

# Course Catalog

## 2007-2008



# Course Catalog

2007-2008

Programs and policies described here pertain to the College of Professional Studies. For a more complete description of the university's offerings, please consult the main catalog.

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# College of Professional Studies

## Our Academic Philosophy

The College of Professional Studies offers professionally oriented degree programs for students who cannot attend college full time in a traditional format. Degree programs in accounting, business, criminal justice, health care, information systems, organizational leadership, and engineering are targeted toward students who have some workplace experience but seek more education to achieve their career goals.

The course work and academic objectives of degree programs in the College of Professional Studies are the same as programs offered to traditional students in the College of Business, College of General Studies, and the College of Engineering and Computer Studies. The structure of the programs, however, requires motivated students to complete the work in the time allowed. In the Accelerated Degree Program (explained in more detail on Page 6), an entire semester of material is covered in five or six weeks. Students must be committed to attending each class and reserving time outside of class for study and homework. In the Independent Study Program (explained in more detail on Page 8), students must discipline and pace themselves to complete the required work entirely on their own time. Online classes give students the flexibility to access course material when and where they want within a 10-week class structure.

While these programs are academically challenging, Indiana Tech simplifies many of the administrative details of attending college. For example, registering for classes can be completed by phone or online. In addition, textbooks and other course materials are shipped to students prior to the first class meeting. Almost any process, from making tuition payments to changing a major, can be completed through forms found on the university Web site. Less time spent shopping for textbooks or filling out paperwork leaves more time for studying and meeting life's challenges.

The College of Professional Studies is dedicated to helping students achieve personal and professional goals. The degree programs focus on knowledge and skills needed for the real world. If you have any questions about the programs, please call 800-288-1766 or explore our Web site at [www.IndianaTech.edu](http://www.IndianaTech.edu).

## The Accelerated Degree Program

The Accelerated Degree Program offers motivated students an alternative to traditional, full-term classes. Weekly classroom sessions supplemented with rigorous homework assignments and projects allow students to progress at an advanced pace.

For undergraduate students, the traditional 15-week semester is condensed to a five-week session. Some quantitative courses are taught in 10-week sessions. Most classes meet once a week although some science courses in the industrial and manufacturing engineering program do require two class meetings per week.

For graduate students, the traditional semester is condensed to six weeks, with some quantitative courses being 12 weeks. Like undergraduates, the classes meet just once a week. There are eight graduate sessions each year, allowing a student to complete a master's degree in about two years.

Books, materials, and the first assignment for all courses are mailed to the student's home 10 to 14 days prior to class.

Accounting, health care, industrial and manufacturing engineering, information systems, management information systems, organizational leadership, and criminal justice degree programs are delivered through a modified version of the Accelerated Degree Program. This system, referred to as Tracked Educational Adult Modules (TEAM), uses a tracked teaching approach with students organized into TEAM groups of 12 to 18 members. The TEAM proceeds in a predetermined order through the courses that are unique to the degree.

## Academic and Professional Support

Indiana Tech offers a variety of resources for students in need of academic or professional guidance. The accelerated pace of courses in the College of Professional Studies challenges students to maintain focus on the course material. If you feel the need for extra assistance, you can take advantage of free tutoring services offered by the university. Faculty members and upper-level students who have shown success in specific subjects work as tutors for students who need one-on-one help to succeed in a course.

All CPS students also have access to McMillen Library on the Fort Wayne campus. The McMillen Library offers electronic access to an online catalog, full-text databases, and the Internet. Remote access also is available for searching from the Indiana Tech Web site at [www.IndianaTech.edu](http://www.IndianaTech.edu). The library houses a 20,000-volume collection and receives more than 150 periodicals. Additional services include reference, library instruction, and intra-library loan services. Registered students also may borrow materials from other participating state-wide colleges and universities with a Reciprocal Borrowing Card.

Resource materials and computer access also are available in the Academic Resource Centers at other Indiana Tech locations. The books and periodicals available at each center are chosen to supplement material covered in the courses offered through the College of Professional Studies. Computers provided at each center have Internet access and the business software required to complete assignments, as well as tutorials on using the software. In addition, the staff of each Academic Resource Center is available to offer help with math and writing assignments.

Because your path to success does not end at graduation, Indiana Tech also offers professional guidance through the Career Planning and Development Center and professional development directors on each campus. They can offer advice on a variety of career paths and direct you to tools and resources for exploring various industries and employment opportunities. The professional development directors also coordinate frequent workshops on resume writing and interviewing skills to help you prepare for a promotion or career change.

## Independent Study Program

The Independent Study Program offers undergraduate students the opportunity to earn credit without attending formal classes in the traditional or accelerated format. Students are provided with the textbook and other materials to work through the course content independently at their own pace. Students can complete an entire degree program through ISP without ever attending a class, as well as supplement their coursework in other degree programs. Current degrees being offered through Independent Study are:

- A.S. in General Studies
- A.S. in Business Administration
  - Management concentration
  - Production Management concentration
- B.S. in Business Administration
  - Human Resources concentration
  - Management concentration
  - Marketing concentration
  - Production Management concentration

Most courses offered through the College of Professional Studies are also offered through the Independent Study Program and are designated with an asterisk next to the course name and course description.

An Independent Study class is initiated when a student completes an Independent Study Program Registration Form. The completed form, along with the tuition, is returned to the CPS office. A university faculty member is then assigned as a mentor to guide the student through the course work. Courses begin on the 15th of each month and must be completed within six months. Courses are self-paced, self-directed study.

Textbooks and materials are mailed to the student's home. The courses are offered in an electronic format via the Internet. A paper alternative is available for those that have restricted computer access.

Students enrolled in the Independent Study Program are responsible for monitoring their progress to ensure that they pace themselves to complete the course on time. All courses must be completed within six months. Extensions are available only under *extreme circumstances*. Contact the Director of Independent Study for more information on requesting an extension.

For more information on Independent Study policies, please consult the Student Handbook.

## Student Information Center

At Indiana Tech, we take pride in our commitment to our students. To serve you better, we have established the Student Information Center (SIC) as a centralized source for administrative needs. One call to 888-TECH-SIC does it all, handling all of your needs from registration through graduation.

Our student services representatives are specially trained to serve student needs, such as:

- Registration
- Changes of personal information (address, phone number, e-mail)
- Account questions (balances, payments, payment schedules)
- Course withdrawals
- Curriculum changes
- Requests for copies of grades

SIC representatives also can provide general information such as:

- Directions to class locations
- Information on schedules
- Weather-related class cancellations

Instead of calling different departments on different campuses, call the SIC with any question or problem you may have. You don't have to search for the right person or wait for a returned phone call. Just enjoy helpful, convenient service.

The three ways to contact the SIC are:

- **Phone:** 888-TECH-SIC
- **E-mail:** [sic@indianatech.edu](mailto:sic@indianatech.edu)
- **Fax:** 888-TECH-844

# Undergraduate Programs

## Degree Options

Degree programs at Indiana Tech are designed to provide students with the knowledge and skills needed for rewarding careers. The university recognizes that each student is an individual and has unique goals. With that in mind, the College of Professional Studies offers degree options with a variety of concentrations. Each student can choose the degree that fits his or her goals and, in many cases, combine two or more concentrations for a tailor-made education.

Although not all programs are available at all locations, degree options in the College of Professional Studies for the 2007–08 academic year are:

- Associate of Science in Accounting
- Associate of Science in Business Administration
  - Management
  - Production Management
- Associate of Science in Criminal Justice
- Associate of Science in General Studies
- Associate of Science in Industrial and Manufacturing Engineering
- Bachelor of Science in Accounting
- Bachelor of Science in Business Administration
  - Health Care Administration
  - Human Resources
  - Management
  - Marketing
  - Management Information Systems
  - Production Management
- Bachelor of Science in Industrial and Manufacturing Engineering
- Bachelor of Arts in Information Systems
- Bachelor of Science in Criminal Justice
  - Crime Analysis
  - Law Enforcement Administration
- Bachelor of Science in Organizational Leadership

The specific course requirements for each degree are outlined on the following pages.

## Associate of Science in Accounting

An Associate of Science in Accounting prepares students to perform junior level accounting jobs such as bookkeeping, accounts payable, accounts receivable, payroll, and inventory tracking and analysis. Students are also prepared to continue the pursuit of a Bachelor of Science in Accounting. The accounting degree program uses the TEAM approach described on Page 6. Courses marked with an asterisk (\*) require TEAM enrollment.

### Business Administration

BA 1400	Principles of Management .....	3
BA 2850	Managing in the Legal Environment.....	3

### Math

MA 1000	Foundations of Quantitative Methods.....	3
MA 1025	Quantitative Methods for Business.....	3
MA 2025	Statistical Methods for Business .....	3

### Accounting & Information Systems

ACC 1010	Accounting Principles.....	3
ACC 1040	Managerial Accounting.....	3
IS 1100	Introduction to Information Systems.....	3
MIS 1300	Software Tools .....	3
*ACC 2430	Cost Accounting I .....	3
*ACC 2440	Cost Accounting II.....	3
*ACC 2200	Intermediate Accounting I.....	3
*ACC 2240	Intermediate Accounting II.....	3

### English

ENG 1245	English Composition .....	3
ENG 1255	Intermediate Composition .....	3
ENG 1265	Advanced English Composition .....	3
ENG 2320	Professional Communication.....	3

### Humanities & Social Sciences

HUM 2000	Introduction to Humanities.....	3
PSY 1700	Introduction to Psychology .....	3
SS 2200	Macroeconomics.....	3
SS 2210	Microeconomics .....	3

**Total Credit Hours..... 63**

## Associate of Science in Business Administration – Management

The Associate of Science in Business Administration with a concentration in management prepares students for positions such as a team leader, supervisor trainee, or a staff person in a variety of business functions such as marketing and sales, human resources, or operations. Students also are prepared to continue the pursuit of a Bachelor of Science in Business Administration.

### Business Administration

BA 1400 Principles of Management .....3

### Management Concentration

BA 2000 Operations Management .....3

BA 2410 Human Resource Management .....3

BA 2430 International Management .....3

BA 2500 Marketing .....3

BA 2850 Managing in the Legal Environment.....3

### Math

MA 1000 Foundations of Quantitative Methods.....3

MA 1025 Quantitative Methods for Business.....3

### Accounting & Information Systems

ACC 1010 Accounting Principles.....3

ACC 1040 Managerial Accounting.....3

IS 1100 Introduction to Information Systems.....3

### English

ENG 1245 English Composition .....3

ENG 1255 Intermediate Composition .....3

ENG 1265 Advanced English Composition .....3

ENG 2320 Professional Communication.....3

### Humanities & Social Sciences

HUM 2000 Introduction to Humanities.....3

PSY 1700 Introduction to Psychology .....3

SS 2200 Macroeconomics.....3

SS 2210 Microeconomics .....3

**Approved Electives ..... 6**

**Total Credit Hours..... 63**

## Associate of Science in Business Administration – Production Management

The Associate of Science in Business Administration with a production management concentration prepares students for production support positions in any manufacturing firm. Students also are prepared to continue in pursuit of a Bachelor of Science in Business Administration.

### Business Administration

BA 1400 Principles of Management ..... 3

### Production Management Concentration

BA 2000 Operations Management ..... 3

BA 2600 Occupational Safety and Health ..... 3

BA 2700 Organizational Behavior ..... 3

BA 3110 Project Management I ..... 3

BA 4010 Quality Management ..... 3

### Math

MA 1000 Foundations of Quantitative Methods ..... 3

MA 1025 Quantitative Methods for Business ..... 3

MA 2025 Statistical Methods for Business ..... 3

### Accounting & Information Systems

ACC 1010 Accounting Principles ..... 3

ACC 1040 Managerial Accounting ..... 3

IS 1100 Introduction to Information Systems ..... 3

### English

ENG 1245 English Composition ..... 3

ENG 1255 Intermediate Composition ..... 3

ENG 1265 Advanced English Composition ..... 3

ENG 2320 Professional Communication ..... 3

### Humanities & Social Sciences

HUM 2000 Introduction to Humanities ..... 3

PSY 1700 Introduction to Psychology ..... 3

SS 2200 Macroeconomics ..... 3

SS 2210 Microeconomics ..... 3

**Approved Electives ..... 3**

**Total Credit Hours ..... 63**

## Associate of Science in Criminal Justice

An associate degree satisfies the entry-level education requirement at many law enforcement agencies. The program uses the TEAM approach described on Page 6. Courses marked with an asterisk (\*) require TEAM enrollment.

### Criminal Justice

CJ 1100	Introduction to the Criminal Justice System.....	3
*CJ 2100	The Police in America .....	3
*CJ 2200	Corrections in America .....	3
*CJ 2300	Substantive Criminal Law.....	3
*CJ 2400	Understanding Procedural Law .....	3
*CJ 3200	Understanding Criminal Behavior.....	3
*CJ 3400	Criminal Courts & Courtroom Demeanor.....	3
*CJ 3600	Basics of Criminal Investigation .....	3

### Business Administration

BA 1400	Principles of Management .....	3
BA 2700	Organizational Behavior .....	3
BA 3710	Leadership .....	3

### Information Systems

IS 1100	Introduction to Information Systems .....	3
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### English

ENG 1245	English Composition .....	3
ENG 1255	Intermediate Composition .....	3
ENG 1265	Advanced English Composition .....	3
ENG 2320	Professional Communication.....	3

### Social Sciences

PSY 1700	Introduction to Psychology.....	3
PSY 2000	Understanding Diversity.....	3
SS 2800	Introduction to Sociology.....	3

### Math

MA 1000	Foundations of Quantitative Methods.....	3
One of the two following courses.....		3
MA 1025	Quantitative Methods for Business	
SS 1025	Quantitative Methods for Social Science	

**Total Credits .....** **63**

## Associate of Science in General Studies

The associate degree in general studies is structured to offer students a broad, general base upon which to build. This curriculum is designed to serve the student who is seeking a two-year degree with a course of study that can be customized to personal or career objectives as well as the student who is undecided in his or her career objectives. Students who plan to continue for a bachelor's degree should consult with their academic advisor regarding the most appropriate choice of electives.

### Math & Information Systems

MA 1000	Foundations of Quantitative Methods.....	3
MA 1025	Quantitative Methods for Business.....	3
IS 1100	Introduction to Information Systems.....	3

### English

ENG 1245	English Composition .....	3
ENG 1255	Intermediate Composition .....	3
ENG 1265	Advanced English Composition .....	3
ENG 2320	Professional Communication.....	3

### Humanities & Social Sciences

HUM 2000	Introduction to Humanities .....	3
HUM	Electives .....	6
PSY 1700	Introduction to Psychology.....	3
SS	Electives .....	6

**Approved Electives ..... 24**

**Total Credits ..... 63**

## Associate of Science in Industrial and Manufacturing Engineering

The Associate of Science in Industrial and Manufacturing Engineering prepares students for positions such as industrial engineer, quality engineer, manufacturing engineer, or environmental health and safety engineer. The IME degree program uses the TEAM approach described on Page 6. Courses marked with an asterisk (\*) require TEAM enrollment.

### Business Administration

BA 1400 Principles of Management .....3

### English

ENG 1245 English Composition .....3

ENG 1255 Intermediate Composition .....3

### Humanities and Social Sciences

HUM 2000 Introduction to Humanities .....3

SS 2200 Macroeconomics .....3

### Math & Science

\*MA 1035 College Algebra .....3

\*MA 1060 Trigonometry .....3

\*MA 1100 Applied Calculus I .....3

\*MA 3430 Probability and Statistics .....3

\*CH 1000 Fundamentals of Chemistry .....3

\*PH 1100 Fundamentals of Physics I .....3

### Engineering

\*EGR 1710 Graphics and Design .....3

\*EGR 2000 Engineering Communication .....3

\*IME 2010 Safety Engineering .....3

\*IME 2020 Work Design .....3

\*IME 2110 Quality Control I .....3

\*EGR 2650 Manufacturing Processes .....3

\*IME 3020 Computer Sim. of Mfg. Processes .....3

\*IME 4020 Lean Manufacturing .....3

\*IME 4300 Integrated Resource Management .....3

**Total Credits .....60**

## Bachelor of Science in Accounting

A Bachelor of Science in Accounting prepares the student to perform senior level accounting jobs that include financial accounting activities, cost accounting, auditing, and tax work. The accounting degree program uses the TEAM approach described on Page 6. Courses marked with an asterisk (\*) require TEAM enrollment.

### Business Administration

BA 1400	Principles of Management .....	3
BA 2000	Operations Management .....	3
BA 2410	Human Resource Management .....	3
BA 2500	Marketing .....	3
BA 2700	Organizational Behavior .....	3
BA 2850	Managing in the Legal Environment .....	3
BA 3200	Business Ethics.....	3
BA 3600	Corporate Finance.....	3
BA 4910	Business Policy & Strategic Planning .....	3

### Math

MA 1000	Foundations of Quantitative Methods.....	3
MA 1025	Quantitative Methods for Business.....	3
MA 2025	Statistical Methods for Business .....	3

### Accounting & Information Systems

ACC 1010	Accounting Principles.....	3
ACC 1040	Managerial Accounting .....	3
*ACC 2430	Cost Accounting I .....	3
*ACC 2440	Cost Accounting II.....	3
*ACC 2200	Intermediate Accounting I.....	3
*ACC 2240	Intermediate Accounting II.....	3
*ACC 4700	Advanced Accounting I.....	3
*ACC 4740	Advanced Accounting II .....	3
*ACC 3300	Auditing .....	3
*ACC 2500	Individual Tax Accounting .....	3
*ACC 3500	Corporate Tax Accounting .....	3
IS 1100	Introduction to Information Systems .....	3
MIS 1300	Software Tools .....	3

Continued ↴

**English**

ENG 1245	English Composition .....	3
ENG 1255	Intermediate Composition .....	3
ENG 1265	Advanced English Composition .....	3
ENG 2320	Professional Communication.....	3

**Humanities & Social Sciences**

HUM 2000	Introduction to Humanities.....	3
HUM	Electives .....	6
PSY 1700	Introduction to Psychology.....	3
SS 2200	Macroeconomics .....	3
SS 2210	Microeconomics .....	3
One of the two	following courses.....	3
SS 2720	Group Dynamics	
SS 2800	Introduction to Sociology	

**Approved Electives .....**15

**Total Credit Hours.....**123

## Bachelor of Science in Business Administration – Health Care Administration

The business administration degree with a health care administration concentration is designed to prepare the student to apply business administration concepts and skills to the growing health care arena. The courses address the major management issues facing this rapidly changing field as well as the political and policy forces affecting the delivery of health care in the United States. The health care administration concentration uses the TEAM approach described on Page 6. Courses marked with an asterisk (\*) require TEAM enrollment.

### Business Administration

BA 1400	Principles of Management .....	3
BA 2000	Operations Management .....	3
BA 2410	Human Resource Management .....	3
BA 2500	Marketing .....	3
BA 2700	Organizational Behavior .....	3
BA 2850	Managing in the Legal Environment .....	3
BA 3200	Business Ethics.....	3
BA 3600	Corporate Finance.....	3
BA 4010	Quality Management .....	3
BA 4910	Business Policy & Strategic Planning.....	3

### Math

MA 1000	Foundations of Quantitative Methods.....	3
MA 1025	Quantitative Methods for Business.....	3
MA 2025	Statistical Methods for Business .....	3

### Accounting & Information Systems

ACC 1010	Accounting Principles.....	3
ACC 1040	Managerial Accounting.....	3
IS 1100	Introduction to Information Systems.....	3

Continued ↓

**English**

ENG 1245	English Composition .....	3
ENG 1255	Intermediate Composition .....	3
ENG 1265	Advanced English Composition .....	3
ENG 2320	Professional Communication.....	3

**Humanities & Social Sciences**

HUM 2000	Introduction to Humanities .....	3
HUM	Electives .....	6
PSY 1700	Introduction to Psychology .....	3
SS 2200	Macroeconomics.....	3
SS 2210	Microeconomics .....	3
SS 2800	Introduction to Sociology.....	3

**Health Care Administration**

HCA 1100	Introduction to Health Care Administration .....	3
*BIO 1140	Medical Terminology.....	3
*BIO 1110	Anatomy & Physiology .....	3
*HCA 2100	Legal Aspects of Health Care Administration .....	3
*HCA 3100	Finance of Health Care Administration.....	3
*HCA 3200	Health Care Policy .....	3
*HCA 4100	Managed Care & Medical Group Practice.....	3
*HCA 4200	Long Term Care Administration.....	3

**Approved Electives .....**18

**Total Credit Hours.....**123

## **Bachelor of Science in Business Administration – Human Resources**

The human resources concentration provides practical knowledge of the major areas of human resource management that can be readily applied across industries. The human resource curriculum is augmented with other business courses to give students a well-rounded knowledge of business.

### **Business Administration**

BA 1400	Principles of Management .....	3
BA 2000	Operations Management .....	3
BA 2410	Human Resource Management .....	3
BA 2500	Marketing .....	3
BA 2600	Occupational Safety and Health .....	3
BA 2650	Compensation Management .....	3
BA 2700	Organizational Behavior .....	3
BA 2850	Managing in the Legal Environment.....	3
BA 3200	Business Ethics.....	3
BA 3600	Corporate Finance.....	3
BA 3800	Labor Relations .....	3
BA 4010	Quality Management.....	3
BA 4700	Training and Development.....	3
BA 4910	Business Policy & Strategic Planning .....	3

### **Math**

MA 1000	Foundations of Quantitative Methods.....	3
MA 1025	Quantitative Methods for Business.....	3
MA 2025	Statistical Methods for Business .....	3

Continued **J**

**Accounting & Information Systems**

ACC 1010	Accounting Principles.....	3
ACC 1040	Managerial Accounting .....	3
IS 1100	Introduction to Information Systems.....	3

**English**

ENG 1245	English Composition .....	3
ENG 1255	Intermediate Composition .....	3
ENG 1265	Advanced English Composition .....	3
ENG 2320	Professional Communication.....	3

**Humanities & Social Sciences**

HUM 2000	Introduction to Humanities.....	3
HUM	Electives .....	6
PSY 1700	Introduction to Psychology .....	3
PSY 3740	Counseling Techniques .....	3
SS 2200	Macroeconomics.....	3
SS 2210	Microeconomics .....	3
One of the two	following courses.....	3
SS 2720	Group Dynamics	
SS 2800	Introduction to Sociology	

**Approved Electives ..... 27**

**Total Credit Hours.....123**

## **Bachelor of Science in Business Administration – Management**

The Bachelor of Science in Business Administration with a management concentration prepares students to succeed as a staff specialist, entry-level manager, or middle manager in most any business environment. This includes positions in a wide variety of business and industrial settings, and such functions as operations, marketing, human resources, and general management.

### **Business Administration**

BA 1400	Principles of Management .....	3
BA 2000	Operations Management .....	3
BA 2410	Human Resource Management .....	3
BA 2430	International Management .....	3
BA 2500	Marketing .....	3
BA 2700	Organizational Behavior .....	3
BA 2850	Managing in the Legal Environment .....	3
BA 3110	Project Management I .....	3
BA 3200	Business Ethics.....	3
BA 3600	Corporate Finance.....	3
BA 3710	Leadership .....	3
BA 4010	Quality Management.....	3
BA 4700	Training and Development.....	3
BA 4800	Public Relations .....	3
BA 4910	Business Policy & Strategic Planning.....	3

### **Math**

MA 1000	Foundations of Quantitative Methods.....	3
MA 1025	Quantitative Methods for Business.....	3
MA 2025	Statistical Methods for Business .....	3

Continued **▶**

**Accounting & Information Systems**

ACC 1010	Accounting Principles.....	3
ACC 1040	Managerial Accounting.....	3
IS 1100	Introduction to Information Systems.....	3

**English**

ENG 1245	English Composition .....	3
ENG 1255	Intermediate Composition .....	3
ENG 1265	Advanced English Composition .....	3
ENG 2320	Professional Communication.....	3

**Humanities & Social Sciences**

HUM 2000	Introduction to Humanities.....	3
HUM	Electives .....	6
PSY 1700	Introduction to Psychology .....	3
SS 2200	Macroeconomics.....	3
SS 2210	Microeconomics .....	3
One of the two	following courses.....	3
SS 2720	Group Dynamics	
SS 2800	Introduction to Sociology	

**Approved Electives ..... 27**

**Total Credit Hours.....123**

## Bachelor of Science in Business Administration – Management Information Systems

The MIS concentration is a combination of computer and management courses designed to develop a proficiency in the application of information technology to support business processes. Possible career options for MIS graduates include: systems analyst, chief information officer (CIO), chief technology officer (CTO), applications developer, technology manager, and project manager. The MIS concentration uses the TEAM approach described on Page 6. Courses marked with an asterisk (\*) require TEAM enrollment.

### Business Administration

BA 1400	Principles of Management .....	3
BA 2000	Operations Management .....	3
BA 2410	Human Resource Management .....	3
BA 2500	Marketing .....	3
BA 2700	Organizational Behavior .....	3
BA 2850	Managing in the Legal Environment .....	3
BA 3200	Business Ethics.....	3
BA 3600	Corporate Finance.....	3
BA 4010	Quality Management .....	3
BA 4910	Business Policy & Strategic Planning .....	3

### Math

MA 1000	Foundations of Quantitative Methods.....	3
MA 1025	Quantitative Methods for Business.....	3
MA 2025	Statistical Methods for Business .....	3

### MIS Courses

*MIS 1300	Software Tools .....	3
*MIS 1500	Computer Systems & Hardware.....	3
*MIS 2100	Networking & Infrastructure .....	3
*MIS 2150	Component Analysis & Design.....	3
*MIS 3000	Programming Languages & Logic.....	3
*MIS 3100	Database Management .....	3
*MIS 3150	Database Application Development.....	3
*MIS 3200	Web Applications & the Internet .....	3
*MIS 4000	Enterprise Resource Planning .....	3
*MIS 4200	Systems Analysis & Design .....	3
*MIS 4400	MIS Project Management.....	3

Continued **▶**

**Accounting & Information Systems**

ACC 1010	Accounting Principles.....	3
ACC 1040	Managerial Accounting.....	3
IS 1100	Introduction to Information Systems.....	3

**English**

ENG 1245	English Composition .....	3
ENG 1255	Intermediate Composition .....	3
ENG 1265	Advanced English Composition .....	3
ENG 2320	Professional Communication.....	3

**Humanities & Social Sciences**

HUM 2000	Introduction to Humanities.....	3
PSY 1700	Introduction to Psychology .....	3
SS 2200	Macroeconomics.....	3
SS 2210	Microeconomics .....	3
One of the two	following courses.....	3
SS 2720	Group Dynamics	
SS 2800	Introduction to Sociology	

**Approved Electives .....15**

**Total Credit Hours.....123**

## Bachelor of Science in Business Administration — Marketing

The marketing concentration is designed to provide the student with a thorough understanding of all the areas that comprise the marketing arena. The graduate will be armed with practical knowledge that can be readily applied in this area of expertise across all industries. The marketing curriculum is augmented with other business courses to help round out the graduate’s knowledge of business.

### Business Administration

BA 1400	Principles of Management .....	3
BA 2000	Operations Management .....	3
BA 2410	Human Resource Management .....	3
BA 2500	Marketing .....	3
BA 2550	Personal Selling .....	3
BA 2700	Organizational Behavior .....	3
BA 2800	E-Commerce.....	3
BA 2850	Managing in the Legal Environment.....	3
BA 3200	Business Ethics.....	3
BA 3300	Marketing Research.....	3
BA 3500	Advertising.....	3
BA 3550	International Marketing .....	3
BA 3600	Corporate Finance.....	3
BA 4010	Quality Management.....	3
BA 4910	Business Policy & Strategic Planning.....	3

### Math

MA 1000	Foundations of Quantitative Methods.....	3
MA 1025	Quantitative Methods for Business.....	3
MA 2025	Statistical Methods for Business .....	3

Continued **▶**

**Accounting & Information Systems**

ACC 1010	Accounting Principles.....	3
ACC 1040	Managerial Accounting.....	3
IS 1100	Introduction to Information Systems.....	3

**English**

ENG 1245	English Composition .....	3
ENG 1255	Intermediate Composition .....	3
ENG 1265	Advanced English Composition .....	3
ENG 2320	Professional Communication.....	3

**Humanities & Social Sciences**

HUM 2000	Introduction to Humanities.....	3
HUM	Electives .....	6
PSY 1700	Introduction to Psychology .....	3
SS 2200	Macroeconomics.....	3
SS 2210	Microeconomics .....	3
One of the two	following courses.....	3
SS 2720	Group Dynamics	
SS 2800	Introduction to Sociology	

**Approved Electives ..... 27**

**Total Credit Hours.....123**

## Bachelor of Science in Business Administration – Production Management

A Bachelor of Science in Business Administration with a production management concentration provides students with a technical focus on the operation and control of production systems.

### Business Administration

BA 1400	Principles of Management .....	3
BA 2000	Operations Management .....	3
BA 2410	Human Resource Management .....	3
BA 2500	Marketing .....	3
BA 2700	Organizational Behavior .....	3
BA 2850	Managing in the Legal Environment .....	3
BA 3200	Business Ethics .....	3
BA 3600	Corporate Finance .....	3
BA 4010	Quality Management .....	3
BA 4910	Business Policy & Strategic Planning .....	3

### Concentration Courses

BA 2600	Occupational Safety and Health .....	3
BA 3110	Project Management I .....	3
BA 3150	Project Management II .....	3
BA 3800	Labor Relations .....	3
BA 4000	Advanced Production Management .....	3
BA 4500	Purchasing .....	3

### Math

MA 1000	Foundations of Quantitative Methods .....	3
MA 1025	Quantitative Methods for Business .....	3
MA 2025	Statistical Methods for Business .....	3

### Accounting & Information Systems

ACC 1010	Accounting Principles .....	3
ACC 1040	Managerial Accounting .....	3
IS 1100	Introduction to Information Systems .....	3

Continued **J**

**English**

ENG 1245	English Composition .....	3
ENG 1255	Intermediate Composition .....	3
ENG 1265	Advanced English Composition .....	3
ENG 2320	Professional Communication.....	3

**Humanities & Social Sciences**

HUM 2000	Introduction to Humanities.....	3
HUM	Electives .....	6
PSY 1700	Introduction to Psychology.....	3
SS 2200	Macroeconomics.....	3
SS 2210	Microeconomics .....	3
One of the two	following courses.....	3
SS 2720	Group Dynamics	
SS 2800	Introduction to Sociology	

**Approved Electives ..... 24**

**Total Credits .....123**

## Bachelor of Science in Criminal Justice — Crime Analysis

The bachelor’s degree program has a core of criminal justice courses, but allows the student to specialize in either law enforcement administration or crime analysis through a specialty of four additional criminal justice courses. The criminal justice degree uses the TEAM approach described on Page 6. Courses marked with an asterisk (\*) require TEAM enrollment.

### Criminal Justice

CJ 1100	Introduction to the Criminal Justice System .....	3
*CJ 2100	The Police in America .....	3
*CJ 2200	Corrections in America .....	3
*CJ 2300	Substantive Criminal Law.....	3
*CJ 2400	Understanding Procedural Law .....	3
*CJ 3100	A System of Juvenile Justice .....	3
*CJ 3200	Understanding Criminal Behavior.....	3
*CJ 3400	Criminal Courts & Courtroom Demeanor.....	3
CJ 3500	Applied Research Methods in CJ Settings.....	3
*CJ 3600	Basics of Criminal Investigation .....	3
CJ 4400	Fundamentals of Crime Analysis.....	3
CJ 4500	Crime Mapping & Spatial Analysis .....	3
CJ 4600	Crime Prevention Through Env. Design.....	3

### Business Administration

BA 1400	Principles of Management .....	3
BA 2700	Organizational Behavior .....	3
BA 3710	Leadership .....	3

### Information Systems

IS 1100	Introduction to Information Systems.....	3
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### Math

MA 1000	Foundations of Quantitative Methods.....	3
**SS 1025	Quantitative Methods for Social Sciences.....	3
MA 2025	Statistical Methods for Business .....	3

Continued **▶**

**English**

ENG 1245	English Composition .....	3
ENG 1255	Intermediate Composition .....	3
ENG 1265	Advanced English Composition .....	3
ENG 2320	Professional Communication.....	3

**Humanities & Social Sciences**

HUM 2000	Introduction to Humanities.....	3
HUM 3710	Ethics .....	3
HUM	Elective.....	3
PSY 1700	Introduction to Psychology.....	3
PSY 2000	Understanding Diversity.....	3
PSY 3760	Abnormal Psychology.....	3
SS 2800	Introduction to Sociology.....	3
SS 2810	Social Problems .....	3
SS 2830	Applied Social Problems .....	3
One of the two	following courses.....	3
SS 2200	Macroeconomics	
SS 2210	Microeconomics	
Two of the five	following courses.....	6
PSY 2760	Theories of Personality	
PSY 2780	Social Psychology	
PSY 3720	Child & Adolescent Psychology	
PSY 3730	Aging	
PSY 3740	Counseling Techniques	

**Approved Electives .....15**

**Total Credits .....123**

\*\* MA 1025 Quantitative Methods of Business may be substituted for SS 1025; however, students cannot take both courses.

## **Bachelor of Science in Criminal Justice – Law Enforcement Administration**

The bachelor’s degree program has a core of criminal justice courses, but allows the student to specialize in either law enforcement administration or crime analysis through a specialty of four additional criminal justice courses. The criminal justice degree uses the TEAM approach described on Page 6. Courses marked with an asterisk (\*) require TEAM enrollment.

### **Criminal Justice**

CJ 1100	Introduction to the Criminal Justice System .....	3
*CJ 2100	The Police in America .....	3
*CJ 2200	Corrections in America .....	3
*CJ 2300	Substantive Criminal Law.....	3
*CJ 2400	Understanding Procedural Law .....	3
*CJ 3100	A System of Juvenile Justice .....	3
*CJ 3200	Understanding Criminal Behavior.....	3
*CJ 3400	Criminal Courts & Courtroom Demeanor.....	3
*CJ 3600	Basics of Criminal Investigation .....	3
CJ 4100	Technology in Criminal Justice .....	3
CJ 4200	Law Enforcement Planning Process.....	3
CJ 4300	Police Organization & Management.....	3

### **Business Administration**

BA 1400	Principles of Management .....	3
BA 2700	Organizational Behavior .....	3
BA 3710	Leadership .....	3

### **Information Systems**

IS 1100	Introduction to Information Systems.....	3
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### **Math**

MA 1000	Foundations of Quantitative Methods.....	3
**SS 1025	Quantitative Methods for Social Sciences.....	3
MA 2025	Statistical Methods for Business .....	3

Continued ↴

**English**

ENG 1245 English Composition .....3  
 ENG 1255 Intermediate Composition .....3  
 ENG 1265 Advanced English Composition .....3  
 ENG 2320 Professional Communication.....3  
 ENG 2400 Grantwriting.....3

**Humanities & Social Sciences**

HUM 2000 Introduction to Humanities.....3  
 HUM 3710 Ethics .....3  
 HUM Elective .....3  
 PSY 1700 Introduction to Psychology .....3  
 PSY 2000 Understanding Diversity.....3  
 PSY 3760 Abnormal Psychology.....3  
 SS 2800 Introduction to Sociology.....3  
 SS 2810 Social Problems .....3  
 SS 2830 Applied Social Problems .....3  
 One of the two following courses.....3  
 SS 2200 Macroeconomics  
 SS 2210 Microeconomics  
 Two of the five following courses.....6  
 PSY 2760 Theories of Personality  
 PSY 2780 Social Psychology  
 PSY 3720 Child & Adolescent Psychology  
 PSY 3730 Aging  
 PSY 3740 Counseling Techniques

**Approved Electives .....15**

**Total Credits .....123**

\*\* MA 1025 Quantitative Methods of Business may be substituted for SS 1025; however, students cannot take both courses.

## **Bachelor of Science in Industrial and Manufacturing Engineering (IME)**

The IME education opens up three paths after graduation: industry, graduate school in engineering, and/or graduate school in business. The bachelor's degree prepares you for positions such as industrial engineer, quality engineer, manufacturing engineer, or environmental health and safety engineer. The industrial and manufacturing degree uses the TEAM approach described on Page 6. Courses marked with an asterisk (\*) require TEAM enrollment.

### **Accounting & Business Administration**

ACC 1010	Accounting Principles.....	3
ACC 1040	Managerial Accounting.....	3
BA 1400	Principles of Management .....	3
BA 2500	Marketing .....	3

### **English**

ENG 1245	English Composition .....	3
ENG 1255	Intermediate Composition .....	3

### **Humanities and Social Sciences**

HUM 2000	Introduction to Humanities .....	3
HUM	Electives .....	6
PSY 1700	Introduction to Psychology.....	3
SS 2200	Macroeconomics.....	3
One of the two	following courses.....	3
SS 2720	Group Dynamics	
SS 2800	Introduction to Sociology	

### **Math & Science**

*MA 1035	College Algebra.....	3
*MA 1060	Trigonometry.....	3
*MA 1100	Applied Calculus I.....	3
*MA 1110	Applied Calculus II .....	3
*MA 3430	Probability and Statistics.....	3
*CH 1000	Fundamentals of Chemistry .....	3
*CS 1250	Problem Solving for Programmers .....	3
*PH 1100	Fundamentals of Physics I.....	3
*PH 2100	Fundamentals of Physics II .....	3

Continued **J**

**Engineering**

*EGR 1710	Graphics and Design.....	3
*EGR 2000	Engineering Communication .....	3
*EGR 2600	Materials Science.....	3
*EGR 2650	Manufacturing Processes.....	3
*EGR 4400	Professional Practice I.....	3
*EM 2030	Statics and Dynamics.....	3
*IME 2010	Safety Engineering.....	3
*IME 2020	Work Design.....	3
*IME 2110	Quality Control I.....	3
*IME 3020	Computer Simulation of Mfg. Processes .....	3
*IME 3040	Computer Integrated Manufacturing.....	4
*IME 3060	Adv. Computer Integrated Manufacturing.....	3
*IME 3110	Quality Control II.....	3
*IME 3120	Design of Experiments.....	3
*IME 4010	Technical Computer Graphics.....	3
*IME 4020	Lean Manufacturing.....	3
*IME 4110	Total Quality Management .....	3
*IME 4300	Integrated Resource Management .....	3
*IME 4975	IME Senior Project .....	4

**Approved Electives ..... 3**

**Total Credits .....125**

## Bachelor of Arts in Information Systems

The information systems degree program includes the application, implementation, and management of information systems. Both existing and emerging technologies are emphasized in this program. Depending upon the student's choice of elective courses, the graduate may be employed in information technology support, information marketing, web development, information security, financial management, technology related sales, or any other information systems business area. The information systems degree uses the TEAM approach described on Page 6. Courses marked with an asterisk (\*) require TEAM enrollment.

### Business Administration

BA 1400	Principles of Management .....	3
BA 2500	Marketing .....	3
BA 2700	Organizational Behavior .....	3
BA 2800	E-Commerce.....	3
*OL 3400	Financial Systems for Decision Making.....	3

### Math & Science

MA 1025	Quantitative Methods for Business.....	3
*MA 2025	Statistical Methods for Business .....	3
*SCI 3000	Contemporary Issues in Science.....	3

### Information Systems and Computer Science

IS 1100	Introduction to Information Systems.....	3
*CS 1250	Problem Solving.....	3
*CS 2500	Database Systems .....	3
*IS 1300	Programming I – Visual Basic.....	4
*IS 2100	Internet Fundamentals.....	3
*IS 2200	Developing Business Solutions .....	3
*IS 2300	Programming II – Java.....	3
*IS 2900	Electronic Commerce Systems.....	3
*IS 3100	Information Security.....	3
*IS 4100	Systems Analysis and Design.....	3
*IS 4600	Disaster Recovery .....	3
*IS 4800	Technical Project Management .....	3
*NET 1100	Introduction to Networking .....	3

Continued ↓

**English**

ENG 1245	English Composition .....	3
ENG 1255	Intermediate Composition .....	3
ENG 1265	Advanced English Composition .....	3
ENG 2320	Professional Communication.....	3

**Humanities & Social Sciences**

HUM 2000	Introduction to Humanities.....	3
HUM 3710	Ethics .....	3
HUM	Electives .....	6
PSY 1700	Introduction to Psychology.....	3
SS 2200	Macroeconomics.....	3
SS 2210	Microeconomics .....	3
SS 2800	Introduction to Sociology.....	3

**Approved Electives .....** 21

**Total Credits .....** 121

## Bachelor of Science in Organizational Leadership

The organizational leadership program provides students with the leadership competencies needed for middle management success in a variety of job families and functions. To fully develop the leadership skills of students, the program focuses on four key competency areas: operations and administrative competencies; human relations and interpersonal competencies; decision-making and critical thinking competencies; and communication competencies. The organizational leadership degree uses the TEAM approach described on Page 6. Courses marked with an asterisk (\*) require TEAM enrollment.

### Program Prerequisites

ENG 1245	English Composition .....	3
ENG 1255	Intermediate Composition .....	3

### Operations & Administrative Competencies

BA 1400	Principles of Management .....	3
BA 2410	Human Resource Management .....	3
BA 2500	Marketing .....	3
BA 2850	Managing in the Legal Environment.....	3
IS 1100	Introduction to Information Systems.....	3

### Human Relations & Interpersonal Competencies

BA 2700	Organizational Behavior .....	3
BA 3710	Leadership .....	3
*OL 3000	Employee Development.....	3
PSY 2000	Understanding Diversity.....	3
SS 2850	Conflict Resolution.....	3

### Decision-Making & Critical Thinking Competencies

BA 3200	Business Ethics.....	3
*OL 3200	Managing Organizational Change & Continuous Improvement .....	3
*OL 3300	Quantitative Decision Making .....	3
*OL 3400	Financial Systems for Decision Making.....	3
*OL 4000	Strategic Planning.....	3
*OL 4100	Qualitative Decision Making.....	3
*OL 4900	Organizational Leadership Capstone.....	3

Continued ↴

**Communication Competencies**

ENG 1265	Advanced English Composition .....	3
ENG 2320	Professional Communication.....	3

**Humanities & Social Sciences**

HUM 2000	Introduction to Humanities.....	3
HUM	Electives .....	6
PSY 1700	Introduction to Psychology.....	3
SS 2800	Introduction to Sociology.....	3
SS or PSY	Electives .....	6

**Approved Electives ..... 36**

**Total Credits ..... 120**

\* Students must complete at least 45 credit hours, including ENG 1245, ENG 1255, and BA 2700, before enrolling in the organizational leadership TEAM.

## **Academic Information**

### **Admissions Requirements**

The Accelerated Degree Program is designed to serve the working adult student. The assumption of the university is that by working for a period of time prior to the pursuit of a college degree, the student will have attained considerable knowledge, maturity, and discipline not found in younger students. These characteristics are deemed essential for successful completion of the degree program and therefore are incorporated into the admissions requirements for the Accelerated Degree Program. Distance education programs, both online and Independent Study, have no age restrictions for admissions.

Admission to the College of Professional Studies requires the following:

- Students must be 23 or older with three years of work experience. (Applies only for the Accelerated Degree Program. There is no minimum age requirement for distance education programs.)
- Completion of the Application for Admission along with the application fee
- An official copy of the student's high school transcript or GED Certificate (A high school transcript is not required if the student has earned an associate degree.)

### **Credit for Learning Program**

The College of Professional Studies recognizes that students experience learning outside of formal education. ENG 2220 Credit for Learning guides students through the process of compiling a portfolio to show their learning that corresponds to a course offered at Indiana Tech. A faculty member will determine whether the student has demonstrated sufficient knowledge to be awarded credit. Students may complete a maximum of 36 credit hours through the Credit for Learning Program.

### **Standardized Tests**

The College-Level Examination Program (CLEP) and the DANTES program allow you to demonstrate your knowledge by taking an exam. You can earn credit for what you've learned through self-study, advanced high school courses, noncredit adult courses, or professional development. For more information, contact the campus nearest you.

## Transfer Credit

Transfer credit from accredited colleges or universities will be considered for curriculum-related course work with grades of C or better. An official transcript is required. You also may be required to submit college catalogs, course descriptions, or course syllabi to aid in the university's decision on whether to grant credit.

No more than 30 credit hours can be transferred from non-regionally accredited schools for an associate degree candidate. No more than 60 semester hours can be transferred from non-regionally accredited schools for a bachelor's degree candidate.

If you wish to have previous university-level course work from international studies evaluated for transfer credit, you must have a course-by-course evaluation report completed by one of the following:

- **Global Credential Evaluators, Inc.**  
P.O. Box 36  
28 Westhampton Way  
Richmond, VA 23173  
(804) 639-3660  
[www.gcevaluators.com](http://www.gcevaluators.com)
- **World Education Services, Inc.**  
P.O. Box 745  
Old Chelsea Station  
New York, NY 10113-0745  
(212) 966-6311  
[www.wes.org](http://www.wes.org)
- **American Association of Collegiate Registrars and Admissions Officers (AACRAO)**  
International Education Services  
One Dupont Circle, NW, Suite 520  
Washington, D.C. 20036-1135  
(202) 296-3359  
[www.aacrao.org/credential/index.htm](http://www.aacrao.org/credential/index.htm)

## Graduation Requirements

To qualify for graduation from Indiana Tech, students must successfully:

- Complete all necessary credit hours required for the degree. Bachelor's degrees require a minimum of 30 hours earned at Indiana Tech. At least 21 of the 30 hours must be among the last credits completed by the student before graduation. Associate degrees require 15 hours earned at Indiana Tech, with at least 9 of the 15 being among the last credits completed before graduation. Individual exceptions to the policy can be made only with written approval by the vice president of academic affairs.
- Complete required courses in all areas of major study with a minimum cumulative grade point average of 2.0
- Complete all courses, required and elected, at an overall minimum cumulative grade point average of 2.0
- Satisfy all financial obligations to the university

# **Undergraduate Course Descriptions**

## Accounting

### \*ACC 1010 Accounting Principles

*Prerequisite: MA 1000 with grade of C or better.*

An introduction to the principles of accounting. The complete accounting cycle is studied. Specifically included are preparation of journal entries, worksheets, financial statements, and a more detailed look at cash, receivables, and fixed assets.

### \*ACC 1040 Managerial Accounting

*Prerequisite: ACC 1010 with grade of C or better.*

Accounting as a decision-making tool with an emphasis on manufacturing enterprises. Decision-making in management is studied along with management reports and financial statement analysis. Realistic business situations are discussed through the use of case studies and Web research.

### ACC 2200 Intermediate Accounting I

*Prerequisite: ACC 1040 with grade of C or better; MA 1025; MIS 1300.*

A review of the accounting cycle focusing on the analysis of accounts and transactions. In-depth coverage of the financial statements and the business operating cycle to include cash, receivables, and inventory.

### ACC 2240 Intermediate Accounting II

*Prerequisite: ACC 2200 with grade of C or better.*

A continuation of Intermediate Accounting I. A detailed study of the financing and investment activities of a business. Additional topics include leases, income taxes, pensions, stock options and contingencies.

### ACC 2430 Cost Accounting I

*Prerequisite: ACC 1040; MA 1025 with grade of C or better.*

An introduction to cost management systems. Topics include job order, process, and activity bases cost accounting. Cost Allocation for joint products and by-products is also covered.

### ACC 2440 Cost Accounting II

*Prerequisite: ACC 2430.*

A continuation of Cost Accounting I. Topics include standard costing and variance analysis, relevance costing for outsourcing decisions, responsibility accounting, and capital budgeting.

All courses are 3 credits unless otherwise noted. Courses marked with an asterisk (\*) are available through Independent Study.

**ACC 2500 Individual Income Tax**

*Prerequisite: ACC 2240 with grade of C or better.*

A study of the concepts of individual taxation and extensive practice in filling out individual Form 1040 and the complete back-up forms. Also included is an introductory study of Partnership Taxation and the filling out of Partnership Form 1065. The concept of tax planning is stressed in every area.

**ACC 3300 Auditing**

*Prerequisite: ACC 2240 with grade of C or better or concurrent enrollment.*

A theory course in auditing which considers the necessary procedures in an audit, purposes for which audits are made, internal control standards, generally accepted auditing standard standards, fraud and its detection, independence of the CPA, and presentation of the audit report by the CPA.

**ACC 3500 Corporate Income Tax**

*Prerequisite: ACC 2240 with grade of C or better.*

A study of the concepts of corporation income taxes. Dividend distribution as controlled by earnings and profits is stressed. A detailed study of tax-option (Sub Chapter S Corporations, LLCs and LLPs) is included.

**ACC 3800 Investments**

*Prerequisite: ACC 1040.*

A course in investments, portfolio theory, and security analysis. The course includes coverage of traditional fundamental analysis, Capital Market Theory, Efficient Markets Hypotheses, and the Capital Asset Pricing Model. The course is intended for those who may manage personal funds, the funds of a corporation, or who may need to raise funds in capital markets.

**ACC 4700 Advanced Accounting I**

*Prerequisite: ACC 2240 with grade of C or better.*

A study of selected accounting subjects and theory at the advanced level. Topics include business combinations and consolidations, EPS, multinational accounting, and partnership accounting.

**ACC 4740 Advanced Accounting II**

*Prerequisite: ACC 4700 with grade of C or better.*

The capstone accounting course integrating intermediate, advanced, and taxation topics into a comprehensive learning experience via case analysis. Governmental, not-for-profit, and fiduciary accounting will also be introduced.

All courses are 3 credits unless otherwise noted. Courses marked with an asterisk (\*) are available through Independent Study.

## **ACC 4990 Special Topics in Accounting**

*Prerequisite: Permission of the dean of business.*

Directed study of a special body of subject matter in the field of accounting.

This course may be repeated for additional credit. Variable credit.

## **Biology**

### **BIO 1110 Anatomy and Physiology**

Introduction to concepts and processes in human anatomy and physiology. This course will focus on the structure and function of various cells, tissues, and organs, of the human body. Special emphasis will be given to the skeletal, muscular, circulatory and respiratory systems.

### **BIO 1140 Medical Terminology**

Prefixes, suffixes and word roots used in the field of medicine. Topics include medical vocabulary and terms related to anatomy, physiology, pathological conditions, medical treatments, and rudimentary.

## **Business Administration**

### **\*BA 1400 Principles of Management**

An introduction to the fundamentals of management, this course identifies, analyzes, and explains the basic principles underlying effective management. A how-to approach for the study of such management functions as planning, organizing, directing and controlling.

### **\*BA 2000 Operations Management**

*Prerequisite: BA 1400.*

Design of production systems. Topics include product and service design, location planning, capacity planning, design of facilities and work systems and lean manufacturing concepts.

### **BA 2200 Personal Finance**

*Prerequisite: Grade of C or better in MA 1025.*

A practical understanding of a personal financial plan and the decisions everyone is faced with throughout their lives. Establishing a financial plan, using credit and long-term loans, lease versus buy decisions for autos and homes, insurance, and investment fundamentals.

All courses are 3 credits unless otherwise noted. Courses marked with an asterisk (\*) are available through Independent Study.

**\*BA 2410 Human Resource Management**

*Prerequisite: BA 1400.*

Principles and policies followed by management in recruitment, development, direction, and control of personnel. Directed study in current legislation, trends and practices in personnel management. The course presents corporations as integrated units whose differences depend upon the people who work in them and the product efficiency of each unit.

**\*BA 2430 International Management**

*Prerequisite: BA 1400.*

The course is an in-depth study of the cultural, economic, political, sociological, and technological differences that exist between various global regions and countries of the world which have an influence on the growth and success of the multinational company. The course covers the planning, the organizing, the staffing, and the managerial control process of the multinational corporation.

**\*BA 2500 Marketing**

A general survey of the field of marketing, including its scope and significance, the market for consumer goods, the market for agricultural and industrial goods, marketing policies and practices, and government regulations in competition.

**\*BA 2550 Personal Selling**

*Prerequisite: BA 2500.*

The history and current status of personal selling, the various types of salesmanship and their requirements, sales personality development, product analysis, psychology of selling, and sales strategy. Emphasis will be placed on practical demonstration.

**\*BA 2600 Occupational Safety & Health**

*Prerequisite: BA 1400.*

The analysis, design, and implementation of safety programs in work settings. Emphasis is placed on developing an understanding of the economic, legal and social factors of related to providing a safe and healthful working environment for various occupations.

All courses are 3 credits unless otherwise noted. Courses marked with an asterisk (\*) are available through Independent Study.

## **\*BA 2650 Compensation Management**

*Prerequisite: BA 1400.*

This course will focus upon the planning and implementing of a total compensation system, including practical experience in job analysis, salary survey, and the development of a structured pay policy. An environmental study of the effects of compensation on behavior and legal implications of salary grades will also be included.

## **\*BA 2700 Organizational Behavior**

*Prerequisite: BA 1400.*

Human behavior in organizational settings. Directed study in business organization, and behavior and motivation in groups. Theoretical and experiential study in productivity tasks, communication, and environmental variables, power, leadership and development.

## **\*BA 2800 E-Commerce**

*Prerequisite: BA 1400, BA 2500.*

This course will provide information about the transactions of goods and services using the World Wide Web. Topics will include product marketing, electronic orders and payments, order fulfillment, and customer service. Legal, privacy, and security issues and eCommerce trends will also be examined.

## **\*BA 2850 Managing in the Legal Environment**

This course will present an overview of the legal environment from the perspective of the professional (non-legal) manager. The concentration for this course will be on the main sources of law, the major areas of common law that apply to managers, the major regulatory agencies that influence the management process, and the components of employment law.

## **BA 2990 Special Topics in Business**

*Prerequisite: Permission of the dean of business.*

Directed study of a special body of subject matter in the field of business. This course may be repeated for additional credit. Variable credit.

## **\*BA 3110 Project Management I**

*Prerequisites: BA 1400; MA 1025.*

A study of the models and practice of successful project completion including the management of financials, material resources, communications, and scheduling and tracking systems. Project planning techniques and systems are reviewed.

All courses are 3 credits unless otherwise noted. Courses marked with an asterisk (\*) are available through Independent Study.

**\*BA 3150 Project Management II**

*Prerequisite: BA 3110.*

A continuation of Project Management I in which students successfully complete and present a comprehensive project management activity.

**\*BA 3200 Business Ethics**

A study of ethical theories and their implications in contemporary corporate philosophy and organizational decision making. Topics include establishing ethical codes of conduct, moral reasoning, and social responsibility.

**\*BA 3300 Marketing Research and Decision Making**

*Prerequisite: MA 2025; BA 2500.*

This course will focus on the development and functioning of marketing systems and the formal tools of decision making. Collection techniques and the analysis of data, as viewed in management information systems, will be reviewed with actual applications and case studies.

**\*BA 3500 Advertising**

*Prerequisite: BA 2500.*

Consideration is given to the history of advertising, ethics of advertising, consumer makeup, social and psychological influences, the impact of advertising on demand for product and services, pricing, consumer choice, procedures of building actual ads, and media selection and campaigns.

**\*BA 3550 International Marketing**

*Prerequisite: BA 2500.*

An analysis of the legal, economic, cultural and political factors affecting multinational marketing provides the focus for this course. A specific examination of identifying opportunities in foreign markets and the problems of pricing, promoting, and distributing products in those markets.

**BA 3560 Entrepreneurship**

*Prerequisites: BA 1400; BA 2500; ACC 1040.*

A comprehensive review of business opportunities in a free enterprise system with emphasis on small business development. Includes research into the requirements to initiate a small business.

All courses are 3 credits unless otherwise noted. Courses marked with an asterisk (\*) are available through Independent Study.

## **\*BA 3600 Corporate Finance**

*Prerequisite: ACC 1040.*

Financial statement analysis, the concepts of leverage, working-capital practices, cash management, management of marketable securities, inventory financing, stock and bond valuation, cost-of-capital concept, and mergers and acquisitions. International risks, foreign-exchange market, stock dividends, and stock splits.

## **\*BA 3710 Leadership**

*Prerequisites: BA 1400; BA 2700 or SS2720.*

A study of the theory and practice of leadership. The history of leadership studies is reviewed along with current research trends and models. Leadership is compared and contrasted with management. Students assess, develop, and present a leadership model that best succeeds in their work/life environment.

## **\*BA 3800 Labor Relations**

*Prerequisite: BA 2410.*

A study of union-management relations. It focuses on negotiations and administration of labor agreements with emphasis on the development and application of the more significant bargaining issues. It describes the transaction between two organizations -- management and the labor union.

## **\*BA 4000 Advanced Production Management**

*Prerequisite: BA 2000 and MA 2025.*

Operation and control of production systems. Topics include aggregate planning, materials requirements planning, just-in-time systems, scheduling and supply chain management.

## **\*BA 4010 Quality Management**

*Prerequisite: BA 1400; MA 2025; junior standing.*

A study of various quality control and assurance concepts and their integration into a comprehensive quality management system. Topics emphasized are total employee involvement and teamwork, continuous process analysis and improvement, and the importance of a company-wide focus on customer needs.

All courses are 3 credits unless otherwise noted. Courses marked with an asterisk (\*) are available through Independent Study.

**\*BA 4500 Purchasing**

*Prerequisite: BA 2500.*

How materials, supplies, and equipment are evaluated for business consumption provides the basis of the course. A step-by-step analysis of the purchasing function from the purchase request to the decision to buy. Included are the principles of vendor evaluation, material management, and procurement.

**\*BA 4700 Training and Development**

*Prerequisites: BA 2410.*

Processes, methods, theories, and current practices of training and development activities in business and corporate settings. Human resources development practices which facilitate learning and change to enhance organizational objectives.

**\*BA 4800 Public Relations**

Study of principles, cases, and problems to facilitate understanding of the philosophies, objectives, and techniques of public relations in companies, corporations, and institutions. An examination of relations with employees, stockholders, consumers, community, educational institutions, suppliers, dealers, and government. The tools of public relations are examined and applied to case problems.

**BA 4820 Seminar in Human Resource Management**

*Prerequisite: BA 2410.*

The students enrolling in this course will attend the National Convention for the Society of Human Resource Management (SHRM). This class is only offered in the summer sessions. Most conference issues that will be addressed will be globally related, including: sexual harassment, compensation planning, disabilities, flexible workplaces, global education, legal perspectives, along with approximately a hundred other topics. In addition, the networking and the trade show will be spectacular. This course is a capstone event that requires membership in the SHRM and the opportunity to become professionally certified.

**\*BA 4910 Business Policy and Strategic Planning**

*Prerequisite: BA 1400; BA 2500; ACC 1040; MA 2025; and Junior standing.*

This course will focus on strategic planning, environmental analysis, internal analysis, policy formulation, and control methods. Case studies will be used to examine short-term and long-range plans and their consequences.

All courses are 3 credits unless otherwise noted. Courses marked with an asterisk (\*) are available through Independent Study.

## **BA 4990 Special Topics in Business**

*Prerequisite: Permission of the dean of business.*

Directed study of a special body of subject matter in the field of business.

This course may be repeated for additional credit. Variable credit.

## **Chemistry**

### **CH 1000 Fundamentals of Chemistry**

*Co-requisite: MA 1035.*

Measurement and units; significant figures; matter and energy; atomic and molecular structure; formulas and equations; chemical bonding; stoichiometry; balancing equations; states of matter; solutions; acids; bases and salts.

## **Communications**

### **COMM 1700 Photography**

An introduction to photography and photographic history. Photography basics of camera, film, composition, lighting, digital photography, darkroom and creative photography.

### **COMM 2100 Introduction to Cinema**

*Prerequisite: HUM 2000.*

A study of film as a mass media. Fundamental elements of film and examination of the social, cultural, political and aesthetical values communicated by film. Critique and analysis of both narrative and documentary film.

## **Computer Science**

### **CS 1250 Problem Solving for Programmers**

Course introduces methods and tools used to solve problems using computers. Types and sources of problems computer programmers encounter are explored. Logical algorithm development, pseudocoding, selection, and iterative logic are emphasized. Lab work is performed using Microsoft productivity tools.

### **CS 2500 Database Systems**

*Prerequisite: IS 1300 or CS 1300.*

Database management systems. Sequential storage devices. Physical characteristics of and data representation on random access storage devices. Inverted lists, multilist, indexed sequential, and hierarchical file structures. File I/O. Unscheduled laboratory.

All courses are 3 credits unless otherwise noted. Courses marked with an asterisk (\*) are available through Independent Study.

## **Criminal Justice**

### **CJ 1100 Introduction to the Criminal Justice System**

A survey of the criminal justice system of the United States. The course will examine broad concepts that guide and direct the system of justice in contemporary society and explore the components of the system: the police, the courts and corrections.

### **CJ 2100 The Police in America**

*Prerequisite: CJ 1100.*

An examination of the police as a component of the American criminal justice system. Beginning with an exploration of the historical evolution of the police, learners will explore contemporary issues and emerging challenges that face this important unit of social control in our nation.

### **CJ 2200 Corrections in America**

*Prerequisite: CJ 1100.*

The correctional system in the United States has an interesting and varied evolution. Beginning with an historical overview of this component of the America criminal justice system, the learner will delve into the rationale for punishment and the administration and operational aspects of prison and jail functions at the local, state and federal levels. Issues related to probation, parole, community corrections, and future challenges and trends in the correctional environment will also be explored.

### **CJ 2300 Substantive Criminal Law**

*Prerequisite: CJ 1100.*

The evolution of substantive law in America from its British and common-law traditions. The learner's examination of this topic will include the limitations and ambiguity of the substantive law. This course may utilize the Indiana Criminal Code as one model of substantive law and may be taught using the case study method.

### **CJ 2400 Understanding Procedural Law**

*Prerequisite: CJ 1100.*

The development of an understanding of the application of the substantive law from a procedural perspective. There will be a course focus on significant U.S. Supreme Court cases that have described the boundaries of practice for the police, courts and corrections. This course may be taught using the case study method.

All courses are 3 credits unless otherwise noted. Courses marked with an asterisk (\*) are available through Independent Study.

**CJ 3100 A System of Juvenile Justice**

*Prerequisite: CJ 1100.*

The juvenile justice system in the United States operates in a manner that is slightly different from the adult components of the system. This course will provide an overview of a system that structures the way children are dealt with in regard to delinquency, abuse, neglect and dependency. Methods of addressing the prevention of delinquency and trends in delinquency will also be examined.

**CJ 3200 Understanding Criminal Behavior**

*Prerequisite: CJ 1100.*

This course allows the learner to view and understand numerous theories that have been offered over time to explain criminal behavior. The material will be presented from a sociological, economic and biological framework. Theory development, critical examination of theory, and describing how theory impacts policy will be a portion of the study of this topic.

**CJ 3400 Criminal Courts & Courtroom Demeanor**

*Prerequisites: CJ 2300, CJ 2400.*

The role of the prosecutor, defense attorney, and the judge are examined in this detailed exploration of the court system in the American criminal justice system. In addition to these topics, the learner will understand the nature of courtroom operations and judicially related topics. Prosecutorial decision-making, plea negotiation, judicial selection, jury selection, the mechanics of the criminal trial, and sentencing will be topics of focus. Depending upon availability, the observation of a portion of a criminal trial may be a requirement in this class.

**CJ 3500 Applied Research Methods in the Criminal Justice Setting**

*Prerequisite: MA 2025.*

Learners will become acquainted with basic sources of criminal justice data, learn to critically assess that data, and learn how that data is used in the research setting. Learners will also become familiar with basic research techniques, the systematic analysis of research in the field of criminal justice, and the use of that material in scholarly reports and essays.

**CJ 3600 Basics of Criminal Investigation**

*Prerequisite: CJ 2100.*

A general theoretical framework for the practice of investigating criminal acts. The components of all investigations; crime scene protocol, collection and preservation of physical evidence, sources of information, and interview and interrogation will be among the topics explored. Investigative features of particular crimes (homicide, robbery, rape, larceny, motor vehicle theft, etc.) will also be a focus of this class.

**CJ 4100 Technology in Criminal Justice**

*Prerequisite: CJ 3200, CJ 3600.*

Those operating in the American criminal justice system are developing and using technology as never before. This course will focus on the development, application and policy implications of a variety of technology systems currently being utilized in the criminal justice environment. Forensic technology, information based technology and less-than-lethal technology will be examined during the class.

**CJ 4200 Law Enforcement Planning Process**

*Prerequisites: CJ 2100, CJ 3200.*

A focus on policy and planning issues in the law enforcement environment. The learner will be exposed to the need for planned change and planned change models. Learners will then be required to identify a problem or law enforcement policy issue and develop a plan to impact that issue.

**CJ 4300 Police Organization & Management**

*Prerequisite: CJ 2100 or BA 3710.*

An in-depth examination of the administrative and leadership practices necessary in the operation of a contemporary police organization. In part, this course will demonstrate and discuss the application of modern management theory in the police environment. The focus here is on the operation of an urban police department (100+ officers) and the functional components of such an agency.

**CJ 4400 Fundamentals of Crime Analysis**

*Prerequisites: CJ 3600, MA 2025.*

An overview of the variety of analytical techniques utilized in law enforcement to describe and understand crime patterns and trends as they occur in contemporary society. The learner will also be exposed to the basic stages of crime analysis: collection of data, the collation of that data, analysis of data, dissemination of data, and feedback and evaluation of the end users of crime analysis data.

All courses are 3 credits unless otherwise noted. Courses marked with an asterisk (\*) are available through Independent Study.

## **CJ 4500 Crime Mapping & Spatial Analysis**

*Prerequisites: CJ 3200, CJ 3600.*

Crime mapping and the spatial analysis of crime are some of the most powerful methods in use today that aid in the study and control of crime. In this course, learners will explore methods for automating the geographical analysis of crime data. The use of geographic information systems (GIS) in the spatial analysis of crime data is also a focus of this course. Learners may be exposed to one or more contemporary software programs that aid in crime mapping and/or spatial analysis.

## **CJ 4600 Crime Prevention Through Environmental Design**

*Prerequisite: CJ 2100.*

The architectural concepts, crime prevention concepts, and environmental concepts that address factors contributing to crime in physical space. The learner will be capable of identifying factors that contribute to criminality in a particular geographic area, develop recommendations to reduce that criminal activity, and implement those recommendations according to CPTED principles.

## **Engineering**

### **EGR 1500 Computer Programming for Engineers**

*Prerequisites: MA 1035 or equivalent.*

Engineering problem solving. Fundamentals of C programming. Control Structures and Data Files. Modular Programming with Functions. Arrays. Advanced topics. Review of some basic numerical problem-solving techniques, such as: interpolation, solution of non-linear equations in one variable and solution of systems of linear equations.

### **EGR 1710 Engineering Graphics and Design**

*Prerequisite: MA 1035 or concurrent registration.*

Introduction to the engineering profession and design. Development of the design process and communication skills. Principles of engineering graphics and computer-aided-design. Group projects.

**EGR 2000 Engineering Communication**

*Prerequisite: ENG 1255 or equivalent with a grade of C or better.*

This course concentrates on written communication in four topic areas: technical style, units and their usage, data and diagram presentation, and technical reports. In this last section experimental logbooks, experimental reports, review, research, and progress reports are considered. The course also introduces students to reporting standards adopted by the engineering programs at Indiana Tech. Oral presentation techniques are also covered leading to computer-based presentations by each student.

**EGR 2600 Materials Science**

*Prerequisites: CH 1000; PH 1100.*

The mechanical, electrical, optical, thermal and magnetic properties of engineering materials; structure of matter; crystalline structure and imperfections; environmental effects; selection of materials in design.

**EGR 2650 Manufacturing Processes**

An introductory course to manufacturing processes.

**EGR 4400 Professional Practice I**

*Prerequisite: Junior/senior standing.*

A study of the concepts and methods required to make design and planning decisions, including capital investment decision making, time-value of money, equivalence, multiple alternatives, replacement criteria, and cost of capital depreciation. Professional engineering ethics and interaction with government, industry, and related agencies. Computer applications.

**Engineering Mechanics****EM 2030 Statics and Dynamics**

*Prerequisites: MA 1100 or concurrent registration; PH 1100.*

Study of forces on bodies at rest and on moving bodies. Vector of algebra, forces in two and three dimensions, free-body diagrams, equilibrium, centroids and centers of gravity, friction, and moment of inertia.

Kinematics of particles and rigid bodies, plane motion. Open to Industrial and Manufacturing students only.

All courses are 3 credits unless otherwise noted. Courses marked with an asterisk (\*) are available through Independent Study.

## English

### \*ENG 1245 English Composition

This course introduces students to those skills necessary for writing lucid and sustained expository essays. The course will emphasize fundamental principals of expository and descriptive writing, with specific focus upon appropriate grammar, style, mechanics, and usage.

### \*ENG 1255 Intermediate Composition

*Prerequisite: ENG 1245 Grade of C or better.*

Intermediate Composition advances the same writing skills stressed in English Composition but with emphasis on argumentation and persuasion. Students are introduced to research and documentation.

### \*ENG 1265 Advanced English Composition

*Prerequisite: ENG 1255 Grade of C or better.*

Advanced English Composition emphasizes critical thinking, reading, and writing in response to selected literary texts. It also involves additional instruction and practice in research methods and presentation of a formal research paper.

### \*ENG 2220 Credit for Learning

*Prerequisite: ENG 1255 grade of C or better.*

Details the process of preparing a portfolio of life and work experiences to be assessed for college credit. Emphasis will be placed on unity, support, organization, sentence skills, and style.

### \*ENG 2320 Professional Communication

*Prerequisite: Grade of C or better in ENG 1265 or ENG 1270.*

The refinement of verbal and written communication skills for the professional world, with emphasis on applications that develop and synthesize these skills.

### ENG 2400 Grantwriting

*Prerequisite: ENG 1255 or 1270 Grade of C or better.*

Includes information and practice in finding potential sources of grant support, interpreting grant program guidelines, understanding how funding agencies operate charitable giving programs, and properly arranging the components of a typical grant proposal. Learners will find out how to research corporations, private foundations and other funding organizations and will be required to develop an actual grant proposal.

All courses are 3 credits unless otherwise noted. Courses marked with an asterisk (\*) are available through Independent Study.

**ENG 2990 Special Topics in English**

*Prerequisite: Permission of the dean of general studies.*

Directed study of a special body of subject matter in the field of English.

This course may be repeated for additional credit. Variable credit.

**Health Care Administration****HCA 1100 Introduction to Health Care Administration**

Study of the U.S. health care system, its history, organization and functions. Study of the interaction of providers, administrators, and consumers interact in the system.

**HCA 2100 Legal Aspects of Health Care Administration**

*Prerequisite: HCA 1100.*

Basic knowledge of law as it applies to the health care field. Provides a working knowledge of health law enabling students to deal with common legal, ethical and practical problems facing the industry.

**HCA 2990 HCA Special Topics**

*Prerequisite: Permission of the dean of business.*

Directed study of a special body of subject matter in the field of health care administration. This course may be repeated for additional credit. Variable credit.

**HCA 3100 Finance of Health Care Organizations**

*Prerequisite: HCA 1100, ACC 1010.*

Factors and economics of health care organizations. Information concerning insurance, Medicare, Medicaid, government regulations, reimbursement systems, accessibility, budgeting, and human resources. National health insurance and state/local initiatives will be discussed.

**HCA 3200 Health Care Policy**

*Prerequisite: HCA 1100, HCA 2100.*

Comprehensive overview of major health policy issues. Through examination of governmental and political involvement in the organizations and financing of health care services, the course emphasizes factors influencing policy formation.

All courses are 3 credits unless otherwise noted. Courses marked with an asterisk (\*) are available through Independent Study.

**HCA 4100 Managed Care & Medical Group Practice Management**

*Prerequisites: HCA 1100.*

Focus on managed health care strategies and their relationship to medical group practice management in the constantly changing environment of health care services.

**HCA 4200 Long-term Care Administration**

*Prerequisite: HCA 1100.*

Study of long-term care centers as they have come to exist. Analysis of the various settings such as nursing homes, assisted living, retirement communities, home health care, and adult day care. Issues of finance, access, legality, ethics, human resources, and current topics are addressed.

**Human Services**

**HS 1200 Introduction To Human Services**

An overview of the program, philosophies, history, and economics of human and social service agencies.

**HS 2000 Human Services Programming**

*Prerequisite: HS 1200.*

Principles and techniques for human services programming, including philosophical foundation, needs assessment, objective writing, program planning, and evaluating methods.

**HS 2600 Human Services Field Experience**

*Prerequisite: HS 2000.*

Actual leadership experience in a human services setting or by participation in an organized human services program. Theory is coordinated with practical experience.

**HS 4950 Human Services Internship**

*Prerequisites: Senior standing and approval of dean of general studies.*

Professional field experience with one or more approved human services agencies appropriate to the student's career choice. Full-time placement throughout the semester. 12 credit hours

## Humanities

### **\*HUM 2000 Introduction to Humanities**

*Prerequisite: ENG 1265; ENG 1255 for IME degree students.*

Introduction to disciplines in the humanities, including visual art, music, philosophy, literature, and performing arts.

### **\*HUM 2010 Origins of the Western World**

*Prerequisite: HUM 2000.*

Developments in the fine arts and philosophy from the ancient world through the Middle Ages.

### **\*HUM 2020 Achievements of the Modern Western**

*Prerequisite: HUM 2000.*

Explorations of Western art, music, philosophy, and literature from the Renaissance to the present.

### **HUM 2510 Music Appreciation**

*Prerequisite: HUM 2000.*

Designed to develop a wider knowledge and enjoyment of music, especially the Western Classical tradition, to encourage appreciation of composers and performers, to enhance intelligent listening to recorded music, and to compare the classical heritage with alternative styles.

### **HUM 2730 Introduction to Philosophy**

*Prerequisite: HUM 2000.*

The major philosophic orientations in the study of human culture emphasizing intellectual systems from Classical Greece through the twentieth century centering in the development of Western Civilization, and in relation to non-western perspectives evident in global interactions toward the end of the century.

### **HUM 2990 Special Topics in Humanities**

*Prerequisite: HUM 2000.*

Directed study of a special body of subject matter in the field of humanities. This course may be repeated for additional credit. Variable credit

### **\*HUM 3310 Interpretation of Fiction**

*Prerequisite: HUM 2000.*

Appreciation of great fiction with the techniques and skills used in writing and interpreting the novel and short story.

All courses are 3 credits unless otherwise noted. Courses marked with an asterisk (\*) are available through Independent Study.

**\*HUM 3710 Ethics**

*Prerequisite: HUM 2000.*

Introduction to classical ethical theory; how to adopt ethical perspectives; appreciation for ethical problems with applications for contemporary issues such as euthanasia, hunger and welfare, capital punishment, and corporate responsibility.

**\*HUM 3720 Advanced Critical Thinking**

*Prerequisite: HUM 2000.*

Evaluation of forms of argument; recognition and detection of argumentative fallacies; deductive and inductive thinking; and an introduction to formal logic structures.

## **Industrial & Manufacturing Engineering**

**IME 2010 Safety Engineering**

*Prerequisites: BA 1400; EGR 1710.*

Principles of safety engineering applied to industrial situations. Topics include job safety analysis, accident investigation, personal protective equipment, fire and electrical safety, facilities layout, and more.

**IME 2020 Work Design**

*Prerequisites: IME 2010.*

Motion study practices relating the worker to equipment and environment. Application of the principles of motion economy, time study, use of flow process diagrams, worker-machine charts, micro-motion analysis, time formulas, work sampling, rating, allowances, standard data systems and predetermined time standards. Techniques and procedures for developing and applying the principles of human factors engineering to systems design.

**IME 2110 Quality Control I**

*Prerequisites: MA 1035; Sophomore standing.*

An introduction to the quality concepts, procedures, and documentation needed to establish an effective quality system. Specific tools include pareto diagrams, cause and effect diagrams, check sheets, histograms, scatter diagrams, run charts, control charts for variables, and process capability. Projects and computer applications.

All courses are 3 credits unless otherwise noted. Courses marked with an asterisk (\*) are available through Independent Study.

**IME 3020 Computer Simulation of Manufacturing Processes I**

*Prerequisite: MA 3430.*

Computer simulation of manufacturing processes. Systems simulation structure, logic, and methodology. Using simulation to identify opportunities for process improvement. Application of random numbers and statistical distributions. Importing CAD graphics and other external files into simulation models. Introduction to manufacturing simulation project management.

**IME 3040 Computer Integrated Manufacturing**

*Prerequisites: MA 1100; EGR 1710.*

A study of the design and use of computer-based integrated manufacturing management systems for the allocation and control of plant, equipment, manpower, and materials. 4 credit hours.

**IME 3060 Advanced Computer Integrated Manufacturing**

*Prerequisites: IME 3005, IME 3040.*

This course provides a vehicle for students to apply in an open-ended situation the lessons learned in previous courses such as Computer Integrated Manufacturing. The course is frequently referred to as Automation, and focuses on automation of flexible measuring cells. The objective is to offer a final training to upper-level students in implementation of computer-based automation, and by doing so, help them prepare themselves for a contemporary, high-tech, manufacturing workplace.

**IME 3110 Quality Control II**

*Prerequisite: IME 2110.*

An introduction to the quality concepts, procedures, and documentation needed to establish an effective quality system. Specific tools include: gage R & R, control charts for attributes, sampling plans, reliability, cost of quality, and an introduction to TQM. Projects and computer applications.

**IME 3120 Design of Experiments**

*Prerequisite: MA 3430.*

A study of how to design experiments and use statistical analysis to determine the sensitivity of the output of a process to changing input parameters. Included are randomized designs, hypothesis testing, analysis of variance (ANOVA) with single factor experiments, randomized Block Design, Latin Square designs, incomplete and complete Block Designs, 2k Factorial Designs, replication, Nested Designs, split-plot design, regression analysis, response surface methods, covariance, and the Taguchi Method.

All courses are 3 credits unless otherwise noted. Courses marked with an asterisk (\*) are available through Independent Study.

**IME 4010 Technical Computer Graphics**

*Prerequisites: EGR 1710; IME 3005 or concurrent registration.*

Methods of graphical communications as applied to products. Three-dimensional geometry, working drawings, computer graphics. The use of microcomputer hardware and software to increase productivity. Review of ANSI standards; industrial applications of commercially available software.

**IME 4020 Lean Manufacturing**

*Prerequisites: IME 2020, IME 3005.*

The study of the principles and practices used to identify and minimize non-value-added activities present in the manufacturing environment. Concepts covered include pull systems, cellular flow, quick change-over, quality at the source, point-of-use storage, 5-S, standardized work, visual control systems, and value of stream mapping. Emphasis is placed on moving from a focus of local optimums to optimizing the entire system.

**IME 4110 Total Quality Management**

*Prerequisite: IME 3110.*

The examination of various quality control and assurance concepts and their integration into a comprehensive quality management system.

**IME 4300 Integrated Resource Management**

*Prerequisites: IME 4020, MA 3430.*

Manufacturing planning from supply through distribution. Concepts include: Supply Chain Management, Economic Order Quantity, Just-in-Time (JIT), MRP, MRP II, ERP, and Distribution Requirements Planning (DRP). Course will include exposure to related software and e-commerce best practices.

**IME 4975 IME Senior Project**

*Prerequisite: EGR 2000; senior standing.*

The presentation of a creative engineering design solution to a real-world problem. The design solution will involve the formal and creative application of mathematics, science, and engineering theory. Students will aim to produce systems that will be safe, robust, cost-effective, and are technically sound solutions to the problem. 4 credit hours. One semester course.

## Information Systems

### **\*IS 1100 Introduction to Information Systems**

An introduction to information systems with an emphasis on business related computing. Common computer applications are used to support theory. Scheduled laboratory.

### **IS 1300 Programming I**

*Prerequisite: CS 1250 with grade of C or better.*

Introduction to computer programming with a traditional business language. Emphasis on solving business problems with structured programming. Numerous small programming assignments, weekly scheduled laboratory and unscheduled laboratory. 4 credit hours.

### **IS 2100 Internet Fundamentals**

*Prerequisite: IS 1300.*

An introduction to the internet and web programming. Topics will include fundamentals of the Internet with existing and evolving technologies. Focuses on Web page development using basic and advanced programming techniques. Weekly scheduled laboratory and unscheduled laboratory.

### **IS 2200 Developing Business Solutions**

*Prerequisite: IS 1100.*

An introduction to solving business problems through the application of information technology. Using spreadsheet and database productivity software students solve problems including inventory management, accounts receivable and payable, payroll, financial analysis, sensitivity analysis, human resource tracking and small application development. Topics such as worksheet formatting, Macro building, financial functions, data and regression analysis, database design, queries and sorting, interface design, business and marketing research, and competitive intelligence are covered.

### **IS 2300 Programming II**

*Prerequisite: IS 1300 or CS 1300.*

Introduction to advanced programming techniques. Programs of increasing difficulty implementing business applications. Testing and documentation.

All courses are 3 credits unless otherwise noted. Courses marked with an asterisk (\*) are available through Independent Study.

## **IS 2900 Web Applications**

*Prerequisite course: IS 2100 or CS 2500*

An introduction to the technical and business aspects of web applications. Students will develop and design a web-based software product that meets the long-term requirements of reusability, flexibility, scalability, and reliability. *Unscheduled lab.*

## **IS 2990 Special Topics in Information Systems**

*Prerequisite: Administrative approval.*

Directed study of a special body of subject matter in the field of information systems. This course may be repeated for additional credit. Variable credit.

## **IS 3100 Information Security**

*Prerequisite: Junior standing and pursuing a computer studies major or minor.*

An introduction to the various technical and administrative aspects of Information Security and Assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features.

## **IS 4100 Systems Analysis and Design**

*Prerequisite: IS 2300 or NET 2300.*

An overview of the systems development life cycle with emphasis on the techniques and tools of system documentation and logical systems specifications.

## **IS 4600 Disaster Recovery**

*Prerequisite: IS 3100*

This course examines the strategies and activities for limiting the impact to and recovering of information systems, networks, and data should a disaster occur. Recovery and test plans are developed and analyzed to return mission-critical systems to an optimally secure and functional state for disasters of varying severity. Risk identification and analysis are explored for assets, physical facilities and end-user functions with secure accessibility. Topics covered include data assurance, information security, project management disciplines, and business continuity planning.

All courses are 3 credits unless otherwise noted. Courses marked with an asterisk (\*) are available through Independent Study.

**IS 4800 Technical Project Management**

*Prerequisite: Senior standing or administrative approval.*

Concepts and practical applications including tools and techniques for management of technical projects with emphasis on scope, time, communication, and resources. Topics covered include: task estimating and scheduling, project scope, and resource management.

**Management Information Systems****MIS 1300 Software Tools**

*Prerequisite: IS 1100.*

This course exposes students to a variety of office suites packages which include word processing, spreadsheets, presentations and office automation features. Course emphasis is on document and spreadsheet usage and contrasting the various features of each platform.

**MIS 1500 Computer Systems and Hardware**

*Prerequisite: IS 1100.*

This course prepares students to effectively manage a variety of hardware issues, such as installation, configuration, upgrading, diagnosing, troubleshooting, safety, and preventative maintenance, as well as the principles of motherboards, processors, and memory in microcomputer systems.

**MIS 2100 Networking and Infrastructure**

*Prerequisite: MIS 1300, MIS 1500.*

A survey of network fundamentals and telecommunications design as they relate to information systems. Topics covered include hardware, voice, data, video, and digital wireless infrastructure technologies.

**MIS 2150 Component Analysis and Design**

*Prerequisite: MIS 2100.*

Continuation of MIS 2100. Application of networking technologies as they relate to business environments. Analyze and design a network topology for a new environment and an existing structure with emphasis on compatibility.

**MIS 3000 Programming Logic**

*Prerequisites: MIS 2100 and MIS 2150.*

Effective development and documentation of logic structures are reviewed for usage in file management utilizing perspectives of sequence, selection, iteration, and modular programming.

All courses are 3 credits unless otherwise noted. Courses marked with an asterisk (\*) are available through Independent Study.

## **MIS 3100 Database Management**

*Prerequisites: MIS 2100 and MIS 2150.*

This course emphasizes relational database development, usage, and control with exposure to a variety of end user and managerial programs for utilization in a professional environment. Related topics also include normalization and conceptual design using entity relationship diagramming.

## **MIS 3150 Database Applications Development**

*Prerequisite: MIS 3100.*

This course emphasizes database application development within multi-tier systems, emphasizing the development of front-end user-interfaces. The course is also an introduction to Structured Query Language (SQL).

## **MIS 3200 Web Applications and the Internet**

*Prerequisite: MIS 2100 and MIS 2150.*

The course presents strategic and operational uses of the Internet and the World Wide Web by business organizations. Packaged software is used to design a web site and develop web pages. Ongoing management issues are addressed for maintaining a dynamic Web site.

## **MIS 4000 Enterprise Resource Planning**

*Prerequisite: MIS 3000, MIS 3100 and MIS 3200.*

ERP systems provide the foundation for a wide range of e-commerce based processes including web-based ordering and order tracing, inventory management, and built-to-order goods. This course examines the pros and cons of ERP systems, explains how they work, as well as the issues related to system selection, design and implementation.

## **MIS 4200 Systems Analysis and Design**

*Prerequisite: MIS 1300 and MIS 1500.*

An overview of the system's development life cycle with emphasis on techniques and tools of system documentation and logical system specifications. Concepts covered include detailed analysis of information systems project initiation.

## **MIS 4400 MIS Project Management**

*Prerequisite: MIS 3100.*

This course covers the components of successful project completion including scope, financials, resources, milestones, tracking, and communications. Project-planning software will be utilized to apply theoretical concepts and review documentation.

All courses are 3 credits unless otherwise noted. Courses marked with an asterisk (\*) are available through Independent Study.

## Mathematics

### **\*MA 1000 Foundations of Quantitative Methods**

Topics include computation with integers and rational numbers using correct order of operations, ratio and proportions. The student also learns percent concepts and solving equations involving percentages. Other covered topics are perimeter, area, volume, exponents, simple roots, simplifying and solving equations and inequalities with one variable. Graphing lines using slope and  $y$ -intercept is taught as well as collecting, analyzing, and displaying data. Problem solving is integrated throughout and appropriate use of calculators is expected.

### **MA 1010 Basic Algebra**

*Prerequisites: MA 1000 with a grade of C or higher or equivalent.*

Real numbers, algebraic expressions, basic rules of algebra, ratios and proportions, exponents (including negative exponents and rational exponents), radicals, formulas, Cartesian plane, distance between points, midpoint of a line segment, polynomials (special products and factoring of polynomials), operations on rational expressions, and solving linear equations and inequalities (in one variable). This course may not be applied toward degree requirements.

### **\*MA 1025 Quantitative Methods for Business**

*Prerequisite: MA 1000 with a grade of C or higher or equivalent.*

Topics in algebra include addition, subtraction, multiplication, and division of variable expressions, solving equations, exponents, slope and equation of a line, and roots of integers. Solving and applying linear equations and simple exponential equations is studied. Solving simultaneous equations, systems of equations with multiple variables as they relate to business applications, and finance involving borrowing and saving money is also covered. Throughout the course, word problems and appropriate technology is emphasized.

### **\*MA 1035 College Algebra**

*Prerequisites: MA 1010 with a grade of C or higher or equivalent.*

Real numbers, and algebraic expressions, functions and graphs, equations and inequalities, systems of equations and inequalities, exponential and logarithmic functions, and complex numbers.

All courses are 3 credits unless otherwise noted. Courses marked with an asterisk (\*) are available through Independent Study.

## **MA 1060 Trigonometry**

*Prerequisite: MA 1035 with a grade of C or higher or equivalent.*

Basic concepts of trigonometry, trigonometric functions, trigonometric identities and equations, and applications of trigonometry.

## **MA 1100 Applied Calculus I**

*Prerequisite: MA 1035 with a grade of C or higher or equivalent.*

Functions and graphs, limits, differentiation, curve sketching, exponential and logarithmic functions, antidifferentiation and integration.

## **MA 1110 Applied Calculus II**

*Prerequisite: MA 1100 with grade of C or higher or equivalent.*

Integration, series, multivariable calculus, differential equations.

## **\*MA 2025 Statistical Methods for Business**

*Prerequisite: MA 1025 with a grade of C or higher or equivalent.*

This course will include basic statistical terminology, mean, median, and mode. In addition, standard deviation, variance, normal distribution, probabilities (permutations & combinations) is covered. Additional topics include regression analysis, confidence intervals, hypothesis testing, and solving applied problems.

## **MA 3430 Applied Probability and Statistics**

*Prerequisite: MA 1100 or MA 1200.*

Probability theory, distribution functions, acceptance sampling, normal distribution, chi square distribution, statistical tests, analysis of variance, regression analysis.

## **Networking**

### **NET 1100 Introduction to Networking**

A survey of network fundamentals and telecommunications design as they relate to information systems. Topics covered include hardware, voice, data, video, and digital wireless infrastructure technologies.

## Organizational Leadership

### OL 3000 Employee Development

*Prerequisite: BA 2700*

This course is a study in current theories and concepts of employee development. Students will examine practical approaches to ensuring that employees develop the knowledge and skills to perform effectively in their jobs and advance in their careers. The course will look at the role of training and development, coaching, mentoring, and developmental planning as well as performance management, appraisal, and feedback.

### OL 3200 Managing Organizational Change & Continuous Improvement

*Prerequisite: OL 3000*

This course examines the role of change and continuous improvement in organizations. Students will be introduced to theoretical concepts involved with organizational change and continuous improvement and learning. They will also analyze the forces that drive organizations to change and examine processes for planning and implementing effective organizational change.

### OL 3300 Quantitative Decision-Making

*Prerequisite: OL 3200*

A course designed to give OL students the specific math background to understand, correlate, and analyze data. It covers mathematical operations, how to use a calculator effectively to solve organizational problems, equations, and graphs, simultaneous equations and their applications (i.e. break even analysis), simple regression and descriptive statistics (mean, median, mode, standard deviation, histograms and Pareto charts).

### OL 3400 Financial Systems for Decision-Making

*Prerequisite: OL 3300; or MA 2025 for IS majors.*

This course addresses the analysis of managerial planning and control systems. It examines the development and administration of operating reports, budgets, and financial support systems. Accounting vocabulary and financial statement analysis are also introduced, emphasizing financial information for effective organizational leadership.

All courses are 3 credits unless otherwise noted. Courses marked with an asterisk (\*) are available through Independent Study.

## **OL 4000 Strategic Planning**

*Prerequisite: OL 3400*

This is a process oriented course that reviews planning activities such as developing a company mission, competitive analysis, company situation analysis, potential strategies supported by a traditional SWOT review, competitive advantage, growth scenarios, the role of setting specific objectives in implementing strategies, and financial projections. This course shows how to transform the company mission statement into an actionable plan tailored to leverage the company's internal and external resources.

## **OL 4100 Qualitative Decision-Making**

*Prerequisite: OL 4000*

A review of methods used to collect information to support business decisions, such as customer surveys, employee surveys, focus groups, competitive studies, and benchmarking. Topics include designing procedures to obtain unbiased data, scaling methods, and analysis and interpretation of data to produce credible results and recommendations. Emphasis is placed on intelligence necessary to support strategic planning activities and initiatives.

## **OL 4900 Organizational Leadership Capstone**

*Prerequisite: OL 4100*

A format of synthesis is implemented, bringing together the concepts and processes of the prior studies within the organizational leadership program. Emphasis is placed on viewing the organizational from a strategic management and integrated problem-solving perspective.

## **Physics**

### **PH 1100 Fundamentals of Physics**

*Prerequisites: MA 1035, MA 1060 or concurrent registration.*

Basic mechanics: vectors, kinematics in one and two dimensions, Newton's Laws, work, energy, momentum. Laboratory is incorporated into the course.

### **PH 2100 Fundamentals of Physics II**

*Prerequisite: PH 1100.*

Rotational motion; basic electricity and magnetism, with emphasis on DC and AC circuits. Laboratory is incorporated into the course.

## Psychology

### **\*PSY 1700 Introduction to Psychology**

The fundamental principles of psychology including, but limited to, research methodology, perception, development, motivation, consciousness, learning, thinking, stress management and social relationships.

### **PSY 2000 Understanding Diversity**

This course explores race, gender, sexuality, sexual orientation, socioeconomic class, and systemic influences. Emphasis is placed on the connection among individuals, institutions and cultural groups, and on the relatedness of individuals' race, gender, sexual orientation, and socioeconomic class. Theoretical and philosophical frameworks and research are presented through readings and course materials drawn from education, psychology, sociology, American studies, cultural studies, health sciences and management.

### **PSY 2750 Psychology of Communication**

*Prerequisite: PSY 1700.*

Basic principles and fundamental experiences in the field of interpersonal communication; understanding of language component of communication (linguistic and semantic), cultural diversity's effect on interpersonal relations; human developmental models.

### **PSY 2760 Theories of Personality**

*Prerequisite: PSY 1700.*

Introduction to the study of how individuals are influenced by enduring inner factors and the development of personality over the course of a lifetime. Topics include biological trait theories, behavioral and cognitive social theories, and psychodynamic theories.

### **PSY 2780 Social Psychology**

*Prerequisite: PSY 1700.*

A study of how thoughts, feelings, or behaviors of individuals are influenced by the actual, imagined, or implied presence of others. Topics include attitude formation and attitude change, prejudice and discrimination, cooperation and competition, affiliation, interpersonal attraction, aggression and violence, social perception, group influences and environmental influences on social behavior.

All courses are 3 credits unless otherwise noted. Courses marked with an asterisk (\*) are available through Independent Study.

## **\*PSY 3720 Child and Adolescent Psychology**

*Prerequisite: PSY 1700.*

Development of the child from birth through adolescence, emphasizing developmental and environmental factors which influence personality formation.

## **\*PSY 3730 Aging**

*Prerequisite: PSY 1700.*

Introduction to the process of aging, directed study in biological, psychological, and social factors affecting the elderly.

## **\*PSY 3740 Counseling Techniques**

*Prerequisite: PSY 1700.*

Introduction to the techniques and strategies commonly used in counseling situations.

## **\*PSY 3760 Abnormal Psychology**

*Prerequisite: PSY 1700.*

Abnormal behavior including major psychological disorders. Emphasis on various contemporary approaches to their understanding and treatment.

## **Science**

### **SCI 3000 Contemporary Issues in Science**

*Prerequisites: MA 1025; ENG 1255.*

This course looks at contemporary issues in science that impact business and industry. The basic science underlying each topic is presented and its implications for business and industry explored. Students will engage in critical thinking by evaluating information sources.

## Social Science

### SS 1025 Quantitative Methods for Social Sciences

*Prerequisite: MA 1000 with a C or better or equivalent.*

This course provides the mathematical foundation for upper level courses in the social sciences. The course will review the basic concepts of number theory and then utilize data in the social sciences as the springboard for learning the various ways to evaluate and describe data. Understanding some basic descriptive statistics leads to more formal relationships as represented by functions, linear equations, and systems of linear equations. The course then turns to more advanced functions and in particular looks at the importance, use, and properties of the exponential function, quadratics, and polynomials.

### \*SS 2200 Macroeconomics

*Prerequisite: Sophomore standing.*

A study of the overall economic system with emphasis upon the gross national product, fiscal and monetary policy, the budget and banking.

### \*SS 2210 Microeconomics

*Prerequisites: MA 1025 or equivalent.*

Each part of the economic system is studied. Supply and demand, competition, pricing policies, wage and rent determination, and government regulation of business.

### SS 2720 Group Dynamics

*Prerequisite: PSY 1700 or BA 1400.*

Psychology of groups; normal and developmental growth; development of leadership styles, emphasis on assessment of group change.

### \*SS 2800 Introduction to Sociology

An introduction to the scientific study of human society and social behavior, this course examines sociological theories of human behavior, cultural patterns, and social change. Emphasis upon the influence of social and cultural forces on personal experience and social behavior in reference to the postindustrial society.

### \*SS 2810 Social Problems

*Prerequisite: SS 2800.*

Analysis of problem conditions in modern society in areas such as the family, economic order, crime, civil rights, ethnic and religious tensions, and the environment.

All courses are 3 credits unless otherwise noted. Courses marked with an asterisk (\*) are available through Independent Study.

## **SS 2830 Applied Social Problems**

An introduction to community development, community building, service learning and cultural diversity through an intense volunteer experience, personal reflection, and focused research.

## **SS 2850 Conflict Resolution**

A study of conflict resolution in both personal and professional settings. The course looks at the dynamics of conflict, why we have conflicts, and on what levels these conflicts occur. It examines ways to analyze conflict and how to develop mutually beneficial resolutions by using a range of conflict resolution methods and techniques. Current and popular theoretical approaches are also examined.

## **SS 2990 Special Topics in Social Sciences**

*Prerequisite: Permission of the dean of general studies.*

Directed study of a special body of subject matter in the field of social sciences. This course may be repeated for additional credit.

## **SS 4990 Special Topics in Social Sciences**

*Prerequisites: Permission of the dean of general studies.*

Directed study in a special body of subject matter in the social sciences. May be repeated for additional credit.

All courses are 3 credits unless otherwise noted. Courses marked with an asterisk (\*) are available through Independent Study.

# Graduate Programs

### Degree Options

All of Indiana Tech's graduate degrees take advantage of the Accelerated Degree Program to provide the necessary skills to excel in business. The following graduate degrees are available:

- Master of Business Administration
  - Accounting
  - Human Resources
  - Management
  - Marketing
- Master of Science in Management
- MBA/MSM Dual Degree
- Master of Science in Engineering Management

The specific course requirements for each degree are outlined on the following pages.

## Master of Business Administration

The MBA focuses on examining an organization from a functional strategic approach. This approach includes emphasis on management, marketing, finance, accounting, and economic principles in both the domestic and international marketplaces. MBA students can become immersed in a concentration that best fits their goals. Concentrations are offered in accounting, human resources, management, and marketing.

### Prerequisites

Students must have completed the following courses with a grade of C or better:

- Principles of Management
- Principles of Marketing
- Accounting Principles
- Corporate Finance

Students may have dual concentrations; however, they must complete the required courses for each concentration.

## Master of Business Administration — Accounting

The accounting concentration of the Master of Business Administration is uniquely designed to promote career advancement for accounting professionals. Through a partnership with Becker CPA Review, Indiana Tech offers graduate students the opportunity to earn credit toward an MBA while preparing for the CPA exam.

### Foundation Core

MBA 5000	Executive Management (first course)	3
MBA 5210	Business Statistics	3
MBA 5220	Marketing Management	3

### Also Required

MBA 5110	Management Information Systems	3
MBA 5120	Managerial Economics	3
MBA 5200	Financial Management	3
MSM 5310	Business Ethics	3
MBA 5330	Business Law	3
MBA 7000	Business Policy & Strategy	3

### Accounting Concentration Courses

MBA 6800	Accounting Automation	3
MBA 6810	Communications for Accountants	3
MBA 6820	Forensic Accounting	3
*MBA 6860	Becker Review	6

**Total Credits** ..... **42**

\* MBA 6860 is the last course in the program for students in the accounting concentration. The student's grade is based upon the number of "Certificates of Continuing Help" received by the Becker review. Four certificates is an A. Three certificates is a B. Two certificates is a C. One or none is an F.

## Master of Business Administration — Human Resources

The Master of Business Administration in human resources is designed to provide students with an advanced and in-depth knowledge of managing employees, an organization's human resources. In addition to students being able to choose among several human resource courses, the curriculum is augmented with other advanced business courses.

### Foundation Core

MBA 5000	Executive Management (first course) .....	3
MBA 5130	Managerial Accounting .....	3
MBA 5210	Business Statistics.....	3
MBA 5220	Marketing Management .....	3

### Also Required

MBA 5110	Management Information Systems .....	3
MBA 5120	Managerial Economics .....	3
MBA 5200	Financial Management .....	3
MSM 5310	Business Ethics.....	3
MBA 5330	Business Law .....	3
Students in the Human Resources concentration may substitute MBA 6600 for MBA 5330		
MBA 7000	Business Policy & Strategy.....	3

### Human Resources Concentration

MBA 5600	Human Resource Management .....	3
MBA 6200	Performance Management.....	3

**Electives..... 6**

**Total Credits ..... 42**

Elective courses are any graduate-level business courses offered by the university or accepted as transfer credit.

## Master of Business Administration – Management

The Master of Business Administration in management examines the entire business organization from a functional, strategic approach. Students may choose among several management courses to meet their desired objectives. Additionally, the curriculum is augmented with other advanced business courses.

### Foundation Core

MBA 5000	Executive Management (first course) .....	3
MBA 5130	Managerial Accounting .....	3
MBA 5210	Business Statistics.....	3
MBA 5220	Marketing Management .....	3

### Also Required

MBA 5110	Management Information Systems .....	3
MBA 5120	Managerial Economics .....	3
MBA 5200	Financial Management .....	3
MSM 5310	Business Ethics.....	3
MBA 5330	Business Law .....	3
MBA 7000	Business Policy & Strategy.....	3

### Management Concentration

MBA 5300	Organizational Behavior .....	3
MBA 5340	Operations Management .....	3

**Electives .....** 6

**Total Credits .....** 42

Elective courses are any graduate-level business courses offered by the university or accepted as transfer credit.

## Master of Business Administration — Marketing

The Master of Business Administration in marketing is designed to provide the student with an advanced and in-depth knowledge of marketing. The graduate will be able to choose among several marketing courses to meet their desired objectives. The marketing curriculum is augmented with other advanced business courses.

### Foundation Core

MBA 5000	Executive Management (first course) .....	3
MBA 5130	Managerial Accounting .....	3
MBA 5210	Business Statistics.....	3
MBA 5220	Marketing Management .....	3

### Also Required

MBA 5110	Management Information Systems .....	3
MBA 5120	Managerial Economics .....	3
MBA 5200	Financial Management .....	3
MSM 5310	Business Ethics.....	3
MBA 5330	Business Law .....	3
MBA 7000	Business Policy & Strategy.....	3

### Marketing Concentration

MBA 6420	Marketing Research.....	3
MBA 6400	International Marketing.....	3

**Electives .....** 6

**Total Credits .....** 42

Elective courses are any graduate-level business courses offered by the university or accepted as transfer credit.

## **Master of Science in Management**

The Master of Science in Management develops expertise in using qualitative tools in decision making and problem solving. Graduates of the program are equipped with knowledge of leadership processes; total quality and change management; work motivation, empowerment, and organizational culture; financial decision-making and general management practices.

### **Core Courses**

MBA 5000	Executive Management.....	3
MSM 5100	Qualitative Decision Making.....	3
MSM 5125	Accounting & Finance for Managers.....	3

### **Also Required**

MBA 5300	Organizational Behavior .....	3
MBA 5320	Quality Management .....	3
MBA 5600	Human Resource Management .....	3
MBA 6600	Employment Law.....	3
MSM 5310	Business Ethics.....	3
MSM 5350	Customer Relationship Management .....	3
MSM 5400	Negotiation Skills .....	3
MSM 6400	Managing Change.....	3
MSM 7200	Applied Management Project .....	3

**Electives ..... 6**

**Total Credits ..... 42**

Elective courses are any graduate-level business courses offered by the university or accepted as transfer credit.

## MBA/MSM Dual Degree Program

The dual MBA/MSM degree program is designed for the individual who wants competency in both the leadership skills obtained within the MSM curriculum along with the solid business analysis and quantitative skills offered within the MBA program.

### Core Courses

MBA 5000	Executive Management .....	3
MBA 5130	Managerial Accounting.....	3
MBA 5210	Business Statistics.....	3
MBA 5220	Marketing Management .....	3

### Also Required

MBA 5110	Management Information Systems .....	3
MBA 5120	Managerial Economics .....	3
MBA 5200	Financial Management .....	3
MBA 5300	Organizational Behavior .....	3
MBA 5320	Quality Management.....	3
MBA 5340	Operations Management .....	3
MBA 5350	Customer Relationship Management .....	3
MBA 5600	Human Resource Management .....	3
MBA 5330	Business Law	
	or	
MBA 6600	Employment Law.....	3
MBA 7000	Business Policy & Strategy.....	3
MSM 5100	Qualitative Decision Making.....	3
MSM 5310	Business Ethics.....	3
MSM 5400	Negotiation Skills .....	3
MSM 6400	Managing Change.....	3

**Electives..... 6**

**Total Credit Hours.....60**

Elective courses are any graduate-level business courses offered by the university or accepted as transfer credit.

## Master of Science in Engineering Management

The Master of Science in Engineering Management is designed for professionals with a technical background who are preparing to assume more managerial responsibilities, or who are broadening their knowledge base. Topics such as quality assurance, lean manufacturing, and enterprise resource planning are complemented with the study of financial management, project management, managerial economics, and more. This integration creates an educational experience which can be thought of as an MBA with a technical focus.

The MSE program uses the TEAM approach described on Page 6.

### MSE Courses

MSE 5000	Introduction to Engineering Management (first course) .....	3
MSE 6010	Environmental Health and Safety.....	3
MSE 6020	Designing for Lean Manufacturing.....	3
MSE 6030	Enterprise Resource Planning.....	3
MSE 6040	Computer Integrated Manufacturing.....	3
MSE 6050	Statistical Methods in Quality Assurance.....	3
MSE 6060	Legal Implications for the Engineering Manager.....	3
MSE 7000	Advanced Topics in Engineering Management (last course) .....	3

### MBA Courses

MBA 5110	Management Information Systems .....	3
MBA 5120	Managerial Economics .....	3
MBA 5130	Managerial Accounting .....	3
MBA 5200	Financial Management .....	3
MBA 5220	Marketing Management.....	3
MBA 6310	Project Management.....	3

**Total Credits .....** **42**

## Academic Information

### Graduate Admissions Requirements

The graduate program at the university is designed to serve the working professional adult student. The assumption of the university is that by working for a period of time prior to the pursuit of a graduate degree, the student has attained considerable knowledge, maturity, and discipline that is not common in younger students. These characteristics are essential for successful completion of the degree program; hence, they are incorporated into the admissions requirements. The admissions guidelines for the Graduate School are as follows:

- Baccalaureate degree from an accredited institution
- Minimum undergraduate GPA of 2.5
- Two (2) years of significant work experience
- Completion of the Graduate Division Application Package (e.g., application form, recommendations, etc.)

If the applicant does not meet the minimum work experience, the following criteria can be substituted:

- Minimum undergraduate GPA of 2.5 plus
- 200 times undergraduate GPA plus GMAT score must equal or exceed 1000 total points.

### Additional MBA Admissions Requirements

Additionally, all MBA students must have completed the following courses with a grade of C or better:

- Principles of Management
- Principles of Marketing
- Accounting Principles
- Corporate Finance

Students who do not meet the prerequisites should contact their admissions representative to discuss the available alternatives. The admissions committee makes all admissions decisions. If the committee finds any deficiencies for admission, the committee, along with the graduate dean, will determine how the student may correct the deficiencies.

## **MBA — Accounting Admissions Requirements**

The following are requirements for an individual to be accepted into the MBA accounting concentration:

- Student must have obtained a baccalaureate degree
- Student must have completed at least 24 undergraduate semester hours in accounting.
- Student must have completed at least 24 credit hours in business administration and economics courses, other than accounting. These courses can be at the undergraduate and/or graduate level.
- The business courses may include up to 6 hours of business and tax law courses and up to 6 hours of computer science.
- The accounting hours must include courses covering financial accounting, auditing, taxation, and managerial accounting.
- The Indiana Board of Accountancy may change CPA requirements at any time. Contact your graduate advisor with any questions.

## **MSE Admissions Requirements**

To be admitted to the Master of Science in Engineering Management program, students must meet the following admission requirements:

- The student must have obtained a bachelor of science in a technical field
- The student must have a minimum cumulative undergraduate GPA of 2.5
- The student must have completed at least one undergraduate accounting course and one finance course

## **MSM Admissions Requirements**

All MSM students must have completed Principles of Management with a grade of C or better.

## Graduate Transfer Credit

Students who have attended graduate classes at another regionally accredited college or university may transfer credit under the following guidelines:

- Courses must be business-related with grades of B or better.
- The number of credits to be transferred cannot exceed nine (9) credit hours.
- An official transcript must be received by Indiana Tech
- The institution at which the credit was earned must be regionally accredited.
- The prospective student must submit a course description and, if possible, a course syllabus.

## Graduation Requirements

To qualify for graduation from Indiana Tech, you must complete:

- All necessary credit hours required for the degree.
- Required coursework in all graduate classes at a minimum cumulative grade point average of 3.0 with no more than nine (9) credit hours of C work counting toward the degree.
- Required coursework within seven (7) years after completing your first graduate class.
- A petition for graduation when within 15 credits of completing courses.
- All financial obligations to the university.

## Computer Requirement

Students will be required to have access to a personal computer outside of the classroom for homework assignments. It is recommended that this computer be a Windows-based platform with Microsoft Office software. Other hardware and software may be incompatible with campus printers.

# Graduate Course Descriptions

## MBA

### MBA 4100 Foundations of Management and Marketing

An introductory course for those who do not have the required background in management and marketing. The basic principles of management will be identified, analyzed, and explained. In addition, a general survey of the field of marketing including its scope and significance will be discussed. This course may not be applied toward degree requirements.

### MBA 5000 Executive Management

*Prerequisite: First graduate course in the program.*

A study of the executive management function in organizations. Emphasis will be given to the expectations of executive-level managers, including leadership, motivation, strategic thinking, and tools such as research skills, technological competence, and time management.

### MBA 5110 Management Information Systems

*Prerequisite: Core courses or MBA/MSE 5000 for MSE students.*

A study of information flows and information needs within organizations and technological responses to those needs. Attention will be given to the information needs of the full range of organizations from the very small firm, whose needs may be met with office suite software, to the largest multi-site organizations, which maintain information Intranets. Topics covered will include: business processes, data resources, information systems hardware and software, telecommunications, electronic enterprise, systems design.

### MBA 5120 Managerial Economics

*Prerequisite: Core courses or MBA/MSE 5000 for MSE students.*

95A review of economic tools in managerial decision-making. Demand analysis and forecasting, cost analysis, production function, market structures, and public sector analysis are covered.

### MBA 5130 Managerial Accounting

*Prerequisite: MBA 5000 or MSE 5000.*

A study of accounting data used internally by business managers in directing the activities of manufacturing and service organizations. Topics include cost accumulation, budgeting, pricing, and the use of this information in the planning, control, and decision making activities of the organization.

**MBA 5200 Financial Management**

*Prerequisite: Core courses.*

A study of the business organization's financial planning, problems of working capital management, capital budgeting, dividend policy, and comprehensive problems.

**MBA 5210 Business Statistics**

*Prerequisite: MBA 5000 or MSE 5000.*

The application of mathematical and basic statistical methods to decision-making in all organizations. A computer software package will be used as a comprehensive hands-on reference tool to analyze data and to present findings.

**MBA 5220 Marketing Management**

*Prerequisite: MBA 5000 or MSE 5000.*

A study of strategic market analysis and planning. Specific emphasis will be given to market situation analysis, strategy and program development, and implementation and control of a marketing plan.

**MBA 5300 Organizational Behavior**

*Prerequisite: Core courses.*

A study of behavior in corporate and organizational settings, including motivation, leadership, communication and power. Understanding contextual and environmental issues will be emphasized. Current and popular theoretical approaches will be examined.

**MBA 5320 Quality Management**

*Prerequisite: Core Courses.*

An integrated study in the design and implementation of quality management tools including relevant problem-solving methods and behavioral models from a process-oriented perspective.

**MBA 5330 Business Law**

*Prerequisite: Core Courses.*

This course examines business law from the perspective of the professional (non-legal) manager. The course examines fundamental legal concepts and terminology, providing a basic foundation in civil procedure, and furnishing a substantive analysis of business torts, product liability, negligence, contract law, commercial law and the Uniform Commercial Code (UCC), debtor/creditor law, bankruptcy law, administrative law, alternative dispute resolution, and the litigation process.

All courses are 3 credits unless otherwise noted.

**MBA 5340 Operations Management**

*Prerequisite: Core Courses.*

This course examines the tools and techniques used by operations managers to make strategic and tactical decisions for their organizations. This course also focuses on the design, management, and improvement of operations activities for the production of goods and services.

**MBA 5600 Human Resource Management**

*Prerequisite: Core courses.*

A study of the following key areas of HR: management practices, selection and placement, training and development, compensation and benefits, employee and labor relations, health/safety and security, and international HR issues. The Society for Human Resource Management (SHRM) Learning System will be utilized to facilitate the learning process required in the key HR areas.

**MBA 6200 Performance Management**

*Prerequisite: Core courses*

This course is a study in performance management as a continuous process of identifying, measuring, and developing the performance of individuals and teams and aligning performance with the strategic goals of the organization. Performance management systems are described as key tools to transform people's talent and motivation into a strategic organizational advantage. In addition, performance management is discussed as an integral part of all organizational units and not the domain of the HR function only.

**MBA 6210 Labor Relations**

*Prerequisite: Core courses*

This course is a study of industrial relations and the labor-management relations function of the modern work organization. The course examines problems, strategies, and policies of management interactions with formal and informal labor organizations. Labor legislation, collective bargaining, productivity analysis, and arbitration are stressed, with emphasis on negotiating strategies and techniques. Some time is also devoted to alternative dispute resolution as well as current trends in the labor movement.

**MBA 6220 Compensation Management**

*Prerequisite: Core courses*

This course is a study of the strategic approach for motivating human performance in organizations through a total compensation system. The focus of the course will be on a blending of compensation management theory and trends with specific strategies regarding creating a corporate compensation system. Theoretical models from economics, psychology, and sociology are integrated in analyses of issues of wage structuring, the design of incentives, and wage level. Practical exercises in the design of compensation systems are employed.

**MBA 6310 Project Management**

*Prerequisite: MBA/MSE 5000; MBA 5110; MBA 5200.*

A study of effective project planning and management. Topics covered include: project goals and objectives, feasibility study including estimation of completion times and costs, evaluation and review, incentives, and quantitative analysis. Case studies and project management software will be used extensively.

**MBA 6400 International Marketing**

*Prerequisite: Core courses.*

This course focuses upon the four decision areas of Marketing: Product Decisions, Pricing Decisions, Promotion Decisions, and Distribution Decisions in a global context. Emphasis will be placed upon a whole-strategy approach to entering global markets. The mechanics of import/export will also be addressed.

**MBA 6420 Marketing Research**

*Prerequisite: Core courses.*

A study of the generation, organization, interpretation, and use of Marketing Information in the business enterprise. The strategic role of Marketing Information is emphasized. Topics covered include: sources of information, research design and implementation, hypothesis testing, and problem-solving/decision-making.

**MBA 6430 Professional Selling and Sales Force Management**

*Prerequisite: Core courses.*

An exploration of the knowledge, tactics and strategies for building and sustaining a contemporary sales organization. This study enables students to develop personal selling skills as well as the knowledge for managing a sales force. The management issues discussed in this course include hiring, training, and motivating salespersons as well as sales forecasting, planning and sales force organization.

All courses are 3 credits unless otherwise noted.

**MBA 6440 Advertising & Promotion Management**

*Prerequisite: Core courses.*

Companies of all sizes face challenging decisions on how to reach prospects and retain their current customer base. The ever-changing economy, predicting and meeting consumer demands, the growth of ethnic markets, emerging technologies and the changing demographics are issues that companies face when advertising and promoting their product. Prior knowledge in market research will enable you to implement the key advertising principles and practices while providing you with the knowledge on how IMC (integrated marketing communication) plays a critical role in building customer relationships and brands.

**MBA 6490 Special Topics in Marketing**

*Prerequisite: MBA varies.*

Directed study of a special body of subject matter in the field of marketing. This course may be repeated for additional credit.

**MBA 6500 Small Business Management**

*Prerequisite: Core courses.*

A study of the smaller business enterprise and the special management issues and challenges faced by the proprietor/entrepreneur. Emphasis will be given to problem-solving and decision-making in the major functional areas common to small enterprises. Case studies will be used.

**MBA 6600 Employment Law**

*Prerequisite: Core courses.*

A review of the major regulatory influences that affect human resource management. The regulatory focus will include Civil Rights, Compensation and Benefits, Employee Health and Safety, along with Labor Relations legislation.

**MBA 6610 Seminar in Human Resources**

*Prerequisite: Core courses.*

Students will attend the National Convention for the Society of Human Resource Management (SHRM). This course is a capstone event that requires professional membership in the SHRM and the opportunity to become professionally certified. Most issues addressed at the Conference will be globally related and will include: sexual harassment, compensation planning, disabilities, flexible workplaces, global education, legal perspectives, along with approximately one hundred other topics. In addition, the networking and the trade show are spectacular conference events.

All courses are 3 credits unless otherwise noted.

**MBA 6690 Special Topics in Human Resources**

*Prerequisite: Varies.*

Directed study of a special body of subject matter in the field of human resources. This course may be repeated for additional credit.

**MBA 6700 E-Business Technology**

*Prerequisite: Core courses.*

This course gives an overview of the technologies relevant to electronic business including strategic planning issues such as operating systems, networking, enterprise resource planning, supply chain management, computer security, electronic transaction processing, and other e-business issues. After completing this course, students should be able to understand the functions of the technologies that support e-business. The course will help managers confront the organizational issues of the e-business environment.

**MBA 6800 Accounting Automation**

*Prerequisite: Core courses*

The objectives of this course are: (1) to present and integrate accounting principles in such a way that no prior knowledge of computerized accounting is required; (2) to provide a hands-on approach to learning how modern computerized automated accounting systems function; and (3) to provide knowledge and hands-on experience in integrating accounting with other business applications such as spreadsheets and word processors.

**MBA 6810 Communication for Accountants**

*Prerequisite: Core courses.*

This course is designed for MBA Accounting majors to acquire and practice the skills for effective CPA/client communications and to apply these skills during the written portions of the computer-based CPA exam. Emphasis will be placed on AICPA criteria of coherent organization, conciseness, clarity, responsiveness to questions, appropriateness to readers, and use of Standard English. Assignments will include CPA/client communications such as Letters of Engagement, communicating results of accounting reviews, accounting opinions, and notes to financial statements.

All courses are 3 credits unless otherwise noted.

**MBA 6820 Forensic Accounting**

*Prerequisite: Core courses.*

This course will emphasize the conduct of fraud examinations, including a discussion of specific procedures used in forensic accounting examinations and the reasoning behind the use of these procedures. Coverage extends to detection, investigation, and prevention of specific types of fraud committed against organizations and individuals.

**MBA 6860 Becker Review**

*Prerequisite: At least 36 credits*

Becker Review — A four-part review course designed to prepare the student to sit for the new on-line CPA Exam. The four parts covered are:

- Financial Accounting & Reporting — This module covers general accounting concepts tested in this part of the CPA Exam. Coverage includes GAAP (Generally Accepted Accounting Principles) for business enterprises, not-for-profit organizations, and governmental entities. It also addresses the necessary application skills.
- Auditing & Attestation — This module covers auditing practices and the required attestation as tested on this part of the CPA Exam. Coverage includes auditing procedures, GAAS (Generally Accepted Auditing Standards), and other related attest engagements. It also addresses the skills needed for application to those engagements, thus moving from theory to practice.
- Business Environment & Concepts — This module covers general business related topics as tested in this part of the CPA Exam. Coverage includes knowledge of general business environment and business concepts that candidates must know in order to understand the underlying business reasons for and accounting implications of business transactions. In addition, it also addresses the skills needed to apply that knowledge.
- Regulation — This module covers regulatory issues that are tested on this part of the CPA Exam. Coverage includes federal taxation, ethics, professional and legal responsibilities, and business law. It also addresses essential skills needed to apply this knowledge.

**MBA 7000 Business Policy and Strategy**

*Prerequisite: At least 36 credits.*

Enrollment requires advisor's approval. A review of the applied research for managerial planning decisions and actions that assist in determining the long-run performance of organizations. Emphasis is placed on the process of strategy formulation, implementation, evaluation, and control for organizations of all sizes.

All courses are 3 credits unless otherwise noted.

## MSE

### MSE 5000 Introduction to Engineering Management

An overview of the field of engineering management including, technical, management and integrated issues. Tools helpful throughout the program, such as research skills, will be introduced. The first course in the program.

### MSE 6010 Environmental Health and Safety

*Prerequisite: MBA 5000 or MSE 5000*

An introduction to the state and federal regulations for safety and environmental compliance. This course also covers ISO standards for environmental health and safety. Students will learn to identify how standards apply to various industries and will apply these skills in performing an audit to determine if operations conform to the standards.

### MSE 6020 Designing for Lean Manufacturing

*Prerequisite: MBA 5000 or MSE 5000*

A study of the principles and practices necessary to establish/maintain a lean operation. Concepts covered include: theory of constraints, takt time, pull systems, lean accounting, value stream mapping, waste free manufacturing, workplace organization, quick change-over, just-in-time, and mistake-proofing. Through hands-on exercises, students will learn to apply these concepts in real-world situations.

### MSE 6030 Enterprise Resource Planning

*Prerequisite: MBA 5000 or MSE 5000*

Explores the relationship of existing and emerging processes and technologies to manufacturing strategy and supply chain-related functions. This course addresses three main topics: aligning resources with the strategic plan, configuring and integrating operating processes to support the strategic plan, and implementing change. Concepts introduced include supplier relationship management (SRM), strategic sourcing, throughput supply chain measurements such as inventory dollar days and throughput dollar days, product life cycle management (PLM), and customer relationship management (CRM).

All courses are 3 credits unless otherwise noted.

**MSE 6040 Computer Integrated Manufacturing**

*Prerequisite: MBA 5000 or MSE 5000*

Focuses on the integration of facilities (machines tools, robotics) and the automation protocols required in the implementation of computer integrated manufacturing. Specific concepts to be addressed will include concurrent engineering, rapid prototyping, interfaces between computer-aided design (CAD) and computer-aided manufacturing systems (CAM), and control of manufacturing systems: numerical control (NC) and computer numerical control (CNC); programmable logic controller (PLC); computer aided process planning (CAPP) and manufacturing scheduling.

**MSE 6050 Statistical Methods in Quality Assurance**

*Prerequisite: MBA 5000 or MSE 5000*

The quantitative aspects of quality are studied, such as control charts, process capability, reliability, and design of experiments.

**MSE 6060 Legal Implications for Engineering Managers**

*Prerequisite: MBA 5000 or MSE 5000*

A study of patent law, product liability, labor law and other legislation relevant to the engineering discipline.

**MSE 7000 Advanced Topics in Engineering Management**

Integrates the elements of engineering management in a capstone, project-based environment. Last course of the program.

## MSM

### MSM 5100 Qualitative Decision-Making

*Prerequisite: MBA 5000.*

This course will aid the student in using qualitative methods to identify the root cause of problems in business, evaluate alternative responses to these problems, and propose solutions. Emphasis is placed on the application of qualitative research methods to specific business problems and managerial decision-making. The course introduces methods that will be used to collect and interpret data for the applied management project capstone course (e.g., surveying, interviewing, and conducting focus groups).

### MSM 5125 Accounting and Finance for Managers

*Prerequisite: MBA 5000.*

The course touches on the planning and control responsibility of managers and surveys the acquisition, analysis, and reporting of accounting information. The course also focuses on impact of financial data on effective management decision-making. The links between finance and strategic planning and implications for the overall health and success of the organization are explored.

### MSM 5310 Business Ethics

*Prerequisite: Core courses.*

A study of moral dilemmas commonly encountered in the functioning of business. Emphasis is placed upon managerial responses to those dilemmas which reflect an integrated, mature system of professional and personal ethics. Topics covered will include normative philosophy, moral reasoning, and selected business issues that present ethical dilemmas.

### MSM 5350 Customer Relationship Management

*Prerequisite: Core courses.*

Students will analyze organizations to develop effective strategies for customer relationship management. Students will evaluate customer touch points to improve customer service and build customer loyalty. Students will develop models to identify and measure individual perceptions to determine real customer needs.

All courses are 3 credits unless otherwise noted.

**MSM 5400 Negotiation Skills**

*Prerequisite: Core courses.*

The Negotiations course introduces students to the process of mutual gain by developing long-term relationships with negotiation partners. It will concentrate on strategies that are successful in business and will cover topics such as: separating the problem from the person, invention of options, and best alternatives. The course will make use of exercises and simulations.

**MSM 6400 Managing Change**

*Prerequisite: Core Courses.*

This course examines the role of change in organizations. A theoretical background in organization development will be introduced in tandem with practical skills and knowledge of change management. Students will define change, analyze factors that affect change, and learn how to effectively facilitate change in their organizations.

**MSM 7200 Applied Management Project**

*Prerequisites: At least 36 credits.*

This capstone course requires the student to synthesize and integrate the theoretical and practical knowledge that has been learned in the MSM curriculum. Students will design and implement projects that focus on real-world problems. Students will diagnose and present a problem to solve, design and implement an intervention, analyze any data, and provide feedback to the organization.

# University Policies and Information

## Accreditation

Indiana Tech is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. For more information on the Higher Learning Commission, contact the North Central Association of Colleges and Schools at (800) 621-7440. The university is approved and officially recognized by the U.S. Office of Education and the U.S. State Department and is approved by the State Approval Agency for the enrollment of veterans and eligible persons. Additionally, the university is a member of the Council for Adult and Experiential Learning (CAEL) and adheres to its policies and practices.

## Student Information Disclaimer

While every effort has been made to provide accurate and current information, Indiana Tech reserves the right to revise, at any time and without notice, statements in this catalog concerning rules, policies, fees, curricula, courses, or other matters. Indiana Tech reserves the right to revise or cancel any course, subject, or program at any time because of insufficient registration or other reasons.

Enrollment at Indiana Tech is a privilege. The university reserves the right to revoke this privilege if it determines that such action is in the best interest of the university.

## Non-discrimination Policy

All members of Indiana Tech Community (in employment and educational programs and activities) are provided equal opportunities regardless of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran. (Covered veterans are special disabled veterans, recently separated veterans, Vietnam era veterans, or any other veterans who served in active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.)

Indiana Tech is committed to achieving equal education opportunity and full participation for persons with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the university does not exclude otherwise qualified persons with disabilities, solely by reason of the disability, from participating in university programs and activities, nor are persons with disabilities denied the benefits of these programs or subjected to discrimination.

## Contact Information

## College of Professional Studies

**Toll-free:** 800-288-1766

**On the Web:** [www.IndianaTech.edu/CPS](http://www.IndianaTech.edu/CPS)

### Student Information Center:

- **Phone:** 888-TECH-SIC
- **E-mail:** [sic@indianatech.edu](mailto:sic@indianatech.edu)
- **Fax:** 888-TECH-844

## Campuses and Offices

### Fort Wayne

1600 E. Washington Blvd.  
Fort Wayne, IN 46803  
(260) 422-5561

### Huntington

2809 Commercial Road  
Huntington, IN 46750  
(260) 359-TECH

### Indianapolis

3500 DePauw Blvd., Pyramid 3010  
Indianapolis, IN 46268  
(317) 466-2121

### Greenwood

65 Airport Parkway, Suite 100  
Greenwood, IN 46143  
(317) 807-0077

### Plainfield

6080 Clarks Creek Road  
Plainfield, IN 46168  
(317) 837-1490

### Elkhart

3333 Middlebury St.  
Elkhart, IN 46516  
(574) 296-7075

### South Bend

100 E. Wayne St. Suite 140  
South Bend, IN 46601  
(574) 232-TECH

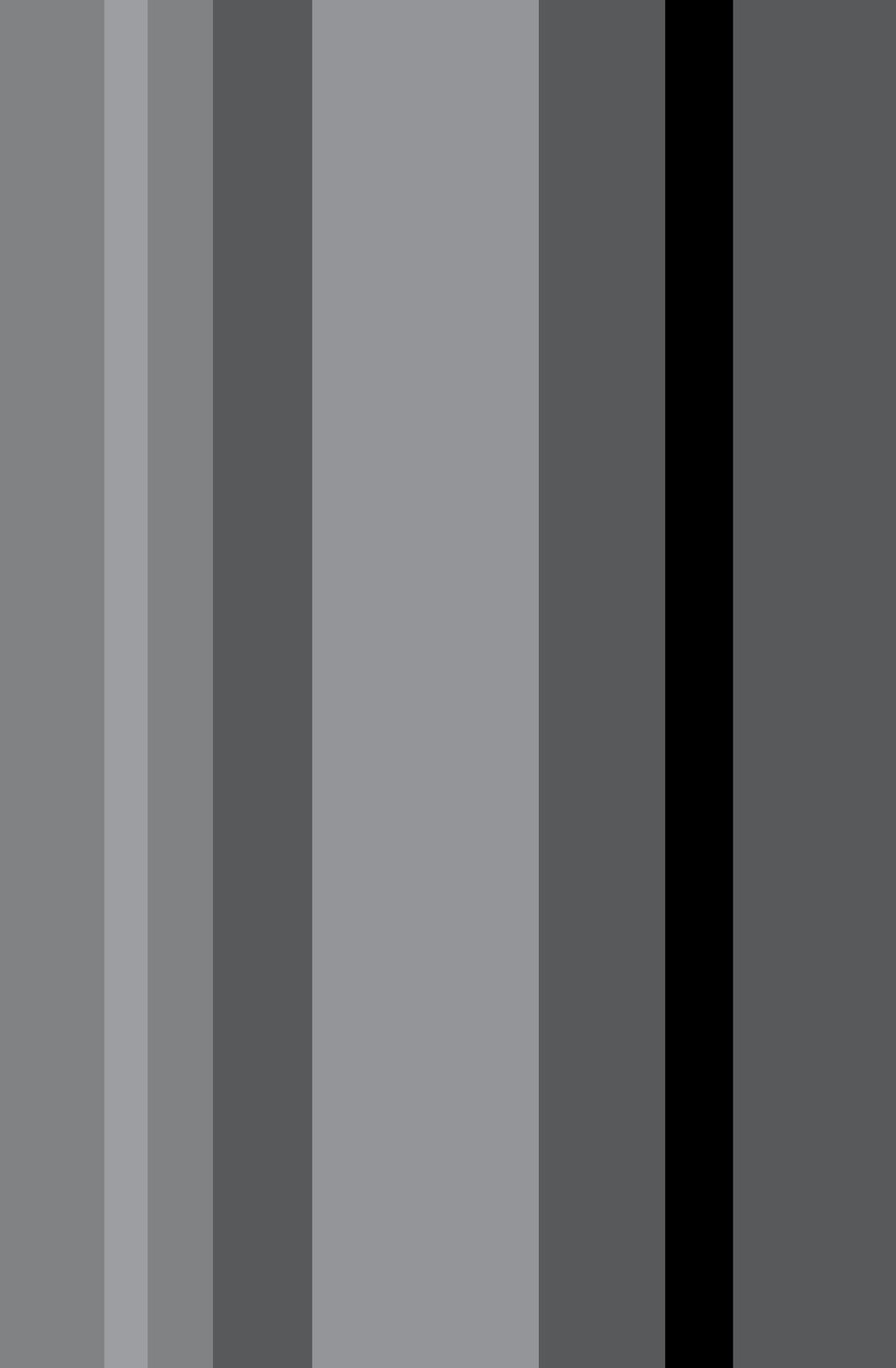
### Warsaw

2180 North Point Drive  
Warsaw, IN 46582  
(574) 268-9707

### Merrillville

285 w. 80<sup>th</sup> Place  
Merrillville, IN 46410  
(219) 736-5557





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