed to orient students to the structure and unique process of writing for films. Students will study successful screenplays and write scenes in both traditional and experimental formats. Screenplays will be evaluated through live and videotaped readings, and students will complete a short script in proper screenplay format for their final project. (Prerequisites: ENG225, ENG 245)

ENG 365  Advanced Style & Editing  4 Qtr. Hours
Students learn to command a voice in public writing by connecting audience and purpose to composition. They accomplish this by mastering the structure and inter-relation of sentences. Students practice making stylistic decisions that take their writing beyond correct syntax to rhetorical effect, and from mere credibility to the exertion of influence. (Prerequisite: Junior standing with 20 hours of writing intensive courses)

ENG 375  Rhetorical Strategies for Public Writing  4 Qtr. Hours
Analysis and evaluation of public writing in various media will allow students to understand the professional and ethical interactions and implications when communicating with a diverse, public audience, as well as the way rhetorical strategies and emerging technologies contribute to the effectiveness of writing in achieving specific purposes. Students will complete advanced level writing, analysis, and research tailored to academic goals and future workplace environments. (Prerequisites: Junior standing with 20 hours of writing intensive courses)

ETM 500  Strategic Management of Educational Technology  4 Qtr. Hours
Through case study research, critical leadership and management tasks are identified regarding the integration of educational technology at colleges and universities. Strategies for the coordination of different support units, such as IT support, teaching and learning labs, or libraries, are explored. Students design a coordinated workflow to motivate faculty, assist support units to overcome cultural differences, and provide reward and support structures to manage the integration process.

ETM 510  Productivity Measures Utilizing a Longitudinal Data System  4 Qtr. Hours
This course introduces students to the use of educational data to monitor system performance and student learning. Education policy initiatives will be explored that have accelerated the development of longitudinal data systems. Strategies on data documentation and collection will be explored, as well as how to provide a consistent set of data definitions and core relationships necessary to create an advanced systems design or proposal for system development.

ETM 520  Techniques for Analyzing Longitudinal Administrative Data  4 Qtr. Hours
This course provides students with best practices for conducting education research with longitudinal administrative data. Students will learn techniques used to leverage the power of existing administrative data to evaluate the effectiveness of instructional materials, strategies, and approaches for educating different types of students.

EXR 100  Basic Yoga  1 Qtr. Hour
Participants will learn how to relax, strengthen and soothe their bodies and minds while increasing flexibility and strength through various postures and breathing techniques.

EXR 101  Boot Camp  1 Qtr. Hour
This class incorporates drills designed to enhance agility, speed, power, strength and quickness. You will move around the room to different stations – each designed for a specific exercise. Circuit training alternates strength training exercises with aerobic activities to give you two workouts in one. Work your entire body – heart and muscles – challenge your body to its limit.

EXR 102  Pilates  1 Qtr. Hour
Participants will learn how to strengthen their cores, increase their flexibility, improve posture and breathing patterns, and focus on stabilization and strength. The ability to modify Pilates exercises makes this an excellent class for a variety of populations and exercise levels.

EXR 103  Zumba Fitness  1 Qtr. Hour
Zumba is an exercise class that features exotic rhythms set to high-energy Latin and international beats. You are able to get fit and increase your energy level in a fun, party atmosphere. Zumba is easy to learn and an effective dance fitness workout that is totally exhilarating.

FIN 125  Personal Finance  4 Qtr. Hours
This course examines the various aspects, methods and techniques of personal financial planning. Students will develop an understanding of the concepts and tools applicable to financial decision-making, including the importance of opportunity costs, marginal analysis, and the balancing or risk and return. Specific applications include the uses of budgeting, credit cards, insurance, 401K investments and portfolio investments.

FIN 200  Introduction to Finance  4 Qtr. Hours
This course introduces students to three different areas of finance viz., Personal Finance, Corporate Finance and Investments. The primary goal is to familiarize students with the importance of financial decision making at the personal level and the corporate level. The topics include, but not limited to role of finance, financial markets, financial statement analysis, time-value concepts, personal investing, managing liquidity, and managing debt.

FIN 300  Principles of Finance  4 Qtr. Hours
This course examines the tools and techniques relevant to investments in financial assets and the financial management of a business firm. Topics covered include: the goal of the business organization and the principal-agent problem; financial statement analysis and financial planning, the structure of interest rates; the time value of money; bond and stock valuation techniques; financial return and risk; the capital budgeting process; and the cost of capital. (Prerequisites: ACC 111, ACC 121)

FIN 313  Finance Group Internship  4 Qtr. Hours
A group of students will learn together for this internship to practically apply their skills in real world problem solving situations. All internships are project-oriented and directly related to the area of study. Internships are served under the sponsorship of a faculty advisor, and students will be required to document the results of their experience.

FIN 319  Independent Study  4 Qtr. Hours
Independent studies allow a student to explore a topic or area of interest. Students will propose a topic for tutorial study under the guidance of a supervising faculty member.
FIN 325 Investment Management 4 Qtr. Hours
This course provides knowledge in the concepts, terminology, and application of investment tools for decision-making. It not only helps those who are interested in managing their own portfolios, but also those who are seeking a career in the investment industry. Topics include, but not limited to security markets, online investment techniques, efficient markets, introduction to fundamental analysis of bonds and stocks, technical analysis, derivatives, and allocation of assets. It also provides a comprehensive discussion of investment concepts and tools available today. Students will be using a stock market simulation for hands-on training of investment strategies. (Prerequisites: FIN 300, MAT 210)

FIN 375 Financial Markets & International Finance 4 Qtr. Hours
This course focuses on the functioning of U.S. and international financial markets. It evaluates the factors affecting interest rates, inflation, and maturity risk. The course also covers domestic financial institutions, supply and demand for funds, liquidity, capital adequacy, and the role of the Federal Reserve in light of the 2008 financial crisis. The international finance section focuses on foreign exchange markets with emphasis on exchange rate determination, exchange risk, hedging and interest rate arbitrage. The topics such as international capital budgeting and cost of capital is also covered. (Prerequisites: FIN 300, MAT 210)

FIN 411 Financial & Project Management for the Health Care Industry 4 Qtr. Hours
This course focuses on a practical approach to integrating principles of financial management managed care, and project management in a service industry setting. Emphasis will be directed to using analysis of budget reports, and financial reports to identify management problems and solutions. Perspectives of the service industry will focus the learning experience on aspects of not-for-profit organizations and other aspects of management that are unique to health care organizations.

FIN 465 Fixed Income Securities & Portfolio Management 4 Qtr. Hours
Focus for this course is on those securities whose value is tied to the interest rate risk. The course introduces a variety of fixed income securities including mortgage backed securities and collateralized debt obligations. It covers duration and convexity analysis and forecasting techniques. The second section, that covers portfolio management, includes construction of fixed income and equity security portfolios and measurement of performance. Topics include security valuation, risk-return analysis, diversification and its effect on reducing risk, examining financial models including capital asset pricing model. (Prerequisites: FIN 300, FIN 325, MAT 320)

FIN 485 Financial Analysis & Valuation 4 Qtr. Hours
This course focuses on effective evaluation of financial statements from the viewpoint of managers, creditors, financial institutions, rating agencies, and investors. It also covers constructing pro-forma financial statements for forecasting purposes. It helps in understanding and interpreting underlying risk associated with the business. Financial modeling is one of the tools being used in this course for financial analysis. The course not only takes into account the traditional accounting-based tools of ratio analysis, but also incorporates new cash flow tools that are gaining recognition in the financial world. (Prerequisites: FIN 325, FIN 375, FIN 465)

FIN 520 Corporate Finance 4 Qtr. Hours
This course overviews advanced topics in financial management with particular emphasis on working capital management, dividend policy, investment banking, mergers and acquisitions, and pension plan management. Study financial aspects relating to a corporation or a not-for-profit entity. Through the use of case studies as well as corporate research, students will make financial decisions for an organization analyzing the alternatives and their effects on all stakeholders, and respond rationally to change. (Prerequisite: BUS 500)

FIN 525 Investment Analysis 4 Qtr. Hours
This course is designed as an introductory graduate level course on investments and security analysis. It will provide a thorough study of financial markets, valuation techniques, asset allocation issues, risk and return, indirect investing, top-down analysis for investment decisions, and other financial instruments such as derivatives. The course also discusses the analysis of bond markets and bond duration, fundamental analysis, modern portfolio theory, and evaluation of investment performance.

FIN 620 Money, Banking & Financial Markets 4 Qtr. Hours
This course examines the essential elements of money, banking and financial markets. The emphasis is on macroeconomics including forms and functions of money, financial markets, the role of electronic trading, interest rates, efficient markets, depository institutions and regulations, money supply, central banks, the role of the Federal Reserve and monetary policy. (Prerequisite: Accounting/Finance or Management/Finance majors only. FIN 520 with a grade of B or better.)

FIN 680 Security Analysis & Portfolio Management 4 Qtr. Hours
This course is specifically designed to prepare individuals for the Chartered Financial Analyst (CFA) exam, level one. The course focuses on the tools and input for investment valuation, especially statistical tools and financial statement analysis, fundamental analysis, asset valuation, portfolio and financial instruments. (Prerequisite: FIN 520 with a grade of B or better and FIN 525)

FIN 690 Capstone: Advanced Topics in Finance & Investments 4 Qtr. Hours
This is an advanced, case-based, corporate finance course with an emphasis on valuation, mergers, and acquisitions, capital structure, debt management, and dividend policy. Topics include optimal capital structure, IPOs, mergers and acquisitions, optimal payout policy, working capital policy, contemporary issues in corporate finance, and corporate governance. (Prerequisites: FIN 520 with a grade of B or better, FIN 620 and FIN 680)

FIT 100 Introduction to Exercise Science 4 Qtr. Hours
This course will examine contemporary fitness and exercise issues, conditions, and practices in light of the physical, mental, social, and cultural aspects of health and well-being. This course will also discuss the importance of lifestyle and self-responsibility for achieving health and wellness. Students will develop and implement a personal wellness plan in a fitness center.

FIT 101 Intercollegiate Team Participation I 1 Qtr. Hour
Open to students participating in intercollegiate team activities. Students engage in teambuilding, leadership development, and fitness training while enrolled in these classes.

FIT 102 Intercollegiate Team Participation II 1 Qtr. Hour
Open to students participating in intercollegiate team activities. Students engage in teambuilding, leadership development, and fitness training while enrolled in these classes.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIT 103</td>
<td>Intercollegiate Team Participation III</td>
<td>1 Qtr. Hour</td>
</tr>
<tr>
<td></td>
<td>Open to students participating in intercollegiate team activities. Students engage in teambuilding, leadership development, and fitness training while enrolled in these classes.</td>
<td></td>
</tr>
<tr>
<td>FIT 104</td>
<td>Intercollegiate Team Participation IV</td>
<td>1 Qtr. Hour</td>
</tr>
<tr>
<td></td>
<td>Open to students participating in intercollegiate team activities. Students engage in teambuilding, leadership development, and fitness training while enrolled in these classes.</td>
<td></td>
</tr>
<tr>
<td>FIT 140</td>
<td>Human Performance for Various Populations</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td></td>
<td>In this class, various health conditions, risk factors and medications will be explored in relation to the ability to exercise safely. The relationship between health/fitness and productivity will be discussed. Students complete the AHA, CPR, AED, first-aid and blood-borne pathogens certifications.</td>
<td></td>
</tr>
<tr>
<td>FIT 165</td>
<td>Sport &amp; Exercise Nutrition</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td></td>
<td>Students will discuss the role of nutrition and food intake in the health and well-being of the individual. Fundamentals of nutrient metabolism and nutrient requirements in physical performance and disease prevention will be looked at. Students will apply principles to dietary recommendations and planning as related to sport and exercise and additionally will look at nutritional considerations for the healthy and injured athlete and proper design of the pre- and post-event meal planning for optimal performance and recovery.</td>
<td></td>
</tr>
<tr>
<td>FIT 180</td>
<td>Fitness Assessment</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td></td>
<td>This course provides models for development of programs of exercise and activity including content, combination and sequencing. Individual and group assessment of fitness status, needs and goals will be looked at to enable realistic goal setting. Students will apply appropriate instruction and assessment methodologies and use effective communication skills to ensure safe and beneficial participation for a variety of clients.</td>
<td></td>
</tr>
<tr>
<td>FIT 192</td>
<td>Introduction to Athletic Training</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td></td>
<td>This course will examine the duties of an athletic trainer as part of a team approach to caring for injured and ill athletes. The students will also look at both the prevention and management of injuries and illnesses. The topics include professionalism in athletic training, risk factors in sport participation, pre-participation physical exams, fitness testing, strength and conditioning, preventive efforts including environmental concerns and protective device and emergency care.</td>
<td></td>
</tr>
<tr>
<td>FIT 205</td>
<td>Kinesiology &amp; Biomechanics</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td></td>
<td>Students will study the mechanics of human movement in relation to muscles, bones, joints and nerves. The course will examine strength training, sport and exercise from a physiological and biomechanical perspective. The components of a conditioning program, as well as the methods used to determine appropriate conditioning intensives will be addressed.</td>
<td></td>
</tr>
<tr>
<td>FIT 210</td>
<td>Exercise Program Design</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td></td>
<td>This course will provide the student with the knowledge and skills to develop realistic, measurable short- and long-term goals through evaluation of a client's needs, expectations, and health, fitness, and lifestyle assessments. The American College of Sports Medicine (ACSM) competencies on exercise program design will also be integrated throughout the course. Students design a safe, well-balanced, comprehensive physical activity exercise program implemented in a fitness environment. Motivational and communication techniques will be reviewed.</td>
<td></td>
</tr>
<tr>
<td>FIT 223</td>
<td>ACSM Certification Preparation</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td></td>
<td>The ACSM Personal Trainer Exam includes evaluating health behaviors and risk factors, conducting fitness assessments, writing appropriate exercise prescriptions, and motivating individuals to modify negative health habits and maintain positive lifestyle behaviors for health promotion. Students are prepared to sit for the ACSM Personal Trainer Exam certification exam. In each class session, students will take exams and review the content.</td>
<td></td>
</tr>
<tr>
<td>FIT 225</td>
<td>Exercise &amp; Sport Externship</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td></td>
<td>This course consists of 100 externship hours in an athletic training environment under the supervision of an athletic trainer or fitness professional. Students will shadow, observe and assist in treatment and interaction with clients, athletes and coaches. The externship will emphasize exercise modalities necessary for effective sport and exercise participation, as well as rehabilitation from injuries. This course is graded Pass/No Pass. (Prerequisites: FIT 180 &amp; FIT 210)</td>
<td></td>
</tr>
<tr>
<td>FRD 525</td>
<td>Criminality &amp; Investigation</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td></td>
<td>This course delves into the science of criminality to explore the social structure and pressures that lead to all aspects of criminality, especially white collar crime. Students will appraise past and contemporary philosophers, theories of ethics and modern approaches to criminality. In addition, proper techniques in collecting information for investigations, including extensive interviewing procedures and written reporting are examined.</td>
<td></td>
</tr>
<tr>
<td>FRD 530</td>
<td>Legal Elements of Fraud</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td></td>
<td>This course gives you an in-depth look at the Constitution and statutory laws that assist the fraud examiner in fraud detection and prevention. The students are guided through the Bill of Rights, common law, securities law, legal procedures, rights of defendants and judicial procedures in the pursuit of justice in the fight against fraud.</td>
<td></td>
</tr>
<tr>
<td>FRD 535</td>
<td>Special Topics in Fraud Detection</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td></td>
<td>This course will provide insights into the areas of fraud that are of immediate concern in modern society: identity theft, internet phishing, investment fraud, con games and money laundering. Through primary research and selected readings, the students will develop an awareness of the ubiquity of fraud in its many forms, and the ability to identify its presence in a variety of venues.</td>
<td></td>
</tr>
<tr>
<td>FRE 101</td>
<td>Freshmen Seminar</td>
<td>1 Qtr. Hour</td>
</tr>
<tr>
<td></td>
<td>This is a freshmen seminar to help students adjust to RMU and college life.</td>
<td></td>
</tr>
<tr>
<td>FRE 102</td>
<td>Freshmen Seminar</td>
<td>0 Qtr. Hour</td>
</tr>
<tr>
<td></td>
<td>This freshmen seminar is for students on academic warning or probation to help improve grades and/or attendance.</td>
<td></td>
</tr>
<tr>
<td>HCA 521</td>
<td>Leading Contemporary Health Organizations</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td></td>
<td>This course will analyze the application of effective leadership tactics for multi-disciplinary teams to deliver quality health care services within the constraints of care resources. Contemporary readings on a variety of health care delivery issues and use of simulations and case-based projects are included. The courses will provide enhanced knowledge in areas including analysis of revenue cycles and reimbursement, purchase of technology, system-wide preparation for regulatory requirements, emergency management, staff recruitment and development.</td>
<td></td>
</tr>
<tr>
<td>HCA 555</td>
<td>Do No Harm: Social Ethics in Health Care</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td></td>
<td>This course analyzes current regulatory, risk management and legal issue facing health care administrators. Historic and current legal cases will be analyzed. Current and emerging federal and state regulatory guidelines will be applied to a variety of case studies. Topics related to bioethics, public disclosure, sentinel events, root cause analysis and ethical dilemmas unique to the health care delivery system are examined.</td>
<td></td>
</tr>
</tbody>
</table>
HEA 585 Graduate Internship for Health Care Administration
The Graduate Internship is a capstone experience intended to help students integrate coursework with the practice of administration and to reflect on their own development as professionals. Students work under the supervision of university faculty and a cooperating administrator at the internship site. (Prerequisite: 75% completion of HCA specialization courses)

HEA 602 Transparency in Outcomes: Applied Performance Measures
This course examined statistical methods used by health care administrators to create effective performance improvement programs that evaluate quality of care and facility outcomes. Emphasis will be on the use of data collection, medical informatics, reimbursement trends, point-of-service experience, and outcome measures. The course will provide opportunities to create and present a variety of dashboard indicators and performance metrics models used in administrative decision-making.

HEA 603 Applying Cost/Benefit Drivers to Strategic Decisions
This course provides an examination of the scope of relevant funding and revenue sources for health care delivery in both for-profit and non-profit environments around the globe. An in-depth investigation of a variety of third party payers and payment systems will be explored as well as processes health care systems use to ensure reimbursement, self-auditing and recovery from denial of payment. In addition, students will research funding resources such as clinical education funding and clinical research funding. The interaction of costs/benefits and quality is explored.

HEA 521 Topics in Higher Education
This course provides a foundation in subjects that are central in providing learning environments that foster student development and life-long learning. Topics help guide skilled and reflective leaders who will enhance the capacity of higher educational institutions to provide this environment. Topics include organization and governance in higher education, student development theory, assessment and curriculum development.

HEA 534 Instructional Leadership
This course focuses on the scholarship of teaching and learning. Participants learn action research methods as a means of implementing SOTL in the classroom. The course incorporates relevant readings, online journaling, and development of action research proposals. Topics include managing the diverse classroom, domains of SOTL, teaching and learning strategies, and best practices using technology.

HEA 535 Organization & Governance in Higher Education
Organizational aspects of institutions of higher education are discussed with emphasis upon governance structure and the process for making major policy decisions. Course content will include accreditation, the four primary organizational frameworks and their implications for administrative practice, leadership, and change within an organization.

HEA 538 The 21st Century College Student
This course will examine how social contexts shape individual development, learning preferences, and goals. A wide range of literature will be reviewed, discussing current research and theories on the varied experiences of students of different ethnic backgrounds, genders, disabilities, and sexual orientations. This course provides exposure to the many often-complex issues students face and perspectives regarding how these issues impact student development, learning and persistence. Thus, providing an opportunity to explore how educators and administrators might consider these issues to create more inclusive policies, practices, and environments.

HEA 544 Program & Curriculum Administration & Assessment
This course examines both traditional and emerging models of curriculum and evaluation. Historical and philosophical foundations are combined with current strategies in order to provide an understanding of recurring debates that have shaped American higher education. Current practices in undergraduate curriculum as well as formative and summative assessment methodologies enable students to translate findings into practical implications that inform practice, policy, and institutional progress.

HEA 550 Topics in Higher Education Administration
This course provides a foundation in subjects that are central in providing learning environments that foster student development and life-long learning. Topics help guide skilled and reflective leaders who will enhance the capacity of higher education institutions to provide this environment. Topics include organization and governance in higher education, student development theory, assessment and curriculum development.

HEA 556 Internship/Independent Research
This course involves intensive collaboration between an adjunct faculty member and senior fellow of the University. Mutual observation of teaching practices and discussion contribute to the development of a reflective teaching practice. Class participants write a proposal and literature review for a classroom-based action research project focused on an area of interest to them.

HEA 557 Internship/Independent Research
This course further develops a mentoring relationship between adjunct faculty member and senior fellows of the University. Class participants carry out and write up, and then present a classroom-based action research project developed in HEA 534 and 556. (Prerequisites: HEA 534, HEA 556)

HEA 560 Strategic Human Resources in Higher Education
This course discusses key human resources issues related to recruitment, selection, performance evaluation, employee relations, and legal issues pertaining to the management of employees in higher education.

HEA 585 Graduate Internship for Higher Education Administration
The Graduate Internship is a capstone experience intended to help students integrate coursework with the practice of administration and to reflect on their own development as professionals. Students work under the supervision of university faculty and a cooperating administrator at the internship site. (Prerequisite: 75% completion of HEA specialization courses)

HEA 601 Contemporary Issues in Higher Education Impacting Longitudinal Planning
This course explores the vast array of issues directly impacting American higher education and analyzes how they provide both opportunity and challenges in the development of long-term plans.

HEA 602 Decision Support Systems for Management
This course explores the development of decision support systems for making managerial and administrative decisions in a wide range of applications.
HGT 275  Menu Management & Facilities  4 Qtr. Hours

This course encompasses both the narrow and broad components of foodservice planning so that students, in effect, build an establishment from the ground up. First, students undertake a total analysis of the menu from its origin to its present status. Menu concept, design, marketing, and costing will be discussed; then students will organize and evaluate data so that a menu will be designed. Next, beginning with the newly created menu, the complete planning and operation of a foodservice establishment will be explored. Supplied, schedules, licenses, permits, construction, equipment, fixed and controllable costs, and work simplification procedures are stressed. Planning emphasizes efficient production, service, control, profitability, market and feasibility studies.

HGT 287  Restaurant Operations  4 Qtr. Hours

Students learn the basics of “front of the house” operations with an emphasis on maintaining and/or improving customer service. Students will practice dining room set-up, breakdown, and customer service techniques acting in a variety of positions from waiter to manager of the dining room. This course ensures that students’ knowledge of culinary arts and hospitality management goes beyond the kitchen to a theoretical and practical understanding of the importance of the dining experience for the customer. Students will examine the principles of management from the viewpoint of the hospitality supervisor.

HGT 320  Hospitality & Restaurant Management  4 Qtr. Hours

This course is an advanced class in which the students will work in teams to create a “business plan” for a restaurant. Students will first take a look at the foodservice industry and study the modern foodservice industry, its diversity, segments, and the forces of change acting upon it. Then students will develop a concept for a restaurant, develop a menu to fit that concept, evaluate if the menu meets its target market expectations, and perform analyses of the operational and labor issues associated with it. Students will also study ethical leadership in restaurant management and determine what controls need to be in place in their restaurant. Each team will make a presentation at the conclusion of this course to a group of “potential investors” in the business. (Prerequisite: Junior standing)

HGT 345  Purchasing for The Hospitality Industry  4 Qtr. Hours

Students will demonstrate and apply knowledge of the flow of goods, income statements, forecasting, sales, and controlling labor and food costs. Students will get insight in handling various food and non-food items, executing physical inventory, the relationship between food and menu items, food costing, and various yield tests. Actual placement of orders, procurement of product and extensive product identification will be covered. Students will spend part of the class time under the supervision of the Purchasing Director in a practical application. (Prerequisite: Junior standing)

HGT 356  AdvancedExternship  4 Qtr. Hours

Students serve as externs and apply their skills in real-world employment situations. All externships are project-oriented and directly related to their focus in Hospitality management or Advanced Culinary Arts. Externships are served under the sponsorship of a faculty advisor, and students will be required to document their experience. (This course may be repeated up to 12 hours.) (Prerequisite: Junior standing)

HGT 425  Advanced Beverage Management: Sommelier (Oenology)  4 Qtr. Hours

Students will examine the interplay between wine, taste, and excellent hospitality service, and how skillful management of the three makes a food service operation profitable. Since wine is the hospitality industry’s largest revenue producer of all alcoholic beverages, emphasis will be on identifying, evaluating, and applying the “wonders of wine” (that is, oenology – the study of wine) as they relate to haute cuisine, and on managing wine resources to complement menu items and maximize revenue. (Prerequisite: Junior standing)

HGT 455  Recreation, Lodging & Tourism Management  4 Qtr. Hours

Students will study the dimensions, economics, and psychology of the travel and tourism industries. Students will study the background, size, characteristics, and economics of each of the various sectors of the travel and tourism industries: airlines, sustainable tourism, railroads, motor coach, car rental, cruise lines, amusement parks and other major attractions, gaming, lodging, food service, conventions and meetings. They will learn how to define, promote, and sell the product through travel agents, tour operators, and distribution channels. Students will study the background of the eco-tourism industry, its current make-up, tour operators, accommodations, and new developments. They will also study government involvement in the tourism industry management and the future predictions of each of the travel and tourism segments. (Prerequisite: Junior standing)

HUM 100  Humanities Through the Arts  4 Qtr. Hours

Students will examine the nature of art, exploring the visual arts (both fine and performing), architecture, music, and film in the context of the political, philosophical, aesthetic, religious, and social thought surrounding them. (Fulfills General Education Fine Arts requirements)

HUM 105  Comparative World Views  4 Qtr. Hours

This course introduces students to conceptual frameworks reflecting diverse perspectives – artistic, economic, historic, mathematical, philosophical, poetic, political, psychological, religious and scientific – for understanding the world in biological, intellectual, physical, social and spiritual contexts. Students will approach foundational texts in various disciplines to examine humanity’s historic endeavor to recognize a fundamental order – cosmos – underlying the empirical universe. They will also identify contemporary sources that continue the metaphysical discussions begun by the historic texts up to the present day.

HUM 120  Literary Studies  4 Qtr. Hours

Through the study of poetry, drama, and fiction, students will improve their ability to read critically with keen appreciation and heightened insight while expressing those insights in written and oral forms. (Fulfills General Education Literature requirement)

HUM 125  Appreciating Theatre Arts  4 Qtr. Hours

This course is a survey of the elements of drama and an exploration of theatre as a performing art. Students will confront theoretical, technical, artistic and aesthetic issues related to theatre as a communicator of ideas, human understanding and cultural values.

HUM 127  Film Studies: Dramatic Narrative  4 Qtr. Hours

This course is a survey of the technical and theoretical elements of film, and an exploration of film as a visual art with an emphasis on narrative genres. Students will examine issues specifically relating to acting, cinematography, directing and editing, and locate works of film in their historical and ideological contexts.

HUM 130  Issues in Philosophy: Problems of Knowledge & Existence  4 Qtr. Hours

The course explores the theories of ancient and modern philosophers whose ideas concerning the nature of reality, the possibility and limits of human knowledge, and practical philosophy, have shaped the direction of Western philosophical thought. Consideration will be given to the metaphysical doctrines of materialism and idealism, and to the epistemological doctrines of rationalism and empiricism. The emphasis will be placed on the techniques of philosophical reasoning and analysis.
HUM 135 The History & Poetics of Hip Hop 4 Qtr. Hours
This Humanities course will explore the history and development of hip-hop through the lens of cultural and social change and examine the structure, organization, and meaning of a catalog of texts (both songs and albums) to discern both the literary and cultural significance of the genre.

HUM 136 Philosophy of Religion 4 Qtr. Hours
This course surveys various philosophical topics in relation to religion, including theism, ontology and cosmology, epistemology and the nature of faith, ethics and morality, and eschatology. Attention will be given to the role religion plays in culture and the understanding of global issues such as the world peace, nature and the environment, and the condition of the individual.

HUM 160 Architectural History 4 Qtr. Hours
This survey course examines formal and contextual aspects of major buildings and building techniques and introduces architects from the Egyptian dynasties through the present time with a focus on Western architectural forms. Elements of architectural design and functionality and the influence of social, economic, political, religious, and technological factors on the arts of building and interiors are explored.

HUM 175 Cultural Exploration 4 Qtr. Hours
Students will explore the myriad cultural resources of Chicago in the visual and performing arts, architecture, music, and film. They will write about and discuss their experiences, reflecting on the arts and other cultural experiences as communicators of ideas, human understanding, and values in the context of the political, philosophical, aesthetic, religious, and social thought surrounding them.

HUM 200 Topics in the Humanities 4 Qtr. Hours
This course examines a topic in the arts or humanities in depth, utilizing the staff of area cultural institutions as instructors. Past topics have included “Chicago: Music of the City” and “Invitation to the Dance”. Students may receive credit for this course twice (Fulfills General Education Creative Expressions requirement) May be repeated for 32 hours.

HUM 204 Experiencing Lincoln: A Literary Immersion 4 Qtr. Hours
Using the City’s historical sites to explore the legacy of Abraham Lincoln, this course will give consideration to the words written by and about the Nation’s 16th President. Students will read select Lincoln speeches at the locations in which they were written and/or delivered and examine the impact of these works on the place and his contemporaries. Additional consideration will be given to more recent writing – fiction and non-fiction – about Lincoln.

HUM 205 Intellectual Foundations of the Arts 4 Qtr. Hours
Intellectual Foundations of the Arts introduces students to multiple analytical perspectives on creative expression corresponding to different academic disciplines. These may include literature, mathematics, the natural sciences, philosophy, and/or the social sciences. In this way, students learn how to integrate the various modes of thinking practiced in diverse fields of scholarship in interpreting works of art. They will also juxtapose classic and contemporary artifacts and sources in developing their own critical approaches to the arts.

HUM 211 Humor Writing 4 Qtr. Hours
What is humor? What is wit? What makes us laugh? Students will explore the various aspects of humor, by analyzing, viewing, and reading various forms of humor and comedy throughout the ages. As a class, students will write, direct and perform a comedy show to be performed in front of an audience at the end of the term. Students will also view an improvisational show at a local comedy company and engage in different improvisational exercises.

HUM 212 Literature & Society 4 Qtr. Hours
In this course, students will have the opportunity to examine literature in the context of major social movements. Through a critical exploration of select literary texts, students will develop an understanding of how and the extent to which literature is responsible for interpreting, promoting, questioning, and shaping social constructs and events in history. Students will engage with these works, as well as, current media to develop an awareness of how literature speaks to history – a history that is situated in the past, focused on the future, and being shaped by society today.

HUM 214 Honors – At Home & In The City: Domesticity & Urban Spaces in American Studies 4 Qtr. Hours
This honors class provides students with a survey course of American literary trends and historical currents dominant during the nineteenth and early twentieth century. More specifically, over the course of the quarter, students will read texts (short fiction and/or poetry) by authors such as Crane, Jewett, Chesnutt, Chopin, Garland, Gilman, Wharton, Howells, London, and Fitzgerald and interpret how such texts (speaking as cultural artifacts) represent particular shifts in America’s cultural landscape following the Civil War, looking particularly at how the spaces of the private home and public city are perceived and reconceived from text to text. Students will convey their understanding and analysis of these authors and texts through a series of professional writing assignments as well as group-oriented and individual in-class presentations.

HUM 218 Independent Study 4 Qtr. Hours
Independent Study allows a student to explore a topic or area of interest. The student will propose a topic for tutorial study under the guidance of a supervising faculty member.

HUM 219, 319 Independent Study 4 Qtr. Hours
Independent Study allows a student to explore a topic or area of interest. The student will propose a topic for tutorial study under the guidance of a supervising faculty member.

HUM 220 Metaphor in the Public Sphere 4 Qtr. Hours
In this course, students will investigate the way in which metaphor operates in contemporary discourse. Metaphors provide a symbolic language that creates an understanding of larger culture (society). Within different contexts, certain metaphors (symbols) gain traction in our public conversations – for example; monster figures represent particular social anxieties and heroes represent the antidote to social problems. These symbols then allow for an understanding of the world around us through the application of a familiar and shared narrative. This course will focus on a specific metaphor used in contemporary narrative; inquire into what this symbol represents and how it allows us to understand particular problems and social anxieties.
HUM 222  Honors – Cultural Sustainability: Oral History
We all have stories to tell, stories we have lived from the inside, out. We give our experiences an order. We organize the memories of our lives into stories. Oral history listens to these stories. Oral history is the systematic collection of living people’s testimony about their own experiences. Historians have finally recognized that the everyday memories of everyday people, not just the rich and famous, have historical importance. If we do not collect and preserve those memories, those stories, then one day will disappear forever. Dramatizing and presenting these “voices” is another rich layer to this process of gathering and sharing.

HUM 223  Global Literary & Cultural Perspectives
This course explores the social, economic, and political influence of European cultures on global society. Although the framework of this course focuses on these elements, we will also examine the literature and cultural achievements of these European nations through various forms of media. Course activities include readings, discussion, audio-visual presentations, research on current news events, and visits to and follow-up narratives on cultural activities, events, and special places of interest.

HUM 225  Rehearsal & Theatre Production
This course presents a practical approach to developing the artistic, technical, and work skills involved in mounting a theatrical production. Students serve as performers and technical assistants. The class’s efforts culminate in performance at the college production. Students may receive credit for this course twice.

(Fulfills General Education Creative Expressions requirement, may be repeated for 8 hours.)

HUM 230  Shakespeare
Through close examination of primary and secondary sources, students will learn to understand and appreciate the work of William Shakespeare. Students will study traditional and contemporary readings of Shakespeare in order to discover his major themes and understand his importance and relevance to contemporary society.

HUM 253  Ethics & Law
This course explores the concepts of right and wrong, the differences between legal and ethical reasoning, and the criteria for determining the conditions under which people should be held responsible for their actions. Specific topics may include examining utilitarian, duty-based, and character-based theories of ethics and law as represented by Bentham, Kant and Aristotle, respectively.

HUM 260  History of Architecture & Design
In this course, human thought and aspiration will be revealed through the study of architecture. The course begins by examining ancient Egyptian architecture continuing through the Renaissance, Baroque, Rococo & Neoclical periods. The focus is “Western Architectural” forms. Through the context of examining architecture, the course will touch on interiors, decorative arts and furniture.

HUM 261  History of Architecture & Interior Design II
Human thought and aspirations are revealed through the study of architecture and building techniques. This course focuses primarily on “Western Cultures”. Through the context of architecture, the following disciplines are also touched upon: Interior Design and Decorative Arts. The time period covers from the precurors of modern architecture through to the twentieth architecture of today. Students will be able to identify architectural works significant to Western Civilization. (Prerequisite: HUM 260)

HUM 262  The Sopranos: Literary & Philosophical Renderings
The Sopranos re-imagines the American gangster for 21st century audiences through its depiction of politics, violence, gender, family, leadership, and justice within the structure of organized crime culture. Literary and philosophical references and allusions from Aristotle and Sophocles to Sun Tzu and Machiavelli will be explored through an in-depth look at characterization and theme with an emphasis on narrative structure and cultural analysis.

HUM 305  Literary Adaptation: Taking Page to Screen
Through an examination of fiction and/or non-fiction, students will read and analyze a variety of texts, focusing on character development, setting, plot, and point-of-view giving attention to the possibilities and problems of interpretation and adaption. Students will consider the relationship between text and film, as well as, the evolution of characters and texts, and how these portrayals affect one’s understanding of each.

HUM 310  Comparative Contemporary Literature
Students compare and contrast examples of various national literatures on the basis of universal social themes. This course emphasizes the global nature of human endeavors through the comparative analysis of selected fiction, poetry, and drama. (Prerequisite: ENG 211, ENG 231)

HUM 313  Humanities Group Internship
A group of students will learn together for this internship to practically apply their skills in real world problem-solving situations. All internships are project-oriented and directly related to the area of study. Internships are served under the sponsorship of a faculty advisor, and students will be required to document the results of their experience.

HUM 320  Topics in Aesthetics
This course introduces students to the topics and problems in philosophy that relate specifically to the fine arts. Students will locate artistic and critical works in the historical and ideological contexts of various aesthetic worldviews, with emphasis on their epistemological, ethical, metaphysical, socio-political and theological implications. Students will also examine various theories of composition and reception and of expression and taste. (Prerequisite: HUM 100, 125 or 130; or ART 110 or 111)

HUM 340  Chicago Literature: Immigrant & Expatriate Perspectives
Students will critically read and discuss works from diverse literary traditions represented by Chicago writers in terms of universal social themes. This course examines the global nature of human endeavors through the comparative analysis of selected literary works, and in the historical context of the immigrant and expatriate communities. To this end, students will also explore various communities in metropolitan Chicago and their cultural institutions.

ICP 250  ICeCenter Project
Students manage and execute a project in a true consultant role for external clients. Projects may involve all phases of the business cycle from planning to oversight to assessment. Projects must meet the criteria established by the ICeCenter and appropriate dean(s). Students work under the guidance of a supervising faculty member. (This course may be repeated up to 12 hours.)

ICP 251  Restaurant Training
Students learn the ins and outs of the Robert Morris University Restaurant for both front and back of the house. Students are trained on the procedures for the various stations in the kitchen as well as the dining room including, but not limited to the POS system, placing and fulfilling orders, cleaning and sanitation practices. Students work under the guidance of a supervising faculty member. This course takes place at the Restaurant location in Oak Park, Illinois.
ICP 252 Eagle Scholar ICenter Project 2 Qtr. Hours

Eagle Scholars are selected through an application and interview process and enrolled in this course to create sustainable programs that positively impact incoming freshman. Specific outcomes of this course include planned events for freshman, a freshman mentoring program and the development of student success sessions for orientation. (This course may be repeated up to 8 hours.)

ICP 350 Intermediate ICenter Project 4 Qtr. Hours

Students manage and execute a project in a true consultant role for external clients. Projects may involve all phases of the business cycle from planning to oversight to assessment. Projects must meet the intermediate ICenter project criteria established by the ICenter and appropriate dean(s). Students work under the guidance of a supervising faculty member. (This course may be repeated up to 12 hours.)

ICP 450 Advanced ICenter Project 4 Qtr. Hours

Students manage and execute a project in a true consultant role for external clients. Projects may involve all phases of the business cycle from planning to oversight to assessment. Projects must meet the advanced ICenter project criteria established by the ICenter and appropriate dean(s). Students work under the guidance of a supervising faculty member. (This course may be repeated up to 12 hours.)

ICP 550 Graduate ICenter Project 4 Qtr. Hours

Students manage and execute a project in a true consultant role for external clients. Projects may involve all phases of the business cycle from planning to oversight to assessment. Projects must meet the graduate ICenter project criteria established by the ICenter and appropriate dean(s). Students work under the guidance of a supervising faculty member. (This course may be repeated up to 12 hours.)

IND 111 Manual Drafting 4 Qtr. Hours

Manual drafting is the foundation of graphic communication in the field of architecture and interior design. This introductory course exposes students to proper use and care of drafting equipment, development and application of line weights, use of architectural scale, architectural lettering techniques, dimensioning conventions, standard sheet layouts, and drawing notations, symbols, and labels. Students develop architectural floor plans and interior elevations as tools to convey design concepts.

IND 121 CAD for Interiors 4 Qtr. Hours

Two-dimensional drafting and three-dimensional modeling using Computer Automated Drafting & Design will be introduced in this course. Students will be exposed to drawing and editing commands, drawing set-up and layout conventions, and plotting and printing. Architectural floor plans, interior elevations, isometric views, and dynamic views will be developed using CAD software. (Prerequisite: TEC 114)

IND 122 Freehand Drawing & 2D Design 4 Qtr. Hours

Drawing fundamentals and two-dimensional design elements are introduced through the development of projects expressing the concepts of proportion, detail, highlights, shade and shadow, line, shape, volume, space and module. Students learn how to use a variety of materials and explore techniques to effectively create hand drawn images and compositions based on what is seen and are provided with the basic visual vocabulary for designing a two-dimensional surface. Students will explore the design process in expressing specific ideas along with the critical analysis of alternate concepts and ideas. Emphasis is placed on understanding the creative process, training the eye, and accessing the right side of the brain. (Prerequisite: IND 111)

IND 123 Space Planning 1 & 2D Foundation 4 Qtr. Hours

This course introduces students to the methodology of the design process through problem definition, architectural constraints, alternate solutions, and critique of effort for small scope residential projects. Students are introduced to space planning, 3D concept development, color and material applications and the selection of appropriate furniture and furnishings. Students develop both visual and verbal presentations to effectively communicate their design solution. (Prerequisite: IND 111 or IND 125)

IND 125 Materials & Finishes for Interiors 4 Qtr. Hours

This is a foundation course focusing on finish materials for interior applications. Students are introduced to textiles, carpet, and a variety of architectural materials commonly used in commercial and residential applications. Students learn to assess the sustainable aspects of specific material usage and identify viable alternatives. Students develop research skills and resources for both architectural finishes and furniture for interior design applications. Projects will be developed through a series of lectures, examples, demonstrations, research, reports and field trip(s). (Prerequisite: TEC 114)

IND 131 Architectural Drafting 1/CAD 1 4 Qtr. Hours

This course in technical drawing covers necessary architectural drawings to comply with basic interior construction code requirements, drawings necessary to communicate millwork design intent, and additional drawings that utilize standard construction means & methods. Industry standard dimensioning, notes and drawing organization are also emphasized in this Computer-aided Drafting-based course. (Prerequisite: IND 121 or TEC 102)

IND 132 Perspective & Rendering 4 Qtr. Hours

Students will be introduced to perspective drawing techniques using relative proportion and vanishing points and will be exposed to color application over interior perspective drawings to accurately convey the design concept. These techniques will be used for the development of three-dimensional concept sketches to convey initial design ideas. Students will reproduce a variety of architectural materials, light and shadow, reflection, etc. in renderings to accurately communicate design intent and will draw and develop details for final presentation drawings through the use of manual drawing techniques over computer generated wire-frame drawings of interior spaces.

IND 134 Color Theory & Rendering 4 Qtr. Hours

The focus of this course is the fundamentals of color theory and color application in renderings for interior design, architecture and other related fields. Students begin their exploration of color by studying value, hue, intensity, and color relationships. Students then analyze color application for projects through alternate colors studies. They will reproduce a variety of architectural materials such as reflection, light and shadow in renderings to accurately communicate design intent. Students will use markers and color pencils for final presentation renderings. (Prerequisite: TEC 124)

IND 241 Architectural Drafting 2/CAD 2 4 Qtr. Hours

This intermediate level CAD course is designed to integrate students' interior design projects with construction and presentation documentation. Students will develop construction plans, reflected ceiling plans, telephone, electrical and data plans, and furniture and finish plans using paper space and viewports in AutoCAD to manage multiple drawing sets. This course builds on drafting and construction topics previously introduced in IND 111, IND 121 and IND 131 and helps students develop speed and efficiency using AutoCAD. (Prerequisite: IND 131 or TEC 102)
IND 242  Space Planning 2: 3D Ideation 4 Qtr. Hours
Problem solving skills and an understanding of the principles of design will be developed through the creation of three-dimensional objects. Students will experiment with three-dimensional form and space in the process of manually building models using a variety of materials and construction methods. Students will then apply model making skills to a three-dimensional study model of their interior design project experience how the analysis of a study model can help identify and resolve planning problems as well as convey the design concept. Both aesthetics and craftsmanship will be stressed. (Prerequisite: IND 123)

IND 251  3-D Computer-Aided Drafting 4 Qtr. Hours
Three-dimensional Computer-aided drafting skills previously developed in IND 121 will be honed and expanded in this advanced Computer-aided Drafting course. Emphasis is placed on modeling tools to develop complete interior spaces with complex details. Students will use solid editing commands, surface creation commands, and the manipulation of the UCS to complete their designs. Computer-aided Drafting rendering commands including the assignment of color and finish materials and the application of lighting are used to produce images of final designs for presentation purposes. (Prerequisite: IND 241)

IND 256  ISPD Internship 4 Qtr. Hours
Students serve as interns and apply their skills in real-world employment situations. All internships are project-oriented and directly related to their focus area of interior design. Internships are served under the sponsorship of a faculty advisor, and students will be required to document their experiences. (This course may be repeated up to 12 hours.)

IND 263  Interior Design 1 – Residential 4 Qtr. Hours
Design Students will be exposed to residential programming, planning, and three-dimensional design concept development within the constraints of an existing building. Students will research the assigned building, its architect, and its architectural style to help direct the design concept development. The project includes preparation and analysis of alternate plans, development of color distribution studies, design and detailing of custom built-in units, and the selection of appropriate furniture and architectural finish materials to support the design concept. Students will prepare comprehensive visual presentation materials including rendered perspective drawings and will give formal verbal presentations explaining planning, design development, and furniture and finish selection rationales. (Prerequisites: IND 123, IND 125, IND 131, IND 134)

IND 283  Interior Design 2 – Office Design 4 Qtr. Hours
Students will be exposed to office programming, demising plans, alternate planning concepts, code compliance, accessibility standards, way-finding, and three-dimensional design concept development for a specific tenant within the constraints of an existing multi-tenant building. Three-dimensional concepts for the office environment will be developed with an emphasis on hierarchy, massing, partition height development, and appropriate utilization of the student’s architectural material. Students will prepare comprehensive visual presentation materials including rendered perspective drawings and will give formal verbal presentations that will explain planning, design and rationale. (Prerequisites: IND 242 & IND 263)

INT 256  Internship 4 Qtr. Hours
Students serve as interns and apply their skills in real-world employment situations. All internships are project-oriented and directly related to their professional area of study. Internships are served under the sponsorship of a faculty advisor, and students will be required to document their experience. (This course may be repeated up to 12 hours.)

ISM 350  Project Solutions 4 Qtr. Hours
This course addresses the reliance of most organizations on information technology products and resources from many different sources, both internal and external. The concepts and methods associated with coordinating hardware, software, networks, services, and training resources will be discussed and applied. Issues concerning the preparation, distribution, and evaluation of requests for proposal (RFP), contracting and acquisition of information technology products, and managing a team of vendors and contractors, will be considered and illustrated with case studies. Emphasis is also placed on the systems development life cycle, project scope, project time management, project cost management and project quality management. Exercises will offer students an insight into the complexities of such topics as outsourcing, integrating legacy systems with current applications, and managing system evolution. (Prerequisite: CIS or equivalent)

ISM 356  Advanced Internship 4 Qtr. Hours
Students serve as interns and apply their skills in real-world employment situations. All internships are project-oriented and directly related to the students focus in information systems. Internships are served under the sponsorship of a faculty advisor, and students will be required to document their experience.

ISM 410  Computer Forensics 4 Qtr. Hours
This course will examine how and why occupational fraud is committed, how fraudulent conduct can be deterred, and how allegations of fraud should be investigated and resolved. Basic legal concepts and evidentiary procedures required in the investigation of illegal activity involving computer-based systems, exploration of practical law, and legal procedures in the digital industry will be covered. Applying basic forensic techniques regarding criminal activity within a computer environment and then resolving these issues will be applied. (Prerequisite: Junior standing)

ISM 420  Commerce Database Management 4 Qtr. Hours
This course will focus on all aspects of database management, including database administration, capacity planning, data warehousing, backup, recovery and disaster planning, archiving, performance issues, and database security. Students will begin with database concepts featured in Microsoft Access such as principles of database design and manipulation of reports before moving to the use of financial business management tools such as QuickBooks. (Prerequisite: Junior standing)

ISM 430  Topics in Information Systems 4 Qtr. Hours
Management
This course focuses on analyzing the systems and design process with attention on the latter stages of the System Design Life Cycle. Using information systems methodologies and techniques to analyze business activities and solve problems focusing on implementation, testing, support and maintenance. Through data storage programs and user interfaces, students will identify, define, and document business problems and then develop information system functional prototypes to solve them. (Prerequisite: CIS or equivalent)

LEA 310  Organization & Administration in Law Enforcement
Students will analyze the law enforcement agency from the standpoint of top and middle management, including (but not limited to) labor relations, personnel management, fiscal administration, and the integration of internal and external operations. Topics of instruction include a variety of traditional management subjects. Subjects include, but are not limited to: future of policing, news media relations, administrative law update, leadership, total quality management, negotiating skills, problem employees, performance evaluations, community policing, gang control. (Prerequisite: Junior standing with 20 hours of general education plus 20 hours of law enforcement, criminal justice and social science courses)
LEA 320 Diversity, Community Relations, and Professionalism in Law Enforcement 4 Qtr. Hours
This course will address the role of gender, race, and class plays in law and society in addition to the ethical and moral issues confronting law enforcement professionals. Students will examine specific issues that are recurrent in the administration of justice and suggest possible solutions. Emphasis will be placed on the relationship of law enforcement agencies to the communities they serve. (Prerequisite: Junior standing with 20 hours of general education plus 20 hours of law enforcement, criminal justice and social science courses)

LEA 330 Social Issues in Criminal Justice 4 Qtr. Hours
This course will study the economic, political, ethical and emotional issues in community policing, courts and corrections. Some of the issues covered are: criminal justice and service, emotional stress and coping skills needed in criminal justice employment, understanding prejudices and functioning in a culturally diverse society, plea bargaining and the death penalty. Emphasis will be placed on the relationship of law enforcement agencies to the communities they serve. (Prerequisite: LEA BPS student)

LEA 356 Undergraduate Internship/Capstone in Law Enforcement Administration 4 Qtr. Hours
This course will focus on practical management work experience or written theses in a related field (i.e., Federal, State, County or local law enforcement agency). Written reports are required weekly or in the form of a term paper at the end of the session. (Prerequisite: Dean of Liberal Arts application submitted prior to the previous term of the actual internship; internship application is made by attending a mandatory internship meeting the Quarter prior to the internship. Capstone projects must be approved by Liberal Arts Dean during prior Quarter.) ((Prerequisites: LEA 510, LEA 525, LEA 540, LEA 550))

LEA 430 Constitutional Protections & Limits 4 Qtr. Hours
Law enforcement professionals must understand the basic constitutional protections and rights provided to offenders. An overview of federal rules, regulations, and Supreme Court decisions providing citizens with this baseline protection will be explored. Special attention is given to the issues of greatest concern to law enforcement professionals such as detention, arrest, search and seizure, interrogation and interview, self-incrimination, due process, undercover operations and other police practices, and the right of counsel. (Prerequisite: Junior standing with 20 hours of general education plus 20 hours of law enforcement, criminal justice and social science courses)

LEA 435 Criminal Law & Procedure 4 Qtr. Hours
This course focuses on the evolution of our criminal justice system. Our initial introduction to criminal procedure will focus on the United States Constitution, with emphasis on the 4th, 5th, 6th and 8th Amendments. Case law governing criminal justice functions such as stops, interrogations, arrests, warrants, identification practices, the use of informants, court room testimony, and searches and seizures will further be explored including current United States Supreme Court cases. This course will further explore United States Supreme Court rulings such as the exclusionary rule and Miranda Rights while reviewing courtroom trial proceedings. (Prerequisite: LEA BPS student)

LEA 440 Elements of Forensic Investigation 4 Qtr. Hours
This course will lay the framework for performing a comprehensive investigative analysis. Students will apply principles of forensic investigation to the following aspects of an investigation: crime scene search and recording, collection and preservation of evidence, sources of information, interviews and interrogation, case preparation and management. Emphasis will be placed on preparing an objective report that meets the requirements of law enforcement agencies. (Prerequisite: Junior standing with 20 hours of general education plus 20 hours of law enforcement, criminal justice and social science courses)

LEA 445 Criminal Investigations 4 Qtr. Hours
This course presents an introduction to criminal investigations. Topics include interviewing witnesses, interrogating suspects, using sources of information appropriately, collecting and preserving evidence and preparing reports. Students will examine the history of criminal investigations. This course will further explore United States and satellite surveillance. Upon successful completion of this course, students will be able to demonstrate the techniques used to complete a criminal investigation and prepare an investigative report for use in court. (Prerequisite: LEA BPS student)

LEA 510 Critical Issues in Law Enforcement Management 4 Qtr. Hours
Law Enforcement administrators are faced with increasing challenges in managing and leading today’s criminal justice organizations. Recent surges in terrorism, cyber-crime, and gang activity have complicated the role of law enforcement agencies. Students will apply practical and innovative approaches to managing the complexities facing agencies and officials. Media relations, effective negotiation skills and personnel management will be covered.

LEA 525 Technology in Security & Law Enforcement 4 Qtr. Hours
As public and private agencies are increasingly expected to collaborate, technology continues to play a key role for law enforcement and security practitioners. This course explores the functions of private security in sectors such as retail, computing, transportation and banking. An overview of security systems used in both public and private agencies will be examined in addition to the legal framework governing security operations. New and emerging technologies will be surveyed as they become available.

LEA 540 Emergency Management & Homeland Security Practices 4 Qtr. Hours
Students will examine the major policies, practices, concepts and challenges confronting key players involved in the complex field of Emergency Management and Homeland Security Management. The course provides an overview of various threats to domestic security from terrorism, weapons of mass destruction, and other related risks and vulnerabilities. The course will examine Federal, State and local response procedures including strategies, technological advances in law enforcement/security and systems involved in protecting against and responding to these threats. Focus will include the managerial, political, legal and organizational issues related to crisis planning and response by the U.S. Department of Homeland Security, the National Incident Management System, Federal Emergency Management Agency and Center for Disease Control.

LEA 550 Crime Prevention & Control: Current Practices & Ethical Considerations 4 Qtr. Hours
This course addresses the ethical and moral dilemmas that face law enforcement practitioners in preventing and controlling crime. Juvenile and adult practices in corrections including incarceration, probation, parole and community corrections programs will be analyzed in terms of effectiveness and social responsibility. The social, political, economic and organizational factors affecting correctional policies along with recent development in alternatives to incarceration will be discussed.
LEA 555 Incident Management 4 Qtr. Hours
This course introduces students to a management approach to managing hazards, disasters, violence in the workplace and the community, including a social vulnerability analysis. Using a multidisciplinary approach, it will examine historical, geographical, social, and cultural factors and conditions that put people at risk before, during, and after disasters. Drawing on current theory and research, field studies, class activities, and life experiences students will explore society's vulnerabilities and how they cope with hazardous conditions and events, and strategies for community-based incident management. (Prerequisite: LEA MM student)

LEA 560 Social Justice & Professionalism 4 Qtr. Hours
Law Enforcement
This course explores professional ethics applied to Law Enforcement Administration including cultural diversity, racial biases and minority relations. Students examine the philosophical origins of ethics and the relationship of ethics to law and the concept of justice. General ethical propositions are established and applied to specific issues in law enforcement to educate students about ethical decision making and to assist students in becoming personally responsible in their professional careers. (Prerequisite: LEA MM student)

LEA 570 Enforcement Administration & Management 4 Qtr. Hours
This course will be a study of Law Enforcement Administration and Management with an emphasis on the application of sound managerial concepts and techniques. This course will explore the functions of managing a police organization in the 21st Century, with a focus on theories and procedures of general management practice. Topics include personnel roles and functions issues and practices, rights of employees, labor relations, financial administration and administrative practices and principles. This class will relate the actual situation of the application of the general concepts with an emphasis on leadership. (Prerequisite: LEA MM student)

LEA 585 Graduate Internship/Capstone in Law Enforcement Administration 4 Qtr. Hours
This course will focus on practical management work experience or written theses in a related field (i.e., Federal, State, County or local law enforcement agency). Written reports are required weekly or in the form of a term paper at the end of the session. (Prerequisite: Dean of Liberal Arts approval; internship application must be made in the previous term of the actual internship; internship application is made by attending a mandatory internship meeting the Quarter prior to the internship. Capstone projects must be approved by Liberal Arts Dean during prior Quarter.) (Prerequisites: LEA 510, LEA 525, LEA 540, LEA 550)

LOA 307 Law Office Technology 4 Qtr. Hours
Introduction to document, case, database, and docket management software, timekeeping and billing applications, accounting for client trust funds, file and law library management and other technology utilized in the contemporary law office, as well as various electronic enhancements of traditional processes. (Prerequisites: CIS 105, PAR 102, PAR 105, and SEC 101 or equivalents)

LOA 318 Fundamentals of the Law for the Office Administrator 4 Qtr. Hours
An examination of the substantive law making up the legal environment of a business firm, including the U.S. Constitution and its effects on business, white collar and cyber-crime, ethics in business decision-making, cyber torts, intellectual property, and e-contracts. (Prerequisites: PAR 102, PAR 105, PAR 111 and PAR 221 or equivalents)

LOA 356 Advanced Internship 4 Qtr. Hours
Students serve as interns and apply their skills in real-world employment situations. All internships are project-oriented and directly related to the focus Legal Office Management. Internships are served under the sponsorship of a faculty advisor, and the students will be required to document the results of their experience. (This course may be repeated up to 12 hours.) (Prerequisite: Junior standing)

LOA 441 The Regulatory Environment of Business 4 Qtr. Hours
An examination of the regulatory framework imposed on a business entity by federal and state governments, including the banking system; negotiable instruments; creditors' rights in bankruptcy; employment law; investor protection; international law of business, and insurance. (Prerequisites: LOA 318, PAR 102, PAR 105 and Par 121 or equivalents)

LOA 480 Ethical & Professional Issues in the Legal Environment 4 Qtr. Hours
An examination of the ethical and professional issues faced by a manager in the law office, including familiarization with existing ethical standards and guidelines. Development of a framework for the analysis of ethical dilemmas, and examination of socially responsible decision-making. (Prerequisites: LOA 318, PAR 102, PAR 105, PAR 299 or equivalents)

MAP 120 Foundations for Clinical Practice I 4 Qtr. Hours
This course will emphasize critical thinking based on the cognitive knowledge base required for competence in the medical assisting profession. Students will incorporate foundations for clinical practice cognitive knowledge in performance of psychomotor skills and affective behaviors. Cognitive knowledge base topics include: Anatomy & Physiology, Applied Microbiology/Infection Control & Applied Mathematics. Students perform 21 psychomotor skills and four affective behaviors.

MAP 130 Foundations for Clinical Practice II 4 Qtr. Hours
This course will emphasize critical thinking based on the cognitive knowledge base required for competence in the medical assisting profession. Students will incorporate medical business practices cognitive knowledge in performance of psychomotor skills and affective behaviors. Cognitive knowledge base topics include: Administrative Functions, Basic Practice Finances, Managed Care/Insurance and Procedural & Diagnostic Coding. Students perform 17 psychomotor skills and four affective behaviors.

MAP 135 Medical Business Practices 4 Qtr. Hours
This course will emphasize critical thinking based on the cognitive knowledge base required for competence in the medical assisting profession. Students will incorporate medical business practices cognitive knowledge in performance of psychomotor skills and affective behaviors. Cognitive knowledge base topics include: Administrative Functions, Basic Practice Finances, Managed Care/Insurance and Procedural & Diagnostic Coding. Students perform 17 psychomotor skills and seven affective behaviors.

MAP 140 Applied Communications & Safety 4 Qtr. Hours
This course will emphasize critical thinking based on the cognitive knowledge base required for competence in the medical assisting profession. Students will incorporate safety and emergency practices cognitive knowledge in performance of psychomotor skills and affective behaviors. They apply quality control measures in following health and safety policies and procedures to prevent illness and injury. Students will incorporate applied communications cognitive knowledge in performance of psychomotor skills and affective behaviors while communicating effectively both orally and in writing. Cognitive knowledge base topics include: Protective Practices and Concepts of Effective Communication. ARC certification in Workplace Violence Awareness is offered. Students perform 24 psychomotor skills and 12 affective behaviors.
MAP 145 Medical Law & Ethics 4 Qtr. Hours
This course will emphasize critical thinking based on the cognitive knowledge base required for competence in the medical assisting profession in accordance with regulations, policies, laws and patient rights. Students will incorporate medical law and ethics cognitive knowledge in performance of psychomotor skills and affective behaviors. Cognitive knowledge base topics include: Legal Implications and Ethical Considerations. Students perform 10 psychomotor skills and six affective behaviors. (Prerequisites: MAP 120, MAP 130, MAP 135, MAP 140, SCI 124)

MAP 201 Medical Assisting Practicum I 4 Qtr. Hours
This course consists of 80 hours of unpaid practicum in an approved physician's office or other ambulatory care setting. The student applies critical thinking based on the cognitive knowledge base required for competence in the medical assisting profession. Students perform psychomotor skills and affective behaviors. This course is a requirement for graduation; practicum sites may have additional enrollment requirements. (Prerequisites: MAP 120, MAP 130, SCI 135, MAP 140, SCI 144)

MAT 170 Math for Nursing Practice 4 Qtr. Hours
This course is designed to assist nursing students in the mastery of drug dosage calculations across the lifespan, a necessary competency for the safe and accurate administration of medications. The ratio-proportion method will be used to teach math skills required for drug dosage calculation of oral and parenteral drugs.

MAT 172 Quantitative Analysis & Problem Solving 4 Qtr. Hours
This course develops quantitative thinking and problem-solving skills through the use of modeling. Topics to be studied include statistics, the mathematics of finance, mathematical modeling with linear equations, graphs and systems of equations. Calculators and/or computers are used extensively to enhance students’ learning.

MAT 182 Modeling & Problem Solving 4 Qtr. Hours
Students in this course will work in small groups to produce models to solve real world problems involving various mathematical concepts. Groups will create, test and revise each model. Students will present their models to the class, and submit written solutions. Model eliciting Activities (MEA) will be used as problems for this course. (Prerequisite: placement by advisor or Dean’s approval)

MAT 206 Touchdowns & Field Goals; Running with Numbers 4 Qtr. Hours
This class will focus on understanding the application of mathematical concepts to various sports. Three to five sports will be covered, as determined by the interest of the class. Topics will include mathematics, statistics, probability, analysis of sport performance, sport record, physics and strategy of the game.

MAT 210 Finite Mathematics 4 Qtr. Hours
This course covers basic concepts and applications of matrices, linear programming, and probability. Topics include systems of linear equations and inequalities, matrix multiplication and reduction, geometric and simplex methods of linear programming, permutations and combinations, elementary probability, conditional probability, and independence.

MAT 219 Independent Study 4 Qtr. Hours
Independent Study allows a student to explore a topic or area of interest. The student will propose a topic for tutorial study under the guidance of a supervising faculty member.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 330</td>
<td>Statistical Methods for Behavioral Sciences</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td>MGT 101</td>
<td>Introduction to Business</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td>MGT 280</td>
<td>Principles of Management</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td>MGT 282</td>
<td>Business Ethics</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td>MGT 285</td>
<td>Small Business Management</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td>MGT 302</td>
<td>Independent Study</td>
<td>2 Qtr. Hours</td>
</tr>
<tr>
<td>MGT 310</td>
<td>Contemporary Applied Management</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td>MGT 311</td>
<td>Contemporary Applied Management</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td>MGT 312</td>
<td>Leadership Development</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td>MGT 313</td>
<td>Management Group Internship</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td>MGT 319</td>
<td>Independent Study</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td>MGT 326</td>
<td>Making Strategic Decisions in a Global Market</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td>MGT 328</td>
<td>Servant Leadership Enrichment Development</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td>MGT 333</td>
<td>Strategic Decision Consulting</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td>MGT 335</td>
<td>Introduction to Sports</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td>MGT 340</td>
<td>Organizational Behavior</td>
<td>4 Qtr. Hours</td>
</tr>
<tr>
<td>MGT 350</td>
<td>Human Resource Management</td>
<td>4 Qtr. Hours</td>
</tr>
</tbody>
</table>

MAT 330: Statistical Methods for Behavioral Sciences
This course will establish an understanding of statistical measures and how they may be applied to problems in psychology. Statistical topics will include distributions, sampling, probability, hypothesis testing, linear regression and analysis of variance. Heavy use of statistical software will be required. (Prerequisite: MAT 172)

MGT 101: Introduction to Business
This course analyzes how business works. The establishing, operating and managing of today's businesses are explored by studying effective business practices and analyzing the success of certain companies. Specific topics: financing, marketing, economics, sales, production control, ethics and the importance of effective management.

MGT 280: Principles of Management
This course examines basic management functions and specific areas of management as found in the contemporary management structure. It also provides a framework for additional study in management and related business fields.

MGT 282: Business Ethics
This course examines the challenges and complex issues that individuals and organizations face in making ethical decisions. Students will apply contemporary business ethics concepts and framework to cases and current issues to explore the realities of making decisions in a business context. Drawing on real world examples, students will develop the ability to gather information, think clearly and effectively, appreciate viewpoints of others, and examine situations from multiple perspectives.

MGT 285: Small Business Management
An examination of small business practices, small business planning and operation; coverage of economics and ownership of a small business, its status, problem and requirements, entrepreneurial opportunities and new-venture processes, as well as coverage of managerial activities needed for a successful operation of a small firm.

MGT 302: Independent Study
Independent studies allow a student to explore a topic or area of interest. Students will propose a topic for tutorial study under the guidance of a supervising faculty member.

MGT 310: Contemporary Applied Management
Examines the problems faced by contemporary managers and their effects on the organization. Emphasis is on the application of basic theoretical principles as well as skills and techniques of individual and group problem solving, decision making and critical thinking to business simulations, cases and reality based scenarios. (Prerequisite: Junior standing)

MGT 311: Contemporary Applied Management
Examines the problems faced by contemporary managers and their effects on the organization. Emphasis is on the application of theoretical principles as well as skills and techniques of individual and group problem solving, decision making, and in-depth critical analysis of business simulations, cases and reality based scenarios. (Prerequisite: Honors Program Junior Standing)

MGT 312: Leadership Development
This course is designed to address the concept of leadership from both a theoretical and a practical perspective. It will provide an in-depth survey of current theories of leadership and apply these theories to real-life situations.

MGT 313: Management Group Internship
A group of students will team together for this internship to practically apply their skills in real world problem-solving situations. All internships are project-oriented and directly related to the area of study. Internships are served under the sponsorship of a faculty advisor, and students will be required to document the results of their experience.

MGT 319: Independent Study
Independent studies allow a student to explore a topic or area of interest. Students will propose a topic for tutorial study under the guidance of a supervising faculty member.

MGT 326: Making Strategic Decisions in a Global Market
This course will allow students to develop and execute business strategies for an athletic footwear company in a global marketplace. Student teams will compete head to head with other RMU student teams and will be challenged to demonstrate an understanding of Operations Management, Human Resource Management, Global Marketing, Finance and Strategic Planning through the use of a business simulation.

MGT 328: Servant Leadership Enrichment Development
Servant Leadership Enrichment Development (SLED) is a ten-week experience dedicated to immersing the student in theory and application of servant leadership, as described by Robert K. Greenleaf and the Greenleaf Center for Servant Leadership. This approach to leadership is about serving the needs of your followers, being a servant first. This is radically different from other leadership theories that are currently studied in management courses and emerged in writings as early as 1964. In SLED, this type of leadership fit will be analyzed and evaluated for use in both for-profit and non-profit settings.

MGT 333: Strategic Decision Consulting
Students will learn a set of conceptual frameworks, practical tools, and processes that will assist decision-makers to achieve high-quality measurable decisions. This course provides a detailed exposure to state-of-the-art decision-making methodology which is applicable to any content – personal or business. The classroom approach combines presentations and discussions utilizing case studies.

MGT 335: Introduction to Sports Management
This course serves as an overview of the field of sports management. The student will be introduced to a variety of different aspects of sport and the organizations found within and to sport principles as they apply to management, leadership style, communication, planning, and organizing. Time will be spent reviewing the industry, its development, current state and future trends within a variety of competitive levels. Much class discussion and case study evaluation will be used to understand the major challenges confronting various sport industry segments.

MGT 340: Organizational Behavior
This course explores management with respect to human behavior in the workplace. Current developments in the behavioral sciences as they apply to business organizations are stressed. Concepts include individual and group dynamics, motivation, leadership, ethics, power, conflict resolution, decision making and stress management.

MGT 350: Human Resource Management
This course is an introduction to the principles, policies, and procedures of personnel management. Emphasis is placed on recruitment and selection, salary and benefits, training and development, performance evaluation, employee relations, and legal issues pertaining to health, safety and security.
MGT 370  Health Care Systems 4 Qtr. Hours  
This course provides students with a framework for understanding health care delivery systems in the United States and will examine the perspectives, performance, and future outlook of the United States health care system. A variety of health care settings and international health care systems will be explored. Additional topics include the evaluation of hospitals, ambulatory care, long-term care, HMOs and managed care, government management, and issues of quality, access, cost containment, and ethics.

MGT 375  Legal Issues of Healthcare Management 4 Qtr. Hours  
This course will introduce students to the legal requirements affecting the delivery and management of health care. Legal and social policy issues affecting access and treatment within the health care industry will also be explored. Students will be introduced to the concepts of liability, confidentiality and consent, labor law in health care organizations, utilization review, medical ethics, legal requirements in reporting diseases, malpractice issues, end of life issues, and managed care. The course will also discuss licensure and accreditation issues, anti-trust litigation in health care, certificates of need, the professional liability issues in the physician-patient and the institutional physician relationship, and the legalities of the health care institution as a corporation.

MGT 400  Operations Management 4 Qtr. Hours  
This is a concept-oriented course in managing operations. The focus is on improving customer service. Key topics include: quality management, project planning tools and management of production/inventory. Techniques surveyed include: JIT, MRP, EOQ, PERT, GANTT. Much of the learning is centered on case studies, class discussion and group projects.  
(Prerequisite: MAT 210)

MGT 450  Business Strategy & Policy 4 Qtr. Hours  
This course analyzes business problems from a senior management perspective by integrating and applying previous coursework in marketing, finance, operations and management. Through case studies, research and business simulations students will develop strategic plans and policies for specific companies.  
(Prerequisite: FIN 300)

MGT 505  Ethics & Communication 4 Qtr. Hours  
This course explores vital management, ethical and communication issues in today’s business environment. Students develop skill in communicating among internal and external constituents, composing effective professional correspondence and presentations, facilitating discussions, negotiation and making responsible decisions. Students will exercise these skills through research, debate, negotiation, role-play and presentations.

MGT 508  Research & Statistics for Management 4 Qtr. Hours  
This course applies statistics to practical business situations. Students will make and support decisions based on responsibly manipulated statistical data, data analysis, probability, hypothesis testing, analysis of variance, correlations analysis and multiple regression models. Emphasis will be placed on the application of these techniques to practical problems in business through the use of standard statistical software.  
(Prerequisite: BUS 501)

MGT 510  Leadership Theory & Practice 4 Qtr. Hours  
This course is based on dialogue on leadership competencies based on research and analyses of current leaders and their styles. Leadership theories will be explored and their application to effective leadership assessed. This will involve students enacting situations in which their leadership and influence strategies will allow opportunities for receiving and providing feedback on observable behavior and styles. Through various testing instruments, students will analyze their own and peers’ leadership competencies.

MGT 530  Strategic Human Resource Management 4 Qtr. Hours  
The course examines the interaction of human resource management with business policy and competitive strategy. Examination of functional HR tools and practices of HR management to broader business issues will underscore how a firm’s approach to managing its human resources can enhance or detract from overall effectiveness. Issues such as employment law, labor relations, training and development, recruitment and placement, employee retention, and compensation and benefits will be explored from a strategic standpoint.

MGT 540  Managing Diverse Organizations 4 Qtr. Hours  
Students will learn to recognize diverse points of view and appreciate the many ways that a diverse workforce can enhance an organization’s effectiveness, improve work relationships, and maximize both individual and group contributions. Through guest speakers, media, and cases, students will have the opportunity to explore attitudes about all aspects of diversity including race, gender, religion, sexual preference, age, disability and culture. Sources of power, influence, culture and ethics will be analyzed for their effect on an organization. Students will examine advanced managerial and leadership principles to improve work relationships with both individuals and groups in a multicultural society.

MGT 541  Executive & Professional Coaching 4 Qtr. Hours  
The Executive Coaching course is designed to bring contemporary, evidence-based training into the classroom to help students learn to coach executive clients. The course will begin with the essentials of listening and influence. The course will then focus on the three critical stages in Coaching Project Management: planning, measuring and follow-up. Learning will occur in classroom sessions that teach best coaching techniques and reinforce them with experiential practice involving live actors. Combining the homework and in-class teaching with the opportunity to practice and receive direct feedback helps students to learn both “what to do” and “how to do it”. Over the quarter, students become capable to begin the practice of executive coaching.

MGT 545  Leadership Practice & Theory 4 Qtr. Hours  
This course examines leadership concepts and theories underlying relationships with the leader, followers and situations. Through various evaluative instruments, students will analyze their own leadership styles and competencies and receive feedback on observable behaviors and styles. This course further examines some of the most pressing issues facing today’s organizational leaders. Using a systems perspective, students will examine contextual and operational issues such as social responsibility, ethical climate, diversity, globalization, performance measures, and strategic planning that challenge today’s leaders. Through extensive readings, discussions, individual and group projects, students will develop a comprehensive leadership perspective, an appreciation of the complex leadership environment facing contemporary leaders, and a sense of their own abilities for future success.
This course will focus on the assessment and alignment of organizational strategy, structure, technology, size and culture and their effect on organizational change. Through case studies and discussion, students will analyze the fit between an enterprise’s internal and external environments. Students will review and evaluate change strategies, including initiating change, gaining commitment, overcoming resistance and maintaining momentum to improve the effectiveness of work groups and organizations.

MGT 554 Management & Performance  4 Qtr. Hours
Consulting
This course provides for the essential management consulting competencies needed by management professionals in the 21st century business workplace. Skills in developing human capital, utilizing relationship interaction and coaching, employee training and development techniques, and promoting competitive strategies through HR initiatives are the main topics covered. The course will address these topics, processes and dynamics through the framework of performance consulting and consulting model and application.

MGT 555 Legal Issues in Human Resource Management  4 Qtr. Hours
This course examines the various federal, state and local laws, regulations and executive orders as they affect the human resource function including equal employment opportunity, affirmative action, wage/overtime payment, employment agreements, union-management labor relations, employee rights and other restrictions on management actions. Emphasis will be placed on maintaining compliance with these laws and developing proactive practices to avoid costly litigation.

MGT 556 Compensation & Benefits  4 Qtr. Hours
Compensation and benefits explores the strategic importance of a well-structured total compensation package in attracting, motivating and retaining key employees. The use of pay systems as a strategic tool for improving organizational effectiveness and the introduction and maintenance of a sound performance management system including performance appraisal methods and management training will be thoroughly discussed. In addition, the financial administrative and legal implications of benefit plans will be discussed.

MGT 557 Capstone: Employee Recruitment, Selection & Retention  4 Qtr. Hours
This course focuses on developing a strategic plan for providing an organization with the human resources needed to achieve corporate goals. The plans, policies and procedures needed for short- and long-range human resource planning, recruitment, selection and retention will be examined. The importance of training and development in enhancing organizational effectiveness and employee retention will be explored. In addition, this course will look at the effects of layoffs, downsizing and employee separations on the morale of an organization. (Prerequisites: MGT 555, MGT 556)

MGT 560 Operations Management  4 Qtr. Hours
This course explores the dynamic nature of operations management concepts with a focus on service operations management. The theme of managing services for competitive advantage is emphasized throughout the course and provides a focus for each managerial topic. Analysis and problem solutions will be based on the integration of quantitative techniques, operations and human behavior as the essential components that are used in effective service operations management. Topics to be covered include the role of services in an economy, service strategy, technology in services, service design, capacity planning, facility locations, managing waiting lines, managing services projects, and globalization of services. (Prerequisite: BUS 501; and should be taken toward the end of the program)

MGT 570 Leadership Forum  4 Qtr. Hours
Students will have the opportunity to meet role models and be encouraged to develop professional mentor/mentee relationships through exploration of successful strategies for career advancement especially as these relate to women and minorities in the workplace. The Leadership Forum objectives will be delivered through these sessions. Through discussion with successful minority and business leaders, storytelling by guest speakers, cases, videos and sharing of their own experiences, students will gain a greater appreciation and understanding of, and sensitivity to, a much broader array of individuals and organizations. These sessions will be offered in formal and informal settings providing students with realistic corporate experiences.

MGT 580 Contemporary Leadership  2 Qtr. Hours
This leadership course examines some of the most pressing issues facing today’s organizational leaders. Using a systems perspective, students will examine contextual and operational issues such as social responsibility, ethical climate, diversity, globalization, performance measures, and strategic planning that challenge today’s leaders. Through extensive readings, discussions, individual and group projects, students will develop a comprehensive perspective of the complex leadership environment facing contemporary leaders and reflect on their own abilities for future success.

MGT 585 Graduate Internship for Management  4 Qtr. Hours
The Graduate Internship is a capstone experience intended to help students integrate coursework with the practice of administration and to reflect on their own development as professionals. Students work under the supervision of university faculty and a cooperating administrator at the internship site.

MGT 590 Capstone: Competing Globally  4 Qtr. Hours
This is a cross-disciplinary course that examines the challenges in formulating effective competitive strategy. Students will learn to anticipate industry changes when formulating and implementing strategy and balance the opportunities and risks associated with dynamic changes in industry. Special emphasis will be placed on developing a strategic plan that focuses on industry analysis, strategic positioning, competitive dynamics, and global planning. (Prerequisite: Final Quarter or Dean’s consent)

MGT 591 Contemporary Management Capstone  4 Qtr. Hours
This is an interdisciplinary project-oriented course consisting of a thorough examination of current management philosophies and practices in today’s environment. Students will learn to identify and anticipate opportunities and risks in their industries of interest. Students from different professions, disciplines and backgrounds will work together for mastering necessary skills in conducting a SWOT analysis for formulating and implementing operational (functional) strategy for the students’ specialization areas. Special emphasis is placed on preparing an experiential, creative deliverable that demonstrates the knowledge, critical thinking and production skills garnered from prior coursework. (Prerequisite: Final Quarter or Dean’s consent)
MGT 598 Independent Study 4 Qtr. Hours
This course is intended to give students the opportunity to deepen their understanding of an area of study or explore new areas not covered in the courses offered while earning graduate credits. While students do select their own topics of study, they must get the approval of the dean and a faculty member who will be supervising the study.

MGT 610 The Culture & Discipline of Innovation 4 Qtr. Hours
This course explores best practices and provides hands-on experience for creating a roadmap to turn innovative ideas to commercial success. Students will learn to be effective innovative leaders by better understanding how to: develop a culture and set capabilities that enables successful innovation; generate innovative ideas for new products and services that can create value; make effective decisions about implementing innovation and choose projects with the most likelihood of success; and bringing innovation from idea to launch successfully and quickly.

MIS 510 Management Information Systems 4 Qtr. Hours
This course prepares students to identify information systems’ needs and analyze the benefits of a successful information systems infrastructure from a manager’s point of view. Students will identify and review business problems and processes that can be resolved and/or enhanced through the use of technology. The use of the decision support systems and what is involved in creating them will be explored. Students will learn how expert systems go beyond decision support by incorporating peoples’ expertise and how artificial intelligence technologies help provide support previously obtained only through humans.

MIS 515 Database Design & Management 4 Qtr. Hours
Through this in-depth study of data semantics, graphics-based data modeling, relational algebra, the database language SQL, and normalization theory, students develop a solid and practical foundation for the design and implementation of relational database systems. Students will learn the practical applications of database technology: the acquisition, specification, and management of data. Advanced topics such as enterprise databases, database recovery, database security and concurrency control issues will be discussed. Students will assess an organization’s information and data availability to design and build. (Prerequisite: CIS 500 or Dean’s consent)

MIS 517 Client/Server Development 4 Qtr. Hours
This course focuses on the technologies and concepts used in client/server application development for web environments. Students will examine the architectural and functional decisions, technologies, configurations, languages, and techniques associated with client-server systems. Through hands-on experience in designing and managing a client-server development project, students will obtain advanced skills for effective design and implementation of client/server applications. (Prerequisite: MIS 525 or Dean’s consent)

MIS 520 Database Administration 4 Qtr. Hours
In this course, the database administrator will come to understand how a database is used in order to effectively manage and maintain business resources, how database components interact with one another, and how issues of access affect the security and integrity of the database. Through hands-on practice, students will develop the skills needed to maintain, manage, and secure an effective and efficient database including performance monitoring, database security, user management and back-up/disaster recovery techniques. (Prerequisite: CIS 500 or Dean’s consent)

MIS 521 IT Financial Management 4 Qtr. Hours
This course introduces students to the basics of financial planning and budgeting for IT services. The course explores various strategies for costing IT services, outsourcing and managing vendors and suppliers. Topics include financial planning, budgeting, reporting, total cost of ownership, asset and expense management, and vendor and supplier management.

MIS 525 Object-Oriented Programming 4 Qtr. Hours
In this course, students will learn the process of developing a software product using the object-oriented approach. Through case studies and projects, students will understand the concepts of classes and objects, methods and message passing, inheritance, polymorphism, encapsulation and method overloading. The course will also introduce advanced programming constructs needed for the implementation of programming projects. (Prerequisite: CIS 500 or Dean’s consent)

MIS 531 IT Service Management 4 Qtr. Hours
This course introduces students to the basic concepts and terminology associated with IT service management. Simulations will aid students in understanding how service management best practices help to align IT with business objectives. Topics include a history of IT Service management, current trends in the industry, an introduction to the Information Technology Infrastructure Library (ITIL), ISO 20000 and other standards and best practices in use by organizations today, and outsourcing and supplier/vendor management.

MIS 540 Data Communication & Networking 4 Qtr. Hours
In this course, students will discuss topics such as local area networks, wide area networks, topologies, transmission media and security. Special attention will be given to the most significant aspects of networking, such as the TCP/IP protocol suite, laying the groundwork for further courses in Network, Internet and Database security. (Prerequisite: CIS 500 or Dean’s consent)

MIS 542 Network & Internet Security 4 Qtr. Hours
This course provides the students with the theoretical and technical knowledge needed to design and implement an effective security strategy in a corporate network environment. Topics covered in this course include: firewalls, intrusion detection systems, authentication, cryptography, encryption, digital signatures and key exchange. Students will learn how to enhance network security with cabling and network hardware, understand different types of firewalls, packet filtering and NAT, set up and secure virtual private networks and understand hacker exploits. (Prerequisite: CIS 500 or Dean’s consent)

MIS 544 Operating System & Database Security 4 Qtr. Hours
In this course, students will learn principles for defending operating systems including account and file system security. Assessing risk and reducing risk is not only an issue for the operating system but also for the database. To understand database protection concepts, students will discuss access control models for DBMSs, multilevel secure relational models, inference controls, and database encryption. The ethical considerations of data access and privacy will be addressed from an IT perspective. (Prerequisite: CIS 500 or Dean’s consent)
MIS 548 Information Security Management 4 Qtr. Hours

In this course, students will learn the requirements for planning, organizing and managing information security in an organization. Students will be exposed to the spectrum of security activities, methods, methodologies, and procedures. Coverage will include inspection and protection of information assets, detection of and reaction to threats, examination of pre- and post-incident procedures, including technical and managerial responses. An overview of the information security planning and staffing functions will expose students to the security management lifecycle. Students will study managerial responsibilities including personal and organizational ethics, documentation, control and audit procedures, corporate security costs, and benefit identification. (Prerequisite: MIS 542 or Dean's consent)

MIS 560 Developing Mobile Native Applications I 4 Qtr. Hours

This course focuses on using specific programming language to create a mobile native application. Students will be introduced to the programming environment for a certain Mobile platform (ex. Windows Mobile) and will have a hands-on approach to use the Software Development Kit (SDK) which comes with the selected mobile platform. It also introduces students to key theories, concepts, issues, and the business model of the application packaging process along with its online submission process. Students will be able to produce a functional application at the end of this course. (Prerequisite: MIS 517)

MIS 562 Legal Issues in Information Assurance & Auditing 4 Qtr. Hours

This graduate course is a survey of legal issues arising under information security and control frameworks such as COBIT and ISO17702. Topics include the basics of trademark, copyright, patent and trade secrets and protection strategies for each of them; software licensing issues; data privacy under state, federal and international law; evidence and digital forensic practices, ethics, the Computer Fraud and Abuse Act’s boundaries for illegal access to computers; electronic surveillance and cyber traps; information security measures mandated by select federal statutes (HIPPA, Gramm-Leach-Bliley and Sarbanes-Oxley); and practical techniques on how to find and keep abreast of legal issues affecting information security.

MIS 565 Developing Mobile Web Applications 4 Qtr. Hours

This course introduces the student to software mobile web development. The course focuses on building mobile web applications while presenting the different components, options, web design, and GUI design concepts a developer needs to know regarding mobile web development. Topics include, but not limited to CSS for mobile browsers, Mobile Rich Internet Applications, Mobile detection, geo-location and maps, Widgets and offline web apps. Students will be able to produce a functional application at the end of this course. (Prerequisite: MIS 517)

MIS 570 Leadership Forum 4 Qtr. Hours

In this digital age, information is power and information systems literacy is critical for organizations to sustain a competitive advantage. Management Information Systems involves coordinating and using three very important organizational resources: information, information technology, and people. Today’s managers must understand how to identify, assess, acquire, and implement new technology tools to solve management problems and improve the organization. The purpose of this course is to prepare future managers to be effective exploiters of information technology for strategic benefits. The program provides the student with an overview of the many disciplines required to have a successful career in information technology. The lecture series offers an overview on ten key information technology disciplines during the term. Instruction for each topic is developed by an experienced practitioner in the field. Students are encouraged to exchange ideas and be an active participant in the discussions.

MIS 572 Developing Mobile Native Applications II 4 Qtr. Hours

This course focuses on using specific programming language to create a mobile native application. Students will be introduced to the programming environment for a certain Mobile platform (ex. Android) and will have a hands-on approach to use the Software Development Kit (SDK) which comes with the selected mobile platform. It also introduces students to key theories, concepts, issues, and the business model of the application packaging process along with its online submissions process. Students will be able to produce a functional application at the end of this course. (Prerequisite: MIS 525)

MIS 575 Ethical Hacking 4 Qtr. Hours

This course focuses on developing techniques for attack detection and mitigation in enterprise networks. The course includes: traffic/log analysis, anomaly detection, intrusion prevention, adaptive security policy, alarm analysis, worm contaminating and quarantining, and performance evaluation of defense systems. Special emphasis will be given to developing intelligent network defense systems. Thus, students must be prepared to do programming projects using any platform or programming language. (Prerequisite: MIS 542)

MIS 585 Special Topics: Mobile Development 4 Qtr. Hours

In this course, students will be exposed to advanced topics in mobile computing such as location-based services, M-Commerce, Wireless and Mobility and others. The topics reflect on the latest technologies available in the market. In addition, students will be required to do a main project in this course that assesses their knowledge in mobile computing overall. (Prerequisites: MIS 560, MIS 565 and MIS 572)

MIS 589 Business Continuity, Disaster Recovery Theories and Strategies 4 Qtr. Hours

This course focuses on the knowledge necessary for an organization to prepare for a variety of major disruptions (floods, earthquakes, terrorist attacks, etc.). The goal is survival of the organization and its daily workflow despite major disruption. Students learn to analyze and prioritize risks and determine criticality ratings that are used to determine survival strategies. Students also learn how to organize employees to respond to a major disruption and how to document recovery plans. Course content includes coverage of current industry trends, as well as planning for the survival of Information Technology functions within an organization. (Prerequisites: MIS 548, MIS 562 and MIS 575)

MIS 590 Capstone: Connecting Globally 4 Qtr. Hours

In this integrative capstone course, students apply the knowledge gained in the courses of the MIS program. Students will collaborate to research, analyze, design, and document a complete IS system. Students will consult with local businesses to propose an IS design that meets the business’s challenge. Students will meet with the selected business’s management to discuss their requirements and the students’ solutions. This real-world project will allow students to use their knowledge of databases, networking, information security, and management to facilitate global connections. (Prerequisite: Dean’s consent)
Integrated Marketing Communications 4 Qtr. Hours
This course examines all the marketing communications tools: advertising, personal selling, sales promotion, sponsorship, direct marketing, point-of-purchase, public relations and interest communication; and discuss how to orchestrate these elements into one clear voice that breaks through today's communication clutter. These concepts are studied in greater detail with students to gain an understanding of how to use, coordinate and integrate these elements to maximize promotional impact and improve marketing budget return on investment.

Independent Study 2 Qtr. Hours
Independent studies allow a student to explore a topic of area of interest. Students will propose a topic for tutorial study under the guidance of a supervising faculty member.

Marketing Principles & Analysis 4 Qtr. Hours
This course develops the market-oriented thinking necessary in today's competitive environment. Students will analyze marketing issues faced by marketers of products and services in both consumer and industrial markets. Marketing problems faced by for-profit and not-for-profit organizations, small and large businesses, and low-tech and high-tech industries will be studied.

Marketing Group Internship 4 Qtr. Hours
A group of students will team together for the internship to practically apply their skills in real-world problem-solving situations. All internships are project-oriented and directly related to their area of study. Internships are sponsored by a faculty advisor, and students will be required to document the results of their experience.

Independent Study 4 Qtr. Hours
Independent studies allow a student to explore a topic of area of interest. Students will propose a topic for tutorial study under the guidance of a supervising faculty member.

Consumer Preferences & Choices 4 Qtr. Hours
An analysis of theories of the determinants of national output (income), the price level, and aggregate employment are explored. Also examined are movements in interest rates and exchange rates. Models are applied to the issues of inflation, unemployment and economic growth. Other applications include the effects of economic shocks and macroeconomic stabilization policies. Current controversies in macroeconomic theory are discussed, as are debates over the choice, conduct, and effectiveness of fiscal and monetary policies. (Prerequisite: MKT 305)

Social Media Marketing 4 Qtr. Hours
This course will examine contemporary issues in social media marketing and will explore the constantly changing landscape in which individuals use social media to satisfy their needs. Students will conduct an in-depth study, of a topic of interest, examining how people use social media. The insights gained from this study are fundamental to the design of effective social media strategies. Students will apply these insights in the analysis of an existing social media strategy or in the design of a proposal for the development of a social media strategy to address a current opportunity or challenge.

Global Marketing Practices 4 Qtr. Hours
This course examines the practices that constitute marketing to customers in worldwide markets. Topics addressed include major trade agreements (GATT, NAFTA, etc.), market entry strategies, cross-cultural marketing research and ethnocentrism. This course applies the elements of the marketing mix (Product, price, promotion and distribution) in the context of international trade. (Prerequisites: Senior standing and MKT 270 or MKT 305 or the equivalent)

Research Methods in Marketing 4 Qtr. Hours
This course is designed to provide a fundamental understanding of marketing research methods employed by well-managed firms, across multiple industries. The course focuses on integrating problem formulation, research design, questionnaire construction, sampling, data collection and data analysis. The course utilizes the proper use of statistical applications as well as qualitative methods, with an emphasis on the interpretation and use of results. (Prerequisite: MKT 305)

Sports Marketing 4 Qtr. Hours
This course is designed as an experiential course of marketing principles and concepts in the sports industry. A focus will be on local, professional sports and their organizations. The course includes exploration and application of sponsorships, branding, promotions, public relations, and consumer preferences and choices (behavior). (Prerequisites: MKT 400)

Marketing Problems & Applications 4 Qtr. Hours
This course covers the analysis of marketing problems and information required by the marketing manager to make a set of decisions. Cases used will explore whole marketing strategy, marketing information and forecasting, product and brand management decisions, distribution decisions, promotion decisions, pricing decisions and ethical aspects of marketing. (Prerequisites: Senior standing and MKT 305 or the equivalent; recommended: ACC 300)

Marketing Management 4 Qtr. Hours
This course focuses on providing a framework that teaches students how to think about marketing as a process that creates value. The course will utilize the knowledge and skills of marketing, management, accounting, ethics, economics and finance. Students will deal with marketing situations in diverse industries and marketing environments. Marketing problems will be analyzed and resolved. Through case discussion, simulations, and team problem solving, students will experience the challenges and opportunities marketing managers encounter.

Introduction to Nursing 6 Qtr. Hours
In this course, students are introduced to the organizing framework of the nursing program, physical assessment, the nursing process and basic concepts related to oxygenation, nutrition and elimination. The student will learn skills and procedures including the administration of medications. There is also a focus on therapeutic communication. A lab and clinical are included. (Prerequisites: SCI 132, SCI 191)

Nursing I 6 Qtr. Hours
Utilizing the nursing process, this course focuses on the nurse's role in managing clients with alterations in fluid and electrolyte balance and mobility. Perioperative care and the needs of the oncological client are also emphasized. Students will be introduced to grief, loss and end-of-life issues. A lab and clinical are included. (Prerequisite: NUR 120)

Nursing II 6 Qtr. Hours
This course focuses on mental health issues and how they influence health status. Child abuse and family violence issues are also addressed as they relate to the nurse's role in managing the client. The specialized roles related to community health and the aging populations are developed within the context of the nursing process. A clinical is included. (Prerequisites: NUR 121)

Nursing III 6 Qtr. Hours
This course focuses on the child-bearing and child-caring family with simple to complex alterations in health needs. The nursing process is used to address both acute and chronic alterations in needs. A lab and clinical are included. (Prerequisite: NUR 121)
NUR 124  Nursing IV  6 Qtr. Hours
This course focuses on the utilization process of clients with alterations in oxygen, tissue perfusion and hemodynamics. Students will gain knowledge of the cardio-vascular and hemodynamic needs of clients. Emphasis will be on prevention, management of care, and treatment modalities. The application of oxygenation and perfusion principles to burn clients will also be addressed. A lab and clinical are included. (Prerequisites: NUR 122, NUR 123)

NUR 190  Professional Nursing I  2 Qtr. Hours
This course introduces students to current issues in health care. Historical and social perspectives are explored and the legal and ethical underpinnings of practice are analyzed. A critical thinking approach focuses the student on generating new thoughts, insights and beliefs. Additionally, students will begin to explore HESI exam questions and learn how to begin early preparation towards the NCLEX exam.

NUR 191  Professional Nursing II  2 Qtr. Hours
This course continues the exploration of current issues in health care. The health care delivery system, health policy, politics and workforce issues as well as research in nursing are analyzed. A critical thinking approach focuses the student on generating new thoughts, insights and beliefs.

NUR 221  Nursing V  6 Qtr. Hours
The utilization of the nursing process as it relates to the nutritional and digestive needs of adult clients. Emphasis will be on alterations in metabolism, digestion and nutrition and absorption. Emphasis will be on prevention, management of care, treatment modalities and client teaching. A clinical is included. (Prerequisites: NUR 122, NUR 123, NUR 124)

NUR 222  Nursing VI  6 Qtr. Hours
This course applies the nursing process to identify acute and chronic alterations in elimination. Emphasis will be on prevention, management of care, treatment modalities and client teaching. A clinical is included. (Prerequisites: NUR 124, NUR 221)

NUR 223  Nursing VII  6 Qtr. Hours
The nursing process is applied to alteration in sensation and perception relating to the central peripheral nervous system and eye, ear, nose and throat alterations. Emphasis will be on prevention, management of care, treatment modalities and client teaching. A clinical is included. (Prerequisites: NUR 124, NUR 221)

NUR 224  Nursing VIII  6 Qtr. Hours
This course examines the role of the nurse in managing groups of clients. Management principles and interactions with the health care team are emphasized as the student is prepared to care for groups of clients in the acute care setting. A clinical is included. (Prerequisites: NUR 222, NUR 223)

PAR 102  Civil Litigation  4 Qtr. Hours
This course provides the student with a general overview of the federal and state judicial systems, including jurisdiction and venue. Students will study the rules governing operation of the courts and the litigation process from the filing of a complaint through settlement or verdict, execution of a judgment and appeal.

PAR 105  Legal Research & Writing  4 Qtr. Hours
The student is given an overview of legal research and writing techniques and methodologies. Through research projects, the student will become familiar with legal citation form, state and federal reporter and statutes, legal encyclopedia and treaties, and other legal publications. The student will perform research in the Robert Morris University Library and in the Cook County Law Library using manual and computer-assisted legal research tools. The student will formalize research results in memorandum form utilizing legal vocabulary and accepted writing techniques.

PAR 111  Torts & Personal Injury  4 Qtr. Hours
Students will become familiar with the laws of negligence, product liability, strict liability, and medical malpractice in the context of personal injury litigation. Analysis and application of the principles of law will encompass both plaintiff’s and defendant’s perspectives.

PAR 121  Business Organizations  4 Qtr. Hours
Sole proprietorships, partnerships, corporations and the principal/agency relationship are the fundamental frameworks that all businesses are built upon. Students will review the dynamics of each business form and will learn how to establish each entity in compliance with state statutes.

PAR 211  Estates, Wills & Trusts  4 Qtr. Hours
Students will learn about a comprehensive estate plan. The topics discussed will include an overview of the law of wills and trusts, drafting of wills and trusts, estate administration, probate practice, calculation and closing of the estate and related tax considerations.

PAR 212  Real Estate  4 Qtr. Hours
This is an introductory overview of real estate law and its applications to the sale and purchase of property. Areas to be covered include the roles of the attorney, paralegal, broker and title company in the real estate process, the various ways property can be owned and the financing of the real estate purchase. There will be strong emphasis on the review and preparation of documents required to complete a real estate transaction.

PAR 213  Domestic Relations  4 Qtr. Hours
Students will be given an overview of various issues surrounding the law of domestic relations. Students will examine the creation of the marital relationship, termination of marital status, property rights and distribution, maintenance, child custody, visitation and support issues, and enforcement of orders and judgments. Students will also explore adoption, parentage, and domestic violence statutes and related issues.

PAR 221  Commercial Law  4 Qtr. Hours
This course provides the student with an overview of contract law and relevant provisions found within the Uniform Commercial Code. The students will learn how to assist in the preparation of business contracts.

PAR 280  Ethics & Professional Responsibility  4 Qtr. Hours
This course provides students with an understanding of the rules of professional conduct and their application to paralegals.

PAR 299  Advanced Legal Research & Writing  4 Qtr. Hours
This course provides an in-depth look at advanced legal research methodology and writing skills. Utilizing the research techniques students have mastered in PAR 105, they will research and write legal memoranda and briefs, focusing on the use of sources, citation format, and thorough written analysis of research. (Prerequisite: PAR 105)

PFA 101  Performing Arts  1 Qtr. Hour
Open to students participating in RMU arts and guilds. Students experience awareness, appreciation and performance in their specialty. Students engage in teambuilding and leadership as integral experiences of their participation.
PFA 102 Performing Arts II  1 Qtr. Hour
Open to students participating in RMU arts and guilds. Students experience awareness, appreciation and performance in their specialty. Students engage in teambuilding and leadership as integral experiences of their participation. (Prerequisite: PFA 101)

PFA 103 Performing Arts III  1 Qtr. Hour
Open to students participating in RMU arts and guilds. Students experience awareness, appreciation and performance in their specialty. Students engage in teambuilding and leadership as integral experiences of their participation. (Prerequisite: PFA 102)

PFA 104 Performing Arts IV  1 Qtr. Hour
Open to students participating in RMU arts and guilds. Students experience awareness, appreciation and performance in their specialty. Students engage in teambuilding and leadership as integral experiences of their participation. (Prerequisite: PFA 103)

PHM 102 Calculation & Measurement for Medication Preparation  4 Qtr. Hours
This course emphasizes how to accurately use the metric, avoirdupois, household and apothecary systems. Skills in accurately counting and measuring and converting among measurement systems are covered. The student is taught to perform mathematical steps accurately using Roman numerals, Arabic numerals, fractions, apothecary symbols and decimals. Conversion of weights and measures, direct ratio and proportion, reducing and enlarging formulas along with specific gravity, percent strength, weight-per-volume, and weight-in-weight, volume in volume, ratio, strength calculations, and dilution and concentration formulas are included. This course includes a laboratory component. (Prerequisite: MAT 160)

PHM 103 Clinical Practices: Assisting the Pharmacist  4 Qtr. Hours
This course provides a study of the history and culture of the professional in the pharmacy setting. The role of the pharmacy technician in various settings is explored. Professional communication is emphasized. Competencies in vital signs, glucose testing, cholesterol testing, quality assurance, sanitation, blood-borne pathogens, infection control, OSHA, differentiating sterile and non-sterile, immunizations and measuring weights and devices are completed. ARC certification in Workplace Violence Awareness is offered. This course includes a laboratory component.

PHM 106 Therapeutic Agents for Common Diseases I  4 Qtr. Hours
In this course, students will understand the use and side effects of prescription medication, non-prescription medications and alternative therapy used to treat common diseases affecting the cardiovascular system, respiratory system, gastrointestinal, renal and the reproductive system. (Prerequisites: PHM 102, SCI 124)

PHM 107 Therapeutic Agents for Common Diseases II  4 Qtr. Hours
In this course, students will understand the use and side effects of prescription medication, non-prescription medications and alternative therapy used to treat common diseases affecting the skeletal, muscular, dermatologic, nervous, endocrine, immune, and hematological systems and disorders of the eye, ears, nose and throat. (Prerequisites: PHM 102, PHM 106, SCI 124)

PHM 110 Community Pharmacy Practice  4 Qtr. Hours
This course presents the accurate preparation of a prescription including product selection, label construction, measuring, mixing, compounding and dispensing in the retail setting. Common retail computer systems are included; billing and insurance processing are covered. Purchasing, inventory control, marketing services, cash management and customer relations are presented. This course includes a laboratory component. (Prerequisites: PHM 102, SCI 124)

PHM 112 Acute Care Pharmacy Practice  4 Qtr. Hours
This course presents the accurate preparation of products using aseptic technique and sterile procedures. Infusing therapy including procedures for IV, infusion and parenteral administrations are included. A focus on pharmacy calculations involving parenteral dosages, measuring IV units and IV flow rates are studied. This course includes a laboratory component. (Prerequisite: PHM 110)

PHM 125 Law & Ethics in Today’s Pharmacy  4 Qtr. Hours
This course covers the federal and state regulations for prescriptive authority and oversight within the health care system, issues of liability, insurance, controlled substances regulations, employment law and ethical issues pertaining to the pharmacy technician’s practice in various settings. Professional norms, ethics, HIPAA and standards of practice are presented. Current events are discussed. The process for certification and licensure is reviewed. (Prerequisites: PHM 102, PHM 103, PHM 106, PHM 107, PHM 110, PHM 112, PHM 250, PHM 252)

PHM 250 Community Pharmacy Practicum  4 Qtr. Hours
One hundred hours of unsupervised student pharmacy technician practice under the supervision of a preceptor pharmacist. The student will interact with customers, compound pharmaceuticals, dispense drugs, apply legal standards, consider marketing principles, experience purchasing and inventory control and use retail pharmacy computer systems. The pharmacy tech license is required. (Prerequisite: PHM 110)

PHM 252 Acute Care Pharmacy Practicum  4 Qtr. Hours
One hundred hours of unsupervised student pharmacy technician practice under the supervision of a preceptor pharmacist. The student will interact with the health care team members and patients and participate in professional rounds. Applications include unit-dose packaging, dispensing sterile products, large batch compounding and using institutional computer systems. The pharmacy tech license is required. (Prerequisite: PHM 112)

PMP 575 Project Management  4 Qtr. Hours
This survey course will focus on Project Integration Management – which identifies, defines, and describes the processes and activities that combine, unify and coordinate the various elements of project management. Project Integration Management is the roadmap for effectively implementing business strategies that span the entire organization. By using project management tools and techniques, students will learn how to overcome organizational barriers in order to achieve fully integrated, enterprise-wide project management success. (Prerequisite: BUS 501)

PRD 500 Introduction to Business Analytics  4 Qtr. Hours
This course is designed to explore the ways in which strategy, marketing, and research and development assist decision-makers to predict future trends and market shifts to unlock tomorrow’s opportunities. It will introduce the concepts of market drivers and forecasts, trend hunting and trend predictions, trend evolution and early adopters/influentials. Furthermore, it will instruct on syndicated and custom research methodologies that support the revelations of unmet consumer interests and needs indicating future opportunities.
PRD 580 Data Modeling & Intelligent Information
This course offers basic principles in data modeling and intelligent information. Students will learn the fundamentals of how big data can be converted into actionable insights to drive better business decisions. Emphasis will be placed on methodologies. This course combines the business mindset and the technical/analytical inclined student. Topics covered in this course include big data, social intelligence, data warehousing, data aggregation, data preparation, basic analytics, data visualization and communication. (Prerequisite: MGT 508 with a grade of B or better)

PRD 585 Predictive Modeling I – Econometric Analysis
Econometric Analysis is based on the development of analytical tools to support business decision-making. Topics will include regression analysis with cross-sectional data (simple and multiple models, heteroskedasticity, auto-correlation, specification and data issues), panel data models, instrumental variables estimation, simultaneous equation models, logit and probit models, and Poisson regression. Students will learn the basic steps involved in the formulation, parametrization and use of econometric models. (Prerequisite: PRD 580 with a grade of B or better)

PRD 590 Predictive Modeling II – Time Series & Forecasting
This course is an introduction to time series that emphasizes methods and analysis of date sets. The logic and tools of model-building for stationary and non-stationary time series are developed. Students will learn the latest methods in time series and forecasting, along with modern computational models and algorithms. Time series models and analysis will be studied and applied. (Prerequisite: PRD 585 with a grade of B or better)

PRD 600 Decision Modeling & Communication
This course is highly applied in nature and offers students the opportunity to work on integrating analytics in a corporate business setting. Students will select a project depicting a real scenario from different industries such as finance, healthcare, retail, government, marketing and sales. The class format and course syllabus are tailored for students to develop core skills applicable to business analytics in planning, project management, strategy development and implementation, team leadership, negotiations, decision-making and presentation. Emphasis will be placed on how to effectively communicate final results to different audiences including non-technical audiences and senior managers. (Prerequisites: PRD 590 with a grade of B or better)

PSY 400 Creating Inclusive Environments 4 Qtr. Hours
Tapping into the human capital contained in any organization or community is key to that group’s progress. In this course, students will discuss how to recognize, leverage, and apply distinctive perspectives on a common goal to achieve success. Students will consider diversities, such as generations, education, life experiences, physical abilities, ethnicities, etc. for their unique insights.

RMU 100 Keys to College Success 4 Qtr. Hours
This course will provide academic and social connections to college life. Course topics will provide practical strategies for students to improve study skills and develop greater self-awareness and self-management in order to become lifelong learners.

SCI 110 Earth Science 4 Qtr. Hours
This course introduces students to the scientific study of the earth and the processes that form it. Students study the geologic history of earth, the rock cycle, fossils, and the plate tectonics. Climatic events are examined to better understand the dynamics of the earth’s atmosphere. The impact of events, such as earthquakes, hurricanes and tornadoes are emphasized.

SCI 112 Environmental Science (CC) 4 Qtr. Hours
This course examines the relationship between humans and the environment. Students study basic ecological principles and analyze the impact of humans on the earth. Throughout the course, emphasis is placed on the interdependency of life and on the importance of working towards a sustainable future.

SCI 115 Humans & Environment 4 Qtr. Hours
This directed-learning course examines the relationship between humans and the environment. The course will require the students to watch a video series “Race to Save The Planet” and are expected to self-evaluate and analyze causes and effects of environmental problems such as deforestation, air and water pollution, and endangered species. The interactions between humans and nature are examined to study how various species struggle to survive and adapt to their changing environments, while sharing a limited amount of natural resources and natural habitat with the humans. The students will learn about these issues by visiting various eco-systems in the area. In the field, students will visit different eco-systems and observe the biological communities that inhabit the eco-systems. Students will observe, document, and analyze various species’ interactions; impact of species on their eco-systems; and the human impact on the species and their eco-systems. (Fulfills General Education Laboratory Science requirement)

SCI 120 Topics in Environmental Science 4 Qtr. Hours
This course focuses on selected environmental topics such as energy and climate change, biodiversity and conservation, sustainable agriculture, environmental health and justice, and ecological restoration. Topics are studied in depth, and the interaction between economic, cultural, and natural forces is examined. Students search for sustainable solutions to global environmental problems.

SCI 121 Anatomy & Physiology I 4 Qtr. Hours
This course will study the general anatomy of the human body from a systematic approach. Students will gain an understanding of anatomical terminology, gross structures, and locations of different body structures. Cells, tissues and organs of the integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary and reproductive systems are emphasized.

SCI 124 Human Body Systems I 4 Qtr. Hours
This course focuses on the fundamental principles of the structure, function and organization of the human body through the study of several major body systems including body orientation, cells and tissues, the skeletal, muscular, systems medical terminology and pathophysiology for the systems are included. Critical thinking based on the academic subject matter is developed and enables the incorporation of cognitive knowledge. ARC certificates in Ergonomics and Back Injury Prevention are offered. This course includes a laboratory component.

SCI 130 Human Anatomy & Physiology I 4 Qtr. Hours
This course for Nursing majors focuses on the fundamental principles of the structure, function and organization of the human body through the study of several major body systems including body orientation, cells and tissues, the integumentary, skeletal and muscular systems. Included is a unit on inorganic, organic and biochemistry principles. Critical thinking based on the academic subject matter is emphasized. Medical terminology and pathophysiology for the systems are presented.

SCI 131 Human Anatomy & Physiology II 4 Qtr. Hours
This course for Nursing majors focuses on the fundamental principles of the structure, function and organization of the human body through the study of several major body systems including the cardiovascular, respiratory, lymphatic, immune and endocrine systems. Critical thinking based on the academic subject matter is emphasized. Medical terminology and pathophysiology for the systems are presented. This course includes a laboratory component. (Prerequisite: SCI 130)
This course covers the fundamental principles of the structure, function, and organization of the human body through the study of several major body systems including the cardiovascular, respiratory, lymphatic, immune, and endocrine systems. Medical terminology and pathophysiology for the systems are presented. This course includes a laboratory component. (Prerequisite: SCI 124)

SCI 164 Human Body Systems III 4 Qtr. Hours

This course focuses on the fundamental principles of the structure, function, and organization of the human body through the study of several major body systems including the integumentary, nervous, special senses, digestive, urinary, and reproductive systems. Medical terminology and pathophysiology for the systems are included. Critical thinking based on the academic subject matter is emphasized and enables the incorporation of cognitive knowledge. ARC certification in Managing Stress is offered. This course includes a laboratory component. (Prerequisite: SCI 144)

SCI 170 Scientific Revolutions 4 Qtr. Hours

This laboratory course investigates the seven greatest scientific discoveries and the people who made them. These discoveries are the heliocentric universe, gravity, atomic structure, relativity, the formation of the universe, evolution, and the structure of DNA. (Fulfills General Education Laboratory Science requirement)

SCI 180 Microbes & Society 4 Qtr. Hours

This course is designed to give students an understanding of microbes and other infectious agents, their role in nature, and their impact on human life and health. The theory of evolution is used as the framework for understanding the emergence of new diseases and the reappearance of old ones. The role of personal, political, cultural, and enviromental factors in the spread of disease will be examined. This course includes a laboratory component.

SCI 191 Pharmacology 4 Qtr. Hours

This course provides an introduction to the study and application of pharmacological principles, the classification of drugs, principles and practices of drug administration, mathematical systems and conversions, and professional responsibilities of the Registered Nurse in drug administration. Students will be introduced to commonly-prescribed drugs according to body system. Consumer safety, drug relations, and poison will also be reviewed. A laboratory component is part of this course. (Prerequisites: SCI 130, MAT 170)

SCI 201 Topics in the Sciences 4 Qtr. Hours

This course examines a topic in the natural or biological sciences in depth, utilizing the staff of area cultural institutions as instructors. Students may receive credit for this course twice.

SCI 219, 319 Independent Study 4 Qtr. Hours

Independent Study allows a student to explore a topic or area of interest. The student will propose a topic for tutorial study under the guidance of a supervising faculty member. (Prerequisite: instructor approval)
This course focuses on the ecology and evolution of animal behavior. By studying a wide variety of animals, students will learn how behavior has evolved in response to different environmental pressures and how the theory of evolution can be used as a framework for understanding animal behavior. The different ways that animals solve the basic problems of life will be studied including strategies for finding food, escaping predation, finding a mate, and leaving offspring. The evolutionary basis of human behavior will also be considered. This is an intensive self-directed course with a laboratory component. (Fulfills General Education Laboratory Science requirement)

Emphasis is placed on increasing keyboarding speed and improving accuracy. Through the use of word processing functions, the students will be able to produce business documents such as memorandums, manuscripts, and tables.

This course is designed to familiarize students with legal formats and legal terminology used in preparing a variety of legal correspondence, non-court documents, and court documents in specialty areas of law. Emphasis is placed on developing employable levels of knowledge of legal procedures that are needed to work in a law office. Document creation from recorded material is included.

An overview of all procedures and functions necessary to plan, design, and organize sport events and facilities will be provided. Topics include human resource management, risk management, financial consideration, marketing theory, and overall planning issues in the industry. Special emphasis will be placed on game-day organization and management. Experiential learning opportunities include site visits to various types of local sport and recreation facilities and events.

This course focuses on the study of the mind and human behavior. The topics critically explored include history and theories of psychology, research methods, motivation, learning, life span human development, stress and adjustment, personality, abnormal behavior, and psychotherapy.

This survey course will examine the contributions of psychological research to the understanding, prevention, and treatment of health issues. This course invites you to examine your own health-related behavior and attitudes and to begin making healthful changes and influence others. The topics critically explored include stress, addictions, cultural approaches to health behavior and fundamental principles of sports psychology.
SSC 200  A History of American Music  4 Qtr. Hours
Students explore the development of American Music in historical context through a wide range of genres, with particular emphasis on Native, European, and African influences. Through the study of the structural elements of composition, including lyrical expression, students further examine music as a reflection of culture and social identity.

SSC 203  Topics in the Social Sciences  4 Qtr. Hours
This course examines a topic in the social sciences in depth, utilizing the staff of area cultural institutions as instructors. Students may receive credit for this course twice.

SSC 205  Social Psychology  4 Qtr. Hours
This course provides a description of key areas of social psychology. Theories and concepts to be addressed include: self-concept, conformity, aggression, attitude formation, prejudice, persuasion, attraction, and pro-social behavior.

SSC 207  Movies, Sports & The American Dream  4 Qtr. Hours
The term “American Dream” captures a key aspect of what it means to be an American. Movies and sports have long been associated with the depiction of the American Dream so compelling to so many generations of Americans. In this course, we’ll explore the American Dream by watching and discussing a series of movies about the world of sports. The movies we examine may differ in a variety of ways, but they all have in common the wish to explore not only the sports world, but also what is meant by the American Dream.

SSC 208  The Holocaust: Memory, History, Meaning  4 Qtr. Hours
This course will investigate and attempt to understand the most infamous and well-documented genocide in history. Focus will be upon the causes, the experiences, the memorization and the depiction of the Holocaust as relayed by primary and secondary sources. The voices of the victims, survivors, perpetrators, and collaborators of the Holocaust will be examined by studying first-hand written accounts, film, government documents and field experience.

SSC 209  Modern War: The Human Experience  4 Qtr. Hours
This course will investigate the experience of war from the frontlines and home front. The course will focus upon the social and cultural constructions of the warrior ethos, the meaning given to combat by warriors and society, and the challenges of differentiation between war and peace that warriors have faced. It will also examine loss and sacrifice needed during ‘total war’ from a nation’s citizens. Students will investigate the human experience of modern war mainly through primary source materials, which include memoirs, diaries, novels and film.

SSC 210  They Psychology of Abnormal Behavior  4 Qtr. Hours
This course provides a description of abnormal behavior patterns, causes of abnormal behavior, and the treatment of such behavior. Psychopathology will be explored in order to develop the students’ ability to think critically about the field of abnormal behavior.

SSC 215  Criminal Justice  4 Qtr. Hours
This course is a comprehensive study of the historical development of criminal justice systems and operations in the United States. This course includes detailed examination, analysis and evaluations of the major components of the criminal justice system with emphasis on the total system of police, courts, corrections; loss prevention and principles of law.

SSC 219, 319  Independent Study  4 Qtr. Hours
Independent Study allows a student to explore a topic or area of interest. The student will propose a topic for tutorial study under the guidance of a supervising faculty member.

SSC 220  American Democratic Principles  4 Qtr. Hours
This course provides an introduction to the role of government in American society and the contemporary participants in the policy making process. Emphasis will be placed on the Constitution, federalism, the division of powers, and the roles of political parties, elections and interest groups in public policy making. National, state and local governments will be comparatively examined.

SSC 221  Contemporary Topics in Health & Fitness  4 Qtr. Hours
This course provides the student a survey of the physical, mental, and social dimensions of health as it relates to personal growth and quality of life. Students will examine the relationship between health status and the application of health status to personal health management for professionals, health care management and corporate wellness.

SSC 225  The History & Culture of Food  4 Qtr. Hours
Students will explore the importance of cuisine to culture and the development of cuisine throughout history. Through lecture, readings, group work, and projects, students will identify and explore the historical periods which have contributed to the most prominent cuisines of the world. Students also gain knowledge of the cultures pertaining to the prominent cuisines, including France, Italy, South America, Asia and Africa.

SSC 235  The Darwinian Revolution: The Theory of Evolution & Modern Life  4 Qtr. Hours
This course will explore Darwin’s theory of evolution and how that theory has changed Western thought and life. From racism to social evolution, from eugenics to political arguments about creationism in public schools, Darwinian thought for the last 150 years has been more than simply a biological issue. Students will comprehend and investigate this by closely probing primary documents from the 19th, 20th and 21st centuries.

SSC 240  Great Political Issues  4 Qtr. Hours
This course examines the political issues that typically give rise to controversy, reflecting the concerns and ideologies of our two main political parties. The course explores topics ranging from civil rights and free speech, to war, crime control and immigration. These issues will be approached from several viewpoints with emphasis on their treatment in the media.

SSC 248  The American Civil War  4 Qtr. Hours
This course allows students to experience the war as it was – in the actual diaries, newspaper accounts, and letters of those who lived through it – a documentary provides dramatic archival photographs, moving period music, and rare newsreel footage of veterans.

SSC 260  Cultural Anthropology  4 Qtr. Hours
Students will be introduced to the principles of anthropology, that is, the study of humans as social beings and creators of culture. This course will address the cultural aspects of anthropology in particular. Students will focus on the study of living peoples and their ways of life. (Fulfills General Education Behavioral Science requirement)

SSC 270  Chicago Urban Experience  4 Qtr. Hours
This course explores the Chicago experience as a unique constellation of components that together constitute the urban environment. Cities as physical, socio-political, and economic constructs will be explored, with an emphasis on field experience and policy analysis.
SUR 125  Introduction to Surgical Technology  6 Qtr. Hours
This course provides instruction in professional responsibilities of the surgical technologist, the operating room environment, legal, ethical and moral issues related to surgery including liability and scope of practice. Course content includes discussion of the various levels of credentialing, hospital organization and healthcare professional organizations. Included is an introduction to the basic concepts of biomedical science as related to surgery. Principles and concepts related to aseptic techniques for non-sterile and sterile responsibilities, preoperative patient care and supplies and equipment as apply to the role of the surgical technologist are discussed. ARC certification in Workplace Violence Awareness is offered. This class includes a laboratory component.

SUR 130  Principles of Surgical Technology  6 Qtr. Hours
This course covers the responsibilities of the surgical technologist in the first scrub role in the intra-operative and post-operative phases of the surgical procedure. It provides instruction on perioperative patient care concepts and supplies used during the course of surgery with application of aseptic technique. Instructional content in principles related to drug terminology, measurement, proper handling, and information on the various drugs used in surgery, including anesthesia. Endoscopic surgical procedures are included. This class includes a laboratory component. (Prerequisite: SUR 125)

SUR 150  Surgical Technology I  9 Qtr. Hours
This course instructs the student in the principles and skills required to assist in procedures for general surgery, obstetric/gynecologic, and genitourinary surgery. This class includes a clinical surgical rotation component. (Prerequisite: SUR 130)

SUR 200  Surgical Technology II  9 Qtr. Hours
This course instructs the student in the principles and skills required to assist in orthopedic and neurosurgery. This class includes a clinical surgical rotation component. (Prerequisite: SUR 150)

SUR 225  Surgical Technology III  9 Qtr. Hours
This course instructs the student in the principles and skills required to assist in procedures for cardiothoracic and peripheral vascular surgery. This class includes a clinical surgical rotation component. (Prerequisite: SUR 200)

SUR 250  Surgical Technology IV  9 Qtr. Hours
This course instructs the student in the principles and skills required to assist in procedures for ophthalmic, oral and maxillofacial, plastic and reconstructive, and otolaryngology surgery. Exam content for the CST exam is included with sample exam reviews and rationale for correct responses. This class includes a clinical surgical rotation component (Prerequisite: SUR 225)

TEC 100  Technical Math  4 Qtr. Hours
This course introduces the fundamental concepts of algebra, geometry, and trigonometry, with emphasis on technical applications. Also covered are use and conversion of English and metric measurements, scaling and coordinate systems, (Cartesian is in two and three dimensions, and polar measurements.)

TEC 101  Manual Drafting  4 Qtr. Hours
This course is an introduction to basic manual drafting skills. This course covers the use of drafting equipment, theories of orthographic projections and annotations, text treatments, projection techniques, sectional and auxiliary views, and detailed dimensioning practices as employed in industry. Geometric problem-solving modules are presented throughout the course. All applications are in accordance with American national Standards Institute’s (ANSI) drafting standards.

TEC 102  Computer-Based Drafting  4 Qtr. Hours
This course emphasizes transitioning students from manual to computer-aided drafting styles. Advanced orthographic projections, sectional views, auxiliary views, and detailed dimensioning techniques are developed. (Prerequisite: TEC 102)

TEC 103  Architectural Drafting  4 Qtr. Hours
This advanced course in technical drawing covers all necessary architectural drawings to create a construction set. The structure and importance of standard building codes and construction methods are implemented into design concepts. (Prerequisite: TEC 102)

TEC 104  Mechanical Drafting  4 Qtr. Hours
This advanced course is a study of engineering scales, screw threads, standard mechanical symbols, bill of materials, and tolerance studies, as employed in industry. Basic design concepts with isometric and assembly drawings are introduced, and throughout the course, their uses in industry are discussed in detail. (Prerequisite: TEC 102)

TEC 110  Perspective & Rendering  4 Qtr. Hours
Students learn how to convey basic visual concepts through manual drawings using perspective and rendering methods. Emphasis is placed on creating drawings related to the fields of architecture, interior design or industrial design. (Prerequisite: TEC 101)

TEC 114  Manual Drafting I  4 Qtr. Hours
Manual drafting is the foundation of graphic communication in the fields of architecture, interior design, and industrial design. This course introduces students to proper use and care of drafting equipment, development and application of line weights, use of architectural scale, architectural lettering techniques, dimensioning conventions, standard sheet layouts, and drawing notations, symbols and labels. Students develop technical drawing projects to convey design concepts.
TEC 124 Manual Drafting II 4 Qtr. Hours
This course is a continuation of TEC 114 Manual Drafting I with an emphasis on drawings used in the fields of architecture, interior design, and industrial design. Students will become familiar with orthographic projections including multi-view orthographic projections and pictorials (axonometric projection) as well as one and two point linear perspectives. All projects will be executed using professional manual tools. Technical graphic communication skills are explored for solving problems, increasing the development of basic manual drafting skills, visualization, and solution of spatial problems. (Prerequisite: TEC 114)

TEC 140 Model Making 4 Qtr. Hours
This course introduces 3-D design and model making, basic principles of design and construction techniques are presented. Topics include viewer-object interaction, the idea of form as function, and building methods. Students learn to translate a flat drawing of an object into a three-dimensional model. Students explore a variety of building materials and construction techniques. (Prerequisite: TEC 124)

TEC 201 Manual Drafting II 4 Qtr. Hours
This course is a continuation of TEC 101 (Manual Drafting). Included will be instruction in the drafting theory of mechanical components, piping and electrical drawings. Students will become familiar with component part catalog use, axonometric projection, and geometric tolerances. Emphasis will be placed on drafting details, subassemblies, and assemblies. This course is about drafting as a tool of technical communication and for solving graphical problems, increasing the development of basic manual drafting skills, visualization, and solution of spatial problems.

TEC 211 Intermediate CAD 4 Qtr. Hours
This course builds upon topics introduced in TEC 101 and TEC 102. To help students develop speed and efficiency, emphasis is placed on advanced Computer Aided Drafting file manipulation and editing tools. This course is geared to integrating various Computer Aided Drafting tools in the creation of production documents. Students will create and utilize symbol libraries with attributes and produce a bill of materials. In addition, isometric and auxiliary drawing techniques are implemented in the creation of production drawings. (Prerequisite: TEC 102)

TEC 212 3-D CAD 4 Qtr. Hours
This course introduces 3-D computer-aided drafting, 3-D terminology, and 3-D applications in various professional fields. Topics include: 3-D coordinate systems and model viewing techniques, 3-D computer-aided drafting commands and techniques to build models, (e.g., extrusions, wire frames, surface models, and solid models), and 3-D modeling presentation techniques. (Prerequisite: TEC 211)

TEC 254 Advanced 3D CAD Modeling 4 Qtr. Hours
This course is designed to give the students the opportunity to work on practical 3D projects that will become part of the student’s portfolio. Emphasis is placed on modeling tools to develop complete architectural, interior design, or industrial design projects with complex details. Students will use solid editing commands, surface creation commands, and the manipulation of the UCS to complete their designs. Auto CAD rendering commands including the assignment of color and finish materials and the application of lighting are used to produce images of final designs for presentation purposes. (Prerequisites: TEC 212 for CAD majors; IND 241 for ISPD majors and IND 283 for co-requisite ISPD majors)

TEC 255 Blueprint Reading for Construction Trades 4 Qtr. Hours
This course introduces students to the process of interpreting graphical information in regards to professional drawings utilized within construction trades. Students will develop critical skills that will allow for correct interpretation of graphical data contained within working engineering drawings; including the necessary abilities required in the utilization of 2D/3D visualizations skills to decipher drawing information; mathematical calculation skills to solve spatial problems/relationships, tolerance issues, and design revisions; and extensive practice in reading of professionally prepared construction drawings.

TEC 256 Internship 4 Qtr. Hours
Students serve an internship to practically apply their skills in real-world employment situations. All internships are project-oriented and directly related to their focus in CAD. Internships are served under the sponsorship of a faculty advisor, and students will be required to document the results of their experience. (This course may be repeated up to 12 hours.)

TEC 280 Advanced Computer-aided Drafting & Modeling 4 Qtr. Hours
This course is designed to give the student the opportunity to work on realistic 3-D projects that will become part of their student portfolio. Students learn how to apply tools to increase their productivity by customizing the Computer Aided Drafting interface program. Areas of concentration include Architectural and mechanical topics. Students are required to prepare and present their work as plotted material in a portfolio case, as a multi-slide presentation using computer graphics software and as a student web page. (Prerequisite: TEC 212)

WDV 310 C# Programming 4 Qtr. Hours
This course introduces students to .NET programming through the use of C# programming language. This course covers the fundamentals of object-oriented programming, event-driven programming, graphics, databases, XML web services, and internet programming. Students will acquire the fundamental skills that are required to design and develop practical feature-rich applications using the C# programming language.

WDV 320 Website Building & Design 4 Qtr. Hours
Students explore the design principles of screen layout and interactive interfaces, while considering cross platform compatibility. The use of color-safe palettes, various graphics formats, and file-size considerations are also important issues. Students will also learn how to develop websites using the Extensible Hypertext Mark-up Language (XHTML) and develop facility with Dream Weaver and Fire Works software.

WDV 330 Extensible Mark-up Language 4 Qtr. Hours
Students explore Extensible Mark-up Language. XML provides a standard approach for describing, capturing, processing, and publishing data and is the expected eventual replacement for HTML. Students will learn the principles of structured documents and how to create custom mark-up on the web using XML, how to use XML parsers and validators, Document Type Definitions (DTDs), XML schemas, and the XML Document Object Model. (Prerequisites: CIS 318, WDV 320)

WDV 340 Client-Side Scripting Using Java 4 Qtr. Hours
This course addresses the use of JavaScript to create dynamic and interactive web pages. Students will develop skills in developing complex web pages using JavaScript. Related tools and concepts such as Document Object Model, form validation, classes and creating user-defined scripts will also be introduced. (Prerequisites: CIS 200, 318, WDV 320)
WDV 350  Server-side Scripting Using  4 Qtr. Hours
ASP.NET
The major topic of this course is the use of server-side scripting using Active Server Pages (ASP.NET) as a vital mean to enhancing web applications. This course addresses website interactivity issues including processing form data, generating contact forms, and exchanging and storing information with server files. Students will also learn how to use ASP.NET and ASP.NET Ajax to build web applications that interact with a database management system. The connection of database systems with web sites using ADO.NET Object Model and the design and creation of client/server database web applications are also major topics of the course. (Prerequisites: CIS 200, 318, WDV 320)

WDV 360  Database Application in Web  4 Qtr. Hours
Development
Students will learn how to create web sites that interact with different database management systems – such as MS Access and Oracle – using client-side scripts and server-side scripts. The connection of database systems with web sites using ODBC and ADO.NET objects and the design and creation of client/server database web applications are also major topics of the course. (Prerequisites: CIS 200, 318, WDV 320)
Military Science Course Catalog

The Robert Morris University ROTC program works in partnership with the Department of Military Science at the University of Illinois at Chicago. The principal objectives of the college-level Army ROTC program are to commission the future officer leaders of the United States Army and train students on leadership. This program is specifically designed to offer individuals the training necessary to develop leadership skills that prepare officers for effective service in the Army, as well as the civilian job market.

BASIC COURSE CLASSES

Cadets take one academic course per quarter, including the Leadership Laboratory, and MIL 121 (Basic Physical Training). The Leadership Laboratory includes one optional field training exercise. Participating students may take a Military Science academic course, MIL 107 (Introduction to U.S. Military History, or MIL 121) but are excluded from the Leadership Laboratory.

MIL 107 Introduction to U.S. Military History 3 Qtr. Hours
This course offers instruction in the fundamentals of warfare and a case analysis of American wars and campaigns from the Revolutionary War to present day. Instruction located at the Roosevelt Building at UIC Campus.

MIL 111 Introduction to Officiership 1 Qtr. Hour
Part I – freshman level curriculum. This course introduces issues and competencies that are central to military officer status. Emphasis is placed on the framework of leadership, Army values and officer status. *Includes a practical Leadership Laboratory.

MIL 112 Basic Leadership 1 Qtr. Hour
Part II – freshman level curriculum. This course continues on the framework of leadership and introduction to the fundamentals, principles, and traits of leadership, as well as discussion and practical application of life skills, to include fitness and time management.*Includes a practical Leadership Laboratory.

MIL 113 Military Leadership 1 Qtr. Hour
Part III – freshman level curriculum. This course concludes the framework of leadership and introduction to the fundamentals, principles, and traits of leadership, as well as discussion and practical application of life skills, to include fitness and time management.*Includes a practical Leadership Laboratory.

MIL 121 Basic Physical Training 1 Qtr. Hour
This course offers training and practical application of physical fitness and endurance, covering flexibility, muscular and cardiovascular endurance, preparation and execution of the Army Physical Fitness Test. This course is recommended for freshman enrolled cadets. May be repeated for 3 hours.

MIL 211 Individual Leadership Studies 2 Qtr. Hours
Part I – sophomore level curriculum. This course offers experiential learning activities which enable students to develop problem-solving, critical thinking skills, and apply communication, feedback and conflict resolution skills. Emphasis is placed on self-confidence, and individual leadership. *Includes a practical Leadership Laboratory.

MIL 212 Leadership & Self-Development 2 Qtr. Hours
Part II – sophomore level curriculum. This course continues the experiential learning activities enabling students to develop problem-solving, critical thinking skills, and apply communication, feedback, and conflict resolution skills. Focus is placed on self-development guided by knowledge of self and group. Learning activities are designed to challenge student’s current beliefs, knowledge, and skills. *Includes a practical Leadership Laboratory.

MIL 213 Leadership & Teamwork 2 Qtr. Hours
Part III – sophomore level curriculum. This course concludes the experiential learning. Focus is placed on self-development guided by knowledge of self and group. Learning activities are designed to challenge student’s current beliefs, knowledge, and skills.  
*Leadership Laboratory is not required for Basic Course participating students.

MIL 221 Basic Physical Training 1 Qtr. Hour
This course offers training and practical application of physical fitness and endurance, covering flexibility, muscular and cardiovascular endurance, preparation and execution of the Army Physical Fitness Test. This course is recommended for freshman enrolled cadets. May be repeated for 3 hours.

ADVANCED COURSE CLASSES

Prerequisite for the Army ROTC Advanced course is Basic course credit and the approval of the Professor of Military Science. Advanced course Cadets will take MIL 121 each quarter and are still eligible to take MIL 107. The Leadership Laboratory and one weekend field training exercise are mandatory for Advanced course Cadets.

MIL 301 Leadership & Problem-solving 3 Qtr. Hours
Part I – junior level curriculum. This course enables students, with no prior military or cadet experience, to quickly learn essential cadet knowledge and skills necessary for integration into the cadet battalion and successful performance of key cadet tasks. Instruction includes continuation of principles of physical fitness and a healthy lifestyle to improve or maintain cadet physical fitness from the very beginning of the term; introduction to the Leader Development Program, that will be used to evaluate leadership performance and provide developmental feedback; instruction to prepare cadets for their responsibilities of teaching and participating in Military Science and Leadership Labs; how to plan and conduct individual and small unit training, and basic military tactical principles. Following these important introductory modules, the course turns to a four-week study of reasoning skills and the military-specific application of these skills in the form of the Army’s troop leading procedure. The term concludes its final four weeks with a detailed examination of officer status, which culminates in a five-hour officer status case study. Includes a practical Leadership Laboratory and instruction is located at the Roosevelt building at UIC campus.

MIL 302 Leadership & Ethics 3 Qtr. Hours
Part II – junior level curriculum. This course offers the same instruction as MIL 301, totaling a 3-quarter year long class. Includes a practical Leadership Laboratory and instruction is located at Roosevelt building at UIC campus.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIL 303</td>
<td>Leadership &amp; Tactics</td>
<td>3 Qtr. Hours</td>
<td>Part III – junior level curriculum. This course offers the same instruction as MIL 301 and MIL 302, totaling a 3-quarter year-long class. Includes a practical Leadership Laboratory and instruction is located at Roosevelt building at UIC campus.</td>
</tr>
<tr>
<td>MIL 311</td>
<td>Leadership &amp; Management I</td>
<td>3 Qtr. Hours</td>
<td>Part I – senior level curriculum. This course offers a series of lessons enabling cadets to make career decisions. This course concentrates on staff planning, Army operations, communications, training management, and leadership skills. Includes a practical Leadership Laboratory, and instruction is located at the Roosevelt building at UIC campus.</td>
</tr>
<tr>
<td>MIL 312</td>
<td>Leadership &amp; Management II</td>
<td>3 Qtr. Hours</td>
<td>Part II – senior level curriculum. This course prepares cadets for detailed analysis of military engagements, advanced writing skills, and briefing methodologies. Includes a practical Leadership Laboratory, and instruction is located at the Roosevelt building at UIC campus.</td>
</tr>
<tr>
<td>MIL 313</td>
<td>Army Officership</td>
<td>3 Qtr. Hours</td>
<td>Part III – senior level curriculum. This course focuses on pre-commissioning training and transition to military duty as a newly commissioned officer. Includes a practical Leadership Laboratory, and instruction is located at the Roosevelt building at UIC campus.</td>
</tr>
<tr>
<td>MIL 321</td>
<td>Basic Physical Training</td>
<td>1 Qtr. Hour</td>
<td>This course offers training and practical application of physical fitness and endurance, covering flexibility, muscular and cardiovascular endurance, preparation and execution of the Army Physical Fitness Test. This course is recommended for freshman enrolled cadets. May be repeated for 3 hours.</td>
</tr>
<tr>
<td>MIL 331</td>
<td>Basic Physical Training</td>
<td>1 Qtr. Hour</td>
<td>This course offers training and practical application of physical fitness and endurance, covering flexibility, muscular and cardiovascular endurance, preparation and execution of the Army Physical Fitness Test. This course is recommended for freshman enrolled cadets. May be repeated for 3 hours.</td>
</tr>
</tbody>
</table>
Undergraduate Policies & Procedures

ADMISSIONS

Admissions Requirements
High school graduates from a state-approved high school or the equivalent (GED), or candidates with military documentation of high school equivalency are eligible for admission to the University. High school graduation is verified by a high school transcript, GED transcript, or information submitted in appropriate form to the Federal government. All candidates are encouraged to have a personal interview with an admission representative of the University and to have a tour of the campus. This process provides the applicant with the necessary information to make informed educational decisions.

Regular Admission
Admission decisions are based on a review of each student’s academic record and professional experience. Each candidate is considered on an individual basis. In making admission decisions, the following materials are considered:

• High school diploma, GED score, military documentation or college coursework
• Work or community service experience
• Standardized examination results
• Some majors require demonstrated levels of achievement in particular courses
• Demonstration of character necessary for success in college

Adult Continuing Studies Academic Philosophy
In Robert Morris University’s Adult Continuing Studies Division, students balance a full-time course of study with families, work, and community obligations. Our students are self-motivated, flexible and serious about completing their degrees. The Adult Continuing Studies Academic Delivery Model, developed to assist this segment of students find success in their higher education pursuits, optimizes time on campus to fit a working adult schedule, including collaboration, access to resources, and faculty interaction.

Learning opportunities are offered through a combination of direct faculty instruction and engagement in academic activities. Direct faculty instruction may include face-to-face lecture, discussion boards, pre-recorded lectures, podcasts, or lab time; all courses are comprised of weekly direct contact in the classroom with the professor. Engagement in academic activities may include original written material, collaboration projects, assessments, studio time, course readings, discussion boards, projects or assignments.

Adult – 23 Years & Older
Students who are 23 years and older often possess numerous life and professional experiences that demonstrate abilities to be successful in college. For these students, the following materials are considered:

• High school record or college associate degree
• GED score
• Examination results:
  • American College Testing (ACT)
  • Standard Achievement Test (SAT)
  • Applied Education Skills Assessment (AESA)
  • College Level Examination Program (CLEP)
  • Dantes
• Evidence of successful employment experience

Transfer Admission
These are students who have earned 12 semester hours (18 quarter hours) or more of collegiate work at another accredited institution of higher learning. These students comprise almost 40 percent of our student population and bring academic, social and professional diversity to our community. This diversity ultimately enhances the quality of education for all students. The University encourages the transfer student to become part of our community. In making admission decisions for transfer students, the following materials are considered:

• College record or degree
• High school record
• Demonstration of character necessary for success in college

Credit for Prior Learning
Adult learners have an opportunity to showcase prior learning outcomes, with the potential of earning credentials and/or academic credit.

Prior Learning for Industry Certifications
Industry certifications may be converted to academic credit. The Dean of School/College will evaluate the certification and award applicable credit and credentials.

Prior Learning for Work Experience
Up to 16 hours of free elective credit may be awarded for prior learning via work experience. Students may enroll in ICP 222, 223, 333 or 334. While enrolled in this course, students build a portfolio to illustrate the applicable learning outcomes. The Dean of the School/College will award credentials and/or credit based on the portfolio.

International Students
These are students who are not citizens or permanent residents of the United States. These students add value to the academic community and are encouraged to apply. International applicants must submit all of the following:

• Official record of secondary and post-secondary education
• TOEFL exam scores or AESA (International transcripts must be accompanied by an official English evaluation)
• An affidavit of financial support

Nursing Program Admissions
Admission to the Nursing Program is based on a thorough review of the file, including results from high school, transfer of credit, ACT/SAT scores, and work experience. Typically, a minimum of a 2.5 GPA in high school, a 21 ACT Composite, a 21 ACT Math, and a “C” in advanced Algebra and Chemistry are required.

Foreign Students
Students who graduated from a high school outside of the United States and who cannot get an official high school transcript due to political unrest or a natural disaster in his/her homeland may submit a letter of explanation to the Provost. A student should include relevant academic documentation (i.e., ACT or SAT test scores, official college transcripts, armed forces training and proof of English proficiency).

Home-Schooled Students
A home-schooled student must submit a transcript of classes, curriculum documentation, and state certification. In addition, the student must take a nationally-normed standardized examination demonstrating an achievement level acceptable to the College.
Non-Approved or Non-Accredited High Schools
A student who graduates from a high school that is neither state-approved, nor regionally accredited must pass the GED.

KEYS (Knowledge Enables Your Success)
A transition program is recommended for students identified in the admissions process as those who might benefit from extra support services. This program includes a full-time class load with a support course for the first quarter of study.

The Admission Process
You receive personal attention and advice at Robert Morris University before you begin classes, and that support continues for a lifetime.

Here’s how to apply:
1. Schedule a personal interview with an Admissions Counselor
2. Complete the admissions application
3. Submit a $20 non-refundable application fee
4. Send copies of your official high school transcripts or GED scores to the Student Information Office.
5. Gain acceptance with approval from the Admissions Review Board
6. Complete a Free Application for Federal Student Aid (FASFA) student assistance application and meet with a Financial Planner
7. Request official copies of all college transcripts to be sent to the Student Information Office

When to Apply
Applications for admissions are accepted throughout the year. Due to the open and flexible academic calendar, students may begin classes at various times, including the Summer.

Students are encouraged to apply early, as financial aid programs give preference to early applicants. Some programs have limited allocations that typically fill early in the calendar year. Your best chance comes with filing an application early.

Student Housing
Student housing is available at the Main Campus located in downtown Chicago. Students may obtain information and a housing application at www.robertmorris.edu/admission/housing. For more information, students may contact the Director of Student Life at (312) 935-2004 or jrivera@robertmorris.edu.

Applying for Re-Admission
Students who withdraw from the University may apply for re-admission to complete their degree program. It is strongly recommended that students remain in good academic standing at all times. Approval for re-admission is determined by the Re-admissions Review Board and is based on the student’s recorded progress and history when they were enrolled in the University. Students who apply for re-admission must first clear their financial obligations prior to being approved to return. The University reserves the right to reject a student’s re-admission request. Students dismissed from the Surgical Technology and Nursing programs must present compelling evidence for reinstatement. Reinstatement to these programs is rare.

Academic Records
Student Information Office
Academic records at Robert Morris University are kept on file permanently and are available for transcript purposes.

Application forms and documents provided by students who matriculate become the property of Robert Morris University and will be kept on file for five (5) years. Forms and documents submitted by individuals who do not enroll at Robert Morris University will remain on file for three (3) years.

The Student Information Office provides assistance with the following:

- Academic records
- Enrollment verification/verification letters
- Graduation fee payments
- International student documentation
- Veteran’s benefits
- Transfer credit evaluation

Credit Designation
The unit of academic credit at Robert Morris University is the quarter hour. The number of quarter hours of credit assigned to a course is based on the amount of class work required to achieve the stated learning outcomes of the course. The distribution of work varies by course and includes class activities such as lecture, laboratory, and field experience. The University’s academic quarter is 10 weeks.

Credit Hour Policy
At Robert Morris University, one credit hour is equivalent to three hours of learning opportunities per week. Three hours of learning opportunities entail approximately one hour of direct faculty instruction, plus two hours of engagement with an academic activity. Direct faculty instruction is defined as engagement with course material that is directed by faculty, a facilitated experience. This includes, but is not limited to: face-to-face lecture, discussion boards, pre-recorded lectures, podcasts, conference calls, or lab time. Engagement with an academic activity includes, but is not limited to: original written material, collaboration through group projects, test taking, studio time, course readings, discussion boards, projects, or assignments. These guidelines apply to all Robert Morris courses, regardless of delivery model.

Grading System
The following scale defines grades earned:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4 points</td>
</tr>
<tr>
<td>B</td>
<td>3 points</td>
</tr>
<tr>
<td>C</td>
<td>2 points</td>
</tr>
<tr>
<td>D</td>
<td>1 point</td>
</tr>
<tr>
<td>F</td>
<td>0 points</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete (defined below)</td>
</tr>
<tr>
<td>P</td>
<td>Pass (defined below)</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass (defined below)</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal (defined below)</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal Failure (calculated as an F)</td>
</tr>
<tr>
<td>AU</td>
<td>Audited Course</td>
</tr>
</tbody>
</table>

Pass (P)/No Pass (NP)
Some classes are offered on a Pass/No Pass basis. While the hours taken in a Pass/No Pass class count in the total hours for graduation, they are not used in computing quarter or cumulative grade point averages.

Incomplete Grades
A grade of incomplete (I) will be given in a course when mitigating circumstances interfere with a student’s ability to satisfactorily complete all the required assignments. A student with an incomplete may be placed on probation by the Academic Review Board. The student will be given until the middle of the following quarter to make up the work. A failing grade will be assigned to course(s) with an incomplete if the work is not completed by mid-quarter. Incompletes are granted only after conversations with the student, instructor, and academic advisor or Academic Dean.
Dropped Classes
Robert Morris University offers cohort education to students to ensure timely completion of their program. It is imperative that students complete their assigned classes each quarter. The dropping of classes may cause a break in the appropriate sequence of courses and may interfere with completion of the program and residency requirements. This could result in a student having to enroll in additional quarters and not graduate in a timely manner. During the first week of class, students will be asked to verify their enrollment for the quarter electronically.

The University’s official census for verification of enrollment and the determination of financial charges occurs on the first day of the second week of each respective academic quarter of the day or evening programs. Students may drop individual classes only with approval of the Director of Education.

Repeat Courses
A full- or part-time student will be allowed to repeat a failed or withdrawn course (after the initial attempt) one time. A third attempt may be granted by working with an academic advisor to develop a plan for success, which may include the repeated course as the only course in which the student is enrolled.

A student who does not successfully complete a required course for graduation after exhausting the above options may petition to the academic dean to retake the class or request a class substitution. Students who achieve a 3.0 or higher GPA of 3.0 or higher and who have completed all hours attempted may petition to the Student Advisor or Director of Education for assistance in this process.

Withdrawal from Courses
Students withdrawing from classes will receive grades as follows:
- WD week 1 = no grade
- WD week 2 thru Friday of week 6 = W grade
- WD week 7 thru 10 = WF grade*

*The WF grade is calculated as an “F”

Withdrawal from the University
Students who wish to withdraw from the University must initiate the process. Not attending does not constitute official notice of withdrawal. Students must contact their Student Advisor or Director of Education for assistance in this process.

Grade Reports
When a student completes a course, a grade report is available on the course website after all grades have been submitted. Grades are considered final 30 days after receipt. Grades will not change once they are final. It is the student’s responsibility to check the accuracy of his/her grade reports quarterly.

Transcript Issuance
Official transcripts of an academic record may be obtained by contacting the Student Information Office. Transcripts will be issued upon written request, signed by the student and accompanied by a $5 fee. This authorization may be submitted in person or by mail. Applications are available online; however, payments will only be accepted by mail or in person. Telephone requests cannot be accommodated. Students must clear all financial obligations with the University before any official or unofficial transcripts are issued.

Academic Recognition & Awards
The University awards President’s List recognition each quarter to students who achieve a 3.5 or above quarter grade point average and who have completed all hours attempted.

At graduation for the baccalaureate degree students who have completed all hours attempted and who have achieved a 3.5 or above cumulative grade point average may petition to receive the honor of Summa Cum Laude. Students who achieve a 3.5 or above cumulative grade point average and who have completed all hours attempted and who achieve a 3.5 or above cumulative grade point average may petition to receive the honor of Magna Cum Laude. Students who achieve a 3.5 or above cumulative grade point average and who have completed all hours attempted and who achieve a 3.5 or above cumulative grade point average may petition to receive the honor of Cum Laude.

Academic Recognition & Awards
The University awards President’s List recognition each quarter to students who achieve a 3.5 or above quarter grade point average and who have completed all hours attempted.

At graduation for the baccalaureate degree students who have completed all hours attempted and who have achieved a 3.5 or above cumulative grade point average may petition to receive the honor of Cum Laude.

Study Abroad
Robert Morris University offers students an opportunity to study abroad and earn academic credit. Study abroad programs allow students to expand their cultural, historical and social awareness of life, culture and language in another society. These opportunities are available to enrolled students at all campuses. The following is a summary of the study abroad programs that have been offered:

Study Abroad Requirements:
- Enrollment in the stated area of study
- Undergraduate: Completion of 5 quarters (or equivalent transfer credits) prior to departure. Graduate: Completion of 2 quarters prior to departure.
- GPA of 3.0 or higher
- Referral from student’s academic advisor
- $300 deposit – deposit is refundable if an applicant is not accepted into the program based on a decision made by RMU. If accepted, the deposit will be refunded upon return if there are no damages to housing or changes in flights caused by the student.
- Completed FASFA, signed financial aid plan and a $0 financial aid balance
- All programs are subject to cancellation in the case of low enrollment
- Dates may fluctuate by one of two days depending on flight availability
- Included in the Study Abroad Fee is: Round-trip air fare from Chicago, airport transfers in destination country, housing, and travel related to the Cultural Perspectives course.
- Students apply online at www.robertmorris.edu/studyabroad

Hamburg, Germany
Area of Study: Computer Studies
- Dates: TBD
- Courses: CRX 210, HUM 200, 1 Networking course and internship
- 8 weeks in length
- Cost: TBD
- Number of students accepted: 10

Paris, France
Area of Study: Business & Bachelor of Professional Studies
- Dates: TBD
- Courses: CRX 210, HUM 200, 2 courses selected from the ABS schedule
- 8 weeks in length
- Cost: TBD
- Number of students accepted: 10
London, England (Graduate students only)
- Dates: July 4 – July 21, 2014
- Course: MGT 598
- 12 days in length
- Cost: $4,800 plus tuition
- Number of students accepted: 10

Florence, Italy (Athletes only)
- Dates: July 13 – August 9, 2014
- Course: CRX 210, 1 course selected from the FUA schedule, plus physical training three times per week with a professional coach
- 4 weeks in length
- Cost: $5,200 plus tuition
- Number of students accepted: 5

Florence, Italy
Areas of Study: Architectural Technology, BPS, Culinary & Graphic Design
- Dates: September 21 – November 15, 2014
- Courses: CRX 210, HUM 200, 1 course selected from the FUA schedule and internship
- 8 weeks in length
- Cost: $5,200 plus tuition
- Number of students accepted: 10

Academic Policies & Regulations
Registration/Academic Advisement
To validate registration in classes for the current quarter, students must communicate with their Student Advisor by Thursday of Week 6. At that time, the Student Advisor and student validate registration for the current quarter and discuss the student’s plan for the future quarter. This process will generate registration for the next quarter, request graduation audit, or state the student’s decision not to enroll in the upcoming quarter, setting in motion one of the following:

1. Generate registration for the next quarter – a student schedule based on this registration form will be prepared for the student.
2. Request graduation audit – the Registrar’s office is informed of the graduation request so that an audit of the student’s records can occur.
3. Decision not to enroll in the upcoming quarter – the student will complete courses for the current quarter and withdraw from the college at the end of that quarter.
4. When the student does not verify registration, the Student Advisor will verify attendance in classes with the faculty and attempt to contact the student in a variety of ways. Should the faculty state the student has not been attending classes, and the Student Advisor is unable to reach the student, an administrative withdrawal will result. The student will receive a letter stating this action and requesting the student to notify administration within 48 hours if an error has occurred.

Academic Credit Requirements
The requirements for each program will vary because of differences in course content, laboratory requirements, and clinical experience qualifications. The number of credit hours a student is expected to complete is a minimum of 92 quarter hours in Associate in Applied Science programs, and a minimum of 188 quarter hours in the Bachelor Degree programs. Some individual programs require additional hours over the 92 (AAS) or 188 (Bachelor Degree).

Student Status Classifications
Freshman standing: A student who has earned 46 credit hours or less
Sophomore standing: A student who has earned 47 to 92 credit hours
Junior standing: A student who has earned 93 to 140 credit hours
Senior standing: A student who has earned 141+ credit hours or more

Enrollment Status Classifications
Enrollment status for the entire quarter is determined by the College’s official census on the first day of the second week of each respective quarter.

Full-time: 12 credit hours or more
Part-time: at least 6 but less than 12 credit hours
Less than part-time: Less than 6 credit hours

Note: Students need a combination of credit hours, residency, degree audit requirements, and a cumulative 2.0 GPA to graduate.

Students must attend each class during Weeks 1-2 of the quarter, or student enrollment status may be jeopardized.

Undergraduate students are required to enroll on a full-time basis in the daytime program. Students in the evening program may enroll on a part-time basis once an Associate degree is earned. However, course availability may determine the need for a full-time study.

Residency
Undergraduate Degree programs at the University have a residency requirement of the equivalent of four quarters of full-time study and 48 quarter hours of earned RMU credit.

Program Availability
The University reserves the right to cancel a program or course based on enrollment.

Upper-Division Requirements
All Bachelor degree programs require a minimum of 60 quarter hours at the 300- or 400-level.

Class Availability
Robert Morris University operates on an accelerated timetable. Over 90% of graduates complete their bachelor’s degrees in less than three years. RMU coursework is designed around students who are continuously enrolled on a full-time basis; students who enroll in fewer than four quarters a year may need to take courses at multiple campuses, times, or quarters in order to meet graduation requirements. Some specialized classes are offered once a year. Students who enroll on a less-than-full-time basis have no guarantee of date of completion.

Undergraduate Blended Learning Classes
Blended Learning classes are offered as an option for various classes in the adult evening program.

Class Schedule
Classes are scheduled weekdays between the hours of 8:00 a.m. and 9:30 p.m. and Saturdays from 8:00 a.m. to 4:30 p.m.

Class Attendance
Regular attendance in class is considered essential. Cultivation of desirable work habits is as important as the development of skills. Students are expected to be present and on time for all classes.

Faculty members set their own individual attendance guidelines for their classes. Students are expected to adhere to the policies set by the faculty, including but not limited to, tardiness, absenteeism, and make-up work.

Academic Overload
Day Students: Students must obtain permission from the Vice President for Academic Administration to enroll for more than 18 credit hours during any quarter. Students’ academic progress for the past year, quarter and cumulative GPA, and student appeal
letter will be reviewed for possible approval. Approval is on a quarter-by-quarter basis and may not speed time to degree based on offering of courses.

**Adult/Continuing Studies Students:** Students must obtain permission from the Vice President for Academic Administration to enroll for more than 14 credit hours during any quarter. Students’ academic progress for the past year, quarter and cumulative GPA, and student appeal letter will be reviewed for possible approval. Approval is on a quarter-by-quarter basis and may not speed time to degree based on offering of courses.

**Academic Progress Policy**

The following Academic Progress Policy applies to all undergraduate students regardless of program in the completion of all coursework up to and including the Bachelor degree at the University. Students are expected to adhere to the guidelines for the Academic Progress Policy for both Grade Maintenance and Timely Completion. Students work closely with their Advisor to maintain good academic standing and for rehabilitation of good academic standing.

**SECTION 1: Measurement of Grade Maintenance**

To achieve satisfactory academic progress for Grade Maintenance, the undergraduate student must maintain a cumulative C (2.0) grade point average at the end of every quarter. When the student’s cumulative GPA falls below 2.0, the student is placed on Academic/Financial Aid Warning or Academic Dismissal status by the Academic Progress Committee.

1. An Academic/Financial Aid Warning period is one ten-week quarter. During the warning period, the student is eligible for financial aid.
2. At the end of the Warning period, if the student is not making Satisfactory Academic Progress, all Financial Aid will be terminated and the student is subject to Academic Dismissal. The student has the opportunity to continue enrollment only if the Academic Progress Committee accepts their appeal based on mitigating circumstances. (See Appeal Process)
3. After a successful appeal, the student will be placed on Academic/Financial Aid Probation for the subsequent quarter. An academic plan will be provided which includes the completion rates by quarter and the required GPA. If the student is meeting the requirements of the academic plan, Financial Aid eligibility will continue.
4. The academic plan will be evaluated every quarter.
5. Students in Surgical Technology must maintain a 2.0 or dismissal may result. Students in Surgical Technology must maintain 2.0 in all Surgical program classes without withdrawing or dismissal may result.
6. Nursing students are required to pass the dosage and calculation exam (math test) with a score of 90%, earn a “pass” evaluation in their clinical setting, earn a theory grade of at least a C (78% or higher) and take the HESI exam (NUR 120, 221 and 224) with the score factored into their theory course grade in order to progress in the Nursing program. Additionally, Nursing students must maintain a cumulative C (2.0) grade point average and a grade of C or above in every course taken at Robert Morris University. Students who do not achieve this level of academic progress will be dismissed from the Program.
7. For Nursing students, a dosage and calculation exam (math test) will be given on the first day of all NUR courses. A score of 90% or higher is required to pass this test in order to be cleared to pass medications in the clinical setting. If a student does not meet the 90% passing score, they are required to attend an hour tutoring session with a faculty member before taking a second exam. If they, again, do not achieve a passing score of 90%, they will be required to add an additional two-hour tutoring session with a faculty member before attempting the exam a third time. Failure to achieve the 90% passing core on a third attempt will make the student not clear to pass medication for the Quarter at the clinical site. This will cause the student to NOT earn a “pass” evaluation in their clinical setting.
8. A required part of the Nursing program is taking the HESI examination. This occurs in NUR 120, NUR 221, and NUR 224. This exam is scheduled by the Academic/Financial Aid Warning or Academic Dismissal status by the Academic Progress Committee.
9. Accounting students must maintain an average GPA of 3.0 in all Junior/Senior accounting courses at the end of each quarter or probation or dismissal may result.

**SECTION 2: Measurement of Timely Completion**

Credit evaluation for measurement of Timely Completion is calculated as follows:

- Grades of A, B, C, D, or P are earned credit for completion in a timely manner.
- Grades of W, I, WF, or NP are considered hours attempted, but no credit is earned.
- Non-credit remedial classes are not earned credit for completion in a timely manner.
- Incomplete grades are not earned credit until a passing grade is posted. An incomplete grade will revert to an F if the work is not completed by mid-quarter of the next term.
- Repeated classes are considered hours attempted in all quarters, but are earned credit in the quarter the highest passing grade is posted.

To achieve satisfactory academic progress for Timely Completion, the undergraduate student must complete 2/3 of the cumulative hours attempted. Timely Completion is audited quarterly. When a student is not in good standing for Timely Completion, the Academic Progress Committee will implement Academic/Financial Aid Warning or Academic Dismissal status.

1. An Academic/Financial Aid Warning period is one ten-week quarter. During the warning period, the student is eligible for financial aid.
2. At the end of the Warning period, if the student is not making Satisfactory Academic Progress, all Financial Aid will be terminated and the student is subject to Academic Dismissal. The student has the opportunity to continue enrollment only if the Academic Progress Committee accepts their appeal based on mitigating circumstances. (See Appeal Process)
3. After a successful appeal, the student will be placed on Academic/Financial Aid Probation for the subsequent quarter. An academic plan will be provided which includes the cumulative completion rates by quarter and the required GPA. If the student is meeting the requirements of the academic plan, Financial Aid eligibility will continue.
4. The academic plan will be evaluated every quarter.
5. The maximum hours attempted cannot exceed 150% of the hours stated in the catalogue for program completion or Academic Dismissal may result. Students with applicable transfer credit will be evaluated individually for hours of completion and are not given more time than other students to complete the program. Transfer credits are considered as hours attempted and hours earned.
**Appeal Process**

When mitigating circumstances (illness, injury, or life change) interfere with satisfactory academic progress, the student shall have the opportunity to appeal. The appeal must include why he/she failed to make satisfactory academic progress, and what has changed that will allow the student to achieve Satisfactory Academic Progress. The Academic Progress Committee will implement Academic Warning, or Academic Dismissal status, taking into consideration eligibility for enrollment and the student’s probability for success in the program. If the Committee approves the appeal, the student must follow an Academic Plan to ensure future success. The student will be on Academic Warning for one quarter only. If the academic plan is being followed successfully, then Academic Probation will continue. The student is eligible for financial aid for each quarter that Academic Warning is extended. If the student does not meet the requirements of the academic plan, the student will be Academically Dismissed.

**Reinstatement**

The implementation of the Academic Progress Policy incorporates the consideration of eligibility for enrollment and for federal and state student financial aid. Appeals pertain to enrollment reinstatement as well as financial aid eligibility. Students dismissed from the Surgical Technology and Nursing programs must present compelling evidence for reinstatement. Reinstatement to these programs is rare. For a Nursing Appeal, the University’s Nurse Administrator will also have input to the Re-admissions Review Board. A student with Academic Dismissal status for unsatisfactory progress who is granted reinstatement by the Academic Progress Committee from appeal regains financial aid eligibility in the reinstated quarter.

**Assessment Program for Robert Morris University**

The assessment program at Robert Morris University is structured to gather, share, and evaluate evidence of student learning and is seen as a shared responsibility among all staff and faculty. Learning outcomes correspond to the major headings of the three components of the University’s mission: professional, career-focused education, collegiate setting, and diverse communities.

Robert Morris University views assessment as an integral element in assuring that its graduates from the respective academic units function as responsible, productive members of an ever-changing world; therefore, the assessment program is designed to evaluate the University’s programs and services in assisting students’ movement toward outcomes that flow from the institution’s mission and to provide a basis for continuous quality improvement of student learning.

To those ends, the Robert Morris University assessment process measures student learning through the assessment of student academic achievement and institutional effectiveness through shared responsibility of faculty and staff.

The assessment of student academic achievement documents the growth and achievement of students in relation to defined competencies in their major field and in general education as defined by program objectives. All students must demonstrate academic achievement in the domains of communications, problem-solving, critical thinking, professional knowledge and behaviors including ethical reasoning. The faculty curriculum committees set the criteria and rubrics for delineating levels of achievement and gathering meaningful evidence. Faculty members are the best evaluators of student academic achievement; individual instructors evaluate student outcomes of course objectives throughout their courses. Through faculty’s evaluation of these artifacts and group consensus, student achievement strengths and concerns are identified along with an “action plan” response. This provides a focal point for curriculum committee dialogue and planning, including budget requests. The student academic achievement assessment reports from each of the academic units of the University are summarized and presented to the President’s Council and then the Board of Trustees each year.

The evaluation of institutional effectiveness measures student learning indicators that relate to the student services and operations of the University. Faculty, Deans, Institutional Assessment Officers, and other administrators collectively compile student learning outcomes from each of the academic units and student service areas into reports that are summarized and presented to the Academic Council, Executive Committee, and Board of Trustees each year. Such committees also evaluate the effectiveness of assessment efforts throughout the year to improve student learning. In addition, the University annually holds “Assessment Days” to share and analyze yearly institutional results with all staff, faculty, and administrators.

**Credential Transcripts**

Undergraduate students may access credential transcripts through their Student Advisor, their student portal, or by requesting one via the RMU website. Nine universal competencies and program skill attainments have been defined for all students. Each competency has both an academic and corporate definition and consists of three levels: Acquisition, Application, and Integration. Each level contains statements that define the competency at the respective level. Evidence from several assessment strategies is collected that allow for students to be credentialed in each competency. Examples of these strategies are: grade-based assessment, portfolio assessment, test assessment, internship assessment, work experience, simulation experience and certifications.

The nine universal competencies with their corporate definitions are as follows:

**Collaboration** - Advances an organization’s mission and goals through contribution to a team or department

**Oral Communication** - Communicates in a clear, organized manner

**Written Communication** - Expresses and exchanges ideas in an individual or group setting

**Critical Thinking** - Explores new perspectives; seeks and applies innovative ideas

**Cultural Awareness** - Encourages, respects, and values the contributions and unique qualities of all individuals

**Leadership** - Takes initiative, self-monitors performance, and is effective with minimal daily guidance

**Managing Information** - Possesses ability to interpret, comprehend, and apply complex material

**Quantitative Evaluation** - Evaluates information quantitatively to communicate possible solutions to real world problems

As an assessment tool, the competency credentialing system provides a way to assess for student learning by involving each student in the reflective practice of self-assessment going beyond the assessment for curricular improvement. It offers a way for students to individually follow their development with regard to general competencies that are valuable for graduates of all programs.

Experiential learning is also evident on each credential transcript. Students can elect to self-submit evidence of experiential learning through the RMU website, which is subject to approval by the Dean of Assessment.

**Student Access to Prior Quarter Courses in RMU’s Course Management System**

Prior quarter courses are made unavailable to students beginning at 12:01 a.m., Saturday, Week 2 of the current quarter (e.g., Fall
Quarter courses will be unavailable after 12:01 a.m., Saturday, Week 2 of the Winter Quarter.

Students are encouraged to back-up any data they may want from the previous quarter before 12:01 a.m., Saturday, Week 2 of the current quarter. Any files, discussion posts, messages, assignment submissions, or grade information pertinent to prior quarter courses will be inaccessible when the course is made unavailable to students. A student’s official grade report is available on the RMU website.

Graduation Requirements
Students must meet institutional requirements in order to officially graduate. Unless the graduation requirements are completed, the students will not be awarded a degree, nor will the student be entitled to employment assistance. The general graduation requirements are:

1. Students must meet the academic requirements as stated for the program in which they are enrolled.

2. A cumulative 2.0 GPA or better must be attained.

3. A cumulative 2.25 GPA or better must be attained for the B.S. in Accounting Degree.

4. Students must meet residency requirements.

In order to fulfill the requirements for a Bachelor of Business Administration (BBA) Degree, a Bachelor of Applied Science (BAS) Degree, or a Bachelor of Professional Studies (BPS) Degree, the following requirements must be satisfactorily completed:

- Completion of a minimum of 188-quarter hours of credit, which includes a minimum of 96-104 major credits and 80-84 general education credits. The balance is made up of free electives.
- Individual programs require additional hours.

In order to fulfill the requirements for the Associate in Applied Science Degree option, the following must be satisfactorily completed:

- Completion of a minimum of 92-quarter hours of credit, which includes a minimum of 46 major elective credit, 44 general education credits, and the remaining credits in major, general education credits, or free electives.
- Individual programs require additional hours.

Any exceptions to the above requirements must be approved by the Provost and/or the appropriate Dean.

Issuing of Degrees
Bachelor’s and Master’s Degrees will be mailed to the address on file in the Student Information Office 10-12 weeks after the student’s official graduation date. Associate Degrees will be ordered for those graduates who do not enroll as Juniors. Students must clear any financial obligation with the University before degrees are released.

Readmission Policy (Academic & Voluntary Withdrawals)
Students who are withdrawn or academically dismissed may seek readmission to the University for subsequent quarters. The decision for readmission is made by the Readmissions Review Board. Students who are academically dismissed and are readmitted will be enrolled on an academic probationary status. All students must have met their financial obligations before readmission.

Nursing students who have withdrawn or dismissed from the program may apply for readmission. In addition to the conditions outlined in the Readmission Policy in the Student Handbook, nursing students may be readmitted only once. Readmission is dependent on the student’s ability to be successful and availability of space in the program. Readmission to the Nursing program is rare.

- Students must complete the entire nursing program within eight consecutive calendar years.
- Students must complete all nursing courses within four consecutive calendar years and graduate, or must repeat the program in its entirety.

Transfer Between Campuses & Divisions
A student may request a change of program, a change of division, or a change of campus through appeal to the Academic Review Board. Students must submit their appeal for change to their Academic Advisor, who will attach a recommendation, change form and cohort plan for the change, and forward the documentation to the Academic Review Board.

The Academic Review Board will review the following to provide a decision:

- The student is in good standing for Grade Maintenance (2.0 GPA) and Timely Completion (2/3 of hours attempted have been completed).
- The new program’s cohort and course offering are consistent with the student’s academic plan. A student may be required to withdraw at the end of the quarter from the current program and may be required to apply to return at an appropriate date to the approved new program.

- Students have met with Financial Aid to discuss their financial plan.

Transfer of Credit
Robert Morris University accepts transfer credit from accredited institutions on a case-by-case basis. Credit will not be accepted for remedial or developmental courses. Courses accepted for transfer must be comparable to those taught at Robert Morris University and/or must be recognized as generally being applicable toward an Associate or Baccalaureate Degree. Robert Morris University allows a student with an Associate Degree of accepted transfer credit to be admitted to the University in the upper division Bachelor Degree programs when prerequisites are met.

Attendance at all post-secondary institutions must be reported, and official transcripts must be received from each college or university within five weeks of initial or return enrollment. The cumulative grade point average from all previous institutions will be considered in determining admission status, institutional grant eligibility, and initial athletic eligibility.

The maximum amount of credit that can be applied to a student’s record from Ace, AP, IB, CLEP, and DANTES is 44 quarter hours. Credit may be awarded for D grades for transfer students with a minimum cumulative GPA of 2.0 on a 4-point scale. Transfer GPA is used for admission, grant eligibility, and athletic eligibility purposes only. The Robert Morris University GPA will be based on courses taken in residence. Semester credit is converted to quarter hours.

Credit previously earned at foreign institutions is evaluated in accordance with A.A.C.R.A.O. guidelines and may be deemed transferable to Robert Morris University. Official English evaluations must be obtained from an outside evaluator at the student’s expense.

Transfer students can apply a maximum of 140-quarter hours of credit toward graduation; however, the University has a residency requirement of the equivalent of four quarters of full-time study and 48 quarter hours of earned RMU credit.

Students who wish to transfer to other colleges and universities, regardless of the course taken at Robert Morris University, should realize that the receiving institution will make the final decision regarding transfer credits.

Massive Open Online Course (MOOC)
Robert Morris University accepts credit taken through a MOOC from a number of universities. Credit will be evaluated based on
the information of topic, length of class, and recommended time in
the class.

Students must provide a credential of completion or successfully
pass a proficiency exam.

Credit through a MOOC course from the following universities will
be considered:

- Brown University
- Columbia University
- Emory University
- Georgia Institute of Technology
- Harvard University
- Johns Hopkins University
- MIT
- Princeton University

Transfer of Credit (in to RMU)
Robert Morris University accepts transfer of credit from other
institutions; however, credit is only accepted if it is relevant to the
degree pursued.

Transfer of Credit (out of RMU)
Robert Morris University coursework is designed for your success.
RMU credit may transfer to other institutions; however, all transfer
of credit is evaluated by the receiving institution. Credit transfers
best when evaluated as part of an earned degree; course-by-course
credit is typically more difficult to transfer to and from any college or
university.

Alumni Course Offerings
As part of Robert Morris University’s commitment to provide for the
continued growth and success of its Alumni, the University is proud
to provide two Alumni course options. Graduates of Robert Morris
University have the opportunity to return to the University and
enroll in courses in one of two categories: Refresher Course and, Non-
Degree Seeking (NDS) Courses.

Refresher Course
Graduates may re-enroll in a selected skill-related course in the same
school of study from which they graduated. General Education
courses are not included. Alumni Association members are eligible
to re-enroll at no charge; graduates who are not members of the
Alumni Association must pay a fee. Graduates must have received a
“C” or better in the course. Some upper level senior courses are not
available for Refresher course enrollment.

Non-Degree Seeking (NDS) Course
Graduates may enroll in a course that is new or out of the school of
study from which they graduated. General Education courses are
included in this category. Fees for coursework in this category follow the University’s stated tuition costs. Any and all
prerequisite course must be satisfied. Guidelines for Refresher and NDS Course Enrollment:
- All fees must be paid prior to enrollment.
- Books and supply fees must be paid by the graduate.
- Graduates must clear financial holds to enroll in a course.
- Registration and Withdrawal policies for the course follow the
University’s stated Academic Policies and Regulations as
explained in the Academic Bulletin. Failing to officially
withdraw from a course will result in an “F” grade for the
course.

Please contact the Registrar for more information on course and
campus schedules for Refresher Courses and Non-Degree Seeking
(NDS) Courses.

Illinois Articulation Initiative
Robert Morris University is a participant in the Illinois Articulation
Initiative (IAI). Lower division general education requirements are
satisfied by the completion of an A.S. or A.A. from IAI participating
institutions in Illinois. RMU upper division general education
courses are fulfilled during the completion of the upper division
graduation requirements.

Professional Dress/Appearance Policy
In recognition of professional businesses, the Robert Morris
University’s Dress Code Policy includes “business casual” attire.
Students are permitted to wear denim, including jeans, skirts,
dresses and shirts to classes. As a private institution, Robert Morris
University may reserve the right to determine the guidelines and
set limitations on its Dress Code Policy and Appearance Policy.
This policy is in no way intended to be discriminatory (ethnic or
gender) or in violation of any religious beliefs. However, it is
possible that a student’s interpretation of the Dress Code Policy and
Appearance Policy in relation to individual circumstances may be
in violation of the University dress code.

Unacceptable Attire for All Students
- Hats, headbands, scarves or sweatbands
- Off-the-shoulder tops (including spaghetti strap tops or
dresses)
- Halter dresses and tops
- Midriffs, low necklines or see-through clothing
- Overalls
- Shirts, pins or earrings that make a political or cultural
statement
- Any dress or hair style that is deemed unprofessional or
inappropriate to the aims and purposes of the University

Professional Dress for College of Nursing & Health
Studies Students
Appropriate dress includes specific uniform for each health studies
major. CNHS uniforms may be purchased through the University
Bookstore. Students are also required to wear leather enclosed,
rubber-soled shoes which can be purchased on their own. Students
must wear clean uniforms to all CNHS major and Science classes
and clinical/externship experiences. Therefore, it is recommended
that students purchase at least two uniforms. Additionally, the
following are unacceptable:
- Wearing elaborate jewelry (e.g. bulky and large).
- Visible piercings, other than one small earring in ear lobes.
- Visible tattoos
- Excessive perfumes/colognes, elaborate hair styles, excessive
cosmetics
- Chewing gum
- Long and artificial fingernails
- Smoking when in uniform
- Sandals, open-toe, heeled shoes

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

Appropriate Attire for Culinary Students
- Chef jacket
- Chef pants
- Chef neckerchief

The above can be purchased through the University Bookstore.
Students are also required to wear black leather enclosed shoes
which can be purchased on their own. Students must wear CLEAN
uniforms to all classes. Therefore, it is recommended that students
purchase at least two jackets and two pairs of pants.
Sanctions for Non-Compliance of the Professional Dress/Appearance Policy

Breaches of Professional Dress Policy will result in disciplinary measures that may include one or a combination of the following:

- Student will not be allowed to attend class
- Verbal or written warning, which will become part of the student’s file
- Social Probation, which will become part of the student’s file
- Suspension for various lengths of time without consideration for make-up assignments, quizzes, tests, etc.
- Dismissal from the University

The University reserves the right to modify its policies or procedures at any time.
Graduate Policies & Procedures

ADMISSIONS

Graduate Admissions Requirements
Students admitted to RMU’s Graduate programs will have earned an accredited bachelor degree and demonstrate an academic capability to undertake graduate level work. The following factors are considered:

- College record
- GMAT score or RMU test score
- Letters of recommendation
- Professional work experience
- Admissions application including a written personal statement

Graduate program admission decisions are based on a review of each student’s academic record and professional experience in a holistic evaluation that includes qualitative and quantitative measures. Each candidate is considered on an individual basis.

Students may be conditionally accepted for one quarter in order to monitor progress and ability to succeed in graduate school. Students may not receive financial assistance for a conditional accept quarter.

Graduate Transfer Admission
Up to 12 quarter hours may be accepted in transfer credit applied to the degree requirements for the graduate program. Transfer credit must have been completed at a B level or higher, completed at an accredited institution, be recognized as being applicable to the proposed programs, and have been completed in the last 5 years. No credit for life experience or proficiency examinations will be applied to the graduate programs.

International Students
These are students who are not citizens or permanent residents of the United States. These students add value to the academic community and are encouraged to apply. International applicants must submit all of the following:

- Official record of post-secondary education
- TOEFL exam scores or AESA
- International transcripts must be accompanied by an official English evaluation
- An affidavit of financial support

The Admission Process
You receive personal attention and advice at Robert Morris University before you begin classes, and that support continues for a lifetime.

Here’s how easy it is to apply:
1. Schedule a personal interview with an Admissions Counselor
2. Complete the admissions application
3. Submit a $50 non-refundable application fee
4. Send copies of your official college/university transcripts to the Student Information Office.
5. Gain acceptance with approval from the Graduate Admissions Review Board
6. Complete student assistance applications and meet with a Financial Planner

When to Apply
Applications for admissions are accepted throughout the year. Due to the open and flexible academic calendar, students may begin classes at various times, including the Summer. Your best chance comes with filing an application early.

Applying for Re-Admission
Students who withdraw from the University may apply for re-admission to complete their graduate degree program. It is strongly recommended that students remain in good academic standing at all times. Approval for re-admission is determined by the Graduate Re-Admissions Review Board and is based on the student’s recorded progress and history when they were enrolled in the University. Students who apply for re-admission must first clear their financial obligations prior to being approved to return. The University reserves the right to reject a student’s re-admission request.

Credit Designation
The unit of academic credit at Robert Morris University is the quarter hour. The University’s academic quarter is 10 weeks.

Credit Hour Policy
At Robert Morris University, one credit hour is equivalent to three hours of learning opportunities per week. Three hours of learning opportunities entail approximately one hour of direct faculty instruction, plus two hours of engagement with an academic activity. Direct faculty instruction is defined as engagement with course material that is directed by faculty, a facilitated experience. Direct faculty instruction includes, but is not limited to: face-to-face lecture, discussion boards, pre-recorded lectures, podcasts, conference calls, or lab time. Engagement with an academic activity includes, but is not limited to: original written material, collaboration through group projects, test taking, studio time, course readings, discussion boards, projects, or assignments. These guidelines apply to all Robert Morris courses, regardless of delivery model.
Grading System
The following scale defines grades earned:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4 points</td>
</tr>
<tr>
<td>B</td>
<td>3 points</td>
</tr>
<tr>
<td>C</td>
<td>2 points</td>
</tr>
<tr>
<td>F</td>
<td>0 points</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete (defined below)</td>
</tr>
<tr>
<td>P</td>
<td>Pass (defined below)</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass (defined below)</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal (defined below)</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal Failure (calculated as an F)</td>
</tr>
<tr>
<td>AU</td>
<td>Audited Course</td>
</tr>
</tbody>
</table>

Pass (P)/No Pass (NP)
Some classes are offered on a Pass/No Pass basis. While the hours taken in a Pass/No Pass class count in the total hours for graduation, they are not used in computing quarter or cumulative grade point averages.

Incomplete Grades
A grade of I (Incomplete) will be given in a course when mitigating circumstances interfere with a student’s ability to satisfactorily complete all the required assignments. A student with an incomplete may be placed on probation by the Academic Review Board. The student will be given until the middle of the following quarter to make up the work. A failing grade will be assigned to course(s) with an incomplete, if the work is not completed by mid-quarter. Incompletes are granted only after conversations with the student, instructor, and Graduate Student Manager or Dean.

Dropped Classes
Robert Morris University offers cohort education to students to ensure timely completion of their program. It is imperative that students complete their assigned classes each quarter. The dropping of classes may cause a break in the appropriate sequence of courses and may interfere with completion of the program and residency requirements. This could result in a student having to enroll in additional quarters and not graduate in a timely manner. During the first week of class, students will be asked to sign documentation to verify their enrollment for the quarter.

The University’s official census for verification of enrollment and the determination of financial charges occurs on the first day of the second week of each respective academic quarter of the day or evening programs. Students may drop individual classes only with approval of the Dean.

Repeat Courses
A full- or part-time student will be allowed to repeat a failed or withdrawn class (after the initial attempt) one time. A third attempt will be granted if the repeated course is the only course in which the student is enrolled. Students may not repeat a class in which a passing grade was earned.

A student who does not successfully complete a required course for graduation after exhausting the above options may petition to the academic Dean to retake the class or request a class substitution. All classes are counted in hours attempted.

The highest grade earned is calculated in the term and cumulative grade point average. All grades earned for the initial and all subsequent attempts are clearly identified on the permanent academic transcript.

Withdrawal from Courses
Students withdrawing from classes will receive grades as follows:

- WD week 1 = no grade
- WD week 2 thru Friday of week 6 = W grade
- WD week 7 thru 10 = WF grade

"The WF grade is calculated as an “F”"

Withdrawal from the University
Students who wish to withdraw from the College must initiate the process. Not attending does not constitute official notice of withdrawal. Students must contact their Graduate Student Manager.

Grade Reports
When a student completes a course, a grade report is available on the course website after all grades have been submitted. Grades are considered final, 30 days after receipt. Grades will not change once they are final. It is the student’s responsibility to check the accuracy of his/her grade reports quarterly.

Transcript Issuance
Official transcripts of an academic record may be obtained by contacting the Student Information Office. Transcripts will be issued upon written request, signed by the student and accompanied by a $5 fee. This authorization may be submitted in person or by mail. Telephone or e-mail requests cannot be accommodated. Students must clear any financial obligations with the University before any official or unofficial transcripts are issued.

Academic Policies & Regulations

Registration/Academic Advisement
To validate registration in classes for the current quarter, students communicate with the Graduate Student Manager by Thursday of Week 6. At that time, the Graduate Student Manager and student validate registration for the current quarter and discuss the student’s plan for the future quarter. This process will generate registration for the next quarter, request graduation audit, or state the student’s decision not to enroll in the upcoming quarter, setting in motion one of the following:

1. Generate registration for the next quarter – a student schedule based on this registration form will be prepared for the student.
2. Request graduation audit – the Registrar’s office is informed of the graduation request so that an audit of the student’s records can occur.
3. Decision not to enroll in the upcoming quarter – the student will complete courses for the current quarter and withdraw from the college at the end of that quarter.
4. When the student does not verify registration with their Graduate Student Manager, the Graduate Student Manager will verify attendance in classes with the faculty and attempt to contact the student in a variety of ways. Should the faculty state the student has not been attending classes, and the Graduate Student Advisor was unable to reach the student, an administrative withdrawal will result. The student will receive a letter stating this action and requesting the student to notify administration within 48 hours if an error has occurred.

Academic Credit Requirements
The number of credit hours a student is expected to complete is a minimum of 56 quarter hours in the MBA program; a minimum of 52 quarter hours in the MS program; and a minimum of 50 for the MM program. Students complete 224 hours in the BBA/MBA Dual Degree Program. The credit hour requirement for each program does not include the hours for completion of the foundation courses.

Time Limit for Completion of Program
Students may take no longer than 6 years to complete their graduate program at Robert Morris University. After 6 years a
course is invalid and must be repeated or the student can appeal to the Dean of Graduate Studies for an exception.

**Enrollment Status Classifications**

Enrollment status for the entire quarter is determined by the University’s official census on the first day of the second week of each respective quarter:
- **Full-time:** 8 hours or more
- **Part-time:** 4-7 hours

Less than part-time: 1, 2, 3 hours

Note: Students need a combination of credit hours, residency, degree audit requirements, and a cumulative 2.5 GPA to graduate.

**Residency**

Up to 12 quarter hours of credit may be accepted in transfer. All other hours must be completed at Robert Morris University.

**Academic Overload**

Students must obtain permission from the Graduate Dean to enroll for more than 8 credit hours during any quarter. Students’ cumulative GPA and academic record will be reviewed for approval.

Graduate classes are considered electives when taken at the undergraduate level. An undergraduate student must obtain the Dean of Graduate School’s approval in order to enroll in a graduate class.

**Academic Progress Policy**

The following Academic Progress Policy applies to all graduate students regardless of program in the completion of the Master’s degree at the University. Students are expected to adhere to the guidelines for the Academic Progress Policy for both Grade Maintenance and Timely Completion. Students work closely with their Advisor to maintain good academic standing and for rehabilitation of good academic standing.

**SECTION 1: Measurement of Grade Maintenance**

To achieve satisfactory academic progress for Grade Maintenance, the graduate student must maintain a cumulative 2.5 grade point average at the end of every quarter. When the student’s cumulative GPA falls below 2.5, the student is placed on Academic/Financial Aid Probation or Academic Dismissal status by the Academic Progress Committee.

1. An Academic/Financial Aid Warning period is one ten-week quarter. During the warning period, the student is eligible for financial aid.

2. At the end of the Warning period, if the student is not making Satisfactory Academic Progress, all Financial Aid will be terminated and the student is subject to Academic Dismissal. The student has the opportunity to continue enrollment only if the Academic Progress Committee accepts their appeal based on mitigating circumstances. (See Appeal Process)

3. After a successful appeal, the student will be placed on Academic/Financial Aid Probation for the subsequent quarter. An academic plan will be provided which includes the completion rates by quarter and the required GPA. If the student is meeting the requirements of the academic plan, Academic Aid eligibility will continue. The academic plan will be evaluated every quarter.

**SECTION 2: Measurement of Timely Completion**

Credit evaluation for measurement of Timely Completion is calculated as follows:

- Grades of A, B, C, or P are earned credit for completion in a timely manner.
- Grades of F, W, I, WF, or NP are considered hours attempted, but no credit is earned.
- Non-credit remedial classes are not earned credit for completion in a timely manner.
- Incomplete grades are not earned credit until a passing grade is posted. An incomplete grade will revert to an F if the work is not completed by mid-quarter of the next term.
- Repeated classes are considered hours attempted in all quarters, but are earned credit in the quarter the highest passing grade is posted.

To achieve satisfactory academic progress for Timely Completion, the graduate student must complete 2/3 of the cumulative hours attempted. Timely Completion is audited quarterly. When a student does not meet the requirements of the academic plan, the student will be Academically Dismissed.

**Appeal Process**

When mitigating circumstances (illness, injury, or life change) interfere with satisfactory academic progress, the student shall have the opportunity to appeal. The appeal must include why he/she failed to make satisfactory academic progress, and what has changed that will allow the student to achieve Satisfactory Academic Progress. The Academic Progress Committee will implement Academic Probation, Academic Timely Probation, or Academic Dismissal status taking into consideration eligibility for enrollment and the student’s probability for success in the program. If the Committee approves the appeal, the student must follow an Academic Plan to ensure future success.

The student will be on Academic Probation for one quarter only. If the academic plan is being followed successfully, then Academic Probation will continue. The student is eligible for financial aid for each quarter that Academic Probation is extended. If the student does not meet the requirements of the academic plan, the student will be Academically Dismissed.

**Reinstatement**

The implementation of the Academic Progress Policy incorporates the consideration of eligibility for enrollment and for federal and state student financial aid. Appeals pertain to enrollment reinstatement as well as financial aid eligibility. A student with Academic Dismissal status for unsatisfactory progress who is granted reinstatement by the Academic Progress Committee from appeal regains financial aid eligibility in the reinstated quarter.

**Blended Learning Classes**

Blended Learning classes are offered as an option for various classes in the Morris Graduate School of Management. Students are limited to a total of 5 classes delivered in this way.
Class Schedule
Classes are scheduled weekdays between the hours of 8:00 a.m. and 9:30 p.m. and Saturdays from 8:00 a.m. to 4:30 p.m.

Class Attendance
Regular attendance in class is considered essential. Cultivation of desirable work habits is as important as the development of skills. Students are expected to be present and on time for all classes.

Faculty members set their own individual attendance guidelines for their classes. Students are expected to adhere to the policies set by the faculty, including but not limited to, tardiness, absenteeism, and make-up work.

Student Access to Prior Quarter Courses in RMU’s Course Management System
Prior quarter courses are made unavailable to students beginning at 12:01 a.m., Saturday, Week 2 of the current quarter (e.g., Fall Quarter courses will be unavailable after 12:01 a.m., Saturday, Week 2 of the Winter Quarter).

Students are encouraged to back-up any data they may want from the previous quarter before 12:01 a.m., Saturday, Week 2 of the current quarter. Any files, discussion posts, messages, assignment submissions, or grade information pertinent to prior quarter courses will be inaccessible when the course is made unavailable to students. A student’s official grade report is available on the RMU website.

Graduation Requirements
Students must meet institutional requirements in order to officially graduate. Unless the graduation requirements are completed, the students will not be awarded a degree. The general graduation requirements are:

1. Students must meet the academic requirements as stated for the program in which they are enrolled.
2. A cumulative 2.5 GPA or better must be attained.
3. Students must meet residency requirements.

Note: Students need a combination of credit hours, residency, degree audit requirements, and a cumulative 2.5 GPA to graduate. Any exceptions to the requirements must be approved by the Provost and/or the Dean.

Residency for Second Degree
• Robert Morris graduates from Morris Graduate School of Management may earn a second degree or concentration in the following way:

A minimum of 4 extra courses (16 total quarter hours) in an approved concentration or discipline; some options require more than 16 hours, and
• All required courses in that particular degree
• A four-quarter full-time or an eight-quarter part-time (48 quarter hours of earned RMU credit) residency requirement for the second degree

Issuing of Diplomas/Degrees
Diploma/Degrees will be mailed to the address on file in the Student Information Office 10-12 weeks after the student’s official graduation date. Students must clear any financial obligation with the University before degrees are released.

Readmission Policy (Academic & Voluntary Withdrawals)
Students who are withdrawn or academically dismissed may seek readmission to the University for subsequent quarters. The decision for readmission is made by the Graduate Readmissions Review Board. Students who are academically dismissed and are readmitted will be enrolled on an academic probationary status. All students must have met their financial obligations before readmission.

Transfer Between Campuses & Divisions
A student may request a change of program, or a change of campus through appeal to the Graduate Academic Review Board. Students must submit their appeal for change to their Graduate Student Manager, who will attach a recommendation, change form and cohort plan for the change, and forward the documentation to the Academic Review Board. The Academic Review Board will review the following to provide a decision:

• The student is in good standing for Grade Maintenance (2.5 GPA) and Timely Completion (2/3 of hours attempted have been completed).
• The new program’s course offering are consistent with the student’s academic plan. A student may be required to withdraw at the end of the quarter from the current program and may be required to apply to return at an appropriate date to the approved new program.
• Students have met with Financial Aid to discuss their financial plan.

Massive Open Online Course (MOOC)
Robert Morris University accepts credit taken through a MOOC from a number of universities. Credit will be evaluated based on the information of topic, length of class, and recommended time in the class.

Students must provide a credential of completion or successfully pass a proficiency exam.

Credit through a MOOC course from the following universities will be considered:

Brown University Columbia University Emory University Georgia Institute of Technology Harvard University Johns Hopkins University MIT Princeton University Rice University Stanford University University of California Irvine University of California San Francisco University of Illinois/Urbana-Champaign University of Michigan University of Virginia Vanderbilt University

Professional Dress/Appearance Policy
In recognition of professional businesses, the Morris Graduate School Dress Code Policy includes “business casual” attire. Students are permitted to wear denim, including jeans, shirts, dresses and skirts to classes. As a private institution, Robert Morris University may reserve the right to determine the guidelines and set limitations on its Dress Code Policy and Appearance Policy. This policy is in no way intended to be discriminatory (ethnic or gender) or in violation of any religious beliefs. However, it is possible that a student’s interpretation of the Dress Code Policy and Appearance Policy in relation to individual circumstances may be in violation of the University dress code.

Unacceptable Attire for All Students
• Hats, headbands, scarves or sweatbands
• Off-the-shoulder tops (including spaghetti strap tops or dresses)
• Halter dresses and tops
• Midriffs, low necklines or see-through clothing
• Overalls
• Shirts, pins or earrings that make a political or cultural statement
• Any dress or hair style that is deemed unprofessional or inappropriate to the aims and purposes of the College

Sanctions for Non-Compliance of the Professional Dress/Appearance Policy
Breaches of Professional Dress Policy will result in disciplinary measures that may include one or a combination of the following:
• Student will not be allowed to attend class and will be marked absent
Dual Degree Program Policy

Permission to Pursue the Dual Degree
Students wishing to enter the BBA/MBA Management Program should apply through Admissions (transfer students) or through their Student Advisor (RMU students) by filing a Statement of Intent during the final semester or quarter of the Associate Degree program. Generally, this would be the fourth semester or sixth quarter in an Associate Degree program. A minimum of 78 quarter hours or 48 semester hours must be completed in order to apply for the program. Students begin the program once the Associate Degree is earned. Returning or transfer students, who have already completed an Associate Degree, but have not started the Bachelor Degree program, may also apply. The request will be reviewed by the Graduate School Review Board. Permission to pursue the dual degree option will be considered based on the following criteria:

- Undergraduate grade point average (on a 4.0 scale)
- Letter of recommendation from faculty or advisor
- An essay explaining why you want to enter this program

Grade Maintenance in the Program
Students must maintain an overall 3.0 or better GPA to continue to pursue the dual degree program. Students who receive a C grade or lower in any course are subject to review by the Dean of Graduate School.

Moving to the BBA Program
Students who are asked to leave the program due to not meeting the GPA requirement or who choose to leave may elect to pursue the BBA degree. Depending on the requirements met, students may need to take hours beyond the traditional 188 quarter hour requirement as all required BBA courses will need to be completed.

Financial Aid
For financial aid and tuition purposes, students will be charged undergraduate tuition and be eligible for financial aid until such time they complete 188 quarter hours of coursework. The quarter following completion of 188 quarter hours, students will be considered graduate students and will be charged graduate tuition rates. Only student loans will then apply.

Course Load
Courses earn 4 quarter hours of credit. At the undergraduate level (prior to 188 quarter hours) a full-time load is three to four classes. At the graduate level (after completing 188 quarter hours) a full-time load is two to four classes. All classes meet at least one time a week in a classroom setting.

GENERAL POLICIES & INFORMATION

Student Email Communication
All Robert Morris University students receive an email account upon enrollment. The student email is the official channel of communication between the University and students. Students are expected to read all communications in a timely fashion. All academic, financial and emergency alert information will be sent to the student email account. We suggest students check their University email on a daily basis.

If a crisis situation were to develop, we will utilize our ability to communicate critical information to students, faculty, and staff through a variety of flexible systems: including phone, email, and text messaging, as well as the University website, through recorded messages and text messages.

Students can request to opt-out of text messaging, with the understanding that they will no longer receive any messages should an emergency situation occur.

Experiential Terminology
Robert Morris University offers a variety of experiential opportunities for students to fit the objectives and requirements for each program. Each experience is defined below:

Internship - A co-curricular or extra-curricular fieldwork experience that provides an opportunity to participate in professional work related to a major or career interest. No specific site requirements are defined; however, all internships are approved by appropriate dean and meet course/program criteria.

Externship - A co-curricular fieldwork experience in a setting meeting program criteria that immerses students in professional work related to a major. Externship sites must meet specific criteria as designated by each program.

Practicum - A supervised, practical application of course material in an external setting that allows students to practice programmatic skills. A practicum is the core component of a program and is tightly aligned to curriculum. Work experience from a practicum is integrated with academic instruction.

Clinical Rotations - A supervised, practical application of course material in a specialized setting that allows students to practice programmatic skills. Clinical rotations are the core components of a program and are tightly aligned to curriculum. Work experience form a clinical rotation is integrated with academic instruction.

Residency - Only used for sites that require a long-term commitment (i.e. more than one quarter) and result in a progressive learning experience from term to term. Residencies are subject to dean approval.

Placement
Robert Morris University’s curriculum consists of four required courses, one each year, specifically designed to assist students in managing their careers. Placement information is collected and calculated six months after graduation. It is not collected by program or location.

180-Day Guarantee
The 180-day guarantee acknowledges the University’s commitment to education. The guidelines are as follows:

- In order to qualify, students must be a graduate of an Associate degree program.
- Students become eligible 180 days after earning an Associate degree.
- Up to 4 courses may be taken that were in the student’s original program of study; coursework beyond the limit may be taken with approval of the Dean.
- Coursework will be taken on an audit basis; no credit will be given or grades posted.
- Students will work through the returns process in order to receive the benefit.
- Students do not need to be financially clear in order to use the 180-day guarantee.
- Students must pay fees associated with particular programs.
- No financial aid is available.
- Audit of any particular course is dependent on course and seat availability.

Book Costs
Information on specific books and costs for each course may be obtained via www.ebookstore@robertmorris.edu.
Student Conduct Standards

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

Professional Conduct

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

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

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

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

Students are expected to provide safe care during clinical assignments.

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

In addition, the student must abide by the following:

1. Infants and children are not allowed on campus while students are in class.
2. Students should keep their voices down while passing from class to class, in the stairwells, office areas and corridors.
3. Students cannot play cards or other games in the student lounges.
4. Corridors are for passage; therefore, students should socialize in the lounge areas – not in the corridors.

Social Probation & Dismissal Conditions

Any conduct set forth in this section (but not limited to) may result in social probation or dismissal.

1. Behavior that interferes with the rights of others, disrupts and/or prohibits the learning process of other students, or is in opposition to policies and rules of the classroom and institution.
2. Vandalizing, defacing or destroying Robert Morris University property or the property of those persons associated with the University when the act is committed because of their association with the University. The student will also be liable for damages.
3. Discharging a fire extinguisher or setting off a false fire alarm on any property or in any building used by the University.
4. Inappropriate communication with a faculty and/or staff member.
5. Fighting or engaging in physical abuse of, or serious verbal threats to another student or faculty/staff member of the University, or use of profanity or language that is derogatory.

NOTE: Fighting and threatening behavior on campus will result in dismissal.

6. Unscheduled absences from any class and/or failure to turn in assignments.

7. Forging, altering, or misusing University documents, records, and identification cards or forging personal checks.
8. Stealing cash, checks, clothing, or any other material object.

The student will also be liable for restitution.

9. Committing a felony or misdemeanor on or off campus. Such action shall also be subject to prosecution by the appropriate law enforcement authorities. When a student has been charged with a criminal violation of law, the University will neither request nor agree to special consideration for that individual because of his or her status as a student; the University will cooperate fully with law enforcement and other agencies in the enforcement of the law.

10. Possessing weapons or firearms on any University property or at any University function.
11. Unauthorized entry or access to University equipment, facilities, or supplies.
12. Possession of and/or use of drugs and/or alcohol on University property or at any University function.
13. Unauthorized circulation of petitions, solicitations, or collections.
14. Any conduct that the Administration deems as significantly detrimental to the aims and purposes of the institution.
15. Medical Assisting students evidencing an inability to, or unwillingness to: a) use acceptable interpersonal skills; b) use acceptable communication skills for interaction with others; c) demonstrate emotional stability for the acceptance of responsibility; and d) demonstrate emotional stability for accountability of personal actions in the medical office setting.
16. Nursing students evidencing an inability to, or unwillingness to: a) establish acceptable therapeutic boundaries; b) adapt to stressful environments; c) deal with unexpected events; d) focus attention; e) handle strong emotions; f) perform multiple tasks concurrently; g) negotiate interpersonal conflicts; h) respect differences in client and co-workers; and i) establish rapport with clients and co-workers.
17. Surgical Technology students evidencing an inability to, or unwillingness to: a) withstand unusual sights; b) withstand unusual smells; c) adapt to high stress environments; d) adapt to irregular working hours; e) use appropriate coping mechanisms; f) demonstrate a stable temperament; g) demonstrate responsibility; h) demonstrate organization; i) demonstrate patience; and j) communicate in a rational and coherent manner.
18. Pharmacy Technician students evidencing an inability to, or unwillingness to: a) use acceptable interpersonal skills; b) use acceptable communication skills for interaction with others; c) demonstrate emotional stability for the acceptance of responsibility; and d) demonstrate emotional stability for accountability of personal actions in the pharmacy setting.
19. The following circumstances will result in automatic withdrawal of the student from clinical rotations. The circumstances for permanent dismissal from one of the programs include, but are not limited to:
   a. Violation of patient confidentiality.
   b. Student’s behavior and/or performance are disruptive and hazardous to sell, patient, or other healthcare providers.
   c. Sexual harassment of a Robert Morris student, peer, preceptor or healthcare team member, or patient.
Investigations
When a student has been allegedly accused of violating the Student Code of Conduct, an investigation may be required and may result in the student’s suspension for various lengths of time until the investigation has been completed.

Sanctions for Non-Compliance with the Student Code of Conduct
Disciplinary measures may include one or a combination of the following:
- Student will not be allowed to attend class
- Verbal or written warning, which will become part of the student’s file
- Social Probation, which will become part of the student’s file
- Suspension for various lengths of time without consideration for make-up assignments, quizzes, tests, etc.
- Dismissal from the University

Dismissals
Any student, who is academically or socially dismissed from the University, forfeits all University services including placement assistance and participation in alumni services.

Student Rights & Responsibilities
The students are expected to adhere to the guidelines that govern student professional conduct. In the event a student’s behavior requires dismissal, the student may follow the grievance procedures below:
1. The University will furnish the student with notice of the alleged policy or procedure violation.
2. The student must request a hearing within five (5) days of being notified of the disciplinary action. If granted, the student will be notified of the time, date, and place of the hearing.
3. The Hearing Committee will be comprised of the representatives from the University and chaired by the Vice President for Student Affairs.
4. The Hearing Committee will hear all disclosures related to the social disciplinary action. The Hearing Committee’s purpose is to determine whether policies or procedures have been violated.
5. The student will be given the opportunity during the hearing to present evidence and bring forth only those witnesses who have information relevant to the incident. The University reserves the right to limit the number of witnesses. All witnesses must be approved prior to the hearing.
6. Any appeal must be made within 48 hours following the decision.

Disciplinary actions are processed uniformly without regard to race, color, age, sex, or national origin.

Academic Integrity
All incidents of academic dishonesty are taken seriously and Robert Morris University maintains a position of NO TOLERANCE on this issue. When an incident of academic dishonesty occurs, the student(s) accused of academic dishonesty will be notified of the specific charges by the faculty member. The student(s) will be given an opportunity to respond to the charges and review the information used by the faculty member to make the charges. The faculty member will complete an Academic Dishonesty Form and submit it, along with documentation, to the student’s Director of Education. All incidents will be reviewed by the Academic Progress Committee. On any subsequent violation, the case will be sent to the Academic Progress Committee for sanctions.

Assignments that include group members will be considered a part of the process, following the above guidelines. All cases of academic dishonesty on group assignments will be referred to the Academic Progress Committee for final sanction. The Academic Progress Committee will interview all group members prior to final sanctions.

Academic Progress Committee
The purpose of the Academic Progress Committee is to provide an objective perspective on any incident of academic dishonesty. The Academic Progress Committee reviews and verifies all sanctions applied. All decisions of dismissal must be reviewed by the Provost. The Academic Progress Committee may consist of at least three of the following:
- 1-2 Student Advisors or Student Managers
- 1-2 Faculty members
- Director of Education

Sanctions for Academic Dishonesty/Plagiarism/Cheating
The Academic Progress Committee may use one or a combination of the disciplinary measures listed below or other sanctions as deemed appropriate by the Committee:
- A failing grade for the assignment or other grade penalty (issued at the discretion of the instructor, and verified by the Committee). The grade cannot be dropped as the lowest grade.
- A failing grade for the course (Course cannot be dropped to avoid the failing grade).
- Dismissal from the University. All decisions of dismissal are reviewed by the Provost of the University.

Process
1. A charge of academic dishonesty is made by a faculty member.
2. The faculty member meets with the student(s) involved to review the charges and show them the documentation of the incident.
3. Faculty member files an Academic Dishonesty Form with the student’s Director of Education.
4. Incident with recommended sanction is reviewed by the Academic Progress Committee and verified. This may include interviewing the student(s).
5. Academic Dishonesty Form becomes part of permanent file of all incidents of academic dishonesty.
6. In all cases of group work the Academic Progress Committee will interview all students involved in the case and then award final sanction.

Appeal
A student charged with Academic Dishonesty may appeal the incident or the sanction. All appeals must be submitted in writing to the student’s Dean within ten (10) school days.

Appeal Process
1. A decision is made to appeal the incident and or sanction.
2. A letter must be submitted within ten (10) class days to the student’s Dean. The letter should state what the student is appealing and reason for the appeal. Any supporting documentation must be included with the letter.
3. The student’s Dean reviews the Academic Dishonesty Form and documentation submitted by the faculty member, the verification of the Academic Progress Committee and documentation supplied for appeal.
4. The Dean makes a decision regarding the appeal.

Harassment Policy
The purpose of this policy is to foster an academic and working environment free from discrimination and harassment and to provide guidelines for complaints and corrective action.

This policy applies to all Robert Morris University students and employees.
Definitions

Discrimination & Harassment

Discrimination and harassment refers to behavior that is personally offensive, impairs morale, and interferes with the work or educational environment of the University.

This policy refers to but is not limited to harassment in the following areas: gender, age, race, color, ethnicity, disability, national origin/citizenship status, religion, sexual orientation, veteran status, pregnancy, or any other legally protected category in regards to all terms and conditions of employment, admissions, financial aid, athletics, housing, educational programs, activities, and any other programs and policies sponsored by the University. Discrimination and harassment also may include generally abusive behavior toward others.

Prohibited discriminatory practices also include retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices and employment decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities.

Such harassment includes unwelcome or unsolicited remarks or advances of a sexual or racial nature; gestures; unwelcome physical contact; display or circulation of written materials or pictures that are derogatory to males, females, persons with disabilities, or to racial, ethnic, religious, or any other protected group; and verbal abuse or insults directed at or made in the presence of members of a racial, ethnic, or minority group.

Sexual Harassment

Title IX of the Education Amendments of 1972 and the 1980 amendment set forth by the Equal Employment Opportunity Commission states that sex discrimination guidelines under Title VII and Title IX to include sexual harassment, defining the terms as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s academic performance or employment;
- Submission or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic or work performance or creating an intimidating, hostile, or offensive academic or work environment.

Types of Sexual Harassment:

- “Quid pro quo” harassment occurs when submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual.
- “Environmental” harassment occurs when sexual conduct unreasonably interferes with an individual’s job performance or creates an intimidating, hostile, or offensive academic or working environment even if it leads to no tangible or economic academic or job consequences.
- Federal employment guidelines stipulate that sexual harassment may include the acts of non-employees when the employer or its agents or supervisory employees knows or should have known of the conduct and fails to take immediate and appropriate corrective action.

Harassment in the Higher Education Environment

- In higher education, sexual harassment may include any unwelcome sexual advances or requests for sexual favors made by a higher education representative to a student, or any conduct of a sexual nature exhibited by a higher education representative toward a student, when such conduct has the purpose of interfering with the student’s educational performance or creating an intimidating, hostile, or offensive educational environment.
- Sexual harassment also includes unsolicited, deliberate, or repeated sexually explicit derogatory statements, gestures, or physical contacts that are objectionable to the recipient and that cause discomfort or humiliation, when such conduct is interpreted by students upon University staff members.

Policy Guidelines

This policy refers to but is not limited to harassment in the following areas: gender, age, race, color, ethnicity, disability, national origin/citizenship status, religion, sexual orientation, veteran status, pregnancy, or any other legally protected category in regards to all terms and conditions of employment, admissions, financial aid, athletics, housing, educational programs, activities, and any other programs and policies sponsored by the University.

Discrimination and harassment also may include general abusive toward others.

Any material that is sexual, violent, or offensive in nature that is sent or received electronically is included in this policy.

Personal relationships of a romantic or sexual nature between faculty and students are prohibited.

Consensual romantic relationships between a supervisor and a subordinate may result in violation of the sexual harassment policy and are strongly discouraged.

Faculty, staff and administrative employees are required to make their supervisors aware of any complaints of alleged harassment from students or employees. If the complaint involves one’s supervisor, please contact the Office of Human Resources.

University administrators who receive any complaints of alleged harassment are required to keep the identities of all parties involved confidential, except to the extent that disclosure is necessary for implementation of a resolution.

The Office of Student Affairs shall make a record of all reports of alleged harassment from students and the Office of Human Resources shall make a record of all reports of alleged harassment from or against employees.

Retaliation against any parties involved in a harassment complaint or anyone who interferes with the investigation of an alleged harassment incident will be subject to disciplinary action, up to and including dismissal for students, or termination for employees.

Disciplinary action against the harasser or anyone who retaliates or interferes with an investigation of harassment may include corrective action up to and including dismissal for students or termination for employees.

Procedures

Students

Students who believe they have experienced harassment should inform the Office of Student Affairs immediately.

Student Contact Person:
Angela Jordan, Vice President of Student Affairs
401 S. State Street
Chicago, IL 60605
(312) 935-2002
Students have the following options for addressing a grievance, incident or experience of harassment:

The student complainant can request a meeting with the Vice President of Student Affairs to discuss the incident, situation, evidence, and options for resolution.

The student complainant can file a formal written complaint with the Vice President of Student Affairs.

Upon receipt of a formal written complaint of harassment, the Vice President of Student Affairs and/or the Office of Human Resources, depending on the complainant and allegation, will conduct an investigation of the allegations.

Upon completion of an investigation, appropriate action will be determined and communicated to all involved parties.

A student can request an appeal to the final decision and/or course of disciplinary action they received by following the University’s Problem Resolution Program outlined in the Student Handbook located on the website at www.robertmorris.edu or by contacting the Office of Student Affairs.

Employees
University administrators must report all alleged harassment complaints or incidents to the Office of Student Affairs for students and the Office of Human Resources for employees, upon immediate notification.

Employee Contact Person:
Nicole Skaluba, V. P. of Human Resources/Title IX Coordinator
401 S. State Street
Chicago, IL60605
(312) 935-6888

Employees have the following options for addressing a grievance, incident or experience of harassment:

The employee complainant can request a meeting with a Human Resources Representative to discuss the incident, situation, evidence, and options for resolution.

The employee complainant can file a formal written complaint with the Office of Human Resources.

Upon receipt of a formal written complaint of harassment, the Office of Student Affairs and/or the Office of Human Resources, depending on the complainant and allegation, will conduct an investigation of the allegations.

Upon completion of an investigation, appropriate action will be determined and communicated to all involved parties.

An employee can request an appeal to the final decision and/or course of disciplinary action they received by following the University’s Problem Resolution Program outlined in the Employee Handbook located on the website at www.robertmorris.edu or by contacting the Office of Human Resources.

**Additional Contact Information**
Office for Civil Rights, Chicago Office
U.S. Department of Education
111 N. Canal Street, Suite 1053
Chicago, IL60606-7204
(312) 353-886-8434

Megan Smith-Eggett, Director of Athletics/Title IX Coordinator
Robert Morris University
401 S. State Street
Chicago, IL60605
(312) 935-6800

Arlene Regenerus, Compliance Auditor
Robert Morris University
401 S. State Street
Chicago, IL60605
(312) 935-6651

**Veterans Benefits**
Robert Morris students do not qualify for the IVG, Illinois Veterans Grant, whereby tuition is fully paid. This grant applies only to state colleges and universities, not private institutions.

Individuals in the National Guard (reserves), those who have been on active duty, those receiving vocational rehabilitation, or children of a disabled/deceased veteran may be eligible for benefits.

Any students interested in determining which benefits they may be eligible for, must speak with the VA representative of the University to determine benefit eligibility and which forms must be completed. All interested veterans must provide a copy of their DD214 and complete the VA form 22-1995 or 22-1990, if attended college previously. Depending of veterans should speak to the VA representative first to determine which documents are needed to determine eligibility. RMU does participate in the Yellow Ribbon Program, the Post 9/11 GI Bill.

Any previously enrolled veterans may apply to return to the University and will return in the same academic standing in which they left. Also, any veterans deployed while enrolled will have their tuition forgiven for the term in which they left. Returning veterans must also meet with the VA representative on campus and complete the appropriate forms to re-reactivate their benefits.

**Disclosures**

**Institutional Accreditations**
Robert Morris University is approved by the Illinois Board of Higher Education and is authorized to award the:
- Master of Management
- Master of Business Administration
- Master of Information Systems
- Bachelor of Business Administration Degree
- Bachelor of Applied Science Degree in Graphic Design
- Bachelor of Applied Science Degree in Computer Studies
- Bachelor of Professional Studies Degree
- Associate in Applied Science Degree

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

Robert Morris University, through its School of Business Administration, has the following degree programs accredited by the International Assembly for Collegiate Business Education (IACBE): Bachelor of Business Administration Degree with concentrations in Accounting, Management, Health/Fitness Management, Hospitality Management, and Law Office Management.

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

**Pass Rates:**
- 81% MA Northern Region, AMT RMA (American Medical Technologists, Registered Medical Assistant Certification)
- 89% MA Central Region, AMT RMA (American Medical Technologists, Registered Medical Assistant Certification)
Robert Morris University is accredited by the Commission on Accreditation of Allied Health Education Programs (CaaHEP) upon recommendation of the Accreditation Review Council on Education in Surgical Technology & Surgical Assisting (ARC-STSA).

Pass Rates:
- 100% CH, 80% DuPage pass rates, AST CST (Association of Surgical Technologists, Certified Surgical Technologist)


Robert Morris University’s Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN)

Pass Rates:
- 100% pass rate Chicago and DuPage, NCLEX-RN (National Council Licensure Examination for Registered Nurses)

The Robert Morris University Pharmacy Technician program is certified through the Pharmacy Technician Certification Board. Students sit for certification once program is completed.

Pass Rates:
- 100% pass rate, PTCB CPhT (Pharmacy Technician Certification Board, Certified Pharmacy Technician)

Robert Morris University is:
- Approved for foreign students by the U.S. Justice Department.
- The University is authorized under Federal law to enroll non-immigrant alien students.
- Approved for Veteran's Administration education benefits.
- Servicepersons and veterans should contact the Associate Registrar for information.
- Approved for Social Security by the Department of Health and Human Services.
- Approved by the Illinois Department of Vocational Rehabilitation Training.
- Approved by the American Bar Association for the Paralegal Program.
- Approved by the Department of Education to offer Title IV Financial Aid funding.
- Approved by the Illinois Student Assistance Commission to award state financial aid.

Licensure Programs
Students may find the Drafting & Design Technology curriculum helpful in preparing for the National Council for Interior Design Qualification (NCIDQ) exam; however, the program is not intended to prepare students for the NCIDQ certification.

The BPS in Architectural Technology will not qualify a student to sit for the NCARB (National Council of Architectural Registration Board) exam. Upon completion of the degree students will be eligible for a variety of job opportunities in construction, real estate management, as well as entry-level positions in the construction, space planning, and architectural industries.

Consumer Information & More

Family Educational Rights & Privacy Act (FERPA) [99.7]
In compliance with the Family Educational Rights and Privacy Act of 1974, Robert Morris University protects the rights of students with relation to the accuracy and privacy of their educational records. In accordance with the provision of this Act, Robert Morris University has established basic policies to prevent the release of any personally identifiable information regarding any of its students, without first having received the consent of the student in writing.

When a student reaches the age of 18 or begins attending a postsecondary institution, regardless of age, FERPA rights transfer from the parent to the student. However, Robert Morris University recognizes that many parents are concerned about their students’ academic progress. If their son or daughter is claimed as a dependent on their income tax, we will provide academic and financial information to either parent upon proof of identity. Students who are not claimed as a dependent must continue to provide authorization to the parent(s) to access the records. Parents must obtain a signed consent from their child to receive non-directory information.

Robert Morris University will generally release certain directory information pertaining to its students to the public. This information could include the following: name, address, phone listing, program, dates of attendance, degree earned, photograph, post-graduation employer and job title, participation in activities, recognition received, and the most recent post-secondary institution attended by the student. If this information should not be released, the student must notify the Student Information Department in writing.

Records kept by the Student Information Department and accessible to students are: name, address, (local, permanent, international), grades, academic transcript, transfer credit evaluation, credit by examination or experiential learning, and registration documents. RMU can provide an eligible student with copies of education records, or make other arrangements. Under FERPA, RMU can provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request. Students must show a valid university ID or valid photograph ID in order to review these documents. Many concerns can be handled by appointment. Appeals for requesting an amendment to the student’s education record can be made in the Student Information Department.

For more information, see the Student Handbook, the University’s website at robertmorris.edu/financialaid/information/privacy or contact the Director of Student Information.

Description: Policies regarding the illicit use of drugs or alcohol, consequences of substance abuse, and a listing or agencies that provide information on substance abuse. For more information, see the Student Handbook, contact the Sr. Vice President of Resource Administration, or see the University’s website at http://robertmorris.edu/about/safetyandsecurity/clery/

Available Financial Assistance [CFR 668.42]
Description: A listing of available federal, state, and institutional need-based and non-need based financial assistance programs, the rights and responsibilities of students receiving financial aid, including loan repayment and loan deferments. For more information, see the Student Handbook and The Student’s Guide to Financial Aid at Robert Morris University available at all Financial Services offices, and available on-line at http://www.robertmorris.edu/financialaid/.

For assistance in obtaining institutional or financial aid information, please contact the financial aid office at any RMU location: http://www.robertmorris.edu/financialaid/information/locations/.

Institutional Financial Information [CFR 668.43]
Description: Information about Robert Morris University’s cost of attendance, financial assistance, refund policy, withdrawing from the University, and return of Title IV grant and loan assistance. For more information, see the Student’s Guide to Financial Aid at Robert Morris University available at all Financial Services offices, and available on-line at http://www.robertmorris.edu/financialaid/.
Loan Levels
Federal law defines aggregate student loan limits for undergraduate and graduate degrees. Robert Morris University encourages conservative student borrowing in order to minimize student debt. However, the student may borrow up to the cost of attendance. All repayment arrangements are made between the lender/servicer and are the borrower’s responsibility.

Institutional Academic Information [CFR 668.43]
Description: Information about Robert Morris University’s academic programs, special services and facilities for disabled students, and entities that accredit, license, or approve the University and its programs. For more information, see the University’s web site at http://www.robertmorris.edu/academicprograms/ and http://www.robertmorris.edu/tutoring/disabilities/ and www.robertmorris.edu/about/accreditation.

Graduation Rate [CFR 668.45]
Description: This report shows the percentage of first-time freshmen that enter the institution in the fall term, and complete their program within 150% of normal time. To view the report, see the University’s web site at http://www.robertmorris.edu/about/consumerinfo/, or contact the Sr. Vice President of Resource Administration to request a paper copy.

Graduation Rate for Student Athletes [CFR 668.48]
Description: This report shows the percentage of first-time freshmen student athletes that enter the institution in the fall term, and complete their program within 150% of normal time. Included is the number of students, by race and gender within each sport, who attended the school during the prior year and received athletically-related student aid. To view the report, see the University’s web site at http://www.robertmorris.edu/about/consumerinfo/, contact the Athletic Department, or e-mail athletics@robertmorris.edu, to request a paper copy.

Campus Security Policies & Procedures [CFR 668.46]
Description: Policies regarding public safety and awareness and procedures for reporting criminal actions and other emergencies. For more information, see the Student Handbook, contact the Sr. Vice President of Resource Administration, or see the University’s web site at http://www.robertmorris.edu/about/consumerinfo/.

Campus Security Report [CFR 668.46]
Description: This report shows statistics for the 3 most recent calendar years of the offenses occurring on campus, at off-campus sites, or in the immediate vicinity, that were reported to campus security authority or local police. For more information, see the Student Handbook. To view the report, see the University’s web site at http://www.robertmorris.edu/about/consumerinfo/, or contact the Sr. Vice President of Resource Administration to request a paper copy.

Athletic Program Participation Rates & Financial Support Data [CFR 668.47]
Description: This report shows the institution’s total undergraduate enrollment by gender, number and gender of participants in varsity athletic teams, and number and gender of coaches for each team. It also includes revenue and operating expenses attributable to each team, average annual salary for coaches, athletically-related student aid awarded to each team, and total recruiting expenses for men’s teams and women’s teams. For more information, contact the Athletic Department, e-mail athletics@robertmorris.edu, to request a paper copy of the annual Athletics Disclosure Report or see the University’s web site at http://www.robertmorris.edu/about/consumerinfo/.

Fire Safety Report on Student Housing [HEOA 488(g)]
Description: This report shows statistics for each on-campus student housing facility during the most recent calendar years. For more information, contact the Sr. Vice President of Resource Administration to request a paper copy, or see the University’s web site at http://www.robertmorris.edu/about/consumerinfo/.

Non-Discrimination Policy
Robert Morris University admits students of any race, ethnicity, color, age, sex, national origin, or with any disability to all the educational policies, admissions policies, loan programs, placement services, housing, and other school-administered programs.

Upon request, the Office of the Sr. Vice President of Resource Administration will supply information concerning accessibility, elevator availability, parking arrangements, and housing to any student with a disability.

Book Costs
Information on specific books and costs for each course may be obtained via http://bookstore.robertmorris.edu/.

Student Body Diversity and Characteristics
Information on student diversity is available via www.robertmorris.edu/about/consumerinfo/.

Retention Rates
Information on retention rates is available via www.robertmorris.edu/about/consumerinfo/.

Transfer of Credit Policies & Articulation Agreements
In addition to the information regarding transfer of credit policies provided in this bulletin, specific articulation agreement information is available via http://www.robertmorris.edu/transfer/.

Placement in Employment/Post-Graduate Education
Placement in employment and types of graduate education in which our graduates enroll is available via http://www.robertmorris.edu/careerservices/index.html.

Vaccination Policy
Students are expected to remain current with immunizations. Students in particular programs must show proof of immunizations before enrolling in practicum, internship or externship experiences. www.robertmorris.edu/about/consumerinfo/.

Other Information
Information on the following areas is available on the University’s website at the link below.
- Copyright Infringement Policies & Sanctions (Peer-to-Peer File Sharing)
- Voter Registration Information
www.robertmorris.edu/about/consumerinfo/
Financial Information

The Student Guide to Financial Aid at Robert Morris University and information from the U.S. Department of Education is available from the Financial Services Office and online. These guides offer further explanation about the financial assistance process at Robert Morris University.

The schedule of fees below is effective for all students enrolled between July 1, 2014 and June 30, 2015.

Application Fee $20
Payable with all applications for admission and is non-refundable.

Undergraduate Tuition $7900
The full-time tuition covers credit course enrollment except for an overload. All students taking 12 to 24 quarter hours per quarter will be charged the full-time tuition rate. Any student given permission by the Provost to take more than 24 hours will be charged extra for the additional courses. Any students wishing to enroll in more than 18 hours in any given quarter must have approval of the Director of Education.

Tuition is assessed each term based on enrolled hours on the day representing the official census for verification of enrollment, which is the first day of the second week of each quarter. No tuition adjustment is done for repeated, incomplete, or failed coursework previously charged.

Part-Time Tuition (6-11 credit hours) $5300
Less than Part-Time Study $2600
(less than 6 credit hours)

Graduate Tuition $2400 per course
Per Credit Hour $600 per credit hour
Registration Fee:
Second Master's Degree and/or $100/course
Second Concentration

Program Fees (per Quarter)
Computer Network Specialist (through BAS Degree) $400
Graphic Arts (through BAS Degree) $300
Culinary Arts (through BPS Degree) $1000
Medical Assisting $150
Nursing $1100
Surgical Technology $1100
Graduate $50

*An additional deposit may be required for specific programs.

Deposit Fees
Nursing Program $200 (on student account)
Surgical Technology Program $200 (on student account)
Housing $300 (held in reserve)
Study Abroad $300 (held in reserve)

Housing Rates
Chicago – University Center (with meals) $3600 per quarter
Chicago – University Center/4 qtr. contract – non-refundable

Transportation Fee
All Chicago full-time students will receive a CTA Ventra UPass each quarter for unlimited rides on any CTA bus or train 24/7. All Chicago-area University students are assessed a fee which is mandated by the CTA.

$90 per quarter

Study Abroad Fees (Study Abroad fees are determined for each individual program does not include tuition or program fees)

Estimated Textbooks and Supplies for Entire Program
Book and supply prices vary each year depending upon textbook selection. Current prices will be used at the time of sale. This year, depending upon the program, estimated cost of books and supplies per quarter for full-time students will range between $300 and $750. Local sales tax will add to the total. (Book prices are set by publishers and subject to change without notice.)

Enrollment Status
After the registration process is complete, students receive their schedule for the new quarter. Students will be required to validate again the accuracy of their schedule by signing their schedule with their Student Advisor by Friday of Week 1.

Faculty confirmation of students in each class constitutes the basis for official enrollment. Students who are not confirmed by faculty for a class will risk being withdrawn from that class or the University.

Once the schedule is signed and confirmed, all students enrolled in classes, after this point, which have not initiated their own withdrawal from classes or from school, will receive grades earned for all classes on their schedule. Students, who initiate a withdrawal from school or any class beginning Week 7 and thereafter, will receive WPs in their class(es).

Payment Plan
Installment payment plan (The first quarter installment is due Monday, Week 6 and the second quarter installment is due Monday, Week 10)

No interest is charged on the payment plan. Students whose accounts are more than 30 days past due will be contacted by the University’s Financial Services Office to make satisfactory arrangements to bring the student’s delinquent account current status. If the student fails to fulfill these arrangements, the student will be subject to suspension from the University and may re-enter only upon full payment of the delinquent portion of his/her account.

Students, who are eligible to participate in the various financial aid programs available from the U.S. Department of Education, are responsible for the timely submission of all forms, applications, and documentation required by the various governmental agencies. If the student fails to submit the above material by the proper deadlines and therefore, is deemed ineligible for financial aid, the student then becomes solely responsible for making payment to the University for financial aid not received.

Students may either bring or mail their payments to the Financial Services Office or Payment Center. Students can also make payments on-line.

The following students are not eligible for student financial assistance or the University’s payment plan. These students must pay tuition for the entire term or program on/or before the first day of class:

- Foreign nationals studying on student visas
- Non-degree seeking students
- Undocumented aliens living in the United States
- Persons in default of student loans or owing refunds on federal or state grants
- Students in an active bankruptcy

Payment of Account
In order for students to re-register for subsequent terms of study, they must clear any financial obligations they have incurred.

Financial aid eligibility may be affected by changes in enrollment status, regardless of the continuation of financial charges for dropped classes. Enrollment status for the entire quarter is determined by the University’s official census on the first day of the second week of each respective quarter. Full-time enrollment status at the University requires 12 credit hours or more per quarter, part-
time enrollment requires 6-11 credit hours per quarter, less than part-
time enrollment requires less than 6 credit hours per quarter.
Financial aid awards may be reduced or eliminated for less than full-
time enrollment in accordance with federal or state guidelines.

Incidental charges on the account will be included on the monthly billing statement. Payment of these charges is to be made in full upon receipt of the billing statement along with regularly agreed upon payments.

Satisfactory Academic Progress
In order to receive financial assistance, a student must maintain satisfactory academic progress as explained in the Academic Progress Policy (see page 129 or 135).

Non-Degree Seeking Status
Students must prepay all tuition and fees before each quarter begins. Students taking classes in a program where program fees are assessed must also prepay appropriate fees. There is no financial assistance available for non-degree seeking students.

Institutional Scholarships
Robert Morris University scholarships are earned based upon enrollment and applied to the student’s account coinciding with how students are charged tuition. During the first 10% of the quarter, no scholarship is earned; after 10% through 100% of the quarter, 100% of the scholarship is earned.

Withdrawals & Refunds
Since faculty engagements and other commitments are made in advance, the following refund policy has been established:

Institutional & Title IV Aid Refunds for Withdrawn Students
The basis of the refund calculation is determined by the percent of the quarter that is completed prior to the withdrawal. The following formula is used to calculate the percent of the quarter completed:

\[
\text{Percent of Quarter Completed} = \frac{\text{Days in Quarter}}{\text{Total Number of (Calendar) Days}} \times \text{Percent of Quarter Completed}
\]

For example, if a student withdraws from the institution on the 28th day of a quarter that is 69 days long, the percent of quarter completed will be 41% (28/69=41%). (Note: Holidays and weekends are included when counting the number of days except when a holiday exceeds five consecutive days).

The following schedules illustrate how much tuition and Title IV Aid will be refunded on withdrawn students:

<table>
<thead>
<tr>
<th>If withdrawal occurs...</th>
<th>...before 10% of the quarter is completed,</th>
<th>...after 10-100% of the quarter is completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will be charged...</td>
<td>100% of quarter’s tuition</td>
<td>0%</td>
</tr>
<tr>
<td>Tuition refund will be...</td>
<td>100% of quarter’s tuition</td>
<td>0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If withdrawal occurs...</th>
<th>...before 60% of the quarter is completed,</th>
<th>...after 60-100% of the quarter is completed,</th>
</tr>
</thead>
<tbody>
<tr>
<td>RMU will collect...</td>
<td>% of Title IV Aid equivalent to % of quarter completed</td>
<td>100% of quarter’s Title IV Aid</td>
</tr>
<tr>
<td>Title IV refund will be...</td>
<td>% of Title IV Aid equivalent to % of quarter that WAS NOT completed</td>
<td>0%</td>
</tr>
</tbody>
</table>

Officially Withdrawing from Robert Morris University
A student is required to officially withdraw from classes or from the University by notifying his/her Program Director/Student Advisor or Director of Education of his/her intent to withdraw from any or all classes. Non-attendance does not constitute a withdrawal.

Federal work-study funds are not taken into account when determining the refund due to Title IV programs.

All Title IV refunds and/or any other refunds computed at the time of withdrawal will be refunded according to the following Federal hierarchy:

| O | MAP* (State) Grant |
| T | Private Loans |
| H | RMU Grants & Scholarships |
| E | Outside Source Payments & Scholarships |
| R | Student/Parent Cash Payments |

*Monetary Award Program (MAP - State) Grant is applied only to tuition. MAP received in excess of tuition charged must be refunded to the State of Illinois.
## Withdrawal Record

### Sample 1 - Withdrawal Before 60% of Quarter Completed

#### STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Student Name: SAMPLE #1</th>
<th>Quarter Start Date: 07/14/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS#: 833-44-5555</td>
<td>WD Date: 09/09/14</td>
</tr>
<tr>
<td>Campus: OP</td>
<td>Quarter End Date: 08/26/14</td>
</tr>
<tr>
<td>Address: 123 MAIN STREET</td>
<td>RMC COSL Date: 08/11/14</td>
</tr>
<tr>
<td>City, State, ZIP: ANYTOWN, IL 123446</td>
<td>Lender Name: Direct Loan</td>
</tr>
</tbody>
</table>

#### TUITION & OTHER CHARGES

<table>
<thead>
<tr>
<th>PROGRAM COSTS</th>
<th>WD Quarter</th>
<th>Prior Quarter(s)</th>
<th>Before Adj</th>
<th>After WD Adj</th>
<th># Days Attended</th>
<th># Days in Term</th>
<th>PERCENTAGES</th>
<th>EARNED TUITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUTION</td>
<td>$7,900.00</td>
<td></td>
<td>$7,900.00</td>
<td>$7,900.00</td>
<td>28</td>
<td>89</td>
<td>$7,900.00  = Tuition</td>
<td>100%</td>
</tr>
<tr>
<td>BOOK CHARGES</td>
<td>$545.00</td>
<td></td>
<td>$545.00</td>
<td>$545.00</td>
<td>27.7%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CASH ADVANCES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MISC. CHARGES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL COSTS</td>
<td>$8,446.00</td>
<td></td>
<td>$8,446.00</td>
<td>$8,446.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### FINANCIAL AID & OTHER PAYMENTS

<table>
<thead>
<tr>
<th>Source</th>
<th>WD Quarter</th>
<th>Prior Quarter(s)</th>
<th>Before Adj</th>
<th>Refunds</th>
<th>PWO's</th>
<th>After WD Adj</th>
<th>PAYMENTS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNSUB LOAN</td>
<td>$1,168.00</td>
<td></td>
<td>$1,168.00</td>
<td>$6.35</td>
<td></td>
<td>$1,159.65</td>
<td></td>
<td>$1,168.00 Total Title IV Aid - Disburse (Posted)</td>
</tr>
<tr>
<td>SUB LOAN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$910.00 Plus Title IV Aid that could have been disbursed</td>
</tr>
<tr>
<td>PERKINS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$3,076.00 Total Title IV Aid for WD Qtr</td>
</tr>
<tr>
<td>PLUS LOAN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>37.7% x Earned Title IV Aid %</td>
</tr>
<tr>
<td>PELL (Actual)</td>
<td></td>
<td></td>
<td>$1,910.00</td>
<td></td>
<td></td>
<td>$1,910.00</td>
<td></td>
<td>$1,910.00 Total Earned Title IV Aid - WD Qtr</td>
</tr>
<tr>
<td>PELL (Expected)</td>
<td></td>
<td></td>
<td>$1,910.00</td>
<td></td>
<td></td>
<td>$1,910.00</td>
<td></td>
<td>$1,910.00 Total Earned Title IV Aid - WD Qtr</td>
</tr>
<tr>
<td>ACG (Actual)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$8.56 Required Title IV Refund</td>
</tr>
<tr>
<td>ACG (Expected)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$5,279.00 Account Balance prior to Withdrawal</td>
</tr>
<tr>
<td>SMART (Actual)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$6.35 Less: Tuition Reversal</td>
</tr>
<tr>
<td>SMART (Expected)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$6.35 Plus: Financial Aid Refunds</td>
</tr>
<tr>
<td>SEOG</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,750.00 Less: Expected Financial Aid</td>
</tr>
<tr>
<td>MAP (Actual)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$8,712.36 Account Balance after withdrawal adjustments.</td>
</tr>
<tr>
<td>MAP (Expected)</td>
<td></td>
<td></td>
<td>$1,573.00</td>
<td></td>
<td></td>
<td>$1,573.00</td>
<td></td>
<td>$1,573.00 Total Earned Title IV Aid - WD Qtr</td>
</tr>
<tr>
<td>RMC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,573.00 Total Earned Title IV Aid - WD Qtr</td>
</tr>
<tr>
<td>CASH</td>
<td>$2,000.00</td>
<td></td>
<td>$2,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2,000.00</td>
</tr>
<tr>
<td>TOTAL PAYMENTS</td>
<td>$6,649.00</td>
<td></td>
<td>$6,649.00</td>
<td>$6.35</td>
<td></td>
<td>$6.35</td>
<td></td>
<td>$4,732.69</td>
</tr>
</tbody>
</table>

#### ADJUSTMENTS

<table>
<thead>
<tr>
<th>PAYMENTS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### PERCENTAGES

- Amount of Unearned Tuition - WD Qtr:
  - $7,900.00 Tuition Charge - WD Qtr
  - 100% x Earned Tuition %
  - $7,900.00 = Tuition

#### UNFUNDED

- Excess of Title IV aid and unearned funds
## Withdrawal Record

### Sample 2 - Withdrawal After 60% of Quarter Completed

#### STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Student Name</th>
<th>SAMPLE #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS#</td>
<td>111-22-3333</td>
</tr>
<tr>
<td>Campus</td>
<td>CH</td>
</tr>
<tr>
<td>Address</td>
<td>123 MAIN STREET</td>
</tr>
<tr>
<td>City, State, ZIP</td>
<td>ANYTOWN, IL 19346</td>
</tr>
<tr>
<td>Quarter Start Date</td>
<td>11/4/14</td>
</tr>
<tr>
<td>WD Date</td>
<td>11/6/14</td>
</tr>
<tr>
<td>Quarter End Date</td>
<td>11/28/14</td>
</tr>
<tr>
<td>Lender Name</td>
<td>Direct Loan</td>
</tr>
<tr>
<td>Direct Loan</td>
<td></td>
</tr>
</tbody>
</table>

#### TUITION & OTHER CHARGES

<table>
<thead>
<tr>
<th>PROGRAM COSTS</th>
<th>WD Quarter</th>
<th>Prior Quarter(s)</th>
<th>Before Adj</th>
<th>After WD Adj</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUTION</td>
<td>$7,500.00</td>
<td>$7,500.00</td>
<td>$15,800.00</td>
<td>$15,800.00</td>
</tr>
<tr>
<td>BOOK CHARGES</td>
<td>$440.00</td>
<td>$520.00</td>
<td>$950.00</td>
<td>$950.00</td>
</tr>
<tr>
<td>TOTAL COSTS</td>
<td>$8,940.00</td>
<td>$8,420.00</td>
<td>$16,750.00</td>
<td>$16,750.00</td>
</tr>
</tbody>
</table>

#### PERCENTAGES

<table>
<thead>
<tr>
<th></th>
<th>% Days Attended</th>
<th># Days in Term</th>
<th>46%</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUTION</td>
<td></td>
<td></td>
<td>46%</td>
</tr>
<tr>
<td>TOTAL COSTS</td>
<td></td>
<td></td>
<td>46%</td>
</tr>
</tbody>
</table>

#### FINANCIAL AID & OTHER PAYMENTS

<table>
<thead>
<tr>
<th>Source</th>
<th>WD Quarter</th>
<th>Prior Quarter(s)</th>
<th>Before Adj</th>
<th>After WD Adj</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNSUB LOAN</td>
<td>$1,195.00</td>
<td>$1,195.00</td>
<td>$2,332.00</td>
<td>$2,332.00</td>
</tr>
<tr>
<td>PLUS LOAN</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>SMART (Act)</td>
<td>$1,910.00</td>
<td>$1,910.00</td>
<td>$1,910.00</td>
<td>$1,910.00</td>
</tr>
<tr>
<td>SMART (Exp)</td>
<td></td>
<td></td>
<td>$1,910.00</td>
<td>$1,910.00</td>
</tr>
<tr>
<td>PLUSO</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>MAP (Act)</td>
<td>$1,573.00</td>
<td>$1,573.00</td>
<td>$1,573.00</td>
<td>$1,573.00</td>
</tr>
<tr>
<td>MAP (Exp)</td>
<td>$1,573.00</td>
<td>$1,573.00</td>
<td>$1,573.00</td>
<td>$1,573.00</td>
</tr>
<tr>
<td>MEMBERSHIP</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>OTHER</td>
<td>$1,500.00</td>
<td>$3,000.00</td>
<td>$4,500.00</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>CASH</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTAL PAYMENTS</td>
<td>$6,149.00</td>
<td>$7,649.00</td>
<td>$13,798.00</td>
<td>$13,798.00</td>
</tr>
</tbody>
</table>

#### ADJUSTMENTS

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>After WD Adj</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$2,332.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1,910.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1,910.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1,910.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1,910.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### PAYMENTS

<table>
<thead>
<tr>
<th></th>
<th>Amount of Title IV Unearned Aid - WD Qtr.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,195.00 Total Title IV Aid - Disbursed (Posted)</td>
</tr>
<tr>
<td></td>
<td>$1,910.00 Plus Title IV Aid that could have been disbursed</td>
</tr>
<tr>
<td></td>
<td>$3,076.00 Total Title IV Aid for WD Qtr</td>
</tr>
<tr>
<td></td>
<td>$100.0% x Earned Title IV Aid %</td>
</tr>
<tr>
<td></td>
<td>$3,076.00 Total Earned Title IV Aid - WD Qtr</td>
</tr>
<tr>
<td></td>
<td>$1,910.00 Post Withdrawal Disbursement</td>
</tr>
<tr>
<td></td>
<td>$5,445.00 Account Balance prior to Withdrawal</td>
</tr>
<tr>
<td></td>
<td>$1,910.00 Less: Total Post Withdrawal Disbursement</td>
</tr>
<tr>
<td></td>
<td>$0.00 Plus: Financial Aid Refunds</td>
</tr>
<tr>
<td></td>
<td>$0.00 Plus: Post Withdrawal Disb. Offered to Student</td>
</tr>
<tr>
<td></td>
<td>$1,910.00 Less: Expected Financial Aid</td>
</tr>
<tr>
<td></td>
<td>$2,942.00 Account balance after withdrawal adjustments</td>
</tr>
</tbody>
</table>

---

Amount of Unearned Tuition - WD Qtr

$7,500.00 Tuition Charge - WD Qtr

100.0% x Earned Tuition %

$7,500.00 Tuition
Second Degree Guidelines

Students Who Wish to Earn a Second Associate Degree
Students must complete the following:
• A four-quarter full-time or an eight-quarter part-time (48 quarter hours of earned RMU credit) residency requirement for the second degree
• General education requirements equivalent to the general education courses required at Robert Morris University both in course-by-course transfer and specified hours*
• All major requirements for the degree
• Financial assistance is very limited for all students seeking a second degree

Students Who Wish to Earn a Second Bachelor’s Degree
Students must complete the following:
• General education requirements equivalent to the general education courses required at Robert Morris University both in course-by-course transfer and specified hours*
• All major requirements for the degree
• Financial assistance is very limited for all students seeking a second degree

Other Guidelines for Students with Earned Bachelor’s Degrees
• Students with earned Bachelor’s degrees can enroll as a non-degree seeking student at the University and enroll in individual classes.
• Students who have earned a Bachelor’s degree from other institutions can attend Robert Morris University part-time in the Day or Evening Division; or full-time in the Day or Evening Divisions to earn the degree of their choice.
• Students wishing to enter the BBA/MBA Management Program should apply through Admissions (transfer students) or through their Student Advisor (RMU students) by filing a Statement of Intent during the final semester or quarter of the Associate Degree program. Generally, this would be the fourth semester or sixth quarter in an Associate Degree program. A minimum of 78 quarter hours or 48 semester hours must be completed in order to apply for the program. Students begin the program once the Associate Degree is earned. Returning or transfer students, who have already completed an Associate Degree, but have not started the Bachelor Degree program, may also apply. The request will be reviewed by the Graduate School Review Board. Permission to pursue the dual degree option will be considered based on the following criteria:
  • Undergraduate grade point average (on a 4.0 scale)
  • Letter of recommendation from faculty or advisor
  • An essay explaining why you want to enter this program

Second Master’s Degree Guidelines
• Robert Morris graduates from Morris Graduate School of Management may earn a second degree or concentration in the following way:
  • A minimum of 4 extra courses (16 total quarter hours) in an approved concentration or discipline; some options require more than 16 hours, and
  • All required courses in that particular degree

General Guidelines for all Students
• Robert Morris University accepts transfer credit either as course substitution or elective credit.
• Robert Morris University degree requirements are subject to change. Students are subject to the degree audit requirements in place at the time of reenrollment after a withdrawn period of time.
• The satisfactory academic progress policy applies and must be satisfied.

*Robert Morris University graduates who wish to seek a second AAS, BBA or BAS Degree must meet the current General Education and Major Requirements required at the time of enrollment in the second-degree program.

Student Support Services
Robert Morris University’s Student Support Services program has been active at RMU since September 1997 through grant funding from the U.S. Department of Education. The program is designed to increase college retention, graduation, and transfer rates, as well as foster an institutional climate that supports the success of low-income, first-generation, and disabled undergraduate college students. The program is open to Robert Morris University students enrolled at the Chicago campus, who meet specific selection criteria. At present the program serves 160 participants per academic year.

The program assists first-generation, low-income, and disabled students who have an academic need. In addition to cultural and enrichment activities, the program offers a variety of services including tutoring; mentoring; academic, financial, or personal counseling; workshops; and information about career options.

Purpose
The program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education and facilitates the process from one level of higher education to the next.

If you would like more information, please visit www.robertmorris.edu/community/trio.
Institutional Administration

Institutional Officers

President ................................................................................................................................. Michael P. Violli
B.S., Loyola University-Chicago
M.A., University of Notre Dame
M.Ed., University of Illinois

Provost ................................................................................................................................. Mablene Krueger
B.A., Sangamon State University
M.B.A., University of Illinois-Springfield

Sr. Vice President for Resource Administration ......................................................... Deborah Brodzinski
B.S. Ed., Northern Illinois University
M.B.A., DePaul University

Sr. Vice President for Enrollment Management .......................................................... Nicole Farinella
B.S., Illinois State University
M.Ed., DePaul University

Vice Presidents

Vice President for Academic Administration .............................................................. Katie Suhajda
B.S., DePaul University
M.B.A., Morris Graduate School of Management

Vice President for Graduate Education ........................................................................ Catherine Lockwood
B.A., Robert Morris University
M.B.A., Lewis University

Vice President for Auxiliary Operations ..................................................................... Nick Jarmuz
B.A., Governors State University
M.B.A., Robert Morris University
M.M., Robert Morris University

Vice President for Brand & Image ................................................................................ Christine Fisher
B.A., Eastern Illinois University
M.A., Eastern Illinois University
M.F.A., Bowling Green State University

Vice President for Business Affairs .................................................................................... Ronald M. Arnold
B.S., Northern Illinois University
M.B.A., Northern Illinois University

Vice President for Extra Curricular Activities/Director of Athletics ..
Megan Smith-Eggert
B.B.A., Robert Morris University
M.B.A., Morris Graduate School of Management

Vice President for Financial Services .................................................................................. Leigh Brinson
B.A., Northern Illinois University
M.B.A., Morris Graduate School of Management

Vice President for Human Resources ............................................................................. Nicole Skaluba
B.A., University of Iowa
M.S., National Louis University

Vice President for Information Systems ........................................................................ Lisa Contreras
B.A., National Louis University
M.S., DePaul University

Vice President of Marketing & Recruitment ................................................................. Danielle Naffziger
B.B.A., Robert Morris University
M.S., Capella University

Vice President for Student Accounts .............................................................................. Arlene Regnerus
B.B.A., Robert Morris University
M.M., Morris Graduate School of Management

Vice President for Student Affairs .................................................................................... Angela Jordan
B.S., Northern Illinois University
M.S., National Louis University

Academic Deans

Dean of the College of Liberal Arts .................................................................................. Paula Diaz
B.A., University of Denver
M.F.A., University of Iowa

Dean of the College of Nursing & Health Studies ......................................................... Lora Timmons
B.S., Iowa State University
M.P.H., Northern Illinois University

Dean of the Institute of Technology & Media ................................................................. Basim Khartabil
B.S., University of Philadelphia
M.S., Illinois Institute of Technology

Dean of the Morris Graduate School of Management .................................................... Kayed Akkawi
B.S., Illinois Institute of Technology
M.S., Illinois Institute of Technology
Ph.D., Illinois Institute of Technology

Dean of the School of Business Administration ............................................................ Larry Nieman
B.A., University of Michigan
M.B.A., Central Michigan University

Dean of the Institute of Professional Arts ..................................................................... Nancy Rotunno
B.S., National Louis University
M.S., National Louis University

Dean of Experiential Technology ..................................................................................... Jill McGinty
BS, Indiana University
MBA, Morris Graduate School of Management
Admissions Deans
Chicago Evening Division Enrollment............................................
Ana Mendez
Liaison to Athletic Enrollment-Central, Illinois ..............................
Justin Merriss
Schaumburg Campus .................................................................
Betsy Van Hoff
Dean of Student Information........................................................
Stella Mach

Directors
Directors of Administration..........................................................
Michelle Hayes – Lake County
James Kunkel – Orland Park
Donna Kuntz – Peoria
Amanda Spindel – Springfield
Directors of Admissions ..............................................................
Daisy Ramirez – Bensenville/Arlington Heights
Andy Berger, Ofelia Valdez – Chicago
Veronica Saucedo – DuPage
Erin Ginn – Lake County
Patricia Alves – Orland Park
Lakyn Richard – Peoria
Elizabeth Dinardo – Springfield
Directors of Education .................................................................
Colleen McCarthy – Arlington Heights/Bensenville
Madonna Giampietro – DuPage
Carlos Vale – Lake County
Carrie Roath Ernst – Orland Park
Jane Wendloff-Craps – Peoria
Mary Wienhoff – Springfield

Sr. Director of Academic Administration ........................................
Kathleen Violit
Director of Academic Programming ..............................................
Carmen Cuevas
Director of Admissions Information ..............................................
Damaris Rivera
Director of Graduate Relations ....................................................
Jehan Mady
Director of Data Administration ...................................................
Deanna Miranda
Director of Public Relations .......................................................
Nancy Donohoe
Director of Student Center ........................................................
Daniel Martin
Director of Student Life & Housing ..............................................
Janely Rivera
Director of Title VII Grant ...........................................................
Lauren Miller
Director of Upward Bound/E.T.S. ...................................................
Carolyn Basley
Associate Registrar ....................................................................
Nancy Smith-Irons
Controller .................................................................................
Melanie Carlin
Institutional Library Director .......................................................
Sue Butler
Institutional Operations Director ...................................................
Nino Randazzo
Campus Directory

Arlington Heights
Main Switchboard (847) 718-6700
Admissions (847) 718-6702
Fax (847) 718-6705

Bensenville
Main Switchboard (630) 787-7800
Academics (630) 878-7888
Admissions (630) 780-7801
Bookstore (630) 787-7859
Career Services (630) 787-7813
Computer Center (630) 787-7806
Financial Services (630) 787-7820
Library (630) 787-7879

Chicago
Main Switchboard (800) 225-1520
(312) 935-6800
Academics (312) 935-6000
Admissions (312) 935-4400
Athletics (312) 935-6801
Bookstore (312) 935-4476
Career Services (312) 935-4422
Financial Services/Enrolled Students (312) 935-4450
Financial Services/New Students (312) 935-4075
Fitness Center (312) 935-4250
Library (312) 935-6050
Student Information (312) 935-4878

DuPage
Main Switchboard (630) 375-8000
Academics (630) 375-8200
Admissions (630) 375-8100
Athletics (630) 375-8101
Bookstore (630) 375-8035
Career Services (630) 375-8158
Computer Center (630) 375-8206
Cyber Café (630) 375-8168
Financial Services (630) 375-8150
Fitness Center (630) 375-8040
Library (630) 375-8208
Student Information (630) 375-8200

Elgin
Main Switchboard (847) 622-5900
Admissions (847) 622-5904
Fax (847) 622-5901

Lake County
Main Switchboard (847) 578-6000
Admissions (847) 578-6030
Career Services (847) 578-7122
Tele-counseling (847) 578-6000

Orland Park
Main Switchboard (708) 226-3800
Orland Square (708) 226-3800
Academics (708) 226-3800
Admissions (708) 226-3800
Bookstore (708) 226-3818
Career Services (708) 226-5330
Financial Services (708) 226-3990
Library (708) 226-3834
Student Information (708) 226-3821

Peoria
Main Switchboard (309) 636-8600
Academics (309) 636-8600
Admissions (309) 636-8600
Career Services (309) 636-8673
Financial Services (309) 636-8650

Schaumburg
Main Switchboard (847) 969-4000
Admissions (847) 969-4073

Springfield
Main Switchboard (217) 793-2500
Academics (217) 793-4229
Admissions (217) 793-4229
Bookstore (217) 793-4170
Career Services (217) 793-4247
Financial Services (217) 726-1643
Library (217) 726-1675
Student Information (217) 793-4200

This Catalog is a reference for academic programs commencing after July 2014 and/or ending before June 30, 2015.

Printed 2014

Rights Reserved®.

This Catalog is a statement of the current curriculum and requirements that may be altered from time to time to carry out the purposes and objectives of Robert Morris University. The University reserves the right to change any provision, offering or requirement at any time within the student’s period of study without prior notice. Such changes will not affect the integrity or continuity of programs offered. Robert Morris University also reserves the right to make other changes in administration, faculty, tuition and fees or any other school activity, without prior notice.

This Catalog is not to be construed as the basis of any contract between the University and the student.
Campus Locations:

Arlington Heights
2123 S. Goebbert Road
Arlington Heights, IL 60005

Bensenville
1000 Tower Lane
Bensenville, IL 60106

Chicago
401 S. State Street
Chicago, IL 60605

DuPage
905 Meridian Lake Drive
Aurora, IL 60504

Elgin
1701 Randall Road
Elgin, IL 60123

Lake County
1507 Waukegan road
Waukegan, IL 60085

Orland Park
43 Orland Square
Orland Park, IL 60462

Peoria
211 Fulton Street
Peoria, IL 61602

Schaumburg
1000 E. Woodfield Road, #100
Schaumburg, IL 60173

Springfield
3101 Montvale Drive
Springfield, IL 62704

800-762-5960
www.robertmorris.edu