COURSE CATALOG

2016-2017

ABC
America Business College

America Business College

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Dear students,

Welcome to America Business College!

Our mission is to serve our diverse community, as the leading professional hi-tech and business school in the Midwest.

We are very pleased that you have chosen us for your higher education needs. America Business College was established in 1999 by Mr. Salvador Chávez. Mr. Chávez has been meeting the needs of the Latino community in the Chicago metropolitan area for the last 20 years. He has listened to our community and understands what is needed in the market. You have chosen the right college to develop your skills and grow your future. We understand that our students are looking for new skills and training in Business Administration, Information Technology, and Essential Employment Skills.

Mr. Salvador Chavez has over 17 years of experience in the education field. His servant leadership philosophy guides him in creating valued programs for the needs of his students and to help them learn new skills. America Business College, understands our students' needs and has developed programs that are not only affordable but with a focus on the newest technology to help you advance in today's global economy.

America Business College is near you. We have four locations in the Chicago metropolitan area with professional faculty who will help you get certified, and get hired.

Our passion is to ensure your career and life success. To do this, we have assembled a team of leading educators, business savvy professionals, and a passionate support staff. We love what we do!

We encourage you to give us a try. Your success awaits!

Sincerely,

Salvador Chávez
President

Mission Statement
America Business College (ABC) serves as the leading bi-lingual professional school in the Midwest, with a focus on business, computer and other disciplines. ABC facilitates the accessibility of the American higher education system to a diverse population. Our mission strengthens ethic identity, reinforces cultural interaction, and builds channels to fill cultural, educational, and socio-economic gaps in the US.

Vision
Become the leader in bi-lingual business and computer education in the Midwest.

Goals
- Improve students access to good jobs
- Encourage students to pursue 4 year college degrees
- Help small business owners grow their businesses
- Serve as a gateway for Spanish-speaking Americans to enter professional occupations and/or become entrepreneurs
- A 75% student graduation rate
- 50% of graduates obtain jobs within 6 months

Philosophy
- We believe that being bilingual is an asset for the individual as well as for our multi-cultural society.
- We believe that the cultural sensitivity of our staff and faculty is instrumental in the development of our students.
- We believe that the interaction between dual-language and cultural experience adds significant value to our students' education and their worth to society.
- We believe that our faculty has the ability to help educationally-disadvantaged students reach such a level that they are prepared to perform effectively in American society.
- We believe that education is a lifelong endeavor and, therefore, encourage people to return to school at any age for self-development and for the benefit of those they serve.
- We believe in the unconditional care for our students, faculty, staff, volunteers, and benefactors.

America Business College is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education.

America Business College is not accredited by a US Department of Education recognized accrediting body.

Campus Locations

Main Campus:	Archer Heights:
5649 W. Fullerton Ave. Chicago, IL. 60639	4440 S. Pulaski Road Chicago, IL. 60632
Phone: 773-417-4900	Phone: 773-650-1010

Cicero:	Aurora:
5713 W. Cermak Road Cicero, IL. 60804	1731 N. Farnsworth Ave. Aurora, IL. 60505
Phone: 708-477-6112	Phone: 630-800-2694

America Business College currently runs academic and development programs in four convenient locations throughout the Chicagoland area. Our campuses are easily accessible via public transportation

Academic Calendar

America Business College operates its academic year in three trimesters.

Spring Semester 2016 - 2017

01/04/16 - Registration Opens

02/29/16 - First Payment Due Date (Last Day of the Month)

03/14/16 - Spring 2016 semester classes begin

03/28/16 - Registration Closed

05/30/16 - Memorial Day, Campus Closed

07/04/16 - Independence Day, Campus Closed

07/09/16 - Last day of classes

07/16/16 - Final Grades Due

07/16/16 - Last Date to file for Incomplete Grades

Fall Semester 2016 2017

05/02/16 - Registration Opens

07/11/16 - Fall 2016 semester classes begin

07/25/16 - Registration Closed

09/05/16 - Labor Day, Campus Closed

11/05/16 - Last day of classes

11/12/16 - Final Grades Due

11/12/16 - Last Date to file for Incomplete Grades

Winter Semester 2016 2017

09/05/16 - Registration Opens

11/07/16 - Winter 2016 semester classes begin

11/21/16 - Registration Closed

11/24/16 – 11/26/16 Thanksgiving Break, Campus Closed

12/24/16 – 01/02/17 Winter Break

03/11/17 Last day of classes

03/18/17 Final Grades Due

03/18/17 Last Date to file for Incomplete Grades

Admissions Requirements

America Business College is open to everyone who would like to improve their skills in the field of Business Administration, Computer Training, English as a Second Language, and GED. The following admission requirements apply:

- Students must be at least 17 years of age in order to be admitted.
- Students must meet with an educational advisor for orientation.
- Student must completely fill out the enrollment agreement (including required signatures) before starting day.
- All enrollment fees must be paid in full before starting date.
- It is recommended, but not mandatory; all students have access to a computer with internet connection and proper software necessary to complete essential homework and special projects.
- The school offers payment options and discounts to those who qualify. Please see your educational consultant for more information.

Enrollment Forms

America Business College provides opportunities for students to enroll in bi-lingual business and technical courses to help them improve their jobs skills.

Steps:

1. Complete the Application for Admissions online or in person
2. Read Enrollment Conditions and complete Enrollment form; obtain all necessary signatures.
3. Complete Release of Personal Information/Emergency form.
4. Submit current High School transcript or GED.
5. Submit all required forms together by the deadline in person or mail to:

AMERICA BUSINESS COLLEGE INC
5649 W. Fullerton Ave.
Chicago, IL 60639
773 417 4900

Enrollment Agreement

AMERICA BUSINESS COLLEGE
5649 W. Fullerton Ave.
Chicago, IL 60639
Tel.773-836-0203
FAX #. 773-836-0234
WWW.AMERICAABC.COM WEBSITE
ADMISSIONS@AMERICAABC.COM

STUDENT INFORMATION

STUDENT NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBERS: H) _____ C) _____ W) _____

E-MAIL ADDRESS: _____

SOCIAL SECURITY #:_____ STUDENT ID #:_____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____ TELEPHONE #: _____

PROGRAM INFORMATION

DATE OF ADMISSION: _____/_____/_____

PROGRAM / COURSE NAME: _____

DESCRIPTION OF PROGRAM / COURSE: _____
_____

PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO PROGRAM / COURSE:
_____

PROGRAM / COURSE OBJECTIVES: _____
_____

PROGRAM START DATE: _____ SCHEDULED END DATE: _____

FULL-TIME ☐   PART-TIME ☐   DAY ☐   EVENING ☐

DAYS/EVENINGS CLASS MEETS: (circle)   M   T   W   Th   F   Sa   Su

TIME CLASS BEGINS: _____ TIME CLASS ENDS: _____

NUMBER OF WEEKS: _____ TOTAL CREDIT or CLOCK HOURS: _____

Student Complaint and Hearing Process

Students have the right to express concern if they believe to have been treated unfairly, subjected to harassment, or discriminated against. The student complaint and hearing process provides a means to express such concern, request some form of relief, and receive an objective hearing.
Student complaints are categorized in two ways:
1. Those arising out of an academic decision
2. Those unrelated to an academic decision.

Student Complaints Arising out of Academic Decisions
Students have the right to express their concerns regarding the fair treatment of their academic achievements, keeping in mind that faculty have complete and sole responsibility for determining and issuing academic credit and final grades.
The following procedure should be used to appeal an academic decision.

1. Express your concerns to your instructor: Try to resolve the situation informally.
2. If Step 1 does not resolve your concerns, you may appeal in writing to the President.
Remember that complaints must be initiated within 20 college days of the occurrence of the alleged violation.

Student Complaints Unrelated to Academic Decisions
If a student has a complaint about the conduct of an instructor, member of the staff, another student, or about any aspect of college operations (for example, admission, refunds, or withdrawal), the complaint shall be handled according to the following procedure.
1. When appropriate, express your concerns to the person immediately responsible. Attempt to resolve the complaint informally at this level.
2. If Step 1 does not resolve your concerns, you may file a complaint in writing to the President

Students must first make all attempts to resolve the matter directly with the institution.

Contact information for IBHE – registering a formal complaint (www.complaints.ibhe.org)
Illinois Board of Higher Education
1 N. Old State Capitol Plaza,
Suite 333
Springfield, Illinois 62701-1377
www.ibhe.org

Financial Aid

Financial aid is not currently offered.

Tuition and Fees

NON REFUNDABLE REGISTRATION FEE	$150.00
TUITION	$326.67 per credit hour
BOOKS & SUPPLIES	About $25 per credit hour
MISC. EXPENSES	$
OTHER	$
TOTAL COST:	$

Cost Calculator

NON REFUNDABLE REGISTRATION FEE		$150.00
TUITION	$326.67	X credit hours $_____
BOOKS & SUPPLIES	$25 per credit hour	X credit hours $_____
MISC. EXPENSES	$	$
OTHER	$	$
TOTAL COST:	$	

Grading Policy

Grade Definitions

The following letter grades are used on semester grade reports and transcripts:

A—Student demonstrates achievement of learning objectives at a level of outstanding mastery.
B—Student demonstrates achievement of learning objectives at a level beyond mere minimum competency.
C—Student demonstrates achievement of learning objectives at a level of minimum competency.
D—Student demonstrates achievement of learning objectives at a level below minimum competency but sufficient to receive credit.
F—Student demonstrates insufficient achievement of learning objectives to receive credit.

I   Incomplete—If the student doesn't complete the course work within the prescribed semester restrictions, a grade will automatically default to an "F." The incomplete grade contract is an agreement between the student and the instructor, and states specifically what the student must do to complete the course work. The course work must be completed by the end of the semester following the term in which the course was taken (not including summer semester) and must be in agreement with the terms of the incomplete grade contract. Upon completion of the course work, the instructor will change the "I" grade to the appropriate letter grade (A, B, C, D, or F) by obtaining a Change of Grade Form from the Registrar's office. If the student does not complete the course work within this prescribed semester restriction, a grade of "F" will be entered for the course.

Guidelines for the Issuance of an Incomplete Grade
• Students may request an "I" grade only when unusual and serious circumstances arise during the final weeks of the semester that in some way prohibit the completion of course requirements for a course that the student has been successfully pursuing. These circumstances may involve a severe personal or family crisis, grave personal illness, or extraordinary job responsibilities. The instructor may, and should, request written documentation.
• Students may not request an "I" grade if they have failed to attend the course on a regular basis and/or have failed to pursue the course work during the semester in a timely fashion.
• Students, who have been consistently failing throughout the semester, may not request an "I" grade in order to avoid a low or failing grade on the student's transcript.
• Students will not be issued an "I" grade by the course instructor for the sole purpose of allowing a student to repeat the course.

W=Official Withdrawal

After the prescribed period of tuition refund, students may withdraw from courses by processing a drop form during regular office hours through the Registrar's Office, or by phone at 773-417-4900, or by accessing your academic record through their academic advisor. Every course has its own drop date. If you have a hold on your record, you are not permitted to withdraw from courses online. You must either call 773-417-4900 or visit the Registrar's Office during business hours to withdraw from a course.

Once a student has withdrawn from a course, he/she will no longer be allowed to attend class. All withdrawals are final. Once a student has withdrawn, a grade of "W" will appear on the official transcript. This grade does not affect the student's GPA. A student who does not officially withdraw will receive a grade of "F", depending on course progress or course attendance. This grade will become a part of the student's permanent record. The student remains responsible for all tuition and fees related to the course.

Calculation of Grade Point Average

The college uses the grade point average (GPA) as a measure of academic quality and academic progress. However, the student must be aware of the following distinctions used by the college in the reporting and calculation of the GPA. For the purposes of the semester grade report, official transcript, honors at graduation, and the President's and Dean's Lists, the GPA calculation will not include developmental and remedial courses.

Example Calculation (Semester Grade Report)

Course	Letter Grade	Grade Point Value		Credit Hour		Grade Point
COM 101	B	3	X	3	=	9
FIN 101	D	1	X	3	=	3
MARK 101	C	3	X	3	=	9
IMS 101	A	4	X	3	=	12
ENG 102	F	0	X	3	=	0
Total:				15		33

Thus, dividing 33 grade points by 15 credit hours gives a GPA of 2.2. A student's cumulative GPA is calculated by using total grade points divided by total credit hours attempted.

Attendance Policy

The college values regular class attendance as an essential component contributing to the learning process and therefore expects students to attend all class meetings of each course for which they are registered. The attendance policy of each instructor is included in the course syllabus distributed by the instructor on the first day of class. Compliance with each instructor's attendance policy is the student's responsibility. An instructor's attendance policy may go into effect with the first class meeting of the course. Late registration does not exempt the student from adhering to the attendance requirements in the course syllabus.

Make-up work or work submitted late due to absence (including an instructor's decision to award less than full credit for work submitted late) will be handled at the discretion of the instructor in accordance with the course syllabus.
Students not regularly attending class are strongly advised to withdraw officially from the course. Students who do not withdraw officially will receive a grade of "F" for the course, which will become a part of the student's permanent record. Students who must be absent due to prolonged illness or extended emergency should notify their instructor(s) immediately to determine a plan of action appropriate to the situation.

Cheating and Plagiarism Policy

Each student is expected to be honest in his or her class work. The college regards cheating or plagiarism in the classroom, testing center and laboratories, and on assignments or examinations, as a serious offense. Instructors at the college will clearly state their cheating or plagiarism policies and penalties in their course syllabi. The penalty may include a grade of "F" being entered for the student for the course. All incidents of cheating or plagiarism must be reported to the appropriate subdivision office using the official Academic Dishonesty Form.

Multiple Violations of the Code of Academic Integrity
Any violation of the Code of Academic Integrity is a serious offense. Multiple violations of the Code of Academic integrity represent a breach in the trust given to members of our academic community and risk dismissal from the college. Students who wish to appeal decisions made by faculty members concerning grades given due to violations of Academic Integrity. Students who have multiple violations will be subject to the following:

Status	Violations	Result Action
Warning Caution Suspension Dismissal	1 Violation 2 Violations 3 Violations 4 Violations	Penalty as defined in the course syllabus. In order to register for class, student will be referred to a counselor to determine if any remediation is needed. The student will be suspended for a semester. Upon return, student will be referred to a counselor for further remediation/assistance to prevent future violations. The student will be dismissed from America Business College. After a year, the student may appeal to the Dean of Counseling and Advising.

Career Programs

Certificates	Tuition	Books	Exam	Admin Fee	Total Cost	Weeks	Hours Per Week	Total Hours
Computer Support Specialist	4,500	0	715	150	5,365	12	18	240
Information Security Analyst	5,250	0	971	150	6,372	12	21	280
Network and Computer System Architect	6,750	0	1,421	150	8,322	12	27	360
Financial Clerk	4,500	0	341	150	4,991	12	18	240
Executive Administrative Assistant	4,500	0	341	150	4,991	12	18	240
Human Resource Assistant	4,500	0	341	150	4,991	12	18	240

Graduation

There will be two graduations per year. One in May and the other one in November.

America Business College prepares students for three primary goals upon graduation, which is (1) immediate employment in their field of choice, and (2) entrepreneurial opportunities and entrepreneurship, or (3) prepares students for 4-year University. To achieve those goals, America Business College offers Career Programs that lead to associate in Applied Science (A.A.S) degrees or certificates.

If the intention is to transfer to a four year institution upon graduation, students should consultant an academic advisor at the beginning of their academic career at America Business College.

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Business Programs

Financial Clerk Certification

Total Hours: 18 credit hours
Curriculum Code: 1402

The Bookkeeper / Accounting Assistant certificate includes a curriculum that covers basic principles of accounting, payroll, spreadsheets and accounting procedures. Other skills acquired will include QuickBooks, Microsoft Word and Excel. This will allow students to master the knowledge of record keeping systems and accounting software. After completion students will be prepared for positions in accounts payable, accounts receivable, data entry, cost accounting and bookkeeping.

ACT-101	Introduction to Financial Accounting	3
ACT-102	Managerial Accounting	3
BUS-101	Introduction to Business	3
CIS-123	Microsoft Office I	3
CIS-124	Microsoft Office II	3
CIS-207	QuickBooks for Office Professionals	3

Executive Administrator Assistant Certificate

Total Hours: 18 credit hours
Curriculum Code: 1315

Individuals interested in office support roles or becoming a Human Resource professional, will establish essential technical and communication skills for the Business world. In this program one will build the confidence needed in order to supervise and manage a business. Students will be introduced to all aspects of Human Resources such as culture, ethics, performance evaluations, employee compensation, and employee behavior. Students will gain the knowledge to work through challenges that they might face in the business world by utilizing skills such as planning, leading, organizing, and controlling. These essential skills will be used in order to successfully reach organizational goals. Business Principles, QuickBooks, and Microsoft Office programs will be taught in-depth as well.

| CIS-123	Microsoft Office I	3
CIS-124	Microsoft Office II	3
CIS-207	QuickBooks for Office Professionals	3
BUS-101	Intro to Business	3
GEN-200	Time Management	3
ENG-103	Business Writing	3

Human Resource Assistant Certificate

Total Hours: 18 credit hours
Curriculum Code: 1315

The Human Resources Assistant Certificate program generally prepares individuals to manage the administration and implementation and data entry or programs for development of human capital in organizations, and to provide related services to individuals and groups. The program includes instruction in personnel and organization policy, human resource dynamics and flows, labor relations, sex roles, civil rights, human resources law and regulations, motivation and compensation systems, work systems, career management, employee testing and assessment, recruitment and selection, managing employee and job training programs, and the management of human resources programs and operations.

CIS-123	Microsoft Office I	3
CIS-124	Microsoft Office II	3
CIS-207	QuickBooks for Office Professionals	3
BUS-101	Intro to Business	3
MGT-101	Principles of Management	3
MGT-102	Introduction to Human Resources	3
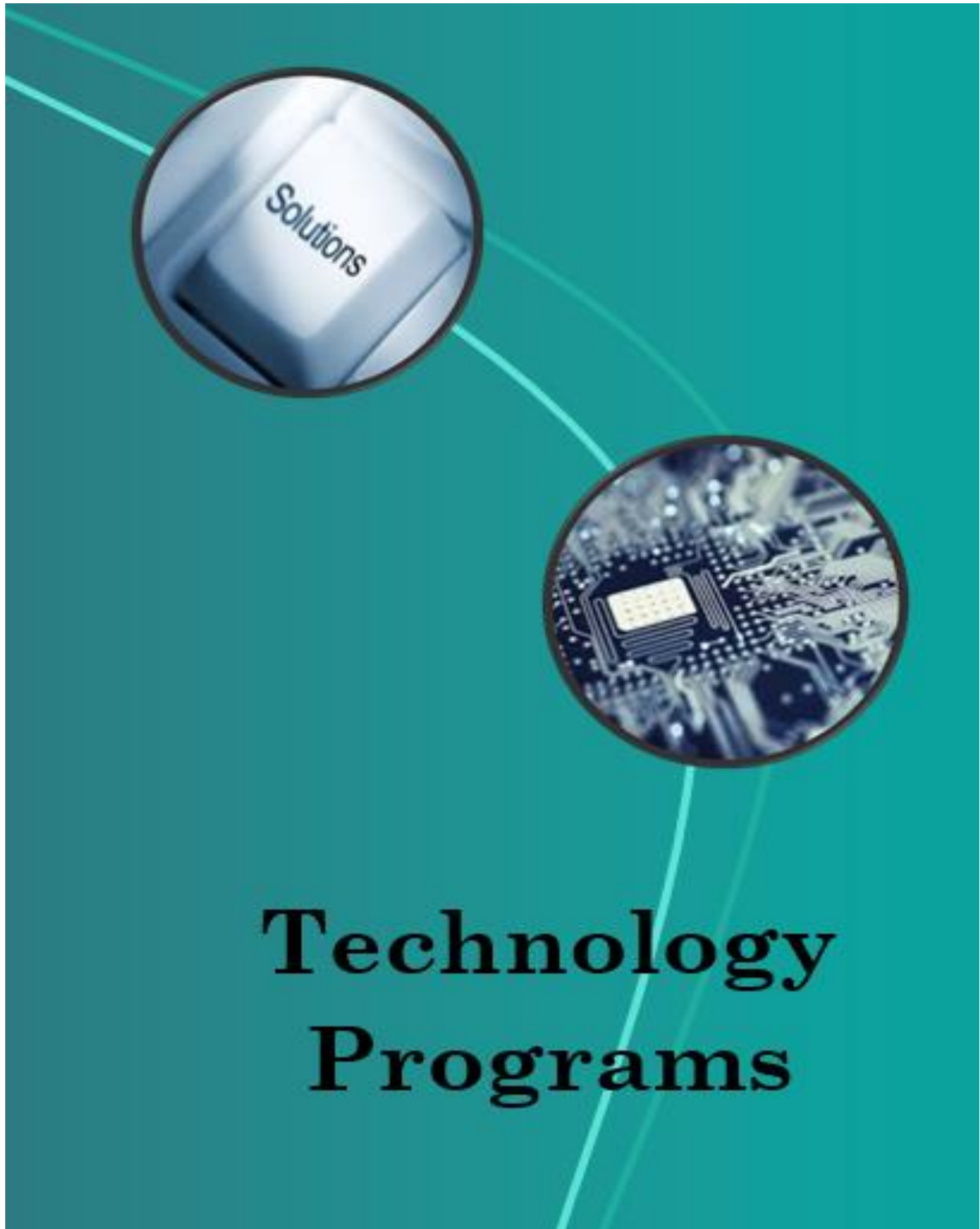
Computer Support Specialist (A+, Network+, MCSA-Windows 10 Desktop) Certificate

Total hours: 18 credit hours

Curriculum Code: 1620

The Computer Support Specialist certificate is designated to prepare students to provide technical assistance and training to system users. The Microsoft Certified Solutions Associate- Windows 10 Desktop certification is the industry standard for demonstrating competence in maintenance and troubleshooting of desktop and workstation computers based on Windows 10 Desktop operating systems. By getting the base knowledge you need with the A+ and Network+ certificates, an individual can break into the competitive industry and become a Computer Support Specialist. In order to acquire real world experience, students will have hands on practice to build and troubleshoot computers and network equipment. With the goal in mind to, understand the functionality of every component.

CIS-110	IT Essentials	3
CIS-111	IT Essentials–A+ Hardware	3
CIS-112	IT Managing IT–A+ CompTIA	3
CIS-113	Network–Network+	3
CIS-114	Managing Windows Desktop	3
CIS-118	Networking for Business- Network+	3

Technology Programs

Information Security Analyst (A+, Network+, Security+, MCSA-Windows 10 Desktop) Certificate

Total hours: 21 credit hours

Curriculum Code: 1360

The Information Security Analyst certificate provides a complete database to develop a skilled workforce in the emerging field of information technology security. Security Analysts plan and carry out security measures to protect an organization's computer network and system. Organizations are increasingly looking for ways to protect data and information, which means there's a high demand for Information Security Analysts. Obtaining a Security+ certification will educate and protect users against common security threats, vulnerabilities and weaknesses that exist in the current systems. By additionally gaining A+, Network+, and MCSA- Windows 10 Desktop certifications, the most challenging problems can be handled more effectively. In order to acquire real world experience, students will have the hands on practice to build and troubleshoot computers and network equipment. With the goal in mind to understand the functionality of every component.

CIS-110 IT Essentials	3
CIS-111 IT Essentials-A+ Hardware	3
CIS-112 IT Managing-A+ CompTIA	3
CIS-113 IT Networks-Network+	3
CIS-114 Managing Windows Desktop	3
CIS-115 IT Security Essentials–Security+	3
CIS-118 Networking for Business-Network+	3

Network and Computer Systems Architect (A+, Network+, Security+, MCSA-Windows 2012 Server) Certificate

Total hours: 27 credit hours

Curriculum Code: 1640

The Network and Computer Systems Architect Certificate designs configuration, implementation and maintenance of data communication networks, including local area networks, wide area networks, and intranets. These networks range from small connections, to cloud infrastructures that serve multiple customers. In order to acquire real world experience, students will have hands on practice building and maintaining network and computer systems. During this process they will be able to install both hardware and software during the setup and maintenance of these systems. Additionally gaining A+, Network+, Security+ and MCSA- Windows 2012 Server certifications, is highly regarded in the top IT and technology companies.

CIS-110 IT Essentials	3
CIS-111 IT Essentials-A+ Hardware	3
CIS-112 IT Managing-A+ CompTIA	3
CIS-113 IT Networks-Network+	3
CIS-114 Managing Windows Desktop	3
CIS-115 IT Security Essentials–Security+	3
CIS-118 Networking for Business-Network+	3
CIS-201 Managing Windows Servers	3
CIS-202 Windows Directory Services	3

Business Courses

ACT 101 Introduction to Financial Accounting
3 credit hours
This course introduces the basics of financial accounting with emphasis on accounting as an information system which aids in the decision-making process. The focus is on the analysis and classifying of accounting information necessary for the preparation of external general-purpose financial statements. Topics include transaction analysis, development of financial reports, the accounting cycle, accruals and deferrals, receivables, payables, payroll, promissory notes, inventory costing, plant assets and depreciation methods, corporate equity concepts, bonds payable, and present value. (3 contact hours)

ACT 102 Managerial Accounting
3 credit hours
Prerequisite: ACT 101
This second semester accounting course presents accounting as a system of producing information for the use of internal decision-makers. The course emphasizes the identification, accumulation, and interpretation of information for planning, controlling, and evaluating the performance of the separate components of a business. Topics include both job-order and process cost systems, cost-volume-profit analysis, budgeting, performance evaluation, differential analysis, capital investment analysis, and activity-based costing. (3 contact hours)

ACT 201 Intermediate Accounting I
3 credit hours
Prerequisite: ACT 101
A study of the theory concepts and generally accepted accounting principles underlying the preparation of external accounting reports for corporate organizations. Topics include preparation of financial statements, the time value of money, cash, receivables, inventories, and plant and intangible assets. (3 contact hours)

ACT 202 Intermediate Accounting II
3 credit hours
Prerequisite: ACT 201
Continuation of the study of generally accepted accounting principles underlying external financial reporting. Topics emphasized include current long-term liabilities, stockholders' equity, dilutive securities and earnings per share, investments and revenue recognition. Accounting for income taxes, pensions, leases, and the statement of cash flows are also covered. (3 contact hours)

ACT 210 Cost Accounting
3 credit hours
Prerequisite: ACT 101
This course covers managerial accounting topics in more detail. The course emphasizes the role of accounting in virtually all aspects of an organization. Topics include organizational strategy, quality control, internal cost allocations, product and service costing methods, cost control techniques, cost analysis, and budgeting. (3 contact hours)

ACT 220 Federal Income Taxes
3 credit hours
Prerequisite: ACT 101
This course includes a comprehensive explanation of federal tax structure and training in application of tax principles to specific problems. The course focuses on theory of tax law and the ability to identify tax problems. (3 contact hours)

ACT 202 Intermediate Accounting II
3 credit hours
This course offers the study of the modern legal and social environment of business, with emphasis on the regulation of business by government statutes, administrative regulations, and court decisions. Areas of concentration include: tort law, consumer protection law, employment law, labor law, and securities law. (3 contact hours)

BUS 101 Introduction to Business
3 credit hours
This course will provide the student with the opportunity to develop concepts, attitudes, and ideas about the nature of business and the environment in which it operates. Types of business ownership, management, marketing, finance, accounting, human resources, labor-management relations, ethics and other related topics are covered. (3 contact hours)

BUS 120 Business Statistics
3 credit hours
This course will provide the student with the opportunity to understand the basic topics of applied statistics, including the sample mean and variance, random variables, elementary finite probability, the binomial and normal distributions; sampling, point and interval estimation, control charts, and hypothesis testing as they apply in business situations. (3 contact hours)

BUS 140 International Business
3 credit hours
This course introduces the student to the fundamentals of international marketing, analysis of international business opportunities, market entry strategies and finances, business in the global workplace, the impact of cultural environments on the decision making process, and the impact of foreign economies on U.S. business. (3 contact hours)

BUS 200 Business Ethics
3 credit hours
This case-oriented course introduces moral issues associated with industry and commerce. Major ethical systems are explored. The course encourages ethical methodology. The class also covers theoretical components of ethics with topics such as the nature of morality, theories on ethical behavior, how is ethics related to justice and fairness, capitalistic societies and ethics, corporation's behavior, basic issues in the workplace, ethical environments and others. (3 contact hours)

BUS 210 Entrepreneurship Management
3 credit hours
This course presents an overview of the nature of entrepreneurship and entrepreneurs. It examines the entrepreneurial mindset and what entrepreneurs do—how they recognize opportunity, generate ideas for possible businesses, create a framework to move forward and assess the practicality of starting a business. (3 contact hours)

BUS 220 Internship
3 credit hours
Prerequisite: Consent of instructor.
Planned and supervised career field experience relating to the student's degree program. (3 contact hours)

ECO 101 Principles of Macroeconomics
3 credit hours

The student examines basic economic concepts, including unemployment, inflation, production, and the roles of fiscal and monetary policy. Topics include determinants of the level of economic activity, interest rates, exchange rates, and international trade. (3 contact hours)

ECO 102 Principles of Microeconomics
3 credit hours

Studies supply and demand analysis, basic concepts of cost and revenue under various market conditions, income distribution and international trade. Topics cover scarcity and choice, price system, decision making by consumers, individual and market demand, optimal input decisions by firms, perfect and imperfect competition, and international trade. (3 contact hours)

ENG 101 Composition I
3 credit hours

This course is designed to teach clear and effective expository prose, with emphasis on organization, clarity and coherence. Learn to adapt style to various readers and use research to clarify explanations and support arguments. A grade of "C" or better is required for this course to transfer under the guidelines of the Illinois Articulation Initiative (IAI). (3 contact hours)

ENG 102 Composition II
3 credit hours
Prerequisite: COM-101 with a grade of "C" or better.

Analytical and critical writing based upon texts. Research is used to incorporate supporting ideas drawn from primary and secondary sources. A grade of "C" or better is required for this course to transfer under the guidelines of the Illinois Articulation Initiative (IAI). (3 contact hours)

FIN 101 Introduction to Finance
3 credit hours

This course introduces the theories of financial management. Topics include markets, institutions, and beginning investment theory. Upon successful completion of this course, students will be able to articulate a model of how financial management works in the business arena, and describe the basics of investment theory. (3 contact hours)

MRK 101 Principles of Marketing
3 credit hours

This course emphasizes key concepts and issues underlying the modern practice of marketing. It includes an analysis of consumer and industrial markets and development and operation of a marketing program emphasizing domestic marketing of manufactured goods. (3 contact hours)

MRK 102 Principles of Retailing
3 credit hours

This course examines the fundamentals that support the success of a retail business based on the five components of merchandising: planning, product, placement, price, and promotion. The student will learn the concepts behind effective strategic retail planning as practiced by different types of retail institutions: location selection, buying, selling, advertising, store management, pricing, customer services, and financing. The course also includes management of human resources and information systems. (3 contact hours)

MRK 103 Salesmanship
3 credit hours

This course focuses on the actual processes involved in the successful selling of products, services, and ideas to both organizational and final customer markets. The student will learn the principles and techniques used in prospecting and preparation, approaching, demonstrating, meeting objection, sale closing, and follow-up. Topics also include buying motives, sales psychology, and the attitudes and attributes of successful sales professionals. Students also learn how to sell both tangible products and intangible services to both organizational and final customer markets. (3 contact hours)

MRK 104 Display and Visual Merchandising
3 credit hours

Design and create merchandising displays to cultivate positive customer attitudes toward a store or department for the purpose of selling merchandise. (3 contact hours)

MRK 200 Consumer Behavior
3 credit hours
Prerequisite: MARK-101

This course introduces the student to consumer and organization decision processes; steps in decision making, including need recognition, perception, cognition and attitude formation; effect of environmental social, psychological, and individual difference factors on consumer decision making. Students examine influences on consumer behavior that can be considered by marketers in developing marketing strategies and tactics. (3 contact hours)

MRK 210 Advertising
3 credit hours
Prerequisite: MARK-101

This course covers advertising as an institution in society, a tool of marketing, and a process of mass communication. Students explore the elements of developing effective advertising campaigns, including setting objectives, establishing budgets, creating messages, selecting media, and evaluating results. (3 contact hours)

MRK 220 Internet Marketing
3 credit hours
Prerequisite: MARK-101

This course covers marketing concepts in the Internet arena. Topics include the digital world, networks, online buying behavior, web business models, customer support and online quality, personalization, traffic and branding, pricing online, e-business, Internet marketing plans and strategies. (3 contact hours)

MRK 221 Social Media
3 credit hours
Prerequisite: MARK-220

Digital marketing is where proven marketing theory meets the practical usage of the Internet and other forms of new media, such as smart phones. It includes online advertising and participating in social media, yet balanced with online listening, monitoring and search engine optimization. A combination of lecture, case studies, guest speakers and course projects will develop your capabilities in developing, implementing, and evaluating successful digital marketing strategies. (3 contact hours)

MRK 221 Social Media
3 credit hours
Prerequisite: MARK-220

Digital marketing is where proven marketing theory meets the practical usage of the Internet and other forms of new media, such as smart phones. It includes online advertising and participating in social media, yet balanced with online listening, monitoring and search engine optimization. A combination of lecture, case studies, guest speakers and course projects will develop your capabilities in developing, implementing, and evaluating successful digital marketing strategies. (3 contact hours)

MGT 101 Principles of Management
3 credit hours

This course examines the foundations and nature of managing both profit and nonprofit organizations in a dynamic global environment. Students study the major management functions of planning and decision making, organizing, leading, and controlling. The course emphasizes ethics, diversity and teamwork. The nature of authority, responsibility, and accountability along with "line" and "staff" organizations are also closely reviewed. (3 contact hours)

MGT 102 Introduction to Human Resources
3 credit hours

This course introduces the student to the policies and practices of employment agencies and personnel offices. Topics include recruiting, advertising, interviewing, counseling, placement, marketing, ethics, public relations, and labor law. (3 contact hours)

MGT 121 Employee Training and Development
3 credit hours

Provides experience for the human resources professional in developing, designing, implementing, and evaluating employee training and development programs. This course covers skill-based and employee development training methods for both on-site and offsite training. (3 contact hours)

MGT 200 Leadership and Strategy
3 credit hours

This course provides a framework of leadership and decision making. Topics include psychology of decision making, decision making techniques, leadership, and the impact of leadership and decision making on organizations. Upon successful completion of this course, students will be able to identify leadership models and apply effective decision making approaches to real-world business situations (3 contact hours)

MGT 210 Recruiting and Selection
3 credit hours

This course examines the theories and techniques guiding personnel planning and employee selection as practiced in the United States. Students develop expertise in determining staffing needs, conducting job analysis, writing job descriptions, evaluating recruiting strategies and various employee selection procedures. The legal framework of employment legislation is introduced, as are a wide range of employee selection methods and related management practices. (3 contact hours)

MGT 220 Compensation and Total Reward
3 credit hours

This course surveys all aspects of reward systems such as the strategic alignment of compensation and benefits, how rewards motivate employees, job analysis and evaluation, performance appraisal for merit- and skill-based pay, compensation of international assignments, the legal environment of compensation and benefits, and the increasingly flexible compensation systems demanded by today's dynamic and diverse work force. Procedures for strengthening the link between performance and rewards are also reviewed. (3 contact hours)

MGT 240 Organizational Behavior
3 credit hours

This course examines management of human behavior in organizations. Topics include current issues in organizational behavior, organizational structure, decision making, communication, work teams, power in politics, organizational change, self-awareness, and stress management. Upon successful completion of this course, students will be able to identify and analyze an organizational behavior situation and suggest approaches to improving effectiveness in organizations. (3 contact hours)

MGT 250 Managing Diversity
3 credit hours

This course explores the management of diverse work forces. Topics reviewed include discrimination, affirmative action, career development, socialization and social change policies; historical, psychological, sociological, legal and managerial viewpoints (3 contact hours)

MGT 260 Labor Relations
3 credit hours

In this course, students are introduced to the system of industrial relations in the United States. Special emphasis will be given to the unionized private sector. Topics range from the origins of the modern labor movement and the emergence of collective bargaining, labor unions and their impact on business firms and society, to what lies ahead for industrial relations in the new millennium. Students examine labor-management relationships and collective bargaining practices, public policy, union structure and bargaining theory. (3 contact hours)

PDC 100 Success Strategies
3 credit hours

This course focuses on providing the skills and strategies to achieve personal and educational goals. Topics include learning styles, accountability, self-directed learning, managing resources, goal setting, self-esteem, critical thinking, and problem-solving skills. Upon successful completion of this course, students will be able to demonstrate self-reliance and apply the tools for success. (3 contact hours)

PDC 200 Career Strategies
3 credit hours

This course provides the foundation for developing long-term career management skills. Topics include tips for producing quality résumés and cover letters and interactive techniques for interviewing success. Upon successful completion of this course, students will be able to research job leads, write a résumé, prepare for a job interview, follow up on a job interview, and apply strategies to keep a job and advance in a career. (3 contact hours)

TDL 101 Transportation and Logistics Overview
3 credit hours

This course is designed to help the learner understand the terminology and major functional areas of transportation, distribution, and logistics. The student will be able to describe in detail the various modes of transportation and types of carriers, speak with authority on the basics of distribution operations, and be familiar with the role, impact and value of logistics operations in supply chain management. In addition, students will be able to determine their level of interest in the TDL industry in order to investigate careers in the industry and produce personal educational/ career development portfolios to assist them in their search for a career in the industry. (3 contact hours)

Computer Courses

CIS 097 Computing Fundamentals
2 credit hours

This course covers subjects needed for a foundational understanding of computing, including knowledge and use of computer hardware, software, and operating systems. Students will customize their computer using the Control Panel, be introduced to software and how it is created, and learn to maximize the performance of hardware and software.

CIS 098 Key Applications- Microsoft Office
2 credit hours

In this course, students will cover the four key applications (word processing, spreadsheets, presentations, and database software.) Students will be introduced to the basic skills required to create simple documents using Word, letters and brochures. Skills working with spreadsheet application, including how to format, navigate and filter charts.

CIS 099 Living Online- Internet Core
2 credit hours

This course covers aspects of working in an Internet or networked environment. Students will gain the skills in specific applications such as electronic mail software and Web browsers. These skills well help students to find and evaluate information to have an understanding on issues related to computing and the Internet being used at work, home and school.

CIS 110 IT Essentials
3 credit hours

This course offers the fundamentals of computer architecture and logic, Topics to be cover will be computer hardware, CPU, Mainboard, Memory, and other devices. (3 contact hours)

CIS 111 IT Essentials-A+ Hardware
3 credit hours

Students will learn the skill to approach microcomputer maintenance. At the end of the course student will be able to build, maintenance and repair computer equipment. It will cover hardware and software installation and troubleshooting. Students will be prepared to successfully pass CompTIA A+ hardware certification. (3 contact hours)

CIS 112 IT Managing-A+ CompTIA
3 credit hours

Students will learn the skill to manage information technology systems. At the end of the course student will be able to provide optimization computer performance, preventive maintenance procedures, computer installation and administration. Students will be prepared to successfully pass CompTIA A+ certification. (3 contact hours)

CIS 113 Network-Network+
3 credit hours

Couse presents the student with an introduction to the operations of network equipment. Students will be able to install, configure and maintenance a computer network. It will cover topologies, protocols and network support. After successfully completing the course students will be prepared for the Network+ certification. (3 contact hours)

CIS 114 Managing Windows Desktop
3 credit hours

Course introduction to windows environment with focused on desktop computers. Students will learn how to install and configure windows operating software, install hardware and device drivers, Students will be able to successfully pace the Microsoft Certified Professional examination. (3 contact hours)

CIS 115 IT Security Essentials-Security+
3 credit hours

Prerequisite: LAN-121

Course is a continuation of Network+ certification, covers the risk and vulnerability due to the exposure of public and private network traffic. Students will learn how to create a security process to secure all data, and maintenances of equipment. (3 contact hours)

CIS 116 Programming Principles
3 credit hours

This course is recommended for those students pursuing a career in Information Technology. This course is the foundation for programming and computer courses. Topics to be stressed are logic, problem solving and decisions, functions and high level programming language. (3 contact hours)

CIS 117 Internet Technologies
3 credit hours

This course is for those students who are entering in the information technology field, in careers such as; sales and Marketing of Internet Solutions. This course presents the Internet from a dynamic workplace perspective. Covers core Internet technologies such as; Programming on the Internet, Internet protocols, the Internet Infrastructure, security, and e-commerce. Reflects on how emerging technologies will empower society to do more with the Internet. Through this course you will receive a certification from CompTIA and Net+. (3 contact hours)

CIS 118 Network to Business
3 credit hours

This course provides an in-depth introduction to computer networks and data communications in business. Topics include TCP/IP, IPv6, OSI communications model, network design, network cabling, and network management and services. The equipment to be exanimated include, routers, switches, hubs and NICs. (3 Contact hours)

CIS 119 Database Design
3 credit hours

This course introduces the basics of database systems, as well as the modeling, design and manipulation of relational databases. Topics include data modeling, storage structures, database query languages, application development, logical database design, dependency theory, and query optimization. The course will enable the students to experience hands-on assignments and demonstrations. As well as to create and manipulate popular database management systems. (3 contact hours)

CIS 120 Web Page Authoring and Publishing
3 credit hours

This course introduces you to Web authoring and publishing. The Web authoring and publishing course teaches you the fundamentals of Web page authoring and Publishing by Web page authoring, including both Extensible Hypertext Markup Language (XHTML) and cascading style sheets (CSS). Topics to cover include constructing tables and lists, formatting text, and images, connecting web pages using hyperlinks, incorporating multimedia, and using style sheets to create layouts. . The student also will learn how to publish a Web site using a File Transfer Protocol (FTP). (3 contact hours)

CIS 121 C# Programming I
3 credit hours

This course is designed to teach introductory topics in PC application development by using both a conceptual and hands-on approach. This course will focus on the study of the C# programming language and will provide students with opportunities to gain experience using C# to create both console applications and event-driven GUI applications. (3 contact hours)

CIS 122 Introduction to Computer Systems
3 credit hours

This course provides an overview of computer hardware, software, networks, and the Internet. Topics include usage, terminology, hardware, software, utilities and operating system software, file management, programming, networks, researching on the Internet, and data security and privacy issues. Students are introduced to the elements of computer applications—word processing, spreadsheets, database management, and presentation graphics. (3 contact hours)

CIS 123 Microsoft Office I
3 credit hours

This course is designed to develop integrated PC application skills required for the completion of personal and business project using Microsoft Office Suite. Projects utilize fundamental techniques of word processing, spreadsheet, database management, and presentation graphics software as well as Window and file management skills. (3 contact hours)

CIS 124 Microsoft Office II
3 credit hours

This course is designed to develop advanced PC application Skills required for the completion of personal and business projects using Microsoft Office Suite. Advanced projects utilizing Word processing, spreadsheet, database management and presentation graphics software are included. Advanced Collaborative features and application integration are also included. (3 contact hours)

CIS 201 Managing Windows Servers
3 credit hours

Course introduces the windows directory services with focused on Active Directory Services. Topics includes distribution and distribution, backups and domain configuration. Students will be able to successfully pass the Microsoft Certified professional examination.
(3 contact hours)

CIS 202 Windows Directory Services
3 credit hours

Course introduces the windows directory services with focused on Active Directory Services. Topics includes distribution and distribution, backups and domain configuration. Students will be able to successfully pass the Microsoft Certified professional examination.
(3 course hours)

CIS 204 Project Management
3 credit hours

This course develops a foundation of concepts and solutions that supports the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a project. (3 contact hours)

CIS 205 Systems Analysis and Design
3 credit hours

Provides the opportunity to design, implement, and document the system development cycle. Course includes analysis of current systems, logical and physical systems design, program development, testing, implementation, maintenance, and documentation.(3 contact hours)

CIS 206 SQL/Database Application
3 credit hours

This course is designed to teach the use of Structured Query Language (SQL) to construct, modify, and maintain relational databases. Emphasis is on SQL and its uses in business applications. Hierarchical, network and relational models are covered. Additional topics include data redundancy, data independence, security, and data integrity. (3 contact hours)

MIS 210 Project Management
3 credit hours

This course trains the basic principles of project management. This course develops a foundation of concepts and solutions that supports the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a project. In this course you will be exposed to use, program evaluation review technique (PERT) and critical path method (CPM), and produce project, plans to apply to case studies. This course is for those students entering into the information technology field.
(3 contact hours)

English as a Second Language Courses

EB1 English as a Second Language Level I
3 credit hours

This course presents the basic grammar structures needed to help students understand, speak, read, and write basic English required for meaningful communication and interaction.(3 contact hours)

EG2 English as a Second Language Level II
3 credit hours

This course presents the second level grammar structures needed to help students understand, speak, read, and write basic English required for meaningful communication and interaction. Emphasis is on developing students' ability to listen and understand. (3 contact hours)

EP3 English as a Second Language Level III
3 credit hours

This course emphasizes fluency and communication. The course content is design with topics that are relevant to the lives of students. This course integrates language functions and language forms with informational sources, skills, and topics. Topics are chosen in accordance with students' goals: general or vocational. (3 contact hours)

E04 English as a Second Language Level IV
3 credit hours

This course emphasizes fluency and communication. The course teaches students the skills to self-monitor and self-correct in the context of situations which requires the use of English. The content is design with topics that are relevant to the lives of students. This course integrates language functions and language forms with informational sources, skills, and topics. Topics are chosen in accordance with students' goals: general or vocational. (3 contact hours)

EG5 English as a Second Language Level V
3 credit hours

This course emphasizes fluency and communication. Students utilize writing models, grammar references, audio scripts, a functional resume and a glossary to extend learning beyond the classroom. The general objective of this level is to raise the English language and cultural competence of non-native speakers so that they can succeed in credit courses and/or work effectively in jobs requiring native-like English skills. (3 contact hours)

Schedule of Classes

Monday and Wednesday	Tuesday and Thursday	Friday Or Saturday
9:00am - 10:15am	9:00am - 10:15am	
10:30am - 11:45am	10:30am - 11:45am	
12:00pm - 1:15pm	12:00pm - 1:15pm	9:00am - 11:30am
1:30pm - 2:45pm	1:30pm - 2:45pm	11:30am - 2:00pm
3:00pm - 4:15pm	3:00pm - 4:15pm	3:00pm - 5:30pm
4:30pm - 5:45pm	4:30pm - 5:45pm	5:30pm - 8:00pm
6:00pm - 7:15pm	6:00pm - 7:15pm	
7:30pm - 8:45pm	7:30pm - 8:45pm	
9:00pm - 10:15pm	9:00pm - 10:15pm	