

Message from the President

Welcome To Walsh College

You have chosen to attend an institution like no other in Michigan. Walsh College's distinction of offering only junior and senior level courses towards bachelor degrees along with the most respected master degrees makes it truly unique. Our 15,000 alumni are among the rare college graduates who feel connected to their alma mater based on their education and their relationships with their instructors. More than 90 percent of them live and work and influence business decisions in southeast Michigan.

You are joining an established, respected institution that has been known for providing contemporary, career-directed business education since 1922. You will take classes from faculty members who are successful business leaders and who bring their real world experience and insight from the boardroom into their classrooms. The Walsh College brand of quality education received renewed endorsement as the Higher Learning Commission of the North Central Association of Colleges and Schools extended accreditation through 2010.

The Walsh community is dedicated to making your educational experience valuable and satisfying. We are committed to keeping our curriculum relevant in both content and use of technology, and will address global, ethical and technological issues in the classroom. We will offer flexibility and accessibility in scheduling of classes and locations.

Whether you are a transfer student from a community college, another university or a graduate student, you can expect the highest standard of educational excellence at Walsh College. When you graduate from Walsh College, you will have a degree of value, a degree that will help you get the job you've always wanted.

Sincerely,

Keith A. Pretty, JD
President

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Introduction

Walsh College Degree Programs

Bachelor of Accountancy

Bachelor of Business Administration

with majors in:

- Computer Information Systems
- Finance
- General Business
- Management
- Marketing

Master of Arts in Economics

Master of Business Administration

with specializations in:

- Accounting
- Business Information Technology
- Business Enterprise Systems
- e-Commerce
- Economics
- e-Marketing
- Finance
- Human Resources Management
- Interdisciplinary Studies
- Management

Master of Science in Accountancy

Master of Science in Business Information Technology

with specializations in:

- Information Systems Security
- Project Management

Master of Science in Finance

with specializations in:

- Corporate Finance
- Financial Economics
- Enterprise Systems
- e-Commerce
- Financial Planning
- Financial Services
- International Finance
- Interdisciplinary Study

Master of Science in Management

with specializations in:

- Business Operations
- Human Resources Management
- e-Marketing
- International Management
- Marketing
- Interdisciplinary Study

Master of Science in Taxation

with specializations in:

- Taxation of Corporations
- Tax Aspects of Financial and Estate Planning
- Taxation of Small Businesses and Their Owners

Walsh College Mission Statement

The mission of Walsh College is to provide a quality education that enables students to become successful business professionals and leaders.

As it seeks to fulfill its mission, Walsh College offers business programs with core areas of excellence in finance, leadership, and technology. The College's programs:

- Promote excellence in teaching and learning.
- Provide practical applications of knowledge.
- Shape and respond to the needs of business and industry.
- Ensure graduate competency in business and technology.

The Walsh College community shares the following values as it works together to accomplish its mission.

- Student success is the primary driver and the standard by which the College measures success
- A commitment to quality
- Easy access to learning opportunities
- Practical application of knowledge and professionalism, which teaches successful business standards and skill sets
- An environment that fosters innovation, creativity, and entrepreneurship
- Flexibility in service delivery and program development that demonstrates Walsh's responsiveness to change in the marketplace while supporting the institution's core mission
- A unique place of higher education, secured by Walsh's reputation for quality
- Ethical behavior that is illustrated daily by honesty, integrity, and respect for others
- Effective teamwork and collaboration, assuring that all employees are valued as contributing members of the college community
- Diversity of people, thoughts, and ideas
- Strong leadership throughout the organization

Accreditation and Approvals

Walsh College is accredited by:

The Higher Learning Commission of the North Central Association of Colleges and Schools (www.ncahigherlearningcommission.org).

Walsh College is approved by the following:

- The State of Michigan Board of Education to grant undergraduate and graduate degrees.
- The State of Michigan Board of Accountancy to offer programs satisfying requirements necessary to take the Uniform Certified Public Accounting Examination.
- The State of Michigan Board of Accountancy, Bureau of Occupational and Professional Regulation to grant Continuing Professional Education (CPE) credit to Certified Public Accountants and other professionals for continued licensure.
- The Internal Revenue Service to provide continuing professional education for Enrolled Agents.
- The Certified Financial Planner Board of Examiners to offer the certified financial planner program.

Walsh College is recognized by the:

- Veteran's Administration and other agencies as an institution of higher education for qualified, degree-seeking veterans and dependents.

Notice of Non-discriminatory Policy

Walsh College does not discriminate on the basis of race, color, religion, sex, age, marital status, height, weight, national or ethnic origin, veteran status or disability status in admitting students or in administration of its educational policies, scholarship and loan programs, and other College programs.

Introduction

Walsh College History

1922 On July 1, Mervyn B. Walsh purchased a franchise from Pace and Pace in New York City to offer the Pace Accounting Method exclusively in Detroit. On September 18, classes began for 23 students enrolled in Walsh Institute, in two rooms on the sixth floor of the Capitol Theatre Building in downtown Detroit.

1947 Thanks to the GI Bill, Walsh Institute's enrollment reached 1,508 students and classrooms covered the entire fifth and sixth floors of the Capitol Theatre Building.

1965 Mervyn B. Walsh retired on June 30 as president of Walsh Institute, succeeded by William C. Stewart.

1968 Walsh Institute of Accountancy changed its charter becoming a non-profit institution and became Walsh College of Accountancy and Business Administration. Twenty acres of Troy farmland were purchased from Morris Wattles for a new campus.

1970 The State of Michigan authorized degree-granting programs for Walsh College. Jeffery W. Barry succeeds Stewart as President. Bachelor degree classes are offered at the new 10,000 square foot building in Troy. Of 303 students enrolled, 151 sought bachelor degrees.

1974 The first graduate degree, the Master of Science in Taxation, was introduced.

1975 The first honorary doctorate was awarded to Mervyn B. Walsh, founder and president of Walsh Institute. Walsh College received accreditation from the North Central Association of Colleges and Schools. Enrollment broke the 1,000 mark.

1978 The Troy campus was expanded by 8,400 square feet with a new student lounge and business office.

1980 A second graduate degree was offered: the Master of Science in Professional Accountancy and the Professional Education department was established.

1984 Enrollment exceeded 2,000 students. Founder Mervyn B. Walsh passed away at the age of 93.

1986 The Master of Science in Finance degree was announced and Walsh College began offering extension courses at Macomb Community College, at Shrine High School in Royal Oak and at the Renaissance Center in Detroit. The BBA degree offered another major in marketing. Plans for the Master of Science in Management degree were underway.

1989 The Master of Science in Management degree was announced at Walsh College.

1991 Jeffery W. Barry retired and David A. Spencer was named president. Walsh College became a partner institute in the new University Center at Macomb Community College.

1996 A Master of Science in Information Management and Communication at Walsh College responded to the changing workplace. Land was purchased in Novi for a permanent site.

1998 The Walsh MBA was started with 274 students, twice the number expected. The Novi Campus opened with 35,000 square feet of space for state of the art equipment and technology with a capacity of 2,500 students. The Ameritech Center for Business Solutions lab was opened.

1999 Virtual learning became a reality for Walsh College students and Keith A. Pretty was named the new president.

2000 Two new degrees offered - Master of Arts in Economics and Master of Science in Business Information Technology. A long-range strategic action plan was launched to see Walsh College through the next century.

2001 Walsh received a full ten-year extension on its accreditation by the Higher Learning Commission of the North Central Association of Colleges and Schools. The accrediting body also allowed Walsh College to offer full degree programs through its Walsh Online distance learning option.

2002 The accounting program is revised to fulfill 150-hours of instruction required by the state board of certified public accountants. The program allows accounting students to receive both bachelor and master degrees. Approval to provide Certified Financial Planner preparation.

Commitment to Quality and Technology

Walsh's reputation for excellence and quality was a gold standard in 1922 and continues as the hallmark today. Students find that the College's programs are challenging. As a result of their commitment and educational preparation, Walsh graduates report they arrive in the workplace ready to perform in a competitive environment. Eleven Walsh students have earned the coveted William A. Paton Award for achieving the highest score in Michigan on the Certified Public Accountancy (CPA) examination and Walsh students rank seventh in the nation on the Certified Management Accounting exam and ninth on the Certified Financial Manager exam.

Walsh College continues to invest in the technological future - both inside and outside of the traditional classroom. Many rooms at both the Troy and Novi campuses are equipped with LCD projectors and "smart boards" that are used during presentations by instructors, facilitators, and students. Electronic library research tools maintained on the Walsh College Web site include a multitude of database sources, CD-ROMS, online magazine and journal subscriptions. These tools allow students to access information online from anywhere at anytime.

There is close interaction between the College and the professions that attract Walsh students. Academic programs provide students with contemporary skills that employers value. Students learn about professional organizations and expectations through involvement in student organizations. More than 90 percent of students work full-time while attending Walsh and more than 90 percent of faculty hold full-time positions in business while teaching in their areas of expertise. Walsh offers flexible schedules and locations, covering the living and working patterns of Metro Detroiters. Walsh offers classes in Troy, Novi, Clinton Township, as well as online.

There is a spirit of business and academic professionalism on campus. Goal-oriented, hard working students with self-directed career paths take advantage of the latest technology, personalized services and special attention that Walsh College offers.

The Core Competencies of Walsh College Graduates

Walsh College works to ensure its graduates are able to add value to the business community. One way to deliver that value to students is to imbed into the coursework of every degree program particular skills and behaviors the College has identified as **Core Competencies**.

Adaptation to and management of change
Embracing change based upon the challenges and opportunities afforded in a given business setting.

Business ethics
Embracing and practicing ethical principles of honesty, openness, and fairness in business conduct.

Communication skills -
Developing written and oral presentation skills that enable students to effectively communicate ideas and strategies.

Entrepreneurial initiatives -
Projecting opportunities in various business scenarios while estimating the effort and risk involved in satisfying those opportunities.

Global perspectives -
Appreciating the sensitivities and opportunities associated with the conduct of business in a global environment.

Information management -
Using information management and technology tools to identify, analyze, summarize, interpret, and report data needed for business decision making.

Problem-solving -
Identifying and defining a problem, gather, interpret and analyze information related to the problem, evaluation of different courses of action, and selection of the most efficient and effective course of action.

Systems thinking -
Thinking in a logical sequence, taking inputs from the environment, processing them, turning them into outputs, and then processing them back through a feedback loop.

Team development and performance -
Applying interpersonal and group communication skills to facilitate planning, communication, and decision making that enhances team performance.

Technology applications -
Applying technology to business processes, such as databases, spreadsheets, PowerPoint, and software applications.

Introduction

College Web site

Walsh College maintains a Web site at <http://www.walshcollege.edu>. For questions related to the Web site, contact the Walsh College External Affairs and Marketing Department at 248-823-1392.

College Colors

Walsh College's school colors are royal blue and white.

Special Notes to all Walsh College Students

Academic Curriculum

The academic curriculum in the Catalog as of September 1, 2002 is for students enrolling at Walsh College for Fall 2002 through Summer 2003 semesters. Students who were enrolled prior to the Fall 2002 semester remain under the provisions pertaining to academic programs and honors designations set forth in the Catalog in effect when they first enrolled. The following exceptions apply:

- Undergraduate and graduate students who have not attended or enrolled in any course work at Walsh College for 12 months prior to Fall 2002 and are re-admitted from Fall 2002 semester through Summer 2003 will return under this Catalog.
- Current students who update their academic programs while attending Walsh College for the 2002-2003 academic year will follow the curricula and any related graduation, grading, or academic policies as detailed in this Catalog. A change in program may result in additional course work.
- If a course is deleted from a curriculum before a student has completed the course in that program, the student will replace the course with the equivalent course as detailed in this 2002-2003 Catalog.
- Students have the option to upgrade to a new academic program as outlined in the Catalog in effect at the time they formally select the new program.

The course prerequisites noted in the Registration Materials/Schedule of Classes for each semester supersede the 2002-2003 Catalog.

College Publications

Walsh College Catalog

The Catalog, located on the College's Web site, is an official publication of Walsh College. It outlines the general operations, curricula, graduation requirements, and academic/student services policies currently in effect at Walsh College.

The Catalog is not a contract between the individual student and Walsh College or its Board of Trustees. The College reserves the right to make changes to any policies, procedures or programs at any time.

The College may periodically print and distribute copies of the Catalog; however, the online Catalog supersedes any printed versions. Changes in academic policies that impact students will be communicated to students in a timely and appropriate manner. Any academic program change will normally be communicated at least one academic term prior to the effective date of change. In addition to updating the online Catalog, changes may be communicated through the Registration Materials/Schedule of Classes, the online student newsletter, posters and/or by regular or electronic mail.

Students are expected to read the Catalog. Failure to do so does not excuse students from the requirements and regulations described.

Walsh College Student Newsletter

Insight is an online publication for Walsh students produced by the External Affairs and Marketing Department. It is produced six times per year. The publication contains information about College activities, policies, announcements and important dates. It also includes activities and achievements of students and their organizations. The deadline to submit copy for the newsletter is the first of each month preceding publication. Student submissions are subject to College editorial review. The newsletter is available at <http://www.walshcollege.edu/Insight/insight.html>.

e-Mail Notices

All students are issued a Walsh College email address and timely information will be sent to students through this communication method. Students who regularly use another email account are encouraged to transfer their Walsh mail to that account.

Student Classifications

An individual may attend classes at Walsh College only by making formal application and by being admitted to the College under one of the student classifications listed below. All students, regardless of their classification status, are subject to the policies and regulations of Walsh College outlined in this Catalog, published in subsequent bulletins, or posted at the College.

Undergraduate

A student attending classes under this student classification must meet the admission requirements set forth in the section entitled “Undergraduate Admission”. The student must complete all the prescribed course work successfully to meet the requirements for an undergraduate degree.

A student entering Walsh College as an undergraduate degree candidate will be issued a curriculum program sheet prior to registering for classes. Only a student officially accepted at the College may enroll in classes.

An undergraduate student is classified based upon the number of semester credit hours earned. A junior is defined as a student who has completed between 60 and 95 semester credit hours. A senior is defined as a student who has completed 96 semester credit hours or more.

Graduate

A student attending classes as a graduate degree candidate must meet the Admission Requirements set forth in the section entitled “Graduate Admission”. Graduate course work successfully completed by a student, while attending classes under this status, is applicable toward the graduation requirements necessary for a graduate degree. Graduate degree candidates will be issued a curriculum program sheet prior to registering for classes. Only a student officially accepted at the College may enroll in classes.

Post-Undergraduate

A post-undergraduate student is one who has already earned a bachelor’s degree from an accredited college or university and who enrolls at Walsh College for additional undergraduate course work. The student’s degree must be from a college

that is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools from one of the following regional associations of colleges and schools: Middle States, New England, Northwest, Southern, Western or North Central.

It is highly suggested that the post-undergraduate student have sufficient knowledge in the area of the noted course prerequisites, although the prerequisites to these courses are not required. A student attending courses under this status will receive undergraduate college credit. Credit received for courses completed under this status may be applied within 60 calendar months toward requirements for an undergraduate degree or certificate at Walsh College.

If credit earned as a post-undergraduate student is later applied toward a Walsh College degree or certificate program, the credits attempted and grades earned will be considered Walsh College credit and will be computed in the student’s cumulative grade point average.

Post-Graduate

This category is designed to allow an individual holding the minimum of a master’s degree to take graduate course work for credit. The master’s degree must be from a college that is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools from one of the following regional associations of colleges and schools: Middle States, New England, Northwest, Southern, Western, or North Central.

It is highly suggested that the post-graduate student have sufficient knowledge in the area of the noted course prerequisites, although the prerequisites to these courses are not required.

If credit earned as a post-graduate student is later applied toward a Walsh College degree or certificate program, the credits attempted and grades earned will be considered Walsh College credit and will be computed in the student’s cumulative grade point average.

For specific information about master’s certificates refer to the Certificate Programs section in this Catalog.

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Guest Student at Walsh College

An individual who is actively pursuing a degree at another accredited institution may enroll in selected courses at Walsh College under the status of a guest student. Accredited institutions are those approved by the Higher Learning Commission of the North Central Association of Colleges and Schools from one of the following regional associations of colleges and schools: Middle States, New England, Northwest, Southern, Western or North Central. Walsh College reserves the right to deny guest status and/or to limit the number of courses taken as a guest student.

It is the responsibility of the guest student to determine whether the home institution will accept the course and credits earned at Walsh College. A guest student at Walsh College must complete the Michigan Uniform Guest Application each semester. The Michigan Uniform Guest Application is not transferable to another semester or for another course. A guest student is permitted to register during the dates specified in the Registration Materials/Schedule of Classes.

If credit earned as a guest student at Walsh College is later applied toward a Walsh College degree program, the credits earned will be considered as Walsh College credit and computed in the student's cumulative grade point average.

Guest Student at Another Institution

A Walsh College student may request to enroll in course work at another accredited college or university under the status of guest student. The student must petition in writing to the admissions and academic advising office for guest student status before enrolling in a course. Permission may be granted when a course is not available at Walsh College in a critical time sequence for the student to graduate. If approval has been granted, the Michigan Uniform Guest Application form will be signed by the director of Admissions and Academic Advising and affixed with the College seal.

It is the student's responsibility to verify that the institution is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools from one of the following regional associations of colleges and schools: Middle States, New England, Northwest, Southern, Western or North Central.

The following criteria must be met:

- The student must complete the course work in the semester specified on the approved guest application.
- The student must earn a grade of "C" (2.000) or better to have the credits applied toward Walsh College degree requirements. Credits earned as a guest student are considered transfer credit and will not be computed in the student's cumulative grade point average.

It is the student's responsibility to forward an official transcript to Walsh College upon course completion at the guest college or university.

Audit Student

An individual who does not qualify for admission to either the undergraduate or graduate degree programs at Walsh College or who wishes to take courses on a non-credit basis, may enroll under the status of audit student. Admission to courses as an audit student is subject to class availability. Courses taken by a student while attending as an audit student are on an audit (non-credit) basis, and college credit for these courses cannot be granted at any time regardless of the student's subsequent change in status. The student pays the same tuition rate as one who takes the course for credit.

International Students

After being admitted to Walsh College, a student who attends school on a student visa and requires an I-20 Form should contact a Designated School Official (DSO) in the records and registration office for specific requirements. The U.S. Immigration and Naturalization Service (INS) requires that a student on a non-immigrant student visa pursue full-time enrollment in a specified undergraduate or graduate degree program.

The student is required to provide evidence of financial support sufficient to cover all expenses. A statement signed by the international student, his or her parent, guardian or sponsor, assuring full financial responsibility for the student, is required. The amount required depends on the student's academic program and assumes enrollment and living expenses to cover three or four semesters, depending on academic program, per year. Federal and state financial aid is only available to U.S. citizens and permanent residents. Undergraduate International students, however, may be eligible for Walsh College scholarships.

An international student is allowed to work on-campus for a maximum of 20 hours per week if

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positions are available. Off-campus employment is not allowed unless approved by the INS and only for practical training or for economic hardship. A student should contact a DSO in the records and registration office for further information pertaining to employment.

INS regulations and rulings are subject to change at any time. Please contact a DSO in the records and registration office with questions regarding the most current INS regulations and rulings.

Veteran Students

Walsh College has been approved by the Michigan Department of Education to offer training and education for veterans and other eligible persons under the Department of Veterans Affairs (VA) educational programs. In order to receive VA benefits a student must be admitted to Walsh College as an undergraduate or graduate degree-seeking student. A student receiving VA educational assistance benefits is expected to maintain the same standards of academic progress as all other students. The College is required to notify the Department of Veterans Affairs if a student is on academic probation for more than two semesters without making progress in raising his/her grade point average. The College is also required to report if a student drops or withdraws from a class.

A student attending another institution for college credit, which will be applied toward a Walsh College degree program, as approved through dual enrollment or guest student policies, must notify a VA representative in the records and registration office regarding the number of classes and credit hours taken outside Walsh College. Certification of enrollment at the other institution will apply only toward courses within the student's declared academic program at Walsh College.

A student needs to be re-certified for VA benefits every semester he/she enrolls. Students must contact a VA representative in the records and registration office and obtain a Walsh College Certification Request Form prior to registration. It is the responsibility of each student receiving VA educational benefits to notify the records and registration office of any changes in enrollment, address or benefits. Questions relating to attendance, eligibility of veterans, widows, war orphans or children of deceased veterans should be directed to a VA representative in the records and registration office. Questions concerning the Vocational Rehabilitation Program should be directed to the business office.

Student Enrollment Classification

For purposes of enrollment certification, financial aid, scholarships, visa status compliance and veterans payment eligibility the following criteria will be used:

Undergraduate and Post-Undergraduate

Semester Credit Hours

Full Time.....	12 or more
Three-Quarter Time.....	9-11
Half-Time.....	6-8
Less Than Half-Time.....	1-5

Graduate and Post-Graduate

Semester Credit Hours

Full Time.....	9 or more
Three-Quarter Time.....	6-8
Half-Time.....	3-5
Less Than Half-Time.....	1-2

Locations

Walsh College has classes online and in the following locations:

- Troy
- Novi
- Clinton Township
(University Center at Macomb Community College)

Walsh College Online

Walsh College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (www.ncahigherlearningcommission.org) to offer degrees and courses online.

Degree programs offered online include:

- Master of Business Administration
- Bachelor of Business Administration in General Business
- Bachelor of Business Administration in Management
- Bachelor of Business Administration in Marketing

The Online Course Environment

Basic components of online courses at Walsh include the syllabus, weekly objectives and lectures, assessments (exams, quizzes, pre- and post-tests), weekly schedule, course objectives, Discussion Board assignments, links, and images.

Online Course Orientation

All students must complete either an online or on-site orientation session before registering for an online course. Students receive a handbook that illustrates instructions for using the online course software and experience a simulated online course as part of their orientation.

Undergraduate Degree Programs

This section of the 2002-2003 Catalog provides details on Walsh College's undergraduate degree programs, the professional core courses required of all bachelor degree students, core courses in each degree program, and required and elective courses for each major. Admission procedures and requirements as well as graduation requirements are also included in this section.

Walsh bachelor degree programs include:

Bachelor of Accountancy

Bachelor of Business Administration with majors in:

- Computer Information Systems
- Finance
- General Business
- Management
- Marketing

Special Notes:

- It is recommended that students meet with an advisor prior to enrolling in a bachelor degree program to finalize their specific curriculum plan. Advisors are available at all Walsh College campuses. Students should schedule the appointment prior to registering for the first semester.
- Once enrolled at Walsh, students may seek academic advising through the admissions and academic advising office or career counseling through the career services office.
- All undergraduate degree programs must be completed within 60 months of the first semester of enrollment.

Required Courses

- Credit is earned toward an undergraduate degree at Walsh College by completing specific courses designated under each degree program.
- The Professional Core is common to all bachelor degree programs and must be completed by all bachelor degree candidates.
- The Program Core differs for the Bachelor of Accountancy and Bachelor of Business Administration. All courses listed in the degree section are required.

- Required Major courses provide students with specific focus in their major. These courses are listed under each major.

A minimum of 127 semester credit hours (including credits transferred into Walsh College) must be completed to earn the Bachelor of Accountancy degree or the Bachelor of Business Administration degree. A minimum of 45 semester credit hours must be taken in residence at Walsh College.

Admission to Walsh College Undergraduate Programs

Admission Procedures

To be considered for admission to any Walsh College undergraduate degree program, an admissions application must be submitted along with the non-refundable application fee. Walsh College graduates and former Walsh College students are not required to submit a second application fee. A person may apply at any Walsh College campus or through the Internet at www.walshcollege.edu.

Admitted students may begin their studies at the beginning of any academic semester. Admissions applications will be accepted until the beginning of a given semester; upon receipt of all required documents, every attempt will be made to process the application in time for accepted students to enroll in their intended semester of initial attendance. To facilitate the admissions process, applicants are encouraged to submit student or unofficial copies of all transcripts with the admissions application.

Applicants will be considered for admission when the admissions and academic advising office receives evidence of the achievement of minimum admission requirements. Official admission to the College will be granted only upon receipt of all official transcripts and required documentation although an individual may be initially admitted based upon a review of unofficial materials and contingent upon receipt of final transcripts.

It is the responsibility of the applicant to formally request official transcripts to be sent to Walsh

Undergraduate Degree Programs

College from all previous academic institutions. Official transcripts must be obtainable for an applicant to become a student at Walsh College; indebtedness or transcript holds at another institution may prevent processing of the admissions application and/or class registration.

Individuals who are permanent residents, who hold green cards, or who are naturalized citizens with international transcripts, must submit these transcripts to one of the approved agencies specializing in the course by course evaluation of international educational credentials. The applicant is responsible for bearing all costs associated with obtaining this evaluation and for submitting these transcripts with sufficient time for this agency evaluation. Only upon the receipt of this evaluation will the applicant be considered for admission to Walsh College. For information on approved agencies, contact the admissions and academic advising office. For additional information on international transcript evaluation and admission to the College for those individuals pursuing a student Visa, please see the section entitled "Admission on a Student Visa".

After receiving the applicant's official transcripts, the admissions office will evaluate the transfer of academic credits based upon all previous college level course work at the 100 level and above. Any discrepancy between official and unofficial transcripts will result in the adjustment of any previously noted equivalencies, and may affect eligibility for admission. Generally accepted transfer policies are practiced along state and federal guidelines. Upon completion of the evaluation, a letter will be sent to the applicant reflecting the status of his/her application and admission to the College.

An applicant may contact the admissions and academic advising office at any time during this process to inquire about specific policies and procedures or the status of their application.

The applicant may enroll in any semester within the twelve months following admission to Walsh College. If an applicant does not enroll in at least one course within 12 consecutive months following admission, he/she must reapply for admission. If the applicant does not reapply for admission within 24 months after admission to the College, his/her application, official transcripts, and all relating documentation will be destroyed.

Admission Requirements

For consideration for admission to a Walsh College undergraduate degree program:

- an applicant must successfully complete, with a grade of "C" (2.000) or better, a minimum of 60 semester credit hours (90 quarter hours) of course work at the 100 level and above. At least 30 semester credit hours (45 quarter hours) must be in liberal arts course work. The liberal arts course work must include three semester credit hours of English composition or written communication.
- all academic course work considered for use in meeting admission requirements or for use in establishing directly equivalent transfer credit must be from an institution accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools of one of the following regional associations: Middle States, New England, Northwest, Southern, Western or North Central.

All prospective students are encouraged to meet with a transfer advisor at their originating institution or to schedule an appointment with a Walsh College advisor to develop a transfer plan. This transfer plan will include identifying transfer equivalencies for required courses.

Acceptance of Equivalent Credit

If an applicant has completed more than the 60 semester credit hours required for admission to a Walsh College undergraduate degree program, he or she may apply an additional 22 semester credit hours, in directly equivalent credit, toward the undergraduate degree program elected. A maximum of 82 semester credit hours may be transferred into Walsh College and applied towards a degree.

To be eligible to transfer as equivalent credit, the course work must be identified as being equivalent to specific courses that are being taught currently and are required for the Walsh College undergraduate degree program designated by the applicant. Any course considered for transfer equivalency must have been completed with a grade of "C" (2.000) or better. Certain course work may only be awarded equivalent credit if the specific transfer course was completed within 60 calendar months prior to the semester of admission.

Undergraduate Degree Programs

Credit for Extra-Institutional Learning

Walsh College awards credit and/or course competency waivers for documented postsecondary-level, extra-institutional learning. Extra-institutional learning is defined as learning that is attained outside of the sponsorship of legally authorized and appropriately accredited postsecondary education institutions. Reliable and valid measures of learning outcomes are used to assess and grant such awards.

When applying for admission to Walsh College, a student may request credit for learning already acquired in settings outside of Walsh. The request will be evaluated as part of the admissions process. Documentation verifying attainment of college-level learning is required.

Credit for extra-institutional learning will not be awarded for work experience. Current sources of extra-institutional learning which may be reviewed for course credit or waivers include CLEP, documented military coursework, courses documented by the American Council of Education Guidelines and certifications of professional training.

Contact the admissions and academic advising office for additional information.

Admission on a Student Visa

Any individual seeking admission to Walsh College as an international student on an F-1 Student Visa must meet the general admission requirements for undergraduate degree programs at Walsh College. The admissions application must be submitted along with the non-refundable application fee. In addition, these individuals must also meet the following requirements:

- For individuals who speak English as a Second Language (ESL), an admissions application must also be accompanied by proof of English language proficiency. See section on Non-Native Speakers of English.
- Provide official statements of financial support through personal or sponsored funds.
- Provide evidence of health insurance upon arrival in the United States.
- Arrange for their own living accommodations and transportation to and from the campus locations. Walsh College does not provide living arrangements or transportation to classes.
- Have any international transcripts evaluated by an agency approved for the course-by-course evaluation of international credentials and

submitted along with the admissions application. The applicant is responsible for all related costs. For information on approved agencies, contact the Walsh College admissions and academic advising office.

- Have maintained, in good standing, their previous F-1 status (applicable to transfer students) according to Immigration and Naturalization Services (INS) regulations.

All application materials should be available for consideration by an advisor at least eight weeks prior to the first date of the semester for which the applicant is seeking admission. Only upon full admission to the College will an I-20 be issued. All student visa holders are required to maintain full-time standing and pursue their designated program of study.

Admitted F-1 students should also refer to the Student Classification and Withdrawal Policy sections of the Catalog.

Non-Native Speakers of English

Individuals who are seeking application to an undergraduate degree program, and for whom English is not their first language, must provide proof of English Language Proficiency. This proof may be in the form of:

1. A degree (high school or college degree) awarded from an English speaking institution,
or
2. TOEFL score of 550 or a computerized TOEFL score of 213, or MELAB score of 80, or MTELP score of 80,
or
3. Proof of successfully passing, with a "C" or better (2.000), English as a Second Language course work from an institution within the United States which is equivalent to freshman-level English writing, speaking, and communication competency.

Qualified personnel in American consulates, USIS Offices, certain colleges and universities and certain bi-national centers administer the TOEFL. The MELAB and MTELP are administered locally. An official document of these test scores must be sent to Walsh College for consideration in processing the admissions application. The limit for all test scores is five years. Transcripts from the degree-granting institution will be accepted as proof of English Language Proficiency. Walsh College retains the right to require re-examination or further English language studies at a qualified institution for any non-native speaker of English.

Undergraduate Degree Programs

For additional information on international transcript evaluation and admission to the College for those individuals pursuing a student Visa, please see the section on Admission on a Student Visa.

Readmission to Walsh College

If a student or applicant does not enroll in at least one course for 12 consecutive months, the student/applicant must apply for readmission through the admissions and academic advising office.

All course work will be evaluated based on current admission requirements, required course work and acceptable transfer equivalencies, minimum grade requirements for transfer and graduation. Time limitations for eligibility/transferability as determined by each academic area may apply.

Readmitted students who are granted credit for previously taken courses at Walsh College may be required to complete their program in a period of time not to exceed a maximum of 60 months from initially starting at Walsh College. Transcripts of students who have been readmitted to the College will reflect all courses taken, credit hours attempted and grades received while at Walsh College, even though previous course work with a grade of “C” (2.000) or below may not be counted towards the current degree program.

Students who were academically dismissed or on probation must meet with an advisor in the admissions and academic advising office to discuss eligibility for readmission. Please refer to the section on Academic Probation and Dismissal prior to reapplying for admission.

Consideration of all prior activity, including student conduct, will be considered during evaluation and may be grounds for denial of re-admission.

Dual Enrollment

A fully admitted student may be eligible for dual enrollment while beginning classes at Walsh College. Dual enrollment allows new students to complete credits (not to exceed 82 semester credit hours) at their transfer institution while attending Walsh College. Dual enrollment may affect a student’s ability to receive financial aid. An appointment with an advisor at the time of admission is required to determine eligibility for dual enrollment and to complete all required documentation.

Responsibility for meeting all requirements as outlined in the Dual Enrollment Agreement resides with the individual student. Approved students are required to follow the plan for taking courses at their transfer institution as outlined in their signed Dual Enrollment Agreement; any deviations from this plan must be approved, in advance, by an advisor.

Individual students taking course work as approved for dual enrollment are fully responsible for meeting all course prerequisites prior to registering for any Walsh College courses. The individual student is responsible for requesting that official copies of college transcripts documenting proof of successful completion of dual enrollment courses be sent to Walsh College. Credit for dual enrolled courses will not be awarded until proof, in the form of the official transcripts, is received. All courses eligible to be taken as a part of the dual enrollment agreement must be completed prior to applying for graduation from Walsh College.

Dual enrollment approval will not be extended to current students as a means to replace guest student status.

Program Changes

A student desiring to change his or her undergraduate degree program, major or minor, must meet with an advisor to officially make this change. A complete evaluation will be required before entrance into the desired program. Undergraduate courses already completed at Walsh College will be evaluated for appropriateness for the new program of study. The student will then be placed on the most current program of study and issued a new academic program sheet.

Bachelor Degree Minors

A student may choose a minor while pursuing a bachelor degree at Walsh College. A minor is comprised of 18 semester credit hours in a specific field of study such as accounting, computer information systems, finance, management or marketing. Nine of the 18 semester credit hours must be taken in residence at Walsh College and be completed prior to graduation. A grade of “C” (2.000) or better is required in each course within the minor. The minor will be reflected on the student’s transcript. To select a minor, the student must meet with an advisor and complete a Bachelor Degree Minor Declaration.

Undergraduate Degree Programs

Double Majors

A student may pursue double majors at Walsh College. All course work required for both majors must be completed prior to graduation. One degree will be awarded, and the transcript will reflect two majors. A student completing majors within the Bachelor of Accountancy and Bachelor of Business Administration degree programs will be awarded the Bachelor of Accountancy degree with two majors. Contact the admissions and academic advising office for specific details for individual major requirements.

Undergraduate Degree Programs

Bachelor of Accountancy

The Bachelor of Accountancy (BAcct) degree program consists of a specialized undergraduate sequence of course work in accounting with related business administration topics. The course work is designed for those interested in entering the accounting profession.

All accounting students must take all courses in the professional and program core. Most undergraduate students transfer in courses that are equivalent to some of those in the professional and program core. Elective courses may also be necessary to meet residency and/or degree requirements. Students must choose either the CPA or CMA specialization.

Note: Effective July 1, 2003 the requirements for CPA licensure in the state of Michigan change. This change requires students who hold a bachelor degree to complete a minimum of 150 semester hours of college/university credits.

This Walsh College accounting curriculum allows students options to meet the requirements for CPA Licensure by completing the 127 hour BAcct and the 30 hour Master of Science in Accountancy (MAC). The 30 credit hour MAC program combined with the 127 hour Walsh College undergraduate degree achieves the 150 hour requirement while obtaining both bachelor and masters degrees.

These programs will prepare a student to sit for the Certified Public Accounting examination while obtaining both an undergraduate and a graduate degree. Please refer to the Graduate Degree Program section for details on the MAC.

For specific subject/credit hour requirements contact the Walsh College admissions and academic advising department or view the Michigan State Board Web site: www.cis.state.mi.us/bcs/acct/,

Bachelor Degree Professional Core

Equivalent courses may be transferred in to replace some of these core courses.

- ACC 201 Principles of Accounting I
- ACC 202 Principles of Accounting II
- ACC 310 Managerial Accounting
- CIS 305 Business Computing Tools
- CIS 315 Internet/Intranet Development Fundamentals
- COM 210 Principles of Business Communications
- COM 320 Intermediate Business Communications*
- COM 340 Advanced Business Communications**
- ECN 201 Principles of Economics I
- ECN 202 Principles of Economics II
- ECN 305 Business Economics
- FIN 315 Business Finance
- MGT 201 Principles of Management
- MGT 303 Behavioral Management
- MKT 202 Principles of Marketing
- QM 201 Intermediate Algebra for Business
- QM 202 Statistical Methods for Business
- QM 301 Statistical Inference for Management Decisions*

*Students are encouraged to take COM 320 and QM 301 within their first 14 semester credit hours at Walsh College.

**Students are encouraged to take COM 340 within their first 21 semester credit hours at Walsh College.

Undergraduate Degree Programs

Bachelor of Accountancy Program Core

- ACC 301 Intermediate Accounting I
- ACC 302 Intermediate Accounting II
- ACC 406 Accounting Information Systems
- ACC 411 Investments and Business Combinations
- ACC 416 Practical Accounting
- ACC 419 Advanced Managerial Accounting
- BL 301 Business Law I
- BL 302 Business Law II
- TAX 320 Introductory Concepts in Taxation
- TAX 425 Introduction to Business Taxation

Bachelor of Accountancy Specializations

CPA Specialization Courses

ACC 412* Government and Not-for-Profit Accounting

ACC 415* Professional

If needed to complete the 45 hour residency requirements choose from the following electives:

ACC 483, ACC 488, ACC 494

Any 300-400 level CIS course(s)

Any other 400 level course(s)

CMA Specialization Courses

Choose from the following to meet the 45 hour residency requirement:

ACC 412, ACC 415, ACC 483, ACC 488, ACC 494

Any 300-400 level CIS course(s)

Any other 400 level course(s)

*Note: Accounting students may replace ACC 412 and ACC 415 with ACC 512 and ACC 515 (completed with a "C", 2.000, or better) in preparation for pursuing the Master of Science in Accounting.

Prerequisites for a course must be completed prior to enrollment in that course.

Bachelor of Business Administration

The Bachelor of Business Administration (BBA) curriculum at Walsh College provides students with a solid education in the business disciplines as well as the opportunity to major in one of five areas: computer information systems, finance, general business, management, or marketing. Students must take all courses in the professional core and program core. Most students transfer equivalent course work to replace some of these courses. Each major also has required courses.

Bachelor Degree Professional Core

Equivalent courses may be transferred in to replace some of these core courses.

ACC 201 Principles of Accounting I

ACC 202 Principles of Accounting II

ACC 310 Managerial Accounting

CIS 305 Business Computing Tools

CIS 315 Internet/Intranet Development Fundamentals

COM 210 Principles of Business Communications

COM 320 Intermediate Business Communications*

COM 340 Advanced Business Communications**

ECN 201 Principles of Economics I

ECN 202 Principles of Economics II

ECN 305 Business Economics

FIN 315 Business Finance

MGT 201 Principles of Management

MGT 303 Behavioral Management

MKT 202 Principles of Marketing

QM 201 Intermediate Algebra for Business

QM 202 Statistical Methods for Business

QM 301 Statistical Inference for Management Decisions*

- *Students are encouraged to take COM 320 and QM 301 within their first 14 semester credit hours at Walsh College.

**Students are encouraged to take COM 340 within their first 21 semester credit hours at Walsh College.

Undergraduate Degree Programs

Bachelor of Business Administration

Program Core

- BL 300 Survey of Business Law (BL 301 combined with BL 302 may be substituted)
- CIS 335 Foundations of Business Information Technology
- MGT 461 Business Strategy and Policy

Bachelor of Business Administration

Majors

BBA - Computer Information Systems

The BBA in Computer Information Systems (CIS) focuses upon business information technology capable of satisfying the emerging needs of today's businesses. Course offerings provide both a technical and professional core that is designed with the input of business professionals, and taught by best-in-class business practitioners, who are on the "leading edge" of business information technology. Students develop competencies that integrate technical proficiency, business strategy, management, and collaborative teamwork. The CIS major consists of 11 required courses.

Required Computer Information Systems Major Courses

- CIS 338 Web Based Application Development
- CIS 340 Data Modeling and Database Design
- CIS 345 Networking and Data Communications
- CIS 370 Programming and Program Design
- CIS 375 Programming Applications
- CIS 395 Information Systems: Planning and Analysis
- CIS 440 Business Applications of Databases
- CIS 445 Advanced Networking
- CIS 460 Commercial Web site Design
- CIS 465 Design and Development of Business Information Systems
- CIS 475 Strategies and Management of Business Information Systems

BBA - Finance

The purpose of the finance major is to assist the student in developing an appreciation and understanding of the financial decision-making process. It is designed to provide an exposure to accounting, business law and taxation concepts along with financial analysis, planning, and management. The curriculum prepares a student for the fields of credit analysis, commercial lending, brokerage and financial services, financial planning, financial analysis, financial institution management as well as other careers in industry and government.

The finance major consists of seven required courses and two elective courses, for a total of nine courses. Within the finance major, a student has the choice of two specializations: Credit Analysis or Investments.

Required Finance Major Courses

- ECN 419 Economic History of the United States
- FIN 310 Financial Markets
- FIN 403 Investment Management
- FIN 406 Financial Statement Analysis
- FIN 412 International Economics and Finance
- FIN 417 Business and Government
- FIN 475 Business Ethics
- Electives Six semester credit hours (2 courses) of course work in finance selected from:

Credit Analysis Specialization

- FIN 404 Credit Analysis and Commercial Lending
- FIN 420 Real Estate

Investment Specialization

- FIN 416 The Stock Market
- FIN 450 Portfolio Analysis

A student who does not wish to pursue a specialization in an area of finance may choose two of the following courses:

- FIN 402* Theory of Financial Planning
- FIN 320 Personal Financial Planning
- FIN 321* Insurance
- FIN 404 Credit Analysis and Commercial Lending
- FIN 416 The Stock Market
- FIN 420 Real Estate
- FIN 450 Portfolio Analysis
- FIN 488 Internship

Undergraduate Degree Programs

Certified Financial Planner™ Preparation

FIN 321* Insurance
FIN 402* Theory of Financial Planning
FIN 403* Investment Management
TAX 435* Income Tax and Income Tax Planning
TAX 436* Employee Benefits and Retirement Planning
TAX 437* The Tools and Techniques of Estate Planning
FIN 480* Financial Planning Applications and Case Study

*Undergraduate students interested in preparing for the Certified Financial Planner Certification Exam must pursue all seven courses listed, three of which may count towards degree completion. FIN 403 is a required course for all finance majors.

BBA - General Business

The purpose of the General Business major is to complement the prior education and/or experience of the student and is specifically designed to provide flexibility in course selection and to be a time-effective degree completion program. The goal of the General Business major is to assist the student in his or her present career by providing a basic business education that may accelerate a promotion.

The General Business degree consists of the Professional and Program Cores and a minimum of 12 semester credit hours of 300-400 level elective courses taken at Walsh College for a total of 45 credit hours in residence.

BBA - Management

The purpose of the management major is to assist the student in developing an understanding of decision methodology, business resource management, organization structures, business strategy and business policy. Emphasis is placed on the principles of managing, the skills of decision making and problem solving, and the techniques of interpersonal relationships. For the student with little or no experience, the curriculum provides the foundation for an entry-level management position in purchasing, customer service, human resource management, public administration, office management, or operations.

The management major consists of four required courses and four elective courses for a total of eight courses.

Required Management Major Courses

MGT 404 Human Resource Management
MGT 410 Production and Operations Management
MGT 453 Organizational Management
MKT 307 Marketing Management
Electives Twelve (12) semester credit hours (4 courses) selected from:
MGT 405 Management and Labor Relations
MGT 441 Management Practicum I
MGT 442 Management Practicum II
MGT 470 Public Administration/Governmental Management
MGT 471 Small Business Management
MGT 485 Process Improvement / Benchmarking
MGT 488 Management Internship
MGT 489 International Management/Marketing
MKT Marketing Elective (one 300-400 level marketing course not already required in the program)

BBA - Marketing

The purpose of the marketing major is to prepare a student for an entry-level position in one of the various marketing related fields. Course work builds around the four P's of marketing: product, pricing, place of distribution, and promotion. The curriculum exposes a student to the skills necessary to begin a career in the areas of sales, market research, promotion, retailing, distribution, advertising, public relations, direct marketing, telemarketing, or purchasing.

The marketing major consists of four required courses and four elective courses for a total of eight courses. Students may choose to specialize in e-Marketing by taking a series of four courses as their electives. At the completion of this series, the student will be awarded a certificate in e-Marketing.

Required Marketing Major Courses

MKT 307 Marketing Management
MKT 309 Advertising and Promotion Management
MKT 415 Consumer and Buyer Behavior
MKT 435 Marketing Research
Electives Twelve (12) semester credit hours (4 courses) selected from:

e-Marketing Specialization (choose 4 out of 5)*

MKT 445 e-Marketing Communication
MKT 446 Database Marketing
MKT 447 Relationship Marketing Methods
MKT 448 e-Marketing Portfolio
MKT 449 e-Commerce Business to Business

Undergraduate Degree Programs

*To obtain a certificate, a student must complete MKT 445, MKT 448 and two additional courses selected from: MKT 446, 447, 449.

Elective Courses

MKT 417 Distribution Management
MKT 425 Sales Management
MKT 441 Marketing Practicum I
MKT 442 Marketing Practicum II
MKT 445 e-Marketing Communication
MKT 446 Database Marketing
MKT 447 Relationship Marketing Methods
MKT 448 e-Marketing Portfolio
MKT 449 e-Commerce Business to Business
MKT 486 Purchasing and Materials
MKT 487 Not-for-Profit Marketing
MKT 488 Marketing Internship
MKT 489 International Management/Marketing

Bachelor Degree Graduation Requirements

To graduate with a bachelor degree from Walsh College, students must meet general and program-specific graduation requirements. All students must:

- Complete a program of study within 60 calendar months from the initial date of course enrollment. A student's program of study is the specific curriculum required by the College at the time of the student's matriculation as an undergraduate degree candidate at Walsh College unless the student changes majors while attending Walsh College. If a student changes majors, the program of study is that specific curriculum required by the College at the time the student officially changes the major.
- Earn a minimum of 127 semester credit hours toward a Bachelor of Accountancy or a Bachelor of Business Administration degree, including a maximum of 82 semester credit hours transferred to Walsh College.
- Achieve a cumulative grade point average of 2.000 ("C") or better in residence at Walsh College.
- Complete 45 semester credit hours toward an undergraduate degree in residence at Walsh College.

- File an official Application for Graduation with the admissions and academic advising office. An appointment with an advisor can be made to review graduation requirements.

Bachelor of Accountancy (BAcct) Graduation Requirements

CPA Specialization:

1. Students must complete the following courses with a grade of "C" (2.000) or better:
ACC 201, 202, 301, 302, 310, 406, 411, 412, 415, 416, 419, 481, 482, 483, 488, and 494
BL 301 and 302
COM 210, 320, and 340
TAX 320, 425
2. Students must complete all courses in their major, to include any approved or required course substitutions with a cumulative grade point average of "C" (2.000) or better:
ACC 201, 202, 301, 302, 310, 406, 411, 412/512, 415/515, 416, 419, 481, 482, 483, 488, 494
BL 301, 302
TAX 320, 425
3. Complete 18 semester credit hours of the 45 hours in residence in accounting and tax.

CMA Specialization:

1. Students must complete the following courses with a grade of "C" (2.000) or better:
ACC 201, 202, 301, 302, 310, 406, 411, 416, and 419, 494
BL 301 and 302
COM 210, 320, and 340
TAX 320, 425
2. Students must complete all courses in their major, to include any approved or required course substitutions with a cumulative grade point average of "C" (2.000) or better:
ACC 201, 202, 301, 302, 310, 406, 411, 412/512, 415/515, 416, 419, 481, 482, 483, 488, 494
BL 301, 302
TAX 320, 425
Allowable ACC electives may be completed with a passing grade below "C" (2.000) and will be used to compute major grade point average.
3. Complete 18 semester credit hours of the 45 hours in residence in accounting and tax.

Undergraduate Degree Programs

Bachelor of Business Administration (BBA) Graduation Requirements

BBA – Computer Information Systems (CIS)

1. CIS students must complete the following courses with a grade of “C” (2.000) or better:
CIS 305, 315, 335, 338, 340, 345, 370, 375, 395, 440, 445, 460, 465, 475, 481, 482, 483, 488
COM 210, 320, 340
2. Students must complete all courses in their major with a cumulative grade point average of “C” (2.000) or better:
CIS 305, 315, 335, 338, 340, 345, 370, 375, 395, 440, 445, 460, 465, 475, 481, 482, 483, 488
3. Complete 15 semester credit hours of the 45 hours in residence in computer information systems course work.

BBA - Finance (FIN)

1. FIN students must complete the following courses with a grade of “C” (2.000) or better:
COM 210, 320, 340
ECN 201, 202, 305, 419
FIN 310, 315, 320, 321, 402, 403, 404, 406, 412, 416, 417, 420, 450, 475, 480, 481, 482, 483, 488
TAX 435, 436, 437
2. Students must complete all courses in their major with a cumulative grade point average of “C” (2.000) or better:
ECN 201, 202, 305, 419
FIN 310, 315, 320, 321, 402, 403, 404, 406, 412, 416, 417, 420, 450, 475, 480, 481, 482, 483, 488
TAX 435, 436, 437
3. Complete fifteen (15) semester credit hours of the 45 hours in residence in economics or finance course work.

BBA - General Business (GB)

1. General Business students must complete the following courses with a grade of “C” (2.000) or better:
COM 210, 320, and 340
Twelve (12) semester credit hours of elective course work taken in residence at Walsh College.

2. Students must complete all courses in their major with a cumulative grade point average of “C” (2.000) or better in the 12 semester credit hours of elective course work taken in residence at Walsh.
3. 45 hours in residence are required.

BBA - Management (MGT)

1. Management students must complete the following courses with a grade of “C” (2.000) or better:
COM 210, 320, 340
MGT 201, 303, 404, 405, 410, 441, 442, 453, 461, 470, 471, 481, 482, 483, 485, 488, 489
MKT 202, 307, MKT elective
2. Students must complete all courses in their major with a cumulative grade point average of “C” (2.000) or better:
MGT 201, 303, 404, 405, 410, 441, 442, 443, 444, 453, 461, 470, 471, 481, 482, 483, 485, 488, 489
MKT 202, 307, MKT elective
3. Complete 15 semester credit hours of the 45 hours in residence in management course work.

BBA - Marketing (MKT)

1. Marketing students must complete the following with a grade of “C” (2.000) or better:
COM 210, 320, 340
MKT 202, 307, 309, 415, 417, 425, 435, 441, 442, 445, 446, 447, 448, 449, 481, 482, 483, 485, 486, 487, 488, 489
2. Students must complete all courses in their major with a cumulative grade point average of “C” (2.000) or better:
MKT 202, 307, 309, 415, 417, 425, 435, 441, 442, 445, 446, 447, 448, 449, 481, 482, 483, 485, 486, 487, 488, 489
3. Complete 15 semester credit hours of the 45 hours in residence in marketing course work.

Graduate Degree Programs

This section of the 2002-2003 Catalog provides details on Walsh College's seven graduate degree programs, seven master's certificate programs, admissions requirements and procedures, required and elective courses, and graduation requirements. The College's graduate programs include:

Master of Arts in Economics

Master of Business Administration

Master of Science in Accountancy

Master of Science in Business Information Technology

Master of Science in Finance

Master of Science in Management

Master of Science in Taxation

Special Notes:

- Prior to registering for their first semester, newly admitted graduate students are advised to make an appointment with an advisor. This appointment will be used to finalize a specific curriculum plan.
- All graduate degree programs must be completed within 60 months of the first semester of enrollment.
- Each graduate program has required prerequisite course work which will be used to establish currency in course work that may be out of date, and/or to establish the necessary background and skills needed for success in the graduate program. All prerequisite course work must be completed with a grade of "C" (2.000) or better.
- The admissions and academic advising office provides assistance with academic problems, changes in degree programs and planning for graduation.

Admission to Walsh College Graduate Programs

Admissions Procedures

To apply to any Walsh College graduate degree program, an admissions application form must be submitted along with the non-refundable application fee. Walsh College graduates and former Walsh College students are not required to submit a second application fee. A person may apply at any Walsh College campus or through the Internet at www.walshcollege.edu.

Admitted students may begin their studies at the beginning of any academic semester. Admissions applications will be accepted until the beginning of a given semester; upon receipt of all required documents, every attempt will be made to process the application in time for accepted students to enroll in their intended semester of initial attendance. To facilitate the admissions process, applicants are encouraged to submit student or unofficial copies of all transcripts with the admissions application.

Applicants will be considered for admission when the admissions and academic advising office receives evidence of the achievement of minimum admissions requirements. Official admission to the College will be granted only upon receipt of all official transcripts and required documentation although an individual may be initially admitted based upon a review of unofficial materials and contingent upon receipt of final transcripts.

Individuals who are permanent residents, who hold green cards, or who are naturalized citizens with international transcripts must submit these transcripts to one of the approved agencies specializing in the evaluation of international educational credentials. A general, educational evaluation of these credentials is required to confirm the equivalency of a bachelor's degree and grade point average. In some cases, the admissions and academic advising office may recommend that a course by course evaluation be completed to determine if individual courses may be considered as equivalent to foundation courses in the graduate program selected.

Graduate Degree Programs

The applicant is responsible for bearing all costs associated with obtaining this evaluation and for submitting these transcripts with sufficient time for this agency evaluation. Only upon the receipt of this evaluation will the applicant be considered for admission to the College. For information on approved agencies, contact the Walsh College admissions and academic advising office. For additional information on international transcript evaluation and admission to the College for those individuals pursuing a Student Visa, please see the section entitled “**Admission on a Student Visa.**”

It is the responsibility of the applicant to formally request official transcripts to be sent to Walsh College from all previous academic institution. Official transcripts must be obtainable for an applicant to become a student at Walsh College; indebtedness or transcript holds at another institution may prevent processing of the admissions application and/or class registration.

After receiving the applicant’s official transcripts, the admissions and academic advising office will evaluate previous academic credits. Any discrepancy between official and unofficial transcripts will result in the adjustment of any previously noted exclusions, waivers or advanced standing awarded, and may affect eligibility for admission. Generally accepted transfer policies are practiced along state and federal guidelines. Upon completion of the evaluation, a letter will be sent to the applicant reflecting the status of the application and admission to the College. An applicant may contact the admissions and academic advising office at any time during this process to inquire about specific policies and procedures or the status of their application.

The applicant may enroll in any semester within the twelve months following admission to Walsh College. If an applicant does not enroll in at least one course within 12 consecutive months following admission, he/she must reapply for admission. If the applicant does not reapply for admission within 24 months after initial admission to the College, his/her application, official transcripts, and all relating documentation will be destroyed.

Admission Requirements

For consideration for admission to a Walsh College graduate degree program an applicant must:

- possess an undergraduate degree or higher from a college or university accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools of one of the following regional associations: Middle States, New England, Northwest, Southern, Western, or North Central, and
- have an overall cumulative grade point average of 2.750 or better on a 4.000 scale (for applicants with less than a 2.750 GPA see Provisional Status).

In addition to the above requirements, students applying to a graduate program at Walsh College must have completed, or be in the process of completing, prerequisite course work specific to the chosen graduate program with a “C” (2.000) or better.

All graduate students are expected to be proficient in current computer software applications for word processing.

Graduate programs with additional admission requirements:

MBA applicants who are able to document a minimum of two years of professional work experience and have a cumulative grade point average of 2.750 or above, are eligible for full admission. MBA applicants who have less than two years of professional work experience or have an entering grade point average ranging between 2.000 and 2.749 will be considered for provisional admission, and are required to submit results of the Graduate Management Aptitude Test (GMAT). These test results must have been completed within five (5) years prior to applying to the MBA program, and official copies of the scores must be sent directly to the Walsh College admissions and academic advising office. Unofficial copies of GMAT scores will be accepted to facilitate processing of the admissions application. The admission status of the applicant will not be determined until the GMAT score has been received.

MSBIT applicants must be able to document two years of work experience in a technology-related position or must possess an undergraduate degree in a computer-related field; applicants who lack the required work experience or academic degree will be required to take additional foundation courses.

Graduate Degree Programs

MSM applicants must be able to document the equivalent of a minimum of two years of full-time work experience, preferably in a management or supervisory position, and complete prerequisite courses in communications and behavioral science.

Provisional Status

Individuals with a cumulative grade point average lower than 2.750, but not below 2.000, may be considered for admission to a graduate degree program. Demonstration of other factors that indicate a reasonable probability of success in the program will be considered. Such factors include, but are not limited to, professional work experience, professional certifications, and successful academic performance in business courses. Upon evaluation, this may result in provisional acceptance to a graduate degree program at the College.

Provisional acceptance requires a mandatory appointment with an advisor prior to registration in the first semester of courses. For most graduate programs the first two courses must be completed with a “C” (2.000) or better for the provisional status to be removed.

Students admitted on a provisional basis to the MBA and MSBIT program must achieve a minimum cumulative grade point average of “B” (3.000) in the first two graduate courses taken. A cumulative grade point average of “B” (3.000) is required for graduation in these programs. Failure to meet the requirements of the provisional status will result in an academic hold being placed which will not allow the individual to continue in the graduate program. After a period of two years, this individual may be eligible to re-apply to a Walsh College graduate degree program.

Credit for Extra-Institutional Learning

Walsh College awards credit and/or course competency waivers for documented postsecondary-level, extra-institutional learning. Extra-institutional learning is defined as learning that is attained outside of the sponsorship of legally authorized and appropriately accredited postsecondary education institutions. Reliable and valid measures of learning outcomes are used to assess and grant such awards. When applying for admission to Walsh College, a student may request credit for learning already

acquired in settings outside of Walsh. The request will be evaluated as part of the admissions process. Documentation verifying attainment of college-level learning is required. Credit for extra-institutional learning will not be awarded for work experience. Current sources of extra-institutional learning which may be reviewed for course credit or waivers include CLEP, documented military coursework, courses documented by the American Council of Education and certifications of professional training. Contact the Walsh College admissions and academic advising office for additional information.

Admission on a Student Visa

Any individual seeking admission to Walsh College as an international student on an F-1 Student Visa must meet the general admissions requirements for graduate degree programs at Walsh College. The admissions application must be submitted along with the non-refundable application fee. In addition, these individuals must also meet the following requirements:

- For individuals who speak English as a Second Language (ESL), an admissions application must also be accompanied by proof of English language proficiency. See section on Non-Native Speakers of English.
- Provide official statements of financial support through personal or sponsored funds.
- Provide evidence of health insurance upon arrival in the United States.
- Arrange for their own living accommodations and transportation to and from the campus locations. Walsh College does not provide living arrangements or transportation to classes.
- Have any international transcripts evaluated by an agency approved for the evaluation of international credentials and submitted along with the admissions application. A course by course evaluation is required only if individual courses will be applied as prerequisites or foundation courses to the graduate program selected. The applicant is responsible for all related costs. For information on approved agencies, contact the Walsh College admissions and academic advising office.
- Have maintained, in good standing, their previous F-1 status (applicable to transfer students) according to Immigration and Naturalization Services (INS) regulations.

Graduate Degree Programs

- All application materials should be available for consideration by an advisor at least eight weeks prior to the first date of the semester for which the applicant is seeking admission. Only upon full admission to the College will an I-20 be issued. All student visa holders are required to maintain full-time standing and pursue their designated program of study.
- Admitted F-1 students should also refer to the Student Classification and Withdrawal Policy sections of the Catalog.

Non-Native Speakers of English

Individuals who are seeking application to a graduate degree program, and for whom English is not their first language, must provide proof of English Language Proficiency. This proof may be in the form of:

1. A college degree awarded from an English speaking institution, *or*
2. TOEFL score of 550 or a computerized score of 213, or MELAB score of 80, or MTELP score of 80, *or*
3. Proof of successfully passing, with a “C” (2.000) or better, English as a Second Language course work from an institution within the United States which is equivalent to freshmen-level English writing, speaking, and communication competency.

Qualified personnel in American consulates, USIS Offices, certain colleges and universities and certain bi-national centers administer the TOEFL. The MELAB and MTELP are administered locally. An official document of these test scores must be sent to Walsh College for consideration in processing the admissions application. The age limit for all test scores is five years. Transcripts from the degree granting institution will be accepted as Proof of English Language Proficiency. Walsh College retains the right to require re-examination or further English language studies at a qualified institution for any non-native speaker of English.

For additional information on international transcript evaluation and admission to the College for those individuals pursuing a student visa, please see the section entitled “Admission on a Student Visa.”

Re-Admission to Walsh College

If a student or applicant does not enroll in at least one course for 12 consecutive months, the student/applicant must apply for readmission through the admissions and academic advising office.

- At the time of readmission, all course work will be evaluated based on current admission requirements, required course work and acceptable transfer equivalencies, and minimum grade requirements for transfer and graduation. Time limitations for eligibility/ transferability as determined by each academic area may apply.
- Readmitted students who are granted credit for previously taken courses at Walsh College may be required to complete their program in a period of time not to exceed the maximum 60 months. Transcripts of students who have been readmitted to the College will reflect all courses taken, credit hours attempted and grades received while at Walsh College, even though previous course work with a grade of “C” (2.000) or below will not be counted towards the current degree program.
- Students who were academically dismissed or on probation must meet with an advisor to discuss eligibility for readmission. Please see section on Academic Dismissal.
- Consideration of all prior activity, including student conduct, will be considered during evaluation and may be grounds for denial of re-admission.

Program Changes

A student desiring to change from one graduate program to another must meet with an advisor to officially make this change. A complete evaluation will be required before the student is admitted into the desired program. Graduate courses already completed at Walsh College will be evaluated for appropriateness for the new program. A change in graduate program may result in the identification of prerequisite course work, graduate or undergraduate, which will be required. The student will be placed on the most current program of study and issued a new academic program sheet.

If a student wishes to change his or her status from graduate degree seeking to post-undergraduate, post-graduate or any other status, he or she must contact the admissions and academic advising office to apply for the new status.

Graduate Degree Programs

Pursuing a Second Graduate Degree at Walsh College

Students may apply for a second graduate degree at Walsh College upon completion of their current academic degree program. Students must follow all procedures outlined for application to a graduate program. Applicants must meet admission criteria as established for the graduate degree program. Consideration of prior graduate academic course work that has been successfully completed at Walsh College will be reviewed as outlined in sections entitled “Advanced Standing Credit” and “Course Waivers.”

Advanced Standing Credit

Students may receive advanced standing credit for course work taken at another institution that is directly equivalent to required or elective courses in their specific Walsh degree program. If a student is awarded advanced standing credit, these semester credit hours are applied toward the appropriate degree program. Advanced standing credit may not exceed 15 semester credit hours of graduate course work.

Candidates for the **Master of Business Administration, Master of Science in Business Information Technology, Master of Science in Finance, Master of Science in Management and Master of Science in Taxation** who are awarded advanced standing credit must complete a minimum of 21 credit hours in residence at Walsh College, with required core or elective courses, in order to earn their designated graduate degree.

Candidates for the **Master of Science in Accountancy** and the **Master of Arts in Economics** who are awarded advanced standing credit must complete a minimum of 18 credit hours in residence at Walsh College, with required core or elective courses, in order to earn their designated graduate degree.

For course work to be eligible for advanced standing, the following criteria must be met:

- the course work being considered must be equivalent to a course offered as a part of a Walsh College graduate degree program, and
- transfer course work must have been completed with a grade of “B” (3.000) or better, from a college or university accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools of one of the following regional associations: Middle States, New England, Northwest, Southern, Western or North Central, and

- the course work must have been completed within the 60 calendar months preceding the date of initial admission.

Please contact the Walsh College admissions and academic advising office for additional information.

Course Waivers

An applicant may be eligible to receive waivers for required and/or elective course work in the graduate program. Unlike advanced standing, an applicant will receive no credit for the waiver. A waiver allows the applicant to replace the waived course work with an approved elective. Waivers may be awarded for course work that is determined to be equivalent to courses required in the graduate degree program. Courses must have been completed at Walsh or another institution prior to admission to Walsh College. If the student desires to take a course that has been waived for a grade, they must contact the admissions and academic advising office.

To apply eligible courses as a waiver for required course work, the following criteria must be met:

- the course work must be equivalent to a course offered as part of a Walsh College graduate degree program, and
- the course work must have been completed with a grade of “C” (2.000) or better, from a college or university accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools of one of the following regional associations: Middle States, New England, Northwest, Southern, Western or North Central, and
- the course work must have been completed within 60 calendar months preceding the date of initial admission.

Post-Graduate Course Work

Individuals who hold graduate degrees are eligible to take courses at Walsh College as a post-graduate student. An individual interested in taking courses as a post-graduate student should follow the same procedures as an applicant to a graduate degree program. Any individual who wishes to apply credit toward a degree program from course work taken as a post-graduate will be held to all admissions requirements under the Catalog year in which they apply.

Graduate Degree Programs

Graduate Degree Programs

Master of Arts in Economics

The Master of Arts Degree in Economics (MAE) from Walsh College offers graduate students the opportunity to engage in advanced studies of how and why individuals, in their roles as consumers and producers, make important decisions about the allocation of scarce resources. As such, this program is designed to provide significant insights into the free market system as the keystone foundation of successful business enterprise and individual prosperity.

Graduate students enrolled in the MAE program study how competition leads to the efficient production of goods and services, and the consequences of government intervention in the economy. They also gain a greater understanding of the inner workings of firms and other organizations as an essential and unique aspect of their studies.

With a MAE from Walsh, students are better prepared for a wide variety of employment opportunities from technically oriented work for private firms and trade associations to policy-oriented work with foundations and the public sector.

The MAE consists of 10 courses totaling 30 semester credit hours. Students complete eight core courses, plus two electives (or thesis).

MAE Foundation Course

ECN 503 Survey of Economics

MAE Core Courses

ECN 507 Advanced Microeconomics
ECN 508 Advanced Macroeconomics
ECN 515 Interest Rates and Capital Markets
ECN 530 Early and Classical Economic Thought
ECN 531 Modern Economic Thought
ECN 535 Analysis of International Economic Systems
ECN 580 Monetary and Fiscal Policy Seminar
ECN 588 Business Ethics

MAE Electives

ECN 512 International Economics and Finance
ECN 513 International Trade and Finance
ECN 519 Economic History of the United States
ECN 525 Risk Management
ECN 532 Portfolio Analysis
ECN 556 Legal Issues in Corporate Finance

ECN 560 Lease Finance
ECN 575 Public Finance
ECN 585 Seminar in Market Economics
ECN 587 Business Valuation
ECN 590 Thesis (6 Hours)
FIN 502 Theory of Financial Planning

Master of Business Administration

The Walsh Master of Business Administration (MBA) is a distinctive program that encompasses the study of accounting, finance, management and related disciplines. The curriculum is based upon the foundation courses found in all MBA programs, demonstrating how each area is integrated into a successful business operation. The Walsh MBA also provides the opportunity to specialize in one area by taking four elective courses in topics of particular relevance to their interests and career goals.

All MBA courses emphasize decision making and developing systematic approaches to solving complex problems. Students work in teams and use technology extensively to access information from the Internet and online databases.

The Walsh MBA program consists of six foundation courses that may be taken at Walsh or excluded, depending on a student's prior education. The program core consists of eight courses and a four course elective requirement which a student can elect to take from a number of specialization's including interdisciplinary where the student chooses from a variety of specified disciplines.

MBA Foundation Courses

MBA 500 Financial Accounting Principles
MBA 501 Management and Organization
MBA 503 Survey of Economics
MBA 550 Managing the Marketing Function
MBA 556 Legal Issues in Management
QM 503 Inferential Statistics for Business Decision Making

MBA Core Courses

MBA505 Managerial Accounting
MBA510 Financial Management
MBA515 Quantitative Methods
MBA523 Global Economics
MBA530 Effective Leadership and Business Ethics
MBA555 Human Resources Management
MBA670 Case Studies in Business Strategy and Policy
MBA671 Strategic Implementation and Managing Change

Graduate Degree Programs

MBA Specializations/Electives

MBA students must select from one of the following (+denotes certification available). Some electives may require prerequisites that are not among the allowable credits. Certain courses may require additional prerequisites not included in the degree program. Refer to the Registration Material/Schedule of Classes.

Accounting

(Accounting undergraduates should consult the MBA program director for alternative courses)

ACC 501 Intermediate Acct I

ACC 502 Intermediate Acct II

TAX 590 Introductory Concepts in Taxation

ACC Any 500 level accounting course except ACC 500, ACC 505, and ACC 519

e-Commerce +

(Requires prerequisite of BIT 502 or relevant experience)

BIT 521 Advanced Web Application Development

BIT 536 Database Systems

BIT 641 Electronic Commerce

BIT 656 Emerging Internet Applications

Enterprise Systems +

(Requires prerequisite of BIT 501 or relevant experience)

BIT 526 Enterprise Network Architectures

BIT 531 Enterprise Systems

BIT 536 Database Systems

BIT 651 Data Warehousing

Economics

(Choose any four of the following)

ECN 507 Advanced Microeconomics

ECN 508 Advanced Macroeconomics

ECN 530 Early and Classical Economic Thought

ECN 531 Modern Economic Thought

ECN 575 Public Finance

ECN 580 Monetary and Fiscal Policy Seminar

e-Marketing +

MKT 545 e-Marketing Communication

MKT 548 e-Marketing Portfolio

And any two of the following:

MKT 546 Database Marketing

MKT 547 Relationship Marketing Methods

MKT 549 e-Commerce Business to Business

Finance

(Choose any four of the following)

FIN 504 Financial Theory

FIN 506 Financial Statement Analysis

FIN 512 International Economics and Finance

FIN 521 Investments

FIN 532 Portfolio Analysis

FIN 575 Public Finance

Human Resources Management +

MGT 556 Organizational Design

MGT 557 Labor Relations

MGT 558 Managing Employee Development and Training

MGT 559 Managing Total Compensation

Management

(Choose any four of the following; not open to MSM graduates)

MGT 520 Management Information Systems

MGT 551 Consumer Behavior

MGT 556 Organizational Design

MGT 557 Labor Relations

MGT 558 Managing Employee Development and Training

MGT 565 Operations Management

MGT 566 Manufacturing Systems

MGT 567 Business Process Reengineering

MGT 570 International Management

MGT 571 Business in World Regions

MGT 573 Special Topics in Marketing

MGT 576 Business Entrepreneurship

Taxation

(requires prerequisite of TAX 590)

Choose any four 500 level tax courses from the following:

TAX 507 Tax Accounting

TAX 509 Sales and Exchanges of Property

TAX 510 Basic Concepts in Corporate Tax

TAX 511 Advanced Concepts in Corporate Tax

TAX 514 Consolidated Tax Returns

TAX 521 Estate and Gift Taxation

TAX 522 Income Taxation of Trusts and Estates

TAX 523 Financial and Estate Planning

TAX 524 Valuation for Tax Purposes

TAX 531 Partnership Taxation

TAX 540 Tax Practice and Procedure

TAX 550 International Taxation

TAX 555 Qualified Deferred Compensation Plans

TAX 556 Fringe Benefits and Non-Qualified Deferred Compensation Plans

TAX 557 State and Local Taxation

TAX 585 Seminar in Taxation

Interdisciplinary

Choose any four 500 level courses from the above specializations except e-Commerce and Enterprise Systems.

Graduate Degree Programs

Master of Science in Accountancy

The Master of Science in Accountancy degree program (MAC) is designed with two options depending on the student's previous academic background.

The first option is for students who have had no or limited accounting and business course work or for those who do not have an undergraduate accounting degree from Walsh College. This option is designed to provide a comprehensive education in the areas of accounting, business, auditing, and taxation. Moreover, this 30-39 credit hour curriculum is designed to assist students in obtaining the necessary competence to prepare for professional examinations, such as the CPA (Certified Public Accounting) or CMA (Certified Management Accountant) examinations. Students with course work in accounting and taxation at the undergraduate level may receive waivers for required courses to be replaced with electives in order to meet program requirements.

Effective July 1, 2003, the requirements for CPA licensure in the state of Michigan change to include a requirement of completion of 150 semester hours, to include credits in specific accounting, taxation and business topics. Students preparing for the CPA exam should consider course work beyond the minimum academic requirements for the MAC degree. Students are encouraged to contact the admissions and academic advising department. Additional information can be obtained at the Michigan State Board of Accountancy web site: www.cis.state.mi.us/bcs/acct/.

The second option is available for students who have an undergraduate degree in accounting from Walsh College and either need to further prepare for the CPA exam and/or want additional course work in accounting, taxation, or other business areas. See the MAC for Walsh College accounting undergraduates. This 30-hour program is designed to compliment the 127 hour Walsh College Bachelor of Accountancy by meeting the 150 hour requirement while obtaining a master's degree.

MAC Foundation Courses

- ACC 500 Financial Accounting
- ACC 501 Intermediate Accounting I
- ACC 502 Intermediate Accounting II

MAC Core Courses

- ACC 506 Accounting Systems (Formerly ACC 540)
- ACC 511 Investments and Business Combinations
- ACC 512 Government and Not-for-profit Accounting
- ACC 515 Professional Auditing
- ACC 516 Practical Accounting (Formerly ACC 530)
- ACC 519 Advanced Managerial Accounting (Formerly ACC 505)
- ACC 520 Seminar in Accounting Theory
- ACC 550 Seminar in Advanced Accounting and Auditing Topics
- TAX 590 Introductory Concepts in Taxation
- TAX 591 Introduction to Business Taxation

MAC Elective Courses

- ACC 555 Seminar in Advanced Accounting and Advanced Taxation Topics
- ACC 560 Professional Practice and Behavior
- ACC 562 Thesis (6 credit hours)
- ACC 583 Directed Study
- ACC 588 Internship
- ACC 594 Accounting Practicum
- Any BIT, FIN or TAX 500 level course
- Any MBA or MGT 500 level course except MBA 500 and MBA 505.

Certain courses may require additional prerequisites not included in the degree program. Refer to the Registration Material/Schedule of Classes.

MAC for Walsh College Accounting Undergraduates

Complete 10 courses for 30 credit hours from the following core and elective course work. A minimum of 5 courses in accounting and taxation are required.

MAC Core Courses

Must complete the following courses not previously taken.

- ACC 512 Government and Not-for-Profit Accounting
- ACC 515 Professional Auditing
- ACC 520 Seminar in Accounting Theory
- ACC 550 Seminar in Advanced Accounting and Auditing Topics

And either

- ACC 555 Seminar in Advanced Accounting and Advanced Taxation Topics
- or
- ACC 560 Professional Practice and Behavior

Note: ACC 512 and ACC 515 can be taken while pursuing the BAacct at Walsh College.

Graduate Degree Programs

MAC Required Electives

TAX 591 Introduction to Business Taxation

And choose from any of the following courses not previously completed:

ACC 555 Seminar in Advanced Accounting and Auditing Topics *or*

ACC 560 Professional Practice and Behavior

ACC 562* Thesis (6 credit hours) *or*

ACC 583 Directed Study *or*

ACC 588 Internship *or*

ACC 594 Accounting Practicum

Any BIT, FIN or TAX 500 level course

Any MBA or MGT 500 level course except MBA 500 and MBA 505.

*ACC 562 Thesis counts for two courses

Certain courses may require prerequisites not included in the degree program. Refer to the Registration Material/Schedule of Classes.

Master of Science in Business Information Technology

The Master of Science in Business Information Technology (MSBIT) is designed for the business professional who has responsibility for planning, integrating, operating and/or improving business information technology systems. The program addresses how information technologies can be used to promote an organization's business activities. The students will analyze leading information technology trends and developments, determine the potential implications for business, and define strategic ways of creating and sustaining competitive advantage. In addition, two specializations are available in the MSBIT – Information Systems Security and Project Management.

Information Systems Security Specialization -

Students will obtain critical skills within the program by completing courses in building an information protection program, internetworking and application security, information security safeguards and information security auditing and threat assessment.

The objectives for students pursuing the Information Systems Security Specialization are:

- To research the latest security techniques and apply them to an organizational setting

- To develop expertise in security technology and process controls
- To develop and apply skills and leadership behaviors for developing an Information Security Program within various computing environments
- To design, implement, and evaluate security controls and countermeasures
- To apply the principles of law, policy, and ethics
- To plan, organize, and effectively manage and focus administrative, personnel, physical, and technical resources of organizations to mitigate and measure risks for different computing infrastructures
- To evaluate and diagnose security risk and risk mitigating strategies
- To plan, develop and implement sound and appropriate policies and procedures
- To apply effective principles of audit controls for successful IT governance
- To prepare for taking the Certified Information Systems Security professional (CISSP) exam
- Further information about CISSP exam requirements may be found at www.cissp.org.

Project Management Specialization –

This specialization consists of four courses in Project Management.

The program is based on the nine project management knowledge areas defined by the Project Management Institute (PMI). The goal of the certificate will be to prepare the student to assist organizations with their project management needs, while acquiring the knowledge that will enable them to take the PMP certification exam.

Further information about Project Management Professional (PMP) certification requirements may be found at www.pmi.org. Individuals who hold a certificate in Project Management through the Project Management Institute™ may be eligible to achieve 12 credit hours in advanced standing towards the MSBIT degree.

The MSBIT consists of 12-14 courses for a total of 36-42 semester credit hours in the program depending on a student's prior experience or education. Newly admitted students must have a minimum of two years of professional experience in a related field or a related undergraduate degree. It is recommended that the program be pursued sequentially, two courses per semester.

MSBIT Foundation Courses

BIT 501 Fundamentals of Information Systems

BIT 502 Introduction to Programming

Graduate Degree Programs

MSBIT Core Courses

- BIT 511 Business Information Technology Trends and Issues
- BIT 516 Business Systems Engineering
- BIT 521 Advanced Web Application Development
- BIT 526 Enterprise Network Architectures
- BIT 531 Enterprise Systems
- BIT 536 Database Systems
- BIT 641 Electronic Commerce
- BIT 646 Information Systems Security
- BIT 651 Data Warehousing
- BIT 656 Emerging Internet Applications
- BIT 661 Managing Business Information Technology Programs
- BIT 666 Capstone Project

MSBIT– Information Systems Security Specialization

Foundation Courses

- BIT 501 Fundamentals of Information Systems
- BIT 502 Introduction to Programming

Core Courses

This option represents a replacement of certain courses in the standard curriculum.

- BIT 511 Business Information Technology Trends and Issues
- BIT 516 Business Systems Engineering
- BIT 521 Advanced Web Application Development
- BIT 526 Enterprise Network Architectures
- BIT 536 Database Systems
- BIT 641 Electronic Commerce
- BIT 646 Information Systems Security
- BIT 671 Building an Information Protection Program
- BIT 672 Information Systems Threat Assessment
- BIT 673 Information Security Safeguards
- BIT 674 Cryptography
- BIT 666 Capstone Project

MSBIT – Project Management Specialization

Foundation Courses

- BIT 501 Fundamentals of Information Systems
- BIT 502 Introduction to Programming

Core Courses

This option represents a replacement of certain courses in the standard curriculum.

- BIT 511 Business Information Technology Trends and Issues
- BIT 516 Business Systems Engineering
- BIT 521 Advanced Web Application Development
- BIT 526 Enterprise Network Architectures
- BIT 531 Enterprise Systems
- BIT 536 Database Systems
- BIT 641 Electronic Commerce
- BIT 681 Project Management I
- BIT 682 Project Finance, Estimating, and Cost Management
- BIT 683 Project Management II
- BIT 684 Project Management Tools and Techniques
- BIT 666 Capstone Project

Master of Science in Finance

The Master of Science in Finance (MSF) program offers graduate education in all aspects of finance. It offers a blend of accounting, economics, and finance along with the study of economic theory. Specializations provide students with the ability to explore all business disciplines. There are eight specializations available in the MSF program (+denotes certification available).

Corporate Finance – This specialization is designed for the student who desires the advanced skills necessary to competently perform financially oriented analytical and managerial functions within the corporate environment.

Enterprise Systems – Students will be introduced to the concepts of enterprise infrastructure design and implementation (LAN and WAN); enterprise resource planning systems (ERP), supply chain management systems (SCM), and customer relationship management systems (CRM). Also covered are database analysis and design, and data warehousing and business intelligence systems. Following completion of the specialization, students will have sufficient knowledge to manage and/or participate in the design, development, and implementation of enterprise infrastructure and application systems.

Graduate Degree Programs

e-Commerce – Students will be introduced to the concepts of designing a complete e-commerce solution – from client side web design and development to backend systems necessary for the implementation of an e-commerce solution. Following completion of the specialization, students will have sufficient knowledge to manage and/or participate in the design, development, and implementation of e-commerce systems

Financial Economics – This specialization is designed as a less technically oriented and more theoretical approach to finance that will offer the student graduate level skills in utilizing economic principles as a basis for financial decision-making. The specialization is designed for students with a liberal arts undergraduate degree, economic educators and middle management professionals desiring upper management decision-making skills.

Financial Planning – This specialization is designed for those students interested in a career in personal financial advising and consulting.

Note: The Certified Financial Planner™ specialization allows students to complete additional coursework to prepare for the exam leading to certification. See section entitled “Certificate Programs” for course listings.

Financial Services – This specialization is designed for the student who desires the graduate level skills necessary in the financial services industry. This specialization is recommended for students interested in career paths in banking, investment management, investment banking, consulting, real estate, or leasing. Other areas of interest may include investment and lending functions of the insurance industry and the financial service arms of major corporations.

International Finance – This specialization is designed for the student interested in gaining the upper level skills necessary to compete in the ever-increasing globalization of the world’s economy.

Interdisciplinary Study – This specialization is designed for those students who wish to take a self designed approach to the finance curriculum for the maximum flexibility in their studies. Interdisciplinary study may not be used as a dual specialization.

Dual Specialization: An MSF student may elect to complete a dual specialization for 39 semester credit hours of study. If one course is waived then only 36 semester credit hours is required to complete a dual specialization. The required

courses in each specialization must be completed before graduation. Students must complete a minimum of 13 classes consisting of: seven (7) core courses; three (3) courses for the first specialization; and three (3) courses for the second specialization. Students pursuing a dual specialization eliminate the need for the required MSF electives. Contact the admissions and academic advising office for more information.

The MSF consists of 12 courses totaling 36 semester credit hours, including seven required core courses, one specialization of three courses, and two elective courses.

The MSF has undergraduate courses that are identified as prerequisite courses to the program. These courses are ECN 201 and ECN 202 (Macro and Micro Economics) and ACC 201 and ACC 202 (Accounting Principles I and II) or the equivalent to those courses. Students who lack these courses will be required to take these as foundation (ACC 500) or required elective (ECN 503) courses in the degree program. Time limits apply.

MSF Foundation Courses

ACC 500 Financial Accounting

MSF Core Courses

FIN 504 Financial Theory and Practice
FIN 506 Financial Statement Analysis
FIN 510 Financial Management**
FIN 512 International Economics and Finance
FIN 515 Interest Rates and Capital Markets
FIN 521 Investments
FIN 575 Public Finance

**Must successfully complete this course within the first 12 semester credit hours.

MSF Specializations

MSF students must select one of the following specializations:

e-Commerce +
(Requires prerequisite of BIT 502 or relevant experience)

BIT 521 Advanced Web Application Development
BIT 641 Electronic Commerce
BIT 536 Database Systems
BIT 656 Emerging Internet Applications

Graduate Degree Programs

Enterprise Systems +

(Requires prerequisite of BIT 501 or relevant experience)

- BIT 526 Enterprise Network Architectures
- BIT 531 Enterprise Systems
- BIT 536 Database Systems
- BIT 651 Data Warehousing

Corporate Finance

- ACC 505 Advanced Managerial Accounting
- FIN 550 Case Studies in Corporate Finance
- FIN 587 Business Valuation

Financial Economics

(Any 3 of the following)

- ECN 507 Advanced Microeconomics
- ECN 508 Advanced Macroeconomics
- ECN 530 Early and Classical Economic Thought
or
- ECN 531 Modern Economic Thought

Financial Planning

(Any 3 of the following)

- FIN 502 Theory of Financial Planning
- FIN 525 Risk Management and Insurance
- FIN 580 Financial Planning Applications and Case Study
- TAX 535 Income Tax and Income Tax Planning
- TAX 536 Employee Benefits and Retirement Planning
- TAX 537 The Tools and Techniques of Estate Planning

Note: Refer to section entitled "Certificate Programs" for details on Certified Financial Planner™ certificate requirements.

Financial Services

- FIN 509 Bank and Financial Institution Management
- FIN 520 Real Estate
- FIN 532 Portfolio Analysis

International Finance

- FIN 513 International Trade and Finance
- ECN 535 Analysis of International Economic Systems
- MGT 570 International Management

Interdisciplinary Study

A student must choose one finance course and two courses from the other specializations, or from the list of electives. The student should work closely with the admissions and academic advising office to achieve an optimal combination.

MSF Electives

All MSF students must complete two elective courses selected from the following:

- ACC 501 Intermediate Accounting I
- ACC 502 Intermediate Accounting II
- ACC 505 Advanced Managerial Accounting
- ACC 511 Investments and Business Combinations
- ACC 512 Government and Not-for-profit Accounting
- ACC 515 Professional Auditing
- ACC 520 Seminar in Accounting Theory
- ACC 550 Seminar in Advanced Auditing Topics
- BIT 521 Advanced Web Application Development
- BIT 641 Electronic Commerce
- BIT 536 Database Systems
- BIT 656 Emerging Internet Applications
- BIT 526 Enterprise Network Architectures
- BIT 531 Enterprise Systems
- BIT 536 Database Systems
- BIT 651 Data Warehousing
- ECN 503 Survey of Economics (as required elective only)
- ECN 507 Advanced Microeconomics
- ECN 508 Advanced Macroeconomics
- ECN 519 Economic History of the United States
- ECN 530 Early and Classical Economic Thought
- ECN 531 Modern Economic Thought
- ECN 535 Analysis of International Economic Systems
- ECN 580 Monetary and Fiscal Policy Seminar
- ECN 585 Seminar in Market Economics
- FIN 502 Theory of Financial Planning
- FIN 509 Bank and Financial Institution Management
- FIN 513 International Trade Finance
- FIN 520 Real Estate
- FIN 525 Risk Management
- FIN 532 Portfolio Analysis
- FIN 550 Case Studies in Corporate Finance
- FIN 556 Legal Issues in Corporate Finance
- FIN 580 Financial Planning Applications and Case Study
- FIN 583 Directed Study in Finance
- FIN 585 Seminar in Finance
- FIN 587 Business Valuation
- FIN 588 Business Ethics
- MBA/
- MGT 515 Quantitative Methods
- MGT 567 Business Process Reengineering
- MGT 570 International Management
- TAX 535 Income Tax and Income Tax Planning
- TAX 536 Employee Benefits and Retirement Planning
- TAX 537 The Tools and Techniques of Estate Planning
- TAX 590 Introductory Concepts in Taxation
- TAX 591 Introduction to Business Taxation

Certain courses may require additional prerequisites not included in the degree program. Refer to the Registration Material/Schedule of Classes.

Graduate Degree Programs

Master of Science in Management

The Master of Science in Management (MSM) degree program focuses on developing leadership ability as well as a firm understanding of organizational structures, communication, financial management, operations, marketing and human resource management. The MSM program incorporates selected elements from the common body of knowledge recommended for graduate business education as found in a Master of Business Administration program. However, the MSM program goes a step further by focusing on the knowledge and skills associated with the discipline of management and leadership.

Threaded throughout the core, foundations, and specializations are four common themes: global leadership, entrepreneurship, public and private-sector applications, and linkage with the business environment. The program culminates in a capstone strategic management course, which integrates the various levels and areas of learning.

The MSM degree program provides concentrated graduate study on modern principles and practical skills for future business and personal growth. The specializations are included in a program model that begins with courses in core management skills, then addresses the foundations of business functions. The specializations allow the student to direct focused attention to the preferred area of management application. Each specialization consists of nine credit hours (three courses) relating to the area. The specializations are:

e-Commerce introduces students to the concepts of designing a complete e-commerce solution – from client side web design and development to backend systems necessary for the implementation of an e-commerce solution. Following completion of the specialization, students will have sufficient knowledge to manage and/or participate in the design, development, and implementation of e-commerce systems.

Enterprise Systems introduces students to the concepts of enterprise infrastructure design and implementation (LAN and WAN); enterprise resource planning systems (ERP), supply chain management systems (SCM), and customer relationship management systems (CRM). Also covered are database analysis and design, and data warehousing and business intelligence systems. Following completion of the specialization, students will have sufficient knowledge to manage and/or participate in the design, development, and implementation of enterprise infrastructure and application systems.

Business Operations is designed for those who will manage the work processes of their manufacturing or service-delivery organizations. The specialization includes methods for evaluating and changing operations. Activities involve re-engineering business processes and building quality into the integrated business enterprise.

Human Resource Management is appropriate for those who need to understand the management of people as an important organizational asset. Content covers the basics of human resource management, and designing jobs and organizations to fit people and business goals. Attention is given to processes for maintaining effective labor relations.

e-Marketing combines course work in marketing with the latest in technology. The online classes teach how to use the Internet, build a Web site, build databases, and communicate using the new technology. Three courses are required for a specialization in the MSM program. Students who take all four courses will receive a certificate in e-Marketing.

International Management offers multiple perspectives on doing business globally. Current and future business leaders are exposed to legal, cultural, social, economic, and environmental issues in different world regions. Students develop knowledge of, and openness to, diverse cultures.

Marketing focuses on strategic market research and planning and tactical matters of advertising, sales and public relations. Studies include understanding consumer behavior, capturing the voice of the customer and integrating marketing with product or service life cycles.

Interdisciplinary studies allow students to combine course work in management with work in other areas of interest.

The MSM has undergraduate course work identified as prerequisite courses to the program. These courses are ACC 201 and ACC 202 (Accounting Principles I and II), CIS 305 (Business Computing Tools), COM 210 (Business Communications) and an undergraduate Principles of Management (MGT 201) or Behavioral Science course. The graduate equivalent to ACC 201 and 202 may be added as a Foundation Course in the program. Time limits apply.

Applicants must have two years of full-time work experience, or be currently employed in a management or supervisory position.

The MSM program consists of 12-14 courses, totaling 36-42 semester credit hours, depending on a student's prior education.

Graduate Degree Programs

MSM Foundation Courses

MBA 500 Financial Accounting
QM 503 Inferential Statistics for Business
Decision Making

MSM Required Courses

MGT 501 Management and Organization
MGT 515 Quantitative Methods
MGT 520 Management Information Systems
MGT 525 Leadership and Communication
MGT 550 Managing the Marketing Function
MGT 555 Human Resources Management
MGT 560 Financial Management
MGT 565 Operations Management
MGT 615 Strategic Management

MSM Specialization Courses

All MSM students must complete one of the following specializations (+denotes certificate available):

e-Commerce +

(Requires prerequisite of BIT 502 or relevant experience)

BIT 521 Advanced Web Application Development
BIT 641 Electronic Commerce
BIT 536 Database Systems
BIT 656 Emerging Internet Applications

Enterprise Systems +

(Requires prerequisite of BIT 501 or relevant experience)

BIT 526 Enterprise Network Architectures
BIT 531 Enterprise Systems
BIT 536 Database Systems
BIT 651 Data Warehousing

Business Operations

MGT 566 Manufacturing Systems
MGT 567 Business Process Re-engineering
Elective

Human Resources Management +

(Choose 3 of the 4)*

MGT 556 Organization Design
MGT 557 Labor Relations
MGT 558 Managing Employee Development and
Training
MGT 559 Managing Total Compensation

*A fourth course may be completed to obtain a Certificate.

e-Marketing +

MKT 545 e-Marketing Communication
And any 2 of the following:
MKT 546 Database Marketing
MKT 547 Relationship Marketing Methods
MKT 548 e-Marketing Portfolio
MKT 549 e-Commerce Business to Business

*To obtain a certificate a student must complete MKT 545, MKT 548 and 2 additional courses from: MKT 546, 547, 549.

Marketing

MGT 551 Consumer Behavior
MGT 573 Special Topics in Marketing
Elective

International Management

MGT 570 International Management

And two of the following:

ECN 535 Analysis of International Economic
Systems
FIN 512 International Economics and Finance
MGT 571 Business in World Regions

Interdisciplinary Study

A student must choose one management course and two courses from the list of elective courses. Students should work with an advisor in the Admissions and Academic Advising Office to achieve the optimal combination.

MSM Elective Courses

BIT 521 Advanced Web Application Development
BIT 641 Electronic Commerce
BIT 536 Database Systems
BIT 656 Emerging Internet Applications
BIT 526 Enterprise Network Architectures
BIT 531 Enterprise Systems
BIT 536 Database Systems
BIT 651 Data Warehousing
ECN 535 Analysis of International Economic
Systems
FIN 506 Financial Statement Analysis
FIN 509 Bank and Financial Institution
Management
FIN 512 International Economics and Finance
FIN 515 Interest Rates and Capital Markets
FIN 520 Real Estate
FIN 521 Investments
FIN 525 Risk Management
FIN 556 Legal Issues in Corporate Finance
MBA 503 Survey of Economics
MKT 545 e-Marketing
MKT 546 Database Marketing

Graduate Degree Programs

MKT 547 Relationship Marketing Methods
MKT 548 e-Marketing Portfolio
MKT 549 e-Commerce Business to Business
MGT 551 Consumer Behavior
MGT 556 Organization Design
MGT 557 Labor Relations
MGT 558 Managing Employee Development and Training
MGT 559 Managing Total Compensation
MGT 566 Manufacturing Systems
MGT 567 Business Process Re-engineering
MGT 570 International Management
MGT 571 Business in World Regions
MGT 573 Special Topics in Marketing
MGT 583 Directed Study in Management
MGT 585 Seminar in Management

Certain courses may require prerequisites not included in the degree program. Refer to the Registration Materials/Schedule of Classes.

Master of Science in Taxation

The Master of Science in Taxation (MST) degree program offers graduate education in specialized areas of taxation. The program is designed for the person who needs to develop expertise in the field of taxation. To enable a student to specialize in one area of study, he or she may choose to complete all three of the elective courses in a specialization. Alternatively, a student may choose not to have an area of specialization. A student is limited to only one specialization. If additional specializations are of interest to a student, the student may return to Walsh College after completing the MST program and pursue a Post-Masters Certificate in Taxation Program. It should be stressed that a specialization provides a student with an opportunity to specialize, but it is not a requirement to earn an MST degree.

The specializations are:

- **Taxation of Corporations**
- **Tax Aspects of Financial and Estate Planning**
- **Taxation of Small Businesses and Their Owners**

In addition, students who elect not to write a thesis must take TAX 571 (Advanced Tax Research Paper) concurrently with a course in their specialization, if they have elected to have a specialization.

The curriculum offers 25 different tax-related courses. To graduate, a student in the MST program must complete the eight required three-credit courses, two one-credit research papers (or a three-credit thesis) and three three-credit elective courses (or complete a three-course specialization), for a total of 35 or 36 semester credit hours.

TAX 592 Introductory Concepts in Taxation or its equivalent is required as a prerequisite to the courses in the MST program. Students who do not have this prerequisite will have the course added as a foundation course, TAX 592, in their program. This foundation course will then be required as the first course in the graduate program.

MST Foundation Course

TAX 592 Introductory Concepts in Taxation

MST Required Courses

TAX 599 Introduction to Tax Research
TAX 500 Advanced Tax Research Methodology, Writing, and Citation
TAX 501 The Role of Legal Authorities in Taxation
TAX 507 Tax Accounting
TAX 509 Sales and Exchanges of Property
TAX 510 Basic Concepts in Corporate Taxation
TAX 531 Partnership Taxation
TAX 540 Tax Practice and Procedure
TAX 570 Tax Research Paper (Basic)*
TAX 571 Tax Research Paper (Advanced)**

*Note that students must complete TAX 570 no later than concurrently with their seventh MST course. Students wishing to write a thesis may substitute TAX 573 Thesis, for TAX 570 and TAX 571.

**Students considering writing a thesis should consult with the Director of the MST program no later than completion of their fourth MST course. Consult the course description for more information.

MST Elective Courses

Nine semester credit hours of elective course work can be selected from the following list:

TAX 511 Advanced Concepts in Corporate Taxation
TAX 514 Consolidated Tax Returns
TAX 521 Estate and Gift Taxation
TAX 522 Income Taxation of Trusts and Estates
TAX 523 Financial and Estate Planning
TAX 524 Valuation for Tax Purposes
TAX 550 International Taxation
TAX 555 Qualified Deferred Compensation Plans
TAX 556 Fringe Benefits and Nonqualified Deferred Compensation Plans
TAX 557 State and Local Taxation
TAX 572 Technical Tax Writing
TAX 583 Directed Study in Taxation
TAX 588 Internship in Taxation

MST Specializations - Students may, but are not required, to focus their elective courses into a specialization. To earn a specialization in one of the following areas, select any three of the courses listed in each area.

Graduate Degree Programs

Taxation of Corporations

- TAX 511 Advanced Concepts in Corporate Taxation
- TAX 514 Consolidated Tax Returns
- TAX 550 International Taxation
- TAX 555 Qualified Deferred Compensation Plans
- TAX 556 Fringe Benefits and Nonqualified Deferred Compensation Plans
- TAX 557 State and Local Taxation
- TAX 573 Thesis

Tax Aspects of Financial and Estate Planning

- TAX 521 Estate and Gift Taxation
- TAX 522 Income Taxation of Trusts and Estates
- TAX 523 Financial and Estate Planning
- TAX 524 Valuation for Tax Purposes
- TAX 555 Qualified Deferred Compensation Plans
- TAX 556 Fringe Benefits and Nonqualified Deferred Compensation Plans
- TAX 573 Thesis

Taxation of Small Businesses and Their Owners

- TAX 511 Advanced Concepts in Corporate Taxation
- TAX 521 Estate and Gift Taxation
- TAX 523 Financial and Estate Planning
- TAX 555 Qualified Deferred Compensation Plans
- TAX 556 Fringe Benefits and Nonqualified Deferred Compensation Plans
- TAX 557 State and Local Taxation
- TAX 573 Thesis

Master's Degree Graduation Requirements

Students must complete the prescribed requirements to graduate with a master's degree from Walsh College.

- Complete the program of study within the time specified for the specific degree program. The program of study is the specific curriculum required by the College at the time of initial course enrollment in the program, unless the student changes degree programs while attending Walsh College. If a student changes programs, the course of study is the specific curriculum required by the College at the time the student officially makes the change.
- Students preparing for graduation must file an official Application for Graduation with the admissions and academic advising office. Students can make an appointment with an advisor to review graduation requirements.

Master of Arts in Economics

- Complete the program of study within a period of 60 calendar months from the initial date of course enrollment.
- Earn a minimum of 30 graduate semester credit hours, which may include up to a maximum of 12 semester credit hours for which advanced standing has been granted, therefore requiring 18 graduate semester core and elective credit hours in residence at Walsh College.
- Earn a grade of "C" (2.000) or better in each course counted toward the graduation requirements.
- Achieve a cumulative grade point average of "C" (2.000) or better within the degree requirements at Walsh College.

Master of Business Administration

- Complete the program of study within a period of 60 calendar months from the initial date of course enrollment.
- Earn a minimum of 36 graduate semester credit hours, which may include up to a maximum of 15 semester credit hours in core and elective courses for which advanced standing has been granted, therefore requiring 21 semester credit hours in residence at Walsh College.
- Earn a grade of "C" (2.000) or better in each course counted toward the graduation requirements.
- Achieve a cumulative grade point average of "B" (3.000) or better within the degree requirements at Walsh College.

Master of Science in Accountancy

- Complete the program of study within a period of 60 calendar months from the initial date of course enrollment.
- Earn a minimum of 30 graduate semester credit hours, which may include up to a maximum of twelve semester credit hours for which advanced standing has been granted, therefore requiring 18 graduate semester credit hours core and elective in residence at Walsh College.
- Earn a grade of "C" (2.000) or better in each course counted toward the graduation requirements.
- Achieve a cumulative grade point average of "C" (2.000) or better within the degree requirements at Walsh College.

Graduate Degree Programs

Master of Science in Business Information Technology

- Complete the program of study within a period of 60 calendar months from the initial date of course enrollment.
- Earn a minimum of 36 graduate semester credit hours, which may include up to a maximum of 15 semester credit hours core and elective for which advanced standing has been granted, therefore requiring 21 semester credit hours in residence at Walsh College.
- Earn a grade of “C” (2.000) or better in each course counted toward the graduation requirements.
- Achieve a cumulative grade point average of “B” (3.000) or better within the degree requirements at Walsh College.

Master of Science in Finance

- Complete the program of study within a period of 60 calendar months from the initial date of course enrollment.
- Earn a minimum of 36 graduate semester credit hours, which may include up to a maximum of 15 semester credit hours in core and elective courses for which advanced standing has been granted, therefore requiring 21 semester credit hours in residence at Walsh College.
- Earn a grade of “C” (2.000) or better in each course counted toward the graduation requirements.
- Achieve a cumulative grade point average of “C” (2.000) or better within the degree requirements at Walsh College.

Master of Science in Management

- Complete the program of study within a period of 60 calendar months from the initial date of course enrollment.
- Earn a minimum of 36 graduate semester credit hours, which may include up to a maximum of 15 semester credit hours core and elective for which advanced standing has been granted, therefore requiring 21 semester credit hours in residence at Walsh College.

- Earn a grade of “C” (2.000) or better in each course counted toward the graduation requirements.
- Achieve a cumulative grade point average of “C” (2.000) or better within the degree requirements at Walsh College.

Master of Science in Taxation Requirements

- Complete the program of study within a period of 60 calendar months from the initial date of course enrollment.
- Earn a minimum of 35 graduate semester credit hours, which may include up to a maximum of 15 semester credit hours for which advanced standing has been granted therefore requiring 20 semester credit hours in residence at Walsh College.
- Earn a grade of “C” (2.000) or better in each course counted toward the graduation requirements.
- Achieve a cumulative grade point average of “C” (2.000) or better within the degree requirements at Walsh College.
-

Certificate Programs

Walsh College offers a variety of certificate programs at the graduate and undergraduate level. Specific eligibility requirements are listed below by certificate area. The candidate may earn a certificate by taking three to seven courses, totaling nine to 21 semester credit hours, dependent on the certificate. Candidates should follow the same procedures as an applicant to an undergraduate or graduate degree program.

The candidate has 48 months in which to complete the course work with a minimum grade of "C" (2.000) in each course. The e-Commerce Enterprise Systems, Information Systems Security, and Project Management certificates require a minimum grade of "B" (3.000) for each course applied toward the certificate.

Upon completion, the student must file an application for certification with the admissions and academic advising office. In addition to receiving the Master's Certificate, the student will have the designation noted on his or her transcript. There are no limits on the number of Master's Certificates that can be awarded. Certificates will not be issued to those students who have any outstanding financial obligations to the College or for those who have materials that need to be returned to faculty members or the library.

Certificates are awarded in the following areas:

Certified Financial Planner™

- Available to individuals holding a bachelor or master's degree.

Required Courses:

FIN 502 Theory of Financial Planning
FIN 521 Investments
FIN 525 Risk Management and Insurance
FIN 580 Financial Planning Applications and Case Study
TAX 535 Income Tax and Income Tax Planning
TAX 536 Employee Benefits and Retirement Planning
TAX 537 The Tools and Techniques of Estate Planning

Upon completion of the classes listed above, the student will be eligible to sit for the CFP certification exam. Please refer to CFP Certification Requirements: (www.cfp-board.org).

e-Marketing (Undergraduate)

- This certificate is not restricted to current Walsh College students or graduates.
- Students must complete a series of four courses in e-Marketing to achieve certification.

Required Courses:

MKT 445 e-Marketing Communication
MKT 448 e-Marketing Portfolio

And any 2 of the following:

MKT 446 Database Marketing
MKT 447 Relationship Marketing Methods
MKT 449 e-Commerce Business to Business

e-Marketing (Graduate)

- Available to graduates of the Master of Science in Management (MSM) and Master of Business Administration (MBA) programs at Walsh College or to individuals who hold a degrees in a comparable business discipline. This certificate is not restricted to Walsh College graduates.
- Graduates must complete a series of four graduate courses in e-Marketing to achieve graduate certification.

Required Courses:

MKT 545 e-Marketing Communication
MKT 548 e-Marketing Portfolio

And any 2 of the following:

MKT 546 Database Marketing
MKT 547 Relationship Marketing Methods
MKT 549 e-Commerce Business to Business

e-Commerce

- Available to individuals holding a bachelor or master's degree.
- Not available to graduates of the MSBIT program.

Required Courses:

BIT 521 Advanced Web Application Development
BIT 536 Database Systems
BIT 641 Electronic Commerce
BIT 656 Emerging Internet Applications

Certificate Programs

Enterprise Systems

- Available to individuals holding a bachelor or master's degree.
- Not available to graduates of the MSBIT program.

Required Courses:

BIT 526 Enterprise Network Architectures
BIT 531 Enterprise Systems
BIT 536 Database Systems
BIT 651 Data Warehousing

Finance

- Available to graduates of the Master of Science in Finance (MSF) program at Walsh College.
- Graduates may return within five years of earning the MSF degree to pursue this certification.
- Graduates may select from the specializations not previously taken in their degree program; see MSF degree requirements.

Human Resource Management

- Available to individuals holding a bachelor or master's degree.
- This certificate requires MBA/MGT 515 and MBA/MGT 555 as prerequisite courses.

Required Courses:

MGT 556 Organizational Design
MGT 557 Labor Relations
MGT 558 Managing Employee Development and Training
MGT 559 Managing Total Compensation

Information Systems Security

As a graduate area of specialization, the program will enhance the student's area of focus by building on previously obtained knowledge. Students will be prepared to build and support an information security program for an organization through the completion of this specialization. The goal of the certificate will be to prepare the student to assist organizations with their security needs, while acquiring the knowledge that will enable them to take the CISSP certification exam.

Additional Admission Criteria:

- Available to individuals who provide documentation of completion of an earned bachelor or master's degree in management information systems or computer information systems or equivalent.
- Applicants must provide documented competency in the area of computer security; a minimum of one of the following is required:
 - Security + Certification
 - CIW Security Certification
 - Network + certification
 - Microsoft Certification (MCSA, MCSE)
 - Novell Certification (CNA, CNE, MCNE)
 - Cisco Certifications (CCNA, CCNE, CCIE)

or

 - Satisfactory completion of Walsh College courses BIT 644 and BIT 645. MSBIT students (graduates or currently enrolled) will fulfill this requirement with satisfactory completion of Walsh College courses BIT 526 and BIT 646.

Required Courses:

BIT 671 Building an Information Protection Program
BIT 672 Information Systems Threat Assessment
BIT 673 Information Security Safeguards
BIT 674 Cryptography

Upon completion of the classes listed above, the student will be eligible to sit for the CISSP exam. Please refer to CISSP Certification Requirements: (www.isc2.org).

Management

- Available to graduates of the Master of Science in Management (MSM) and Master of Business Administration (MBA) programs at Walsh College or to individuals who hold graduate degrees in a comparable business discipline. This certificate is not restricted to Walsh College graduates.
- Walsh graduates may return within five years of earning their degree to pursue this certification.
- Graduates may select one of the concentrations not previously taken in their degree program.
- Previous Walsh College graduates who hold a Master of Science in Management degree and who choose to pursue certification in the Human Resources specialization may achieve this graduate certification with nine additional required credit hours.

Certificate Programs

Project Management

The program is based on the nine project management knowledge areas defined by the Project Management Institute (PMI). The goal of the certificate will be to prepare the student to assist organizations with their project management needs, while acquiring the knowledge that will enable them to take the Project Management Certification exam.

- Available to individuals holding a bachelor or master's degree.

Required Courses:

BIT 681 Project Management I
BIT 682 Project Finance, Estimating, and Cost Management
BIT 683 Project Management II
BIT 684 Project Management Tools and Techniques

Upon completion of the classes listed above, the student will be eligible to sit for the exam. Please refer to PMP Certification Requirements at (www.pmi.org).

Taxation

- Available to graduates of the Master of Science in Taxation (MST) program, LL.M. in Taxation degree programs, or to graduates of any similar advanced degree in taxation. This certificate is not restricted to Walsh College graduates.
- Walsh Graduates may take any three semester credit hour course in the MST curriculum not completed in the previous five years; see MST degree requirements.

Professional and Corporate Services

Professional Services

Walsh College Professional Services (PS) works closely with business and organizations to help improve performance, develop leadership excellence, enhance organizational effectiveness, and acquire outstanding talent through organizational development services, leadership and management training, individual and organizational assessments, project management training and consulting, and individual professional development classes and seminars. All PS classes grant continuing educational units (CEUs). Many classes fulfill continuing professional education (CPE) requirements for Certified Public Accountants, as well as professional development units (PDUs) for project management professionals. Walsh College also offers conferencing facilities, guest speakers, meeting room and computer lab rentals, and management retreat facilitation to meet the business community's needs.

Professional Services programs include:

- Certification Programs in Managerial Leadership, Executive Leadership and Project Management
- Professional development classes
- Customized corporate training and certification programs
- Corporate university development
- Team development
- Management coaching
- Performance management
- Conflict intervention
- Organizational culture development
- Organizational change
- Strategic planning
- Coaching and problem solving
- Competency modeling
- Organizational diagnosis and assessment
- Work-flow mapping
- Employee orientation
- Supply chain management

Professional Certification Programs

To help achieve an organization's management and leadership development goals, or personal goal, Professional Services offers two certification programs that focus on developing essential leadership and managerial competencies – the *Managerial Leadership Certification* and the *Executive Leadership Certification*. The Managerial certification is geared towards entry and mid-level managers who would benefit from developmental experiences focusing on leadership of people and processes. The Executive certification is designed for middle and senior-level individuals who have significant roles in their organizations and whose actions and decisions have organization-wide impact. Both certifications require eight full days of classroom training.

Successful project management requires the seamless integration of technical knowledge and leadership abilities. With that in mind, Professional Services has created the *Project Management Certification* – designed to develop the essential technical and team management skills required to become an outstanding project manager. A Walsh College certificate is awarded upon completion of the eight-class curriculum.

Any of the classes in the certification programs may be taken as individual classes, without the intention of completing an entire certification.

Customized Certification Programs

Corporate clients may choose to create their own customized certification programs. Seminars can be selected from the full range of Walsh classes to create a uniquely tailored certification. Or, consultants will work with staff to create seminars that incorporate content applicable to an organization's strategic business goals.

Professional Advancement Classes

Professional Advancement classes are designed to enhance and support educational and career goals by focusing on current workplace issues. Each class is highly interactive and generally completed in one business day.

Professional and Corporate Services

All classes are listed in alphabetical order in the appropriate topic headings. Any class may be used as an elective in certifications and/or taken individually.

Seminars include:

Communication

- Customer Relationships: Essentials to Customer Service
- Delivering Powerful Presentations
- Effective Business Communication
- Interpersonal Communication
- Write it Right

Information Technology

- Microsoft Project 2000 – Level I
- Microsoft Project 2000 – Level II
- Quickbooks 2001

Leadership and Management Classes

- Applied Strategic Planning
- Building Commitment to Change
- Collaborative Conflict Resolution
- Cultural Awareness: Beyond Diversity
- Decision Making and Problem Solving
- Dimensions of Delegation
- Financial Fundamentals for Non-Financial Managers
- Getting Results Through Project Planning
- Global Leadership
- High Performance Coaching and Mentoring
- Hire Hard, Manage Easy
- Leadership Ethics
- Leadership Excellence I
- Leadership Excellence II

- Leading Organizational Change and Innovation
- Making the Most of Meetings
- Managing Stress in the Workplace
- Motivation and Recognition
- Negotiating Skills
- Performance Management
- Quality Management Tools
- Team Leadership Essentials
- Time Management

Purchasing/Supply Chain Management Procurement Practices Institute (PPI)

- Advanced Purchasing Strategies
- Contract Writing
- Essentials of Purchasing
- How to Purchase Services
- Implementing an e-Procurement Application
- Improving Negotiating Skills
- Improving Purchasing Performance
- The Legal Aspects of Purchasing

Project Management

- Effective Project Teams
- Essential Project Management Processes I
- Essential Project Management Processes II
- Fundamentals of Project Management
- Leadership for Project Managers
- Managing Multiple Projects
- Portfolio Management – Selecting and Evaluating Projects
- Preparation for the Project Management Professional (PMP) Exam
- The Enterprise Project Management Model

Professional and Corporate Services

Corporate Services

Strategic and Departmental Planning

Translating an organization's vision into a realistic and achievable plan is critical to success. Utilizing a structured team approach, consultants facilitate development of a shared vision, clearly articulated mission, corporate values, and strategic goals. The process involves both internal and external analyses and if needed, research staff will conduct surveys and focus group evaluations to identify customer perceptions and preferences. Finally, organizational goals are translated into specific departmental goals and action plans which are then translated into individual performance goals and learning plans.

Coaching and Problem Solving

Often, managers need individualized support to help them deal with complex operational problems. Management education consultants focus on developing skills such as problem identification, conflict management, performance management, and team leadership. Through an interactive learning process, managers have the opportunity to learn on the job, with the support of an unbiased third-party expert. By going through the coaching process themselves, managers learn how to coach their own employees to help motivate, support and guide them in working toward peak performance.

In addition to managerial coaching, Corporate Services also provides computer application experts who will provide individualized or small group tutoring on Microsoft Office applications and Internet usage.

Competency Modeling

Through a guided inquiry process, education specialists work with staff to identify the core competencies needed for an organization to stay competitive in the future. These competencies are then translated into specific job competencies for employees at all levels of your organization, identifying performance gaps and facilitating relevant, meaningful, goal-oriented learning plans.

Group Facilitation and Team Development

Consultants are skilled at facilitating meetings, retreats, focus group sessions, and project teams. With a focus on skill development, every facilitation project is an opportunity to develop important management competencies such as meeting management and agenda setting, group problem identification, consensus building, project management, goal setting, and team building - a smart investment into an organization's human capital.

Diagnosis and Assessment

Assessment instruments can be very useful as tools for identifying and examining both organizational and individual characteristics. Organizational assessments may include culture, climate, employee satisfaction, and empowerment surveys. Examples of individual assessments include the Myers-Briggs and Personal Profile System evaluations that facilitate understanding of personal and group member behaviors; the Management Skills Survey which is used to identify management style and effectiveness; and the Empowerment Index which measures personal empowerment. These instruments facilitate self-understanding so that personalized development plans can be created.

In addition to the instruments listed, various other personal and professional assessment tools are used in connection with seminars to identify problems and build understanding.

Learning Needs Analysis

An organization's learning needs can be identified through a systematic analysis that includes:

- 1) review of mission and corporate goals;
- 2) identification of the organization's core competencies;
- 3) interviews with key management and functional staff; and
- 4) an objective employee survey.

Investing in training without a clear understanding of organizational competency gaps and employee needs can be a costly gamble. The result of this

Professional and Corporate Services

process is a complete picture of the organization's competency requirements, gaps and employee learning needs. Another benefit of going through the learning needs analysis is that obstacles to organizational and employee development are identified and analyzed. New insights are gained that provide direction and understanding so that customized development plans can be designed.

Literature Research and Information Gathering

Walsh College's library is a vast resource for information on specific products, services, business information, and technological developments. With more than 28 on-site databases and Internet search expertise, the library staff provides thorough and expedient literature search services to corporate clients. This includes searches related to specific products or subjects as well as market, environmental, and competitor information. Full text copies of relevant information, or preparation of executive summaries can be provided.

Procurement Practices Institute

The Walsh College Procurement Practices Institute (PPI) is dedicated to providing purchasing and supply chain management professionals the knowledge and skills necessary for professional development. The Institute recognizes that the revolution currently occurring in procurement strives to ensure that procurement professionals meet the challenges faced in this rapidly changing business environment. All PPI participants earn credits toward Accredited Purchasing Practitioner and Certified Purchasing Manager certifications.

Conferencing and Rentals

Meeting Room and Computer Lab Rental

At Walsh College facilities include a formal boardroom, state-of-the-art computer labs, casual meeting room, or a multi-media conference rooms and media conference rooms.

Full service conference facilities include:

- Classrooms with built-in projection systems
- Conference planning assistance

- Complete audio-visual support
- Electronic smart boards
- Videoconferencing capabilities
- Full catering service

Rental Locations

Meeting rooms, computer training labs, multimedia rooms, and full service catering are available at both the Troy and Novi campuses.

Student Services

Academic Computing Facilities (ACF)

Walsh College provides computer hardware and software systems to support a full range of graduate and undergraduate curricula. Some courses involve extensive hands-on computer application and support while other courses are substantially enhanced by it.

The Academic Computing Facilities (ACF) consists of several computer classrooms and labs, joined through a Local Area Network (LAN). Following is a summary of lab facilities at various locations.

Troy Campus

Troy Campus lab facilities consist of five lab classrooms and an open lab for student use.

Lab 120 – e- Marketing Lab (20 seats with Dell GX240 1700 MHz processor). This state-of-the-art lab consists of Windows NT/Microsoft Office 2000 based technology. The Interactive e-Marketing Lab provides support to marketing students and students enrolled in online courses who need marketing technology software, such as Adobe Acrobat Reader, Paint Shop Pro, Real Player and Real Presenter.

Lab 122 – General Purpose Lab classroom (28 seats with Dell Optiplex GX170 733 MHz Intel Pentium processor, with Windows NT and Office 2000).
Lab 123 – General Purpose Lab classroom (28 seats with Dell Optiplex GX1 Pentium II, 450 MHz processor, with Windows NT and Office 2000). Current hardware technology is described below.

Lab 124 – Troy Open Lab (43 seats with Dell GX110, 800 mhz processor, running Windows 2000 and Office 2000 and a Pod of 25 PCs and 6 servers).

Lab 125 – General Purpose Lab Classrooms (28 seats with Dell Optiplex GXi 240 1700 mhz processor, running Windows NT and Office 2000).

Lab 126 – Troy Open Lab (43 seats with a variety of Pentiums) .

Lab assistants are on staff. Hours of operation may vary according to the College calendar.

All students using the open lab must sign in/out and abide by the established lab procedures.

Troy Open Lab Policies and Procedures

- All students must sign in upon entering the open lab and sign out when leaving.
- No food or beverages are allowed in any of the computer labs.
- No installation of illegal software or download of software, games, screensavers, etc. onto any of the PCs is allowed.
- Audio/video reservations: Three projectors are in circulation (Sony, Infocus and NEC). Students should submit requests to the lab assistant on duty at least two weeks in advance. Reservations are on a first-come/first- served basis. All requests for presentation equipment require the instructor's signature. Faculty can also send their request through e-mail at helpdesk@walshcollege.edu.

To report any computer problems in the labs call the Help Desk (ext.1350).

Novi Campus

Lab 514 – General Purpose Lab Classroom (31 seats with Dell Optiplex Gx110 Pentium II 266 MHz processors). This lab runs in a Windows 2000/Office 2000 environment.

Lab 515 – General Purpose Lab Classroom (31 seats, including the instructor with Dell Optiplex 6XA 266 MHz processors, running Windows NT/ Office 2000.

Novi Open Lab – This state-of-the-art open lab (26 seats with Dell Optiplex Gx110 Pentium II 733 MHz processors, with Windows NT and Office 2000) supports all lab-structured courses and is available for currently enrolled students and alumni.

A student lab assistant is employed to assist users. Hours of operation may vary according to College calendar.

Novi Open Lab Policies and Procedures

- All students must sign in when entering the open lab and sign out when leaving.
- No food or beverages are allowed in any of the computer labs.
- No installation of illegal software or download of software, games, screensavers, etc. onto any of the PCs is allowed.

To report any computer problems in the Novi labs, please call the Help Desk (ext. 1350).

University Center at Macomb Community College

Classroom and open lab resources are available at the University Center at Macomb Community College. These resources are owned and operated by Macomb Community College.

Advising

The admissions and academic advising office aims to identify student needs and to develop related support programs to ensure that all Walsh students achieve their goals. A student should meet with an advisor if he or she is experiencing academic difficulties, has questions regarding student life at Walsh College (clubs, etc.), or seeks tutoring assistance. Every student is encouraged to meet with an advisor during their first semester and afterward as needed.

The program sheet given to a student upon admission outlines his or her course of study at Walsh College. It is based on the Catalog in effect at the time of admittance. A student may update his or her program of study to the newest Catalog year, change major or degree by making an appointment with an advisor in the admissions and academic advising office.

Students are encouraged to review their program of study each year. An advisor will confirm specific courses remaining for program completion and review the cumulative grade point average and major to ensure the student is meeting the expected requirements.

Throughout a student's course of study concerns of a personal nature may be experienced that could hinder academic success. Academic advisors help students choose a career field or major, as well as offer options or appropriate referrals to external resources for any personal counseling issues.

Change of Major, Minor or Degree Program

If a student would like to explore changing his or her major, minor or degree, or adding a second major, an advisor will discuss alternatives that suit the student's new interest. Once a decision has been reached, the student must see an advisor in the admissions and academic advising office for an official change of major, minor, or academic program to be processed.

Exceptions to College Policies

College policies and procedures have been thoroughly considered before adoption and are consistently applied. However, the College reserves the right to grant an exception to a policy or procedure.

To request an exception, a student must direct the request in writing to the Director of admissions and academic advising. The request must include the student's social security number, telephone number, the policy for which the student is seeking the exception, the reasons justifying the request, and any written documentation necessary (i.e. if the request is due to medical problems, a written statement from the physician should be attached to the request). Exceptions are not granted for work related reasons. The request must be submitted by the end of the following semester, not to exceed four months after the semester for which the exception is requested.

A request will be reviewed with the appropriate College personnel and will be considered based upon the amount of control the student had over the situation, the circumstances and merit of the request, and the impact the action will have on the overall academic standards of Walsh College. The student will be notified of the decision in writing. A copy of all written decisions will be retained in the student's academic file.

Graduation Audit

Each student is required to submit an application for graduation. The recommended application deadline is six months prior to graduation to assure a complete review. Once an application for graduation is submitted, an advisor will audit the student's file. Should any discrepancies exist, the student will be notified. A \$50.00 fee is charged at the time of application for graduation.

Guesting

Students must petition in writing to the Admissions and Academic Advising Office for permission to enroll as a guest student. For more information, please refer to **Guest Student at Another Institution** in the Catalog. Enrolling as a guest student is permitted on an approved basis only.

Orientation

Each semester, the admissions and academic advising office provides new students the opportunity to become acquainted with the College's academic and administrative staff, policies and student

Student Services

organizations through an orientation program. New students are notified of the date, time and locations upon admission. The program provides the opportunity to meet with current students, alumni, faculty and other new students. Information about advising services, financial aid, career services, and the library is provided. Campus tours are also available and the bookstore remains open during the session to provide the opportunity to purchase course materials.

Special Needs Services

A student with a documented disability should contact the admissions and academic advising office immediately after being admitted to the College. A counselor will meet with the student to provide for reasonable accommodations to ensure the student's potential for success at the College.

Tutoring

Tutoring services (group and private) are available for selected courses each semester. Tutors are a valuable resource if a student is experiencing academic difficulties or wishes to increase his or her level of understanding. Student tutors must demonstrate high academic performance in their subject area and be trained before they will be assigned to work with other students. Contact the admissions and academic advising office for complete information.

Bookstore

Barnes and Noble College Bookstore has entered into partnership with Walsh College to provide bookstore services to students. There are two bookstore locations, one at the Troy campus and one at the Novi campus.

Each campus location will offer textbooks for the classes offered at that campus. Online course textbooks are available at the Troy Campus Bookstore only. Both stores offer spirit clothing, school supplies, cards and gift items.

Textbook Ordering

For the convenience of all Walsh students, Barnes and Noble has established a Web site for Walsh College, located at www.bkstore.com/walshcollege. After registering for classes, students can access this Web site through the Walsh College home page, www.walshcollege.edu, and order textbooks. Students can have the books delivered to their home,

office, or to the campus where the course is located. Shipping charges apply if books are mailed. Students may also pay for their books with their financial aid, or by direct billing to employers. If using financial aid as payment, students must contact the Troy campus bookstore before placing an order.

Computer Software

Barnes and Noble offers a variety of computer software available through JourneyEd.com. to purchase software, please visit this Web site.

Refund Policy

- A 100 percent refund is extended during the first week of the semester.
- A 75 percent refund is extended during the second through the fourth week of the semester. Students who present a drop/add form signed by the records and registration office may receive a 100 percent refund during this period if the book is in the same condition as originally purchased.
- After the fourth week of the semester no refunds will be issued.

Refund Requirements

- Any book that is returned for a refund must be in the same condition as at the time of purchase.
- Register and credit card slips must accompany all refund requests.
- Study Guides, working papers and reference materials will not be accepted for refund.
- Merchandise purchased with a check can be returned to the bookstore with a valid receipt. Cash will be returned to the customer after 10 business days.

Book Buy Back

Book Buy Back dates will be posted each semester in the bookstores.

Textbooks selected by Walsh College instructors for use in the following semester will be purchased from students at 50 percent of the purchase price until inventory requirements are met. Books brought in for buy back after the final exam week will be purchased at current wholesale prices as established by Barnes and Noble.

Barnes and Noble provides year round book buy back. During year round book buy back, textbooks will be purchased at current wholesale prices as established by Barnes and Noble. Restrictions do apply to this program. Please contact the Troy campus bookstore for additional information.

Business Office

Tuition and Fees

To obtain the current tuition and fee expenses, students should refer to the Registration Materials, Schedule of Classes published each semester or view the registration of the College Web site.

Tuition Payments

Full tuition and fees are normally due and payable at the time of registration. In lieu of full payment, registrations are also accepted if a student selects one of the following options:

- **Qualified Third Party Payment Voucher:** Approved employer or organization vouchers must be attached to the Registration Form. Direct billing of the third party will be after the drop/add period. Payment must not be dependent upon grade and must be paid directly to the College and not the student. No voucher applications or any other type of voucher will be accepted.
- **Financial Aid/Scholarship/Veteran's Benefits:** Eligible financial aid and/or scholarship and veteran recipients will receive written notification authorizing a waiver of the minimum payment requirement.
- **Minimum Tuition Payment:** This minimum payment is made at registration and the balance must be either paid in full by the designated date in the Registration Materials/Schedule of Classes or the student's account will be automatically placed on the Deferred Payment Plan.
- **Deferred Tuition Payment Plan:** To qualify for the plan, the student must be in good academic and financial standing and make the minimum payment at the time of registration, as described above. If the balance due is not received in the Accounts Receivable department by the designated date listed in the Registration Materials/Schedule of Classes, the account is automatically placed on the Deferred Payment Plan. At that time, a non-refundable deferred payment plan fee will be charged to the account. The remaining balance is then due in installments by the designated dates in the Registration Materials/Schedule of Classes. Late fees will be assessed for all late and partial payments.

If a student submits his or her registration form without one of these tuition payments, the registration will not be processed. The student will be contacted by telephone.

Policy On Non-Sufficient Fund Checks

Checks returned to Walsh College that are not honored by the student's financial institution will be re-billed to the student's account and charged a service fee. The student will be notified and expected to pay the owed amount within five business days. If payment is not received, the student will be dropped from class(es) for non-payment and the Registrar will notify the student of the drop. In the case of bank error, a written document directly from the bank or financial institution will correct the situation. After receipt of two non-sufficient fund checks, a student may no longer submit checks as a method of payment.

Tuition Refund Policy

Courses dropped on or before the eighth day of the semester will receive a 100 percent tuition refund. Classes dropped the ninth to 14th day of the semester will receive a 50 percent tuition refund. No tuition refund will be given for courses dropped after the 14th day of the semester. The registration and international fee is not refundable. Refunds of tuition course fees will be processed upon completion of drop/add procedure in accordance with the refund schedule.

After the drop/add period, partial tuition refunds may be granted due to an extraordinary circumstance that prevents a student from attending class for more than two class periods. Such requests should be directed, in writing, to the chief financial officer of the College and must be accompanied by documentation to substantiate the claim on which the request is based. Telephone calls will not be accepted for requests.

Tuition Refund Policy Affecting Financial Aid Recipients

A financial aid recipient who completely withdraws from all classes is subject to the following federal refund policy.

Walsh College must make a refund to Federal Financial Aid Programs (Title IV) if a continuing student completely withdraws from all classes during the first 60 percent of the semester. The amount to be refunded will be based on the percentage of the term completed. For example, if the student completed 40 percent of the term, then 40 percent of the federal aid must be returned. If the refund amount exceeds Walsh's cost, the student will be required to refund a portion of the aid he or she received.

Student Services

Refunds generated by one of the above policies will be refunded in the following order:

- 1) Unsubsidized Federal Stafford Loan
- 2) Subsidized Federal Stafford Loan
- 3) Federal PLUS Loan
- 4) Federal Pell Grant
- 5) Federal SEOG
- 6) Other Title IV programs

All withdrawals must be officially processed by the Records and Registration Office by submitting a written request to withdraw from a class. Please refer to the appropriate semester Registration Materials/Schedule of Classes for the last date to withdraw. A student who fails to withdraw, may owe a repayment of financial aid funds received and lose further eligibility for aid.

A complete explanation, including examples, of the refund policies can be found in the Financial Aid Office Student Guidebook, available online. Any student may obtain a copy of the guidebook from the Financial Aid Office.

Tuition Rate Assessment

Tuition charges are billed at the level of the course in which the student enrolls. All 200-400 level courses are billed at undergraduate tuition rates. All 500-600 level courses are billed at graduate tuition rates. Students should consult the Registration Materials/ Schedule of Classes for current tuition rates.

Indebtedness to Walsh College

A student who is indebted to Walsh College will not be permitted to register for classes, use computing facilities, Career Services, apply for admission or financial aid, or receive a copy of grades or a transcript. All indebtedness to the College must be paid and all materials and/or books borrowed from the library or a faculty member must be returned, prior to graduation, in order to receive a diploma or academic transcript.

Career Services

The Career Services Department assists students and graduates in the pursuit of their career goals by providing career advising, resume reviews, posting job listings and coordinating recruiting events. Students and alumni may contact the department for assistance in securing full-time, part-time, or internship/co-op positions. To obtain information about events and activities sponsored by Career Services, students can access Career Services on the Walsh Web site, check the *Online* Newsletter, read department handouts, or contact the office directly.

Employers advertise open positions through the Career Services Department. These positions are made available to students and alumni on the Career Services Web page, at the Troy campus library, Novi and at the University Center Office. Students and alumni may register with Career Services to have their resumes forwarded to employers for open positions. Individual assistance is available by appointment for career advising, including career assessment and planning, resume preparation, job search techniques, mock interviews. Special events such as career fairs, employer presentations, employer mock interviews, and career-related sessions are also provided. Career information and materials are available through both Career Services and the Walsh College Library.

Companies and organizations interview students who are nearing graduation by participating in on-campus recruiting. On-campus recruiting is held twice a year, during October/November and February/March. Employers may select to interview at the Troy or Novi campus or at both campuses. Campus recruiting policies and procedures are detailed in a handbook and through information sessions provided before each on-campus recruiting event. All students should plan to participate in on-campus recruiting within three semesters prior to graduation. Because public accounting firms recruit heavily in the fall, accounting students interested in interviewing for positions at public accounting firms should plan to participate in October/November on-campus recruiting.

The initiative for finding employment remains with the student or graduate. Career Services cannot guarantee employment, but will assist individuals in their efforts to secure employment. Any student dismissed from the College is ineligible to utilize Career Services until reinstated.

Financial Aid and Scholarships

Walsh College participates in federal and state financial aid programs and awards scholarships based both on academic achievement and financial need. Policies, procedures, and regulations relating to these areas are published in several areas, including the Walsh College Catalog, Student Financial Aid Step-by-Step Guide, Scholarship Application, Student Guidebook, available online. It is the student's responsibility to read and become familiar with these policies and procedures. Failure to do so does not excuse a student from the requirements or policies as described.

Financial Aid

Financial assistance is based upon the following criteria:

- **Financial Need** - A student who demonstrates financial need as defined by the federal government may be eligible to receive financial assistance through federal, state and/or institutional financial aid programs. These programs include grants, scholarships, and loans. Students must be enrolled on at least a half-time basis in order to receive federal and state grants and federal loans. Students who enroll less than half-time will have their grants and/or loans for that term cancelled.
- **Financial Aid Eligibility** - to be eligible for financial aid a student must be a citizen of the United States or an eligible non-citizen.

A student admitted to a graduate or undergraduate program may apply for a state grant, student loan and/or scholarship. A non-degree seeking student is ineligible for federal, state or institutional financial aid, including loans and scholarships.

Enrolled students who have been awarded Title IV financial aid may charge books and supplies from the Walsh bookstore to their student account. Payments of Title IV funds to a student account must be authorized through the statement included on the student financial aid office supplemental worksheet.

Walsh College participates in the following financial aid programs:

Federal Programs:

- Federal Pell Grant Program
- Federal Parent Loan (PLUS) Program
- Federal Subsidized and Unsubsidized Stafford Loan Program
- Federal Supplemental Educational Opportunity Grant Program (SEOG)

State Programs:

- Adult Part-time Grant (APTG) Program (summer semesters only)
- Michigan Tuition Grant (MTG) and Competitive Scholarship (CSP) Program
- Michigan Work Study (MWS) Program

International Students

An international student with an F1 Visa is not eligible for federal or state financial aid, but may apply for scholarships. For scholarship purposes, an international student must use an approved outside service agency to have a course by course evaluation of transcripts for U.S. credit and grade equivalents. Scholarship funds will not be awarded without a valid transcript. Contact the admissions and academic advising office for further information.

Financial Aid Entrance Interview

A financial aid recipient who is a first time borrower of the Federal Stafford Subsidized, and Unsubsidized Loan programs at Walsh College, must participate in loan entrance counseling. This counseling session requirement can be completed online or by viewing a videotape. This must be done before a loan borrower can receive his or her first loan disbursement. Information about online loan counseling can be obtained from the Walsh Web page. The videotape is available at all campus locations. The student may also make arrangements to view the video at other campus locations.

Financial Aid Exit Interview

A financial aid recipient who has borrowed under the Federal Stafford Subsidized or Unsubsidized programs must participate in a loan exit counseling session. This counseling session requirement can be completed online, by individual appointment or by group session. The exit interview must be conducted shortly before the borrower ceases at least half-time enrollment. A graduating student must attend an exit interview session prior to his or her graduation. Group exit interviews are held periodically through the year. Information about online counseling can be obtained from the Web page.

Student Services

Scholarships

New Undergraduate students can apply for three specific categories of scholarships:

Community College Excellence Awards

This scholarship is given to undergraduate students transferring from a Michigan Community College. Students must have a minimum of 60 semester credit hours to transfer to Walsh College. Scholarship criteria will include the student's academic program as well as cumulative grade point average.

Academic Awards

These scholarships are awarded to undergraduate transfer students based on their proposed major and cumulative grade point average.

Multicultural Awards

These scholarships are awarded to undergraduate minority students and are intended to enhance diversity at Walsh College.

Scholarships range from \$500 to \$1250 per semester and are available for a maximum of six semesters. Specific criteria, such as renewal grade point average, financial need, and academic program selection are factors that may be considered in order for students to renew the scholarship. Prospective transfer students who demonstrate strong academic performance may apply for a Walsh College scholarship after completing only 30 credit hours at a community college. Students must be enrolled on at least a half-time basis in order to receive scholarship funding.

New Student Scholarship Applications will be mailed directly to incoming undergraduate students. Scholarship application deadline dates are:

<u>Application Deadline</u>	<u>Semester</u>
June 1	for the fall semester
November 1.....	for the winter and spring semesters
March 1	for the summer semester

Scholarship applications received after the deadline will be considered based on availability of funds.

Endowed and Annual Scholarships

A variety of scholarships are available for Walsh College students. These scholarships are based

upon academic achievement and/or financial need. These scholarships are funded through generous gifts from donors, corporations or organizations. Annual contributions provide ongoing scholarship assistance for students.

Among the endowed and annual scholarships available to Walsh students are:

Endowed Scholarships

- Bank One Scholarship (for minority students)
- Jeffery W. Barry Endowed Scholarship (for accounting students)
- Frank and Judy Borschke Endowed Scholarship
- Comerica Minority Scholarship
- Leo F. Egan Scholarship
- Firman and Rhoda Hass Endowed Scholarship
- Golf Classic Endowed Scholarship
- H. Theodore Hoffman Memorial Scholarship
- Arthur, Marguerite and Fred Kaufmann Endowed Scholarship
- Walter E. Krell Memorial Scholarship (for accounting students)
- Aubrey W. and Jeane F. Lee Endowed Scholarship
- Masco Corporation Endowed Scholarship
- Carl W. McConkey Memorial Scholarship
- Moore Family Endowed Scholarship
- Richard E. Pearson Endowed Scholarship
- Norman C. Perrin Scholarship
- Marlene Rady Endowed Scholarship
- William C. Roney, Sr. Endowed Scholarship
- Arthur and Rita Schmaltz Endowed Scholarship
- George and Elizabeth Pyle Seifert Endowed Scholarship
- Ernest Shaw Memorial Scholarship
- Arthur and Erika Strunk Endowed Scholarship
- M.T. Walsh Endowed Scholarship
- W. Margaret Walsh Endowed Scholarship
- Walsh College Alumni Association Scholarship
- Walsh College Executive Officers Fund
- Walsh College Minority Scholarship Fund
- Walsh College Student Government Fund
- George R. Waltensperger Memorial Scholarship
- Archie D. Waring Memorial Scholarship
- Morris A. Wattles Memorial Scholarship

Annual Scholarships

- American Association of University Women - Birmingham Branch Scholarship

- Ameritech Educational Achievement Award
- DaimlerChrysler Fund
- DaimlerChrysler Employees Annual Scholarship
- Gordon Advisors Scholarship
- Kiwanis Club of Troy Merit Award
- Edward C. Levy Company Scholarship
- Mr. and Mrs. Donald E. Schmaltz Scholarship
- Judith L. Radtka Memorial Scholarship
- Walsh College Boosters Scholarship

Scholarship Criteria

Specific selection criteria for scholarships are described on the scholarship application available in the student financial aid or admissions and academic advising offices. Additional criteria for endowed and annual scholarships are available from the Financial Aid Office.

Scholarship evaluation will include course work from all colleges attended including courses taken at out of country schools.

Library

The libraries in Troy and Novi provide services to meet the diverse needs of students and faculty.

The Troy Campus library is the more extensive of the College's two libraries and the center for most library services. With over 28,000 items and access to 70 databases, the library is one of the best-equipped sources on accounting, business, tax, economics, and computer information systems in the state of Michigan. Because access to information is the primary function of any library, librarians provide training and instruction on research methods, from classroom presentations to individualized attention.

The information sources at the Novi Campus library are available through a virtual, electronic library. Databases are online and can be accessed easily. National and international library holdings are available. A collection of some 30,000 electronic books can be accessed through both campuses. Conventional materials can also be sent from the Troy Campus to the Novi location, by request. Bibliographic instruction sessions can be arranged through class instructors. Appointments can also be made with a librarian for individualized attention.

Photocopiers are available for student use in the library.

Registration Policies and Regulations

Information on registration policies and procedures is found by visiting the Walsh College Web site at www.walshcollege.edu under Registration Materials/Schedule of Classes. A first semester student or graduating senior will receive a copy of the Registration Materials/Schedule of Classes by mail approximately two weeks prior to the priority registration period or during the initial advising appointment, if an appointment is required. A current student can pick up a copy of the Registration Materials/Schedule of Classes at any campus approximately two weeks prior to the beginning date of the registration period or visit the Walsh College Web site.

A student may register by mail, fax, online, in person, or at any campus. Although registration for classes is allowed up through the eighth day of the semester, registrations received after the first day of classes for any given semester will result in the assessment of a late registration fee.

Copies of the Registration Materials/Schedule of Classes are available at the Troy, Novi, and University Center at Macomb Community College campuses as well as on the Web site. A student should consult the Registration Materials/Schedule of Classes for appropriate registration dates and an official listing of classes offered, days and meeting times. Registration dates are listed in the section entitled "Academic Calendar."

If Walsh College encounters a problem in processing a student's registration, the student will be contacted by phone by the Records and Registration Office.

Selection of Courses

Walsh College does not specify or regulate the number of courses or credit hours selected by a student each semester providing the student is in good academic standing. In undergraduate degree programs, the College considers 12 semester credit hours to be a full-time academic program. A student employed on a full-time basis is urged to consult with an advisor upon admission to the College concerning the appropriate curriculum load. A student receiving Veterans Educational Benefits, or any form of student financial assistance, should inquire about the number of semester credit hours necessary to receive such benefits.

Student Services

In graduate degree programs, a student carrying nine semester credit hours is considered to be a full-time student.

Although the College does not maintain a policy regarding the number of courses required each semester, the student should be aware of the time limitation attached to complete each degree program. More information about time limitations is listed in the section entitled “Academic Requirements.”

Registration Confirmation

The College will mail to each student a registration schedule confirming his or her registration status. The student should carefully review the registration schedule to ensure accuracy of course section numbers and meeting times. Courses that are full at the time of registration or a course for which the student did not satisfy course prerequisites will not appear on the registration schedule. An updated registration schedule is produced throughout registration and into the withdrawal period to advise a student of all changes made to his or her schedule.

Prerequisite Policy

Prerequisites are assigned to a course to ensure that the student derives the maximum educational benefit from that course. A student should consult the Registration Materials/Schedule of Classes for the most current course prerequisites. It is the responsibility of the student to plan the selection of course offerings so that all prerequisites for a selected course are successfully completed prior to enrollment.

A student who wants to obtain a waiver of prerequisites must obtain submit a request through the admissions and academic advising office. The request for prerequisite waiver form will be forwarded to the department chair, or program director for approval prior to registration. Students will be notified when a decision is made.

The director of records/registrar will drop a student who is determined to have enrolled in a course without the required course prerequisites or authorized waiver from that course. If a student is dropped from a course, the student will receive a full tuition refund excluding the non-refundable registration fee.

Class Enrollment Policy

A student is not allowed to attend classes unless he or she is officially enrolled and the appropriate tuition and fees have been paid. A student who violates this policy will not receive a grade or credit for that course. Each student is encouraged to check with the instructor to verify that he or she appears on the instructor’s official class roster.

Class Cancellations

The College reserves the right to cancel classes and make changes to the Registration Materials/Schedule of Classes, instructors and course prerequisites.

Add/Drop Policy

A student may make changes to his/her schedule during the designated registration period. Adding and/or dropping courses are formal procedures that must be initiated in writing by the student either by mail, fax, online or in person. During the drop/add period, a tuition and course fee refund, excluding the non-refundable registration and international fee, is extended and all transactions are not reflected on the student’s academic transcript. There is no fee for adding or dropping courses. When adding or dropping courses online, students must select the online add/drop form, complete it, and transmit the form back to the College.

Drop/Add forms submitted by mail will be considered as submitted on the U.S. Postmark Date. Drop/Add forms submitted by fax, online or in person will be considered as submitted on the date received. Drop/Add forms submitted in the Records and Registration Office drop box after business hours will be accepted and processed the morning of the next business day. The drop box is opened at 8:30 a.m., Monday through Friday, and forms are processed at that time.

After the official Drop/Add period, the student is solely responsible for adjustments to his or her personal, professional, extracurricular and employment schedules as it relates to class attendance. No exceptions to the tuition refund policy will be made for classes dropped because of scheduling conflicts.

A student may **add** classes to his/her schedule through the 8th day of the semester. Please refer to the Registration Materials/Schedule of Classes for specific registration and drop/add dates for the current semester.

Student Services

A student may **drop** classes through the 14th day of the semester. Courses dropped up through the eighth day of the semester will be issued a 100 percent tuition and course fee refund. Courses dropped between the 9th – 14th day of the semester will be issued a 50 percent tuition and course fee refund. The registration and international fee is non-refundable. Please refer to the Registration Materials/Schedule of Classes for specific refund dates for the current semester.

Students receiving federal financial aid must review the Tuition Refund Policy Affecting Financial Aid Recipients in this Catalog.

A student who does not officially drop his or her course (completion of a Drop/Add Form) within the first two weeks of classes is financially obligated to pay for the course(s) even if he or she has not attended any sessions. This includes any fees that have been added to the student account.

Note: An international student on an F-1 Visa must consult with the Designated School Official (DSO) in the Records and Registration Office before dropping a class that will result in less than full-time status.

Course Withdrawal Policy

Students enrolled in the 14-week semester may withdraw from courses beginning the 3rd week of the semester through the end of the 9th week of the semester. Students enrolled in the 11-week semester may withdraw from courses beginning the 3rd week of the semester through the end of the 7th week of the semester.

Students must refer to the current Registration Materials/Schedule of Classes for the most accurate dates pertaining to withdrawing from classes.

Withdrawing from courses is a formal procedure that must be initiated, in writing, by the student in person, online, by mail or by fax.

There is no tuition refund given for withdrawn courses and a grade of “W” (Withdrawal) appears on the student’s academic transcript. The College does not allow instructors to initiate a withdrawal for a student. Withdrawal forms sent by mail will be considered as submitted on the U. S. postmark date. Withdrawal forms submitted by fax, online or in person will be considered as submitted on the date received.

Forms submitted in the Records and Registration Office drop box after business hours will be accepted and processed the morning of the next business day. Withdrawal forms processed in this manner will be

dated as of the prior business day. The drop box is opened at 8:30 a.m., Monday through Friday, and forms are processed at that time.

A student may withdraw from the same course **no more than twice** during his or her academic career. A letter grade (A-F) will be issued on a student’s academic transcript when the withdrawn course is repeated for the third time.

Note: An international student on an F-1 Visa must consult with the Designated School Official (DSO) in the Records and Registration Office before dropping a class that will result in less than full-time status.

Holds

There are five different types of holds that can affect a student’s registration: admissions, academic advising, administrative, financial, and library.

- **Academic Advising Hold** - requires probation students to meet with an advisor in the admissions and academic advising office to discuss plans to improve their academic standing.
- **Administrative Hold** – a student has been academically dismissed, has not attended the College for twelve consecutive months, or a College Officer has the hold to prevent the student from registering.
- **Admissions Hold** - the admissions office has been unable to obtain the necessary information about a student.
- **Financial Hold** - a student owes the College for past tuition or fees. The hold will be lifted once the student pays the business office.
- **Library Hold** - a student has outstanding library fines or materials. The hold will be lifted after the student returns the materials or pays the fines to the library.

Cancellation of Enrollment

The College reserves the right to administratively cancel a student’s registration due to nonpayment of tuition or fees, academic dismissal, or if directed by a College Officer.

Advance Assignments

For certain courses, instructors may issue advanced assignments. A complete list of advanced assignments will be available two weeks before classes begin. This listing is available in the Bookstore, and on the College Web site.

Student Services

Room Assignments

The College continually revises room assignments throughout registration. A student should consult the most current room assignment schedule the first day of class. Final room assignments are posted on the Web site, outside each classroom and in the main lobby of each building by the first day of class.

Undergraduate Students Taking Graduate Courses

An undergraduate student who maintains a 3.750 G.P.A. or better and has completed at least 118 semester credit hours toward an undergraduate degree with at least 33 semester credit hours in residence at Walsh College may consider enrolling in graduate level (500-600 level) courses. Courses taken must be approved by an advisor in the admissions and academic advising office prior to registering for classes. All graduate courses taken under this status and grades received will be reflected on the student's undergraduate transcript and will be used in computing the student's cumulative grade point average for purposes of graduation.

An undergraduate student who has taken a graduate course which was used to fulfill his or her undergraduate degree requirements will not receive advanced standing for the graduate course should the student apply to any of the graduate degree programs at Walsh College. Graduate courses, which have been used to fulfill undergraduate degree requirements, are listed as waivers when the student subsequently enrolls in a graduate degree program at Walsh College.

Walsh College undergraduate accounting students who take ACC 512 and or ACC 515 in their undergraduate and earn a grade of "C" or better are eligible to receive advanced standing in the Master of Science in Accounting program.

Student Life

Student Clubs

Walsh College's student clubs provide students with opportunities to meet new people, learn about and participate in specific areas of interest, and build a network of professional as well as personal contacts. Although each club and organization has its own focus, each one provides students with experiences that enhance their education.

A faculty or administrative staff member serves as liaison/advisor to each club. The faculty /staff member authorizes programs and financial transactions and ensures general compliance with College policies. New clubs must be approved by the Board of Trustees.

Clubs include:

- **Association for Computing Machinery (Troy and Novi)**
- **Finance and Economics Association (FEA)**
- **National Association of Black Accountants, Inc. (NABA)**
- **Walsh College Accounting Club (WCAC)**
- **Walsh College International Club**
- **Walsh College Student Government**

For a list of current events and additional information about clubs visit the Walsh College Web site at www.walshcollege.edu.

Association for Computing Machinery (ACM)

The ACM is a worldwide network of people, activities, and resources focused upon information technology. ACM has over 80,000 members. The ACM network includes more than 100 countries and represents professionals from almost all industries and business sectors.

The Walsh ACM Student Chapter is a forum through which members share technological insights, discuss leading edge developments, network with business colleagues, and participate in professional development as well as public service activities.

As a student member of ACM, individuals are able to access the works and thoughts of some of the most respected people in the technology field. ACM student membership also provides many additional benefits including: access to conference proceedings, reduced rates on publications and software, and the ability to attend locally sponsored events, seminars, and professional meetings.

Finance and Economics Association (FEA)

The Finance and Economics Association goals include increasing awareness of undergraduate and graduate finance programs at the College by becoming involved with the business community. Members attend Economic Club of Detroit meetings, work with Intercollegiate Studies Institute (ISI), Students in Free Enterprise (SIFE) and Junior Achievement groups. Speakers are invited to the campus to discuss current economic topics and trends. The club also sponsors the annual State of the Union Symposium at the College.

National Association of Black Accountants, Inc. (NABA)

The Walsh College Student Chapter of the National Association of Black Accountants, Inc. (NABA) was established in 1991 to address the professional needs of African American students. NABA is an organization which promotes professional development and encourages students in their educational endeavors. Although many NABA members are pursuing accounting degrees, the Walsh College chapter is open to benefit students in any business major. The organization serves as a great link for African American students and other minorities to become more active in the accounting, finance and business professions.

NABA's programs and services include national scholarship programs, regional student conferences in various states, accounting career awareness programs and community involvement. Several Walsh College students have received the Distinguished Collegian Award, a national recognition for exceptional achievement and leadership within NABA.

Student Life

The Walsh College chapter is active in several national and local programs. Walsh NABA participates in the VITA (Volunteer Income Tax Assistance) program, which allows students to assist the community in preparing tax forms. Other activities have included alumni and charity events, golf outings and tutoring sessions.

Walsh College Accounting Club (WCAC)

The Walsh College Accounting Club was founded to provide accounting students with opportunities to network with professionals. The club sponsors an annual Alumni Night, inviting alumni to the campus to discuss their experiences with current students. Often, internships and job interviews result from the event.

Club members are involved in the following activities:

- Assisting needy families at holiday time
- Collecting Toys for Tots
- Community service – preparing tax returns for low-income elderly through the Accounting Aid Society
- CPA firm visitations
- Guest speakers at the campus
- Social functions

Walsh College International Club

The Walsh College International Club was established to offer students the opportunity to network with other international students and to educate them about international issues. The club conducts a number of social activities such as summer picnics, international movie nights and trips to local areas of interest. Membership is open to all students.

Walsh College Student Government

The Walsh College Student Government serves as the official voice of students at the College. Officers and members of Student Government are elected for a one-year term.

Student Government improves the environment of the College and participates in fund raising for the

homeless, Gleaners food drives and the North American International Auto Show Charity Premiere. An important student government event is the College wide Student Forum. Students bring their questions and concerns to the forum and receive answers from the College president and administrators.

Walsh College Alumni Association (WCAA)

Established in 1928, the Walsh College Alumni Association (WCAA) has an active membership of nearly 1,500 alumni of which eighty-five percent reside in southeastern Michigan. The Alumni Association offers graduates the opportunity to network with fellow alumni, support current students at Walsh College, and to participate in Walsh activities. Recent networking events include business card exchanges, a road rally, wine tasting, cultural events at the Detroit Opera House, and golf outings both in the fall and spring.

Benefits of membership include use of the computer laboratory at the college, check-out privileges at the library, invitations to professional and social events, professional educational discounts, and most notably, networking opportunities at the WCAA special events. Annual dues are \$30 individual, \$50 joint membership (husband and wife are both Walsh graduates) or \$450 for a lifetime membership.

A highlight each year of the Alumni Association is the awarding of the Distinguished Alumni Award to a graduate who holds a significant position of responsibility in his or her field, is active in professional societies, performs volunteer services in the community, and supports the educational mission of Walsh College. Nominations for this award are accepted year-round and can be submitted to the Board of Directors of the WCAA, the alumni relations manager or Walsh administration.

General Information

Severe Weather Closing

If severe weather forces the closing of Walsh College, an announcement will be on the Web site, on WWJ-AM News Radio 95, as well as other radio and television stations.

A notice will be posted on the Web site for all closings. Please call (248) 823-1632 to contact the college closing information line. Closing information for all campuses will be available at that number.

In the event that Walsh College closes in the day, classes still may be held in the evening. The decision to cancel evening classes is made by 3:00 p.m. for classes that start at 5:00 p.m. or later.

When Macomb Community College closes, Walsh College classes offered on that campus will be canceled.

Lost and Found

A lost and found area is located at the front reception desk in the main lobby and the library at the Troy campus. Students can report lost items or turn in found items at both places. Items are held for one semester and then discarded.

At the Novi campus, the lost and found area is located in the shipping/receiving office. Items are held for one semester and then discarded.

At the University Center on Macomb Community College's campus, Room 100 holds lost and found items. Inquiries about these items can be made at the information desk, across from the main entrance doors. All personal items are forwarded directly to the Macomb Community College Public Safety Office in I building. Textbooks and notes are held for one to two days and then transported to the Public Safety office in I building.

Food Service

Hot and cold meals are available daily and served cafeteria-style in a lunchroom setting at the Troy campus. The hours are 10 a.m. to 8 p.m. Monday through Friday and 8 a.m. until 1 p.m. Saturday. Hours are adjusted during holiday and break times.

Vending machines are also available in the cafeteria.

At the Novi campus, vending machines with beverages and snack items are available in the student lounge area. A microwave oven is also located in this area. In addition, soft drinks and snack items can be purchased in the bookstore.

Duplicating Services

Copy and fax machines are available in the library for student use at the Troy campus.

The Novi campus library houses copy machines for student use.

At the University Center at Macomb Community College, a copy machine is available for student use.

Policies and Procedures

Academic Policies and Requirements

A student enrolled in a course at Walsh College must observe all academic policies and regulations in effect and published in the current Catalog or in other official publications. It is the responsibility of the student to be aware of all changes in academic policy as implemented by Walsh College. Any student wishing to be exempt from a specific academic policy as outlined in the Catalog or elsewhere must formally petition the admissions and academic advising office.

Grading System

Courses taken at Walsh College are recorded by letter grade; the four point system (4.000) is used to compute the grade point average (GPA). Grades are awarded according to the following system:

Grade	Description of Attainment	Honor Points per Semester Credit Hour
A	Excellent Work	4.000
A-		3.700
B+		3.300
B	Good Work	3.000
B-		2.700
C+		2.300
C	Expected level of achievement as set forth by the College and its faculty	2.000
C-		1.700
D+		1.300
D	Unacceptable but not failing	1.000
D-		0.700
F	Failing	0.000
W	Withdrawal	Not included in computing hours and honor points or GPA
I	Incomplete	Not included in computing hours and honor points or GPA
AU	Audit	Not included in computing hours, honor points or GPA
NR	Grade has not been submitted	Not included in computing hours, honor points or GPA

For students in the MBA and MSBIT degree programs, the grade of “C” (2.000) is an acceptable and satisfactory grade for purposes of course completion, however a “B” (3.000) overall cumulative grade point average must be achieved as a requirement for graduation. Satisfactory academic standing is a cumulative grade point average of “B” (3.000). For all other academic degree programs, the grade of “C” (2.000) is the minimum acceptable grade for many courses and a “C” (2.000) overall cumulative grade point average in the student’s major is the minimum cumulative grade point average requirement for graduation. For those programs satisfactory academic standing is a cumulative grade point average of “C” (2.000) or better.

“W” (Withdrawal) indicates the student has withdrawn from the course. This grade earns no credit for purposes of graduation and is not included in a student’s grade point average computation. However, the grade does appear on the student’s academic transcript. A student may withdraw from the same course no more than twice during his or her academic career. A letter grade of A-F will be issued on a student’s academic transcript when the withdrawn course is repeated for the third time.

“I” (Incomplete) is a temporary grade used by an instructor in cases when the student is unable to complete course requirements because of illness or other justifiable circumstances. An incomplete grade is issued only if:

- the student has a minor portion of the semester’s course work to complete,
- the completed work is not less than “C” (2.000) in quality,
- the remaining course work cannot be completed for reasons clearly beyond the student’s control.

The student must initiate the request for an incomplete grade with the instructor of the course. If the incomplete grade is granted, the instructor will issue an “I” grade when submitting his or her final grades to the Director of Records/Registrar. It is the student’s responsibility to contact the instructor and make arrangements for completing the remaining work. The remaining course work must be completed within four weeks after the semester ends in which the “I” grade is issued. If the course work is not completed within the four

Policies and Procedures

week period, the grade of “I” will be changed to the grade of “F” (failing). The Director of Records/Registrar will mail the student a new grade report reflecting his or her grade change.

“AU” (Audit) denotes that the student is enrolled in a course for no grade or credit. Upon completion of the course, a grade of “AU” will be noted on the student’s academic transcript. The decision to audit a course must be made at the time of registration. Once the student has registered for a course, a student cannot change their registration status from credit to audit or from audit to credit. A student desiring to audit a class must pay full tuition and fees. A designation of “AU” will be allowed only once per course. A grade of “AU” will automatically be issued to a student who repeats a course in which they have previously received an exclusion, waiver or advanced standing, as well as for repeated courses previously completed at Walsh College with a grade of “C” or better.

“NR” (No Grade Reported) is a temporary grade assigned by the director of records/registrar indicating the instructor has not submitted his or her final grades at the time when final grade reports were mailed. The “NR” grade will be replaced by the appropriate academic grade when submitted by the instructor. A new grade report will be mailed to the student when the grades have been submitted.

Undergraduate and Graduate Earned Credit Policy

Undergraduate credit is earned for a course only when the student is issued a grade of “D-”(0.700) or better, except for those specific courses, or their substitute(s), in which a grade of “C” (2.000) or better is required.

A graduate student must earn a minimum grade of “C” (2.000) or better in all courses. The academic transcript of readmitted students or students who change majors or degree programs prior to graduating from Walsh College will reflect all courses taken, credit hours attempted and grades received while in residence at Walsh College and will be used to compute student’s semester and cumulative grade point average. Once the student graduates from a degree program, a new cumulative grade point average is computed for the second degree.

A graduate student may enroll in undergraduate courses. Grades earned by a graduate student enrolled in an undergraduate course will be noted

on a non-degree transcript and will not be computed in the student’s graduate cumulative grade point average. For purposes of fulfilling graduation requirements, a graduate student earns credit for courses in which the student is awarded the grade of “C” (2.000) or better. All grades from Walsh College graduate course work will be used to compute the student’s graduate cumulative grade point average.

Academic Standing Policy

Grade point averages and academic standing designations are computed for each student in residence at the end of each semester. Students are required to maintain acceptable academic progress in accordance with the following definition:

Satisfactory Academic Progress:

2.000 cumulative GPA:

- Bachelor of Accountancy
- Bachelor of Business Administration
- Master of Arts in Economics
- Master of Science in Accountancy
- Master of Science in Finance
- Master of Science in Management
- Master of Science in Taxation

3.000 cumulative GPA:

- Master of Business Administration
- Master of Science in Business Information Technology

Probation

A student will be placed on academic probation at any time that his/her cumulative grade point average falls below satisfactory academic standing; either 2.000 or 3.000 cumulative GPA depending on academic program. A maximum of three consecutive semesters of probationary status may be maintained for any probationary period. Probation status will be removed when the cumulative grade point average rises to the satisfactory academic standing level. If satisfactory academic standing is not achieved within three consecutive semesters of attendance, the student will be dismissed from the College. All grades, including semesters with grades of “W”, are included in consideration of the maximum semesters of probationary status.

A student on probation will automatically be placed on an academic hold and will be restricted from registering until meeting with an advisor and

Policies and Procedures

developing a plan to improve his or her academic standing. Probation students will be restricted to one to two courses per semester; determined in conjunction with an advisor.

A full-tuition and course refund, excluding fees, will be issued for courses dropped due to probationary status. A student who does not drop a course(s) as directed will have his or her course load adjusted by the director of records/registrar.

Probation status is calculated based on cumulative semester credit hours attempted at Walsh College and is noted on the student's academic transcript. A student will remain on probation until his or her cumulative GPA reaches the satisfactory academic level; after three consecutive semesters on probation, the student will be academically dismissed from Walsh College.

For purposes of determining whether a student is full-time or part-time for course restriction purposes, the number of credit hours carried by the student in his or her most recent previous semester will be reviewed.

Academic Dismissal

Students whose cumulative grade point average remains below satisfactory academic standing after a period of three semesters will be academically dismissed from Walsh College. After a period of 12 months, students may be eligible for readmission. All previous academic history and course credits remain on the student's transcript. A student must meet with an advisor in the admissions and academic advising office to determine eligibility for readmission. If re-admitted, the student will be placed on the academic program in effect at the time of re-admission.

Academic dismissal is calculated based on cumulative semester credit hours attempted at Walsh College and dismissal status is noted on the student's academic transcript. Students will only be readmitted to the College if it is determined, by GPA calculation, that they can achieve satisfactory academic standing within a maximum of three semesters. The minimum grade per course will be established, in conjunction with an advisor, based on the grades required to achieve satisfactory academic standing within the three-semester requirement. Failure to achieve the minimum, individual course grade required as a condition of readmission, in any semester, will result in immediate dismissal from the College.

In some circumstances, readmitted students may be permitted to take more than one course per semester, if the student can provide sufficient rationale for the need to be a part-time or full-time student. If approved, the minimum grade per course will be established, in conjunction with an advisor, based on the grades required to achieve satisfactory academic standing within the three-semester requirement, or within a maximum of 12 credit hours for undergraduate students and nine credit hours for graduate students. Satisfactory academic standing must be achieved within the established number of credit hours or semesters, whichever comes first.

Any previous course work will be reviewed for applicability under the new academic program at the time of readmission. Any course work over five years old must be reviewed for viability in the new academic program.

A second academic dismissal from Walsh College is final; students will not be eligible for readmission.

A student who has been academically dismissed will be administratively dropped from any course(s) by the director of records/registrar will be issued, and extended a full tuition and course fee refund excluding fees. The student will receive, by mail, a statement reflecting all courses that were dropped.

Financial Aid Recipients

A student receiving financial assistance through the Walsh College Student Financial Aid Office must maintain acceptable academic progress within his or her degree program in order to continue eligibility for federal and state financial aid programs. A student receiving assistance is advised to contact the student financial aid office for information regarding the current satisfactory academic progress policy.

It is the policy of the financial aid office to provide financial assistance to a student that remains in good academic standing and makes satisfactory academic progress toward their degree while receiving financial aid. Satisfactory progress for financial aid eligibility is verified annually at the conclusion of the winter semester.

A student should be aware that withdrawals, incomplete courses, and repeated courses, will affect a student's progress toward graduation. This may cause a student to be placed on probation for unsatisfactory academic progress which could jeopardize future financial aid eligibility.

Policies and Procedures

Academic Misconduct Policy

For academic student misconduct and resolution see Student Policies and Conduct section of this Catalog.

Communications Policy

Professional business standards are required in all communications.

Degree Completion Policy

In order to graduate, a student must complete a program within 60 consecutive calendar months from the initial date of enrollment at Walsh College. Should it appear that an extension of this time limit might be required, the student should immediately consult with an advisor in the Admissions and Academic Advising Office. If an extension is requested and granted, all course work over five years old will be reviewed for currency.

If an extension is not granted due to an insufficient portion of the program requirements having been completed, a student may be readmitted to a current degree program. Credit will be applied toward a degree for course work less than five years old in which the grade of "D-" (0.700) or better has been earned, with the exception of courses which require a "C" (2.000) or better to fulfill graduation requirements. All graduate courses require a minimum grade of "C".

A readmitted student who is granted credit for previously taken courses may be required to complete the program in a period of time less than 60 months. The transcript of a readmitted student will reflect all courses taken, credit hours attempted, and grades received while in residence at Walsh College.

Extra-Institutional Policy

Walsh College awards credit and/or course competency waivers for documented post-secondary-level, extra-institutional learning. Extra-institutional learning is defined as learning that is attained outside of the sponsorship of legally authorized and appropriately accredited post-secondary education institutions. Reliable and valid measures of learning outcomes are used to assess and grant such awards.

When applying for admission to Walsh College, a student may request credit for learning already acquired in settings outside of Walsh. The request will be evaluated as part of the admissions process. Documentation verifying attainment of college-level learning is required.

Credit for extra-institutional learning will not be awarded for work experience. Current sources of extra-institutional learning which may be reviewed for course credit or waivers include CLEP, documented military coursework, courses recommended by the American Council of Education Guidelines and certifications of professional training.

Contact the admissions and academic advising office for additional information.

Group Work Policy

It is part of the educational philosophy of Walsh College that successful business people work effectively in teams. Consistent with this philosophy and course objectives, research projects, whenever possible, are encouraged to be designed as a group project. Regular review meetings with teams are to be conducted throughout the term, and students are encouraged to contact the instructor with questions at any point. Except in extraordinary circumstances, all group members will receive identical grades for projects.

Residency Policy

An undergraduate degree candidate must complete a minimum of 45 semester credit hours in residence at Walsh College.

A graduate degree candidate must complete the following minimum residency requirements at Walsh College.

- Master of Arts in Economics degree requires a minimum of 18 semester credit hours in residence at Walsh College.
- Master of Business Administration degree requires a minimum of 21 semester credit hours in residence at Walsh College.
- Master of Science in Accountancy degree requires a minimum of 18 semester credit hours in residence at Walsh College.
- Master of Science in Business Information Technology degree requires a minimum of 21 semester credit hours in residence at Walsh College.
- Master of Science in Finance degree requires a minimum of 21 semester credit hours in residence at Walsh College.
- Master of Science in Management degree requires a minimum of 21 semester credit hours in residence at Walsh College.
- Master of Science in Taxation degree requires a minimum of 20 semester credit hours in residence at Walsh College.

Policies and Procedures

Student Requests for Exceptions

Academic policies have been thoroughly considered before adoption and are consistently applied.

However, the College reserves the right to grant an exception to a policy. The integrity of the College's degrees and equality of treatment of students limits the types of policy exceptions that may be granted and the justifications which may be considered.

A student seeking to obtain an exception to an academic policy must submit a written petition to the Admissions and Academic Advising Office by the end of the following semester, not to exceed four months after the semester in which the exception is requested. The petition will include the policy for which the student is seeking the exception and the reasons justifying the request. Exceptions are not given for work related reasons. Where applicable, if a student cites a medical basis for the request, written documentation from the student's doctor must be attached to the request.

Requests will be reviewed with the appropriate academic personnel and/or Dean. The student will be notified of the decision in writing. A copy of all written decisions will be retained in the student's academic file.

Academic Honors and Awards

The following policy pertaining to academic recognition, honors, and dean's list is effective for all students who are newly admitted to, update to the most recent, or are readmitted to a 2002 undergraduate or graduate degree program.

Academic Recognition

Undergraduate students who complete a bachelor degree program and achieve high academic grade point averages are officially recognized at the College's commencement ceremonies. Upon graduation, all honors designations are noted on the student's academic transcript and diploma. The cumulative grade point average used for academic honors is computed at the time of graduation and is based upon all course work attempted in residence at Walsh College. The following phrases signify the appropriate honor that will be inscribed on the academic transcript and diploma and will be recognized during commencement exercises:

4.000 – 3.900	Summa Cum Laude
3.899 – 3.750	Magna Cum Laude
3.749 – 3.500	Cum Laude

Commencement Exercises

The College hosts two commencement ceremonies per year. All eligible graduates will receive information concerning commencement dates, purchasing caps and gowns, tickets, time, location, and other relevant information approximately three months preceding commencement.

Undergraduate honors graduates who participate in commencement ceremonies will be recognized by the following honor cord color designations:

Gold Honor Cord - Summa Cum Laude (4.000–3.900)

Silver Honor Cord - Magna Cum Laude (3.899–3.750)

White Honor Cord - Cum Laude (3.749–3.500)

Dean's List

Walsh College recognizes undergraduate students for outstanding academic achievement.

Undergraduate students who have completed a minimum of 12 semester credit hours in residence at Walsh College are eligible. At the end of each semester, enrolled students who achieve a cumulative grade point average of 3.750 or higher receive Presidential Honors and those who achieve a cumulative grade point average of 3.500 to 3.749 are named to the Dean's List. The names of students who attain this academic achievement are published in the Journal, and the College's Web site at www.walshcollege.edu. The Dean's List may also be submitted to local newspapers.

Delta Mu Delta

The Gamma Eta chapter of Delta Mu Delta, a national business administration honor society, was established at Walsh College in 1976 becoming the 79th chapter nationwide. Over 159 chapters in the United States and Canada operate with 81,000 active members and alumni. Membership is by invitation only. The required criteria are:

- Undergraduate students must complete 23 semester hours in residence at Walsh.
- They must rank in the top 20 percent of honor in their class, with grade point averages of 3.300 or higher. Qualifying undergraduate students are mailed an application by the Delta Mu Delta Club each semester.

Policies and Procedures

Awards

Charles M. Bauervic Foundation, Inc. Writing Award

During the Fall semester, undergraduate and graduate students may submit papers for the Charles M. Bauervic Writing Competition. The papers should address an issue regarding the free enterprise system and be research based. All papers may represent class assignments or independent initiative. Cash awards are given to the winners. For further details, contact the Communication Department Chairperson.

The Everett M. Hawley, Jr. Taxation Award

Each academic year, one master degree student is honored for outstanding achievement as a student in taxation. This student is presented with a recognition certificate at commencement; a plaque is inscribed with the winner's name and displayed at the College.

Financial Executives Institute Award

Each year, one outstanding accounting or finance student is honored for academic achievement at commencement by the Financial Executives Institute (FEI). The student is honored with a medal which is presented at the Detroit Chapter of Financial Executives meeting. A plaque is inscribed with the winner's name and displayed at the College.

The Firman H. Hass Writing Award

One graduate student is honored for excellence in writing by the Detroit Chapter of the Institute of Management Accountants (IMA) each year at commencement. The award recognizes the best contribution to the body of knowledge relating to accounting. The student receives a certificate from the Detroit IMA chapter and a plaque is inscribed with the winner's name and displayed at the College.

The Research Institute of America Graduate Tax Award

Each academic year, an outstanding Master of Science in Taxation graduate is recognized for his or her academic work and contribution to the College. This student is presented with a recognition certificate at commencement, and a plaque is inscribed with the winner's name and displayed at the College. In recognition of this student, the Research Institute of America awards to the College a complete set of the Research Institute of America Federal Tax Service, each year. This Research Institute of America Graduate Tax Award was formerly known as the Prentice Hall, Inc. Graduate Tax Award.

The Stanley W. Smith Taxation Manuscript Award

One student from the Master of Science in Taxation Program is honored each year for having written an outstanding paper or thesis in the field of taxation. This student is presented with a recognition certificate at commencement, and a plaque is inscribed with the winner's name and displayed at the College.

The Wall Street Journal Award

A student who has maintained high academic standing and also has contributed in a substantial manner to the overall development of the College is selected by the Walsh faculty to receive the Wall Street Journal Award each year. This student is presented with a recognition certificate from the Wall Street Journal at Commencement, and a plaque is inscribed with the winner's name and displayed at the College.

The Walter B. Fisher Award for Excellence in Accounting

This award is given annually to one Walsh College undergraduate student who demonstrates outstanding achievement in the Bachelor of Accountancy program. Those chosen for the award will have achieved a 3.500 grade point average or better, and must have contributed time or talent to either Walsh College or the accounting profession through tutoring, club leadership, community service, or other activities.

Policies and Procedures

General Procedures and Regulations

Student Personal Information

The social security number and student identification numbers are utilized as student identification in maintaining permanent academic records. Every student is required to submit his or her social security number or student identification number with all transactions, such as the admission application, registrations, drop/adds, transcript requests, certification requests, financial transactions, and financial aid forms. Student's social security numbers or student identification numbers are not released to agencies or individuals outside the College without the written permission of the student.

Change of Student Personal Information

All changes to student personal information such as name, address or employment must be reported to the records and registration office. All changes must be made in writing either by completing a student records change form that is available in the records and registration office or by mailing or faxing a letter to the Records and Registration Office with the new information. Name, social security number, and/or birth date changes must be accompanied by legal documents verifying that the information is correct at the time the request is made. The student is responsible for any communication sent by the College to his or her last address reported to the records and registration office.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 is a Federal law designed to protect the privacy of education records. The Act provides students the right to inspect and review their education records, the right to amend those records on the grounds that they are inaccurate or misleading and to limit disclosure of information from the records. Currently enrolled and formerly enrolled students are protected under FERPA. A student has the right to file complaints with the Federal Government for failure by the College to comply with FERPA.

Walsh College defines the following categories as "directory information" and will permit disclosure without written consent of the student:

- if a student is or was enrolled at the College
- if the student graduated, to include degree earned, major and date of graduation
- dates of attendance

A student may request through written notice to the director of records/registrar that such information is not disclosed.

Except to the extent that FERPA authorizes disclosure without consent, personally identifiable information contained in the student's educational record not listed as "directory information" will be disclosed to third parties only with the prior written consent of the student. This written authorization must identify the individual or agency's name and address, phone number and specify the records to be released. The director of records/registrar will contact this designated individual by mail or phone.

FERPA authorizes disclosure of educational records without the consent of the student under the following provisions:

- to school officials with legitimate educational interest
- to schools in which the student seeks or intends to enroll
- to Federal, State, and local authorities involving an audit or evaluation of compliance with education programs
- in connection with financial aid
- to organizations conducting studies for or on behalf of educational institutions
- to accrediting organizations
- to parents of dependent students
- to comply with a judicial order or subpoena
- in a health or safety emergency
- directory information
- to the student
- results of disciplinary hearing
- results of disciplinary hearing to an alleged victim of a crime of violence
- final results of a disciplinary hearing concerning a student who is an alleged perpetrator of a crime of violence and who is found to have committed a violation of the institution's rules or policies

Policies and Procedures

- disclosure to parent of student under 21 if the institution determines that the student has committed a violation of its drug or alcohol rules or policies, and if the student is proven to be a dependent as determined by IRS regulations.
- Copies of the College's written policy statement regarding the Family Educational Rights and Privacy Act are available from the director of records/registrar, or may be printed from the Web site.

Academic Records

Academic Transcripts

A student's academic transcript reflects all courses taken, credit hours attempted, and grades received while in residence at Walsh College; these are used to compute the student's semester and cumulative grade point averages. Academic transcripts are maintained in the records and registration office. Academic transcripts are regularly audited and corrected as necessary. The student will be mailed a copy of his or her transcript whenever a change has been made. The academic transcripts of readmitted student or students who change majors or degree programs prior to graduating from Walsh College will reflect all courses taken, credit hours attempted and grades received while in residence at Walsh College. Once the student graduates from a degree program, a new cumulative grade point average will be computed for the second degree. Academic standing designations such as probation and dismissal are noted on a student's transcript in the semester in which they occurred.

Request of Academic Transcript

Official student records, including transcripts, are privileged, confidential information and are not open to public inspection. A student wishing to inquire about his or her respective record should contact the director of records/registrar. Transcripts must be requested in writing by the student or the student's authorized legal representative. An official transcript bears the embossed Walsh College seal, the registrar's facsimile signature and transcript issuance date. Each transcript reflects all courses taken, credits hours attempted and grades received by the student while attending Walsh College.

Official transcripts will not be issued directly to the student. Transcripts issued directly to the student are considered unofficial and are stamped "issued

to the student." In accordance with the Family Educational Rights and Privacy Act (FERPA), official transcripts issued to Walsh College from other colleges and universities are furnished in confidence and are considered part of the student's educational record. Therefore, duplication of the student's previous college transcript will not be permitted. Walsh College does not fax academic transcripts to students, employers or agencies under any circumstances.

Grade Reports

At the end of each semester, a grade report will be mailed to the home address on record for each registered student except for a student who has financial indebtedness to the College. The grade report reflects all courses and credit hours attempted, grades received, semester and cumulative grade point averages. Walsh College does not fax grade reports to students, employers or agencies under any circumstances.

Semester Grade Point Averages

A student's semester grade point average is computed by dividing the total honor points for that semester by the number of credit hours attempted. Grade point average calculations are carried out to the third position after the decimal point. The grade of "F" (0.000) is included in the calculation of grade point averages.

Cumulative Grade Point Averages

A student's cumulative grade point average is computed by dividing the total honor points by the total number of hours attempted. Grade point average calculations are carried out to the third position after the decimal point. The grade of "F" (0.000) is included in the calculation of cumulative grade point averages. When repeating a course, both grades will be used to compute the cumulative grade point average.

Course Numbers

Courses Numbered 200-400

Courses with these numbers are undergraduate level courses. Undergraduate and post-undergraduate students are eligible to enroll in these courses for credit and are assessed undergraduate tuition rates. Although graduate students may enroll in these courses at undergraduate tuition rates, they cannot earn graduate credit with these courses.

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Courses Numbered 500-600

Courses with these numbers are graduate level courses, undergraduate students cannot enroll in these courses unless permitted in their undergraduate degree program. See section entitled "Undergraduate Students Taking Graduate Courses". Graduate, post-graduate, and approved undergraduate students enrolled in these courses earn graduate credit and are assessed graduate tuition rates.

Repeating Courses

An undergraduate or graduate student who receives a grade of "C" (2.000) or better in a course may not repeat the course for credit. A student earning a "C-" (1.700) or lower may repeat the course for the purpose of improving the grade and fulfilling graduation requirements. When repeating a course, both grades will appear on a student's transcript and will be used to compute a student's cumulative grade point average.

A course that is repeated will be counted only once for purposes of accumulating semester credit hours earned toward fulfillment of graduation requirements. Undergraduate credit earned in courses completed with a grade of "D-" or better, while in residence, will count toward graduation requirements with the exception of courses which require a grade of "C" (2.000) or better to fulfill graduation requirements.

A grade of Audit (AU) will automatically be issued to a student who repeats a course in which he or she has received an exclusion, waiver or advanced standing, as well as for repeated courses previously completed at Walsh College with a grade of "C" (2.000) or better. A grade of Audit (AU) is not computed in credit hours or honor points.

Grade Changes

Once recorded in the records and registration office, an instructor may change a student's grade if the first grade was in error. If a student questions or seeks to clarify the basis for a grade received in a course, the student must contact the instructor to resolve the dispute within four weeks after the start of the next semester. Please see the section entitled "Student Conduct and Appeals" for further information regarding resolution of academic appeals. A request by a student to dispute his or her grade after this four week period will not be considered.

If an error has been made, an official change of grade form, certifying reasons for the change of grade must be signed by the instructor and submitted to the director of records/registrar. Upon receiving documentation from the instructor, the director of records/registrar will change the grade and mail the student a revised grade report. In exceptional or unusual circumstances, the director of records/registrar may determine that additional signature approval must be obtained by the department chairperson and/or dean prior to processing the grade change.

Academic Calendar

Beginning January 2003, Walsh College's academic calendar will consist of four 11-week semesters per year. All courses and credit hours are stated in semester credit hours.

Student Policies and Conduct

Student Requests for Exceptions

Academic policies have been thoroughly considered before adoption and are consistently applied. However, the College reserves the right to grant an exception to a policy. The integrity of the College's degrees and equality of treatment of students limits the types of policy exceptions that may be granted and justifications that may be considered.

A student seeking to obtain an exception to an academic policy must submit a written petition to the admissions and academic advising office. The petition will include the policy for which the student is seeking the exception and the reasons justifying the request. Exceptions are not given for work related reasons. Where applicable, if a student cites a medical basis for the request, written documentation from the student's doctor must be attached to the request.

The director of admissions and academic advising will review the request with appropriate College personnel and notify the student of the decision in writing. A copy of all written decisions will be forwarded to the director of records/registrar to be placed in the student's academic file.

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Academic and Professional Conduct

Walsh College students are expected to conduct themselves in a manner conducive to continued growth toward a business or professional career. A professional demeanor with a high degree of ethical conduct is expected. Written and oral communications should reflect professionalism. All students are expected to attend classes regularly and fully prepared.

Students are responsible for being knowledgeable and observing all College policies and procedures.

Student and Visitor Conduct

It is the goal of Walsh College to maintain a professional and safe environment that is conducive to learning and working. The College reserves the right to take action for any other conduct which it deems inappropriate or improper.

The following are examples of unacceptable behavior and are published to minimize the potential of misunderstandings. This list is not meant to be all-inclusive.

- Obstruction or disruption of teaching or other activities on campus.
- Physical abuse, unlawful detention or threatening behavior toward any person on campus.
- Theft or damage to property of the College or to property of a Walsh College employee or campus visitor.
- Unauthorized entry or use of College facilities and equipment (including technology).
- Illegal use or unauthorized possession or distribution of alcoholic beverages, narcotics, or dangerous drugs on campus.
- Failure to comply with the directions of College officials, members of the faculty or other authorized individuals.
- Except for public safety officials, possession or use of firearms, even if an individual holds a concealed weapons permit.
- Possession or use of explosives or other weapons, or chemicals.
- Inappropriate attire. Visitors and students are required to wear shoes, shirts and pants/shorts or skirts.
- Bringing animals, except for service (guide) dogs, on campus.
- Academic misconduct. Plagiarism; unauthorized collusion on examinations; theft; sale, purchase

or other unauthorized procurement of examinations; use of unauthorized aids while taking an examination. See “Issue Resolution” – Academic.

- Attendance in any course by a non-registered individual(s), including dependents or other relatives of the registered student, is generally prohibited. This restriction doesn’t apply to individuals providing reasonable accommodation assistance for disabled students or to approved guest speakers. The faculty member or an administrator may grant exceptions to dependents attending class with the registered student in the case of an emergency. In these cases, students should obtain approval from the faculty member before class begins. Even if an exception is granted, the faculty member may revoke the arrangement for any reason, at any time.
- Unsupervised children (generally defined as under age 16) are not permitted on campus. Adults are welcome to bring children to campus while they conduct business; however, children must be closely supervised. Generally non-registered individuals, including children, should not be brought to class. Specific areas of the College, such as the library and computer labs, may have additional guidelines regarding children visiting those areas.
- The College recognizes the need for mothers to breastfeed their children, therefore some of the College’s restrooms have seating areas for this purpose. Since other students, visitors or employees may be uncomfortable in the presence of this activity, the College’s private restrooms should be used for breastfeeding.
- Sexual harassment. For sexual harassment policy procedures, students should refer to the appropriate section of the College Catalog.

“On campus” or “facility” is defined as any location owned or leased by the College or any other location used to hold a College-sponsored activity.

If a child appears to be left unsupervised, the child should be escorted to the main receptionist area of the facility. The facilities and auxiliary services department will attempt to locate the child’s guardian. If the guardian cannot be located, the facilities staff may take additional action, up to and including contacting a law enforcement agency.

Any student, visitor or employee may report an incident of alleged misconduct. All complaints should be reported as soon as possible to the appropriate supervising officer or director. If the situation involves a security related matter and

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requires immediate attention, it should be reported to the main receptionist or any facilities staff member. An administrator or facilities department staff member may remove any individual behaving in a disruptive or potentially disruptive manner. Non-emergency security issues should be reported to the director of facilities and auxiliary services. Academic misconduct should be reported to the officer responsible for academic administration. If the complaint is regarding an officer, it should be reported to the president.

The appropriate supervising officer or director will investigate the complaint and may take immediate action, if needed. The College may search individuals/property or use surveillance activities to aid in an investigation. All parties involved in the incidents are expected to cooperate fully with the investigation. Any behavior(s) that the College deems inappropriate can lead to disciplinary action up to and including academic dismissal and/or termination of employment, removal and/or ban from the facilities and/or filing of criminal charges.

Students should see the Student Conduct and Appeals Procedure for further information.

Sexual Harassment Policy

The College views all forms of sexual harassment as reprehensible and therefore prohibited to all in connection with any College related activity. Sexual harassment is unacceptable conduct; it undermines the integrity of the employment/learning relationship, debilitates morale, and interferes with the work productivity of the organization and its learning environment.

All staff, faculty, and students have a responsibility to maintain high standards of integrity, impartiality, and conduct, both personal and official, thereby ensuring proper performance of the College's business and the maintenance of public trust. Sexual harassment violates those standards and is an act of misconduct. Therefore, specific acts of such misconduct may be subject to disciplinary action or even dismissal from the institution.

What Constitutes Sexual Harassment?

Sexual harassment includes, but is not limited to, the following:

1) Influencing, offering to influence, or threatening the career, pay or job of another person or the

educational program of a student in exchange for sexual favors,

2) Deliberate or repeated offensive comments, gestures, physical contact of a sexual suggestive nature or creation of a hostile work, work-related or instructional environment.

By way of further illustration, and not by way of limitation, any employee, student, faculty member, or professional services instructor who uses implicit or explicit sexual behavior to control, influence, affect the career, pay, or job of any employee or student or to affect the instructional experience of any student is engaging in sexual harassment.

Any employee, student, faculty, or professional services instructor who makes deliberate or repeated offensive verbal comments, gestures, or physical contact of a sexual or suggestive nature in the work, work-related, or educational environment is also engaging in sexual harassment. For purposes of this paragraph, the term "student" includes any person enrolled in an academic or non-credit course at Walsh College.

Sexual Harassment - Procedures for Dealing with Allegations

A student who is being or has been sexually harassed (or who believes that he or she is being or has been sexually harassed) by an administrative staff member, student, faculty member, or professional services instructor at Walsh College should do the following:

- 1) Clearly indicate to the offender that such behavior is offensive and that such behavior should cease immediately.
- 2) Then choose one of the following options for reporting the incident:
 - the appropriate department chairperson, if the complaint is against a faculty member
 - the dean if the complaint is against a faculty department chairperson,
 - the president of the College, if the complaint is against the dean or some other officer of the College,
 - any member of the Board of Trustees if the complaint is against the president of the College or a member of the Board of Trustees,
 - the director of professional services if the complaint occurs in connection with a professional services event, or
 - any complaint may be reported to the College's personnel office.

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A report of the most recent alleged harassing event should be made as soon as possible. Upon such complaint, the person receiving the complaint shall immediately report the complaint to a College officer not involved in the complaint.

An appropriate investigation will be undertaken of any complaint received under this procedure. All College personnel will be expected to keep all complaints and information in confidence, except to the extent released by an officer of the College. Students are expected to cooperate fully with the investigation.

Academic Student Misconduct

If any faculty member, administration or student body member considers a student's conduct inappropriate for the Walsh College environment, that person must report it to the appropriate College faculty member or officer.

Actions considered to be academic misconduct and unacceptable include:

- plagiarism,
- unauthorized collusion on examinations,
- theft, sale, purchase or other unauthorized procurement of examinations,
- use of unauthorized aids while taking an examination,
- having someone else take an exam in the student's place or submitting for credit any paper not written by the student,
- taking an exam for another student,
- copying of "do not copy" designated library materials, and
- copying copyrighted software and destruction of equipment by introducing a computer virus.

The misconduct relating to academic matters will be reported to the faculty chair of the academic program. If the issue is not resolved with the involvement of the faculty chair, the incident will be reported in writing to the Chief Academic Officer.

The Chief Academic Officer may take such action as issuing a failing grade, ordering academic withdrawal from the course, redoing a paper or exam, or recommending to the President or his designee, administrative dismissal or other appropriate disciplinary action. The President of the College, or his designee, shall have final authority regarding disciplinary action that may

range from a warning to suspension and/or dismissal from the College.

Action that results in a failing grade, administrative withdrawal, administrative suspension or dismissal will be noted on a student's transcript. Any student issued a grade for misconduct may not withdraw from the course. A student receiving an administratively directed grade as a disciplinary action resulting from misconduct may not seek financial relief for withdrawal from the course at any time.

Issue Resolution

Non academic issues involving general student conduct and/or the application of administrative policies or procedures will be considered as cases of nonacademic misconduct. Cases of this nature should be brought to the immediate attention of the administrative director of the department directly involved with the area of administrative policy or procedure.

If the issue cannot be resolved with the director of the responsible administrative area, the matter may be referred to one of the College's officers for review. An officer of the College may attempt resolution of the issue including meeting with the student, remand it to the director to resolve or recommend to the associate vice president for marketing and student services that it be considered by the student conduct and appeals committee.

Academic

If a student's instructor determines misconduct has occurred, he or she may recommend to the department chair or program director that an appropriate disciplinary action be taken.

If the issue is not resolved with the student, the faculty member will ask the department chair or program director to determine if there is evidence to warrant a review by the chief academic officer. The chief academic officer will be notified of the chair or director's action and the chair or director will attempt to resolve the issue with the student and faculty member.

If the department chair or program director determines there is evidence indicating misconduct, then the chief academic officer will be asked to resolve the situation.

The faculty member must petition the chief academic officer in writing to initiate disciplinary

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action. The written petition to the chief academic officer must include a full description of the situation and reason for the disciplinary action. The chief academic officer's responsibility is to investigate and review the incident and if there is evidence of misconduct to make a final decision on resolution of the issue. This decision will be communicated in writing to the student and the faculty members involved.

Within four weeks of receiving a grade, a student who believes there is a problem concerning the grade must:

- Contact the class instructor involved to resolve the problem. If resolution has not been achieved at the instructor level, a student can petition the chair of the department involved.
- The department chair investigates the matter and attempts to resolve the issue. The chair will notify the student and the class instructor of the decision.
- If resolution has not been achieved at the departmental level, a final review may be conducted by the chief academic officer.

To overcome the presumption of good faith, it must be demonstrated to the chief academic officer that an instructor's evaluation was based entirely or in part on factors that are inappropriate or irrelevant both to academic performance and applicable professional standards. In this case, the chief academic officer will cause the student's performance to be reassessed and good faith evaluation established. The decision of the chief academic officer is final.

Student Conduct and Appeals Procedure

Purpose of the Committee

Students wishing to appeal a College policy or procedure may do so following the steps outlined. The Student Conduct and Appeals Committee reviews unresolved student issues concerning policies and procedures of the institution. Such issues might involve general student conduct and/or the application of academic or administrative policy.

Appeal of any issue must be initiated in writing to the associate vice president for marketing and

student services within 90 days of the incident to be reconsidered by the committee.

Cases of misconduct will not be considered by a student conduct and appeals committee until the procedures for issue resolution have been completed and any disciplinary action has been finalized.

Issues Not Considered by the Committee

The student conduct and appeals committee will not consider challenges involving the following:

- the propriety of the requirements for completion of a degree program,
- the propriety of an individual course,
- issues of sexual harassment (See Sexual Harassment Policy),
- an individual student's evaluation which represents an instructor's good faith judgment of the student's academic performance,
- and course grades - an issue involving a course grade will be addressed within the academic department responsible for the course.

Committee Procedures

If the procedures outlined under "Issue Resolution" do not result in resolution of the issue, a student, faculty member or administrative director may submit a written request to the associate vice president for marketing and student services, within 90 days of the occurrence of the original event, for referral of the matter related to student conduct to the student conduct and appeals committee. The request should contain the following:

- a statement describing the issue and identification of the policy or procedure in question,
- a review of the steps already taken to seek resolution, and the specific decision or action desired,
- justification for the decision or action sought with specific references to the applicable College policies made, and
- copies of information or documentation to be presented and specific identification of individuals requested to be present, to include

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witnesses, at the student conduct and appeals committee.

The associate vice president for marketing and student services will act on a request for referral to the student conduct and appeals committee, advising all parties involved of its disposition. The associate vice president for marketing and student services may decline to refer a matter to the committee due to insufficient cause to proceed, may consult directly with the affected parties to reach an appropriate resolution without a hearing, or may refer the matter to committee for consideration and final disposition.

When the student conduct and appeals committee meets to consider an issue, new or additional issues may not be introduced during the appeals hearing. Each issue must receive separate due process and cannot be introduced to confuse or complicate the issue being appealed. The responsibility of the committee is to determine if there is evidence which would support the alleged act of misconduct or violation of policy and procedure.

If a student conduct and appeals committee is formed, the associate vice president of marketing and student services will assume responsibility for the following:

- acting as the committee coordinator,
- assigning an officer to serve as committee chair, and
- implementing all committee decisions or disciplinary actions or procedures.

The student conduct and appeals committee will be composed of:

- one officer of the College who will act as the chair of the committee,
- two administrative representatives selected by lottery or a random selection process,
- two academic representatives, at least one of whom is a full-time faculty member, selected by lottery or a random selection process, and
- two representatives from student organizations or from student government selected by the president of student government or by student leaders.

Any representative may not be selected who is considered to have a conflict of interest in the proceedings.

The chairperson of the Student Conduct and Appeals Committee will be responsible for the following:

- scheduling and notifying the student and committee members of the meeting time,
- providing the student with an opportunity to appear before and address the committee,
- presiding over the proceedings and acting as a nonvoting member of the committee unless there is a tie vote, in which case the chair will cast the deciding vote,
- receiving and presenting to the committee and the student all relevant information pertaining to questions of misconduct, exceptions or appeals to policies, and
- notifying the student within 3-5 business days (excluding Sundays and holidays) of the decision of the committee.

Five committee members, excluding the chair, constitute a quorum. A majority vote of the committee will constitute a committee decision. Information regarding specific cases considered by the student conduct and appeals committee is considered strictly confidential.

All records of and documents pertaining to a meeting of the student conduct and appeals committee, including the committee's decision and record of notification to the affected student(s), will be retained in the office of the associate vice president for marketing and student services.

Appeal of a Committee Decision

Any individual desiring to appeal a decision of the student conduct and appeals committee or an issue not considered by the committee must do so in writing within 3-5 business days (excluding Sundays and holidays) after being notified of the committee's decision. The appeal should be directed to the president of the College who, in his sole discretion, may affirm, modify or disapprove the student conduct and appeals committee's decision. In all circumstances, the decision of the president of the College is final.

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Technology Usage Policies and Disciplinary Measures

Commitment to Students, Faculty and Staff

Walsh College is committed to maintaining its leadership position in the use of computer and communication technology to facilitate learning. The College promises to provide, as rapidly and as economically feasible, the following:

- **to students**, access to information anywhere on campus or off campus through an internet service provider.
- **to faculty**, the resources necessary to enhance teaching, learning and research.
- **to staff**, the tools necessary for a responsive service environment.

The College advises users that the Internet sites that they visit and information they download are easily visible and documentable by the College's network management facilities. The College also advises users that it follows generally accepted industry standard security measures, but it cannot guarantee that its information technology resources are completely protected from access by individuals who possess the skill and desire to breach those security measures. In addition, the College has the right to access and monitor information. Information sent by electronic communication to third parties is not under the control of the College and may be intercepted. The College will normally respect privacy and attempt to safeguard information but cannot guarantee these privileges: the College can examine, at anytime, anything that is stored on or transmitted by College-owned equipment.

Acceptable Use Policy

The following policies define the privileges of and restrictions on students, faculty, staff, and other users with respect to the computing and telecommunications systems of Walsh College. The policies include examples of various sorts of activities that are detrimental to the welfare of the overall community and are therefore prohibited. This section also describes the process by which violators are identified, investigated, and disciplined. It should be noted that some activities that are legal are in violation of this policy and are prohibited with respect to College computing and network systems.

All provisions are binding on all members of the Walsh College community. The provisions of this policy also apply to non-Walsh College account holders.

Notice of Policy Changes

All policies and procedures outlined are intended to serve for the current school year; however, the College reserves the right to make modifications as deemed necessary. If and when changes are made, appropriate efforts such as posting changes on the College's web page and/or placing a notice in online Insight, will be made to notify the College community.

Provisions

It is the policy of Walsh College to maintain access for its community to local, national, and international sources of information and to provide an atmosphere that encourages access to knowledge and sharing of information.

It is the policy of the College that information resources will be used by members of its community in accordance with policy and regulations established from time to time by the College and its operating units.

In accordance with the above policies, the College works to create an intellectual environment in which students, staff, and faculty may feel free to create and collaborate with colleagues both at Walsh College and at other institutions, without fear that the products of their intellectual efforts will be violated by misrepresentation, tampering, destruction or theft.

Access to the networks and to the information technology environment at Walsh College is a privilege and must be treated as such by all users of these systems.

To ensure the existence of this information resource environment, members of the College community establish technical and procedural mechanisms so that the information technology environment at Walsh College and its internal and external networks are resistant to disruption.

In the final analysis, the health and well being of the College information resources, technology, and networks is the responsibility of its users. Each user must guard against abuses that disrupt and threaten the long-term viability of the systems at Walsh College and those beyond the College. The College requires that members of its community act in

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accordance with these responsibilities, this policy, relevant laws and contractual obligations, and maintain the highest standard of ethics.

Students are entitled only to one person's fair share of College resources unless written permission to the contrary has been granted by the Office of Information Technology (OIT). Students may configure, with the appropriate permission, electronic information resources to provide services to the public at large.

The College characterizes as unethical and unacceptable, and just cause for taking disciplinary action up to and including non-reappointment, discharge, dismissal, and/or legal action, any activity prohibited by this policy statement. Regulations apply to all members of the College community, but for the purposes of the Catalog, references are made to students. The following are examples of prohibited activities, not lists of everything that is a violation:

- Students may not use any resource, equipment or software to harass or threaten others; to steal, forge, lie, cheat, or eavesdrop or in any way compromise confidential documents or communications; and to masquerade as another user. Students may not in any way destroy any information, resource, equipment, or software or monopolize computing resources. This includes using a personal computer for these activities against other users or against their information resources.

Examples: Students must not access the account of another; they must not generate activities that consume more than their share of either system time or network bandwidth (including chain letters); students must not fraudulently log into any computer; they must not use the computer to contact another person repeatedly where no legitimate purpose exists and the recipient desires the communication to stop, etc.

- Students may not possess any software, resource or equipment whose purpose is to effect one of the violations listed in the first provision.

Example: Students must not have in their account on any College-owned system or on their personal computer programs which attempt to determine the passwords of others or obtain privileges on any computer to which they are not entitled.

- Students may not attempt to violate the first provision. Any such attempt will be considered the same as a violation.

Example: If a student attempts to obtain system privileges to which he or she is not entitled, the student is as guilty as if he or she had succeeded.

- Students may not possess, willingly receive or distribute obscene material.

Examples: Child pornography is absolutely against the law. It is a violation of Federal statutes to transmit this material across state lines, even electronically.

- Students may not violate the Information Technology Appropriate Use Policy off-campus anywhere in the world using College resources.

Example: An attempt to gain unauthorized entry to Walsh computing resource via any computer off the College campus is as if the student attempted to gain access from a computer here.

- Students may not copy, install or use any equipment, service, information, data, image, recording, or other work in violation of applicable copyrights or license agreements.

Example: If a student places on College computing resources material created by or belonging to others, he or she must have their permission to do so.

- Students may not use the College's information technology resources for political purposes or non-College commercial business or advertising, including unsolicited commercial e-mail without express written authorization to do so from the appropriate authority. However, any officially sanctioned College student group may maintain an official web page that presents objective information about the group itself.

Examples: Individuals may not use the statistics software on the academic shared systems to do work for off-campus entities for which they are paid. The Young Democrats / Republicans may have a page that presents information about their activities and goals; they may not attempt to influence voters' choices through that page. The sending of unsolicited bulk e-mail (spamming) is not allowed.

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- Students must connect all equipment and install all software in a manner that meets the technical, security, and fair use standards set by the office of information technology.

Examples: All IP addresses and domain names are owned and assigned by the office of information technology. The office of information technology may also restrict World Wide Web, ftp and other network services that interfere with fair network use by others.

- Students must take full responsibility for what they publish, transmit or possess.

In the final analysis, the health and well being of the College information resources, technology and networks is the responsibility of its users. Each user must guard against abuses that disrupt and threaten the long-term viability of the systems at Walsh College and those beyond the College. The College requires members of its community to act in accordance with these responsibilities, this policy, relevant laws and contractual obligations, and maintain the highest standard of ethics.

Penalties

If the College suspects an individual of violating its technology policies, it may obtain a search warrant and impound any equipment, device, software, documents, or data that is involved.

If an individual violates the policy, he or she will incur the same types of disciplinary measures as violations of other College policies. Violation of state or federal statutes may lead to criminal or civil prosecution.

Students: Campus disciplinary measures may include, but are not limited to, failure in a class, permanent or temporary loss of information technology privileges, suspension or expulsion from the College, and restitution of expenses as well as charges for damages.

Faculty and Staff: College disciplinary measures may include, but are not limited to, reassignment of duties, transfer, censure, suspension, termination, and restitution of expenses as well as charges for damages.

Off-campus users: the College may revoke the privileges of users who are found to be in violation

and may report any serious violation to appropriate law enforcement officials.

Investigation and Disciplinary Action

Violations are most likely to be observed in two ways:

- A system administrator detects an anomaly and, in determining the cause of the problem, finds evidence of a violation.
- An individual observes what is perceived to be a violation and reports it to the system administrator.

OIT personnel will document the actions taken from the point of discovery and will prepare a non-technical narrative for the use of the College. The chief information officer (CIO) will authorize such additional steps as may be necessary to collect evidence, including the execution of a search warrant, and setting the scope and duration of the investigation, and notify the individuals involved that they are under investigation.

If non-College service providers are involved, the CIO will consult with the College attorney to notify them as soon as it is prudent to do so. The collected evidence and the documents that record the actions of the system administrator, OIT staff, and the CIO will be forwarded to the president's office for adjudication together with a recommendation on any loss of privileges with respect to computing and telecommunications systems. The president's office will report the outcome of the case to OIT. In the case of suspected criminal violations, the police will be involved.

The accused has the right to petition the president's office for the release of impounded material and the restoration of privileges. That decision may or may not precede the disposition of the case. In any event, any such decision must be communicated to the CIO and the system administrator. Faculty and staff members against whom disciplinary action is taken may follow the prescribed methods for the resolution of work-related conflicts, including the filing of a grievance.

Course Descriptions

Accounting

ACC 301 Intermediate Accounting I 3 Hours

Prerequisite: ACC 202

This course is an examination of the intermediate level of problems in the definition and valuation of assets, liabilities, and the determination of net income. Topics include a thorough study of the income statement and balance sheet, present value concepts, current assets, fixed assets and liabilities

ACC 302 Intermediate Accounting II 3 Hours

Prerequisite: ACC 301

This course is a continuation of the intermediate level of accounting. Topics include equities, treasury stock, earnings per share, leases, tax allocation and accounting changes.

ACC 310 Managerial Accounting 3 Hours

Prerequisite: ACC 202

This course provides a basic technical understanding of managerial accounting topics with an emphasis on the uses of accounting data by managers. Topics include unit cost determination, cost-volume-profit analysis, direct costing, variance analysis, and budgeting.

ACC 406 Accounting Information Systems 3 Hours

Prerequisite: ACC 202

This course examines the principles of design and control of systems for the origination, development and use of accounting data. It also includes analysis of computer usage for accounting applications. Emphasis is placed on the relationships among the components of an accounting system and the use of the personal computer in the maintenance and reporting of accounting information.

ACC 411 Investments and Business Combinations 3 Hours

Prerequisite: ACC 302

This course focuses on the theories of advanced accounting for investments and parent subsidiary relationships. Students learn to apply appropriate accounting procedures and prepare spreadsheets for consolidated corporate entities.

ACC 412 Government and Not-For-Profit Accounting 3 Hours

Prerequisite: ACC 302

This course examines fund accounting and the reporting for state and local government units, hospitals, colleges, and other not-for-profit organizations.

ACC 415 Professional Auditing 3 Hours

Prerequisite: ACC 406, ACC 411 (ACC 411 may be taken concurrently) and QM 202

This course examines the principles and procedures of the auditing function, focusing on the specific techniques employed by Certified Public Accounting firms. Major emphasis is placed on preparing the student for the Auditing section of the Uniform CPA Exam. Topics include audit ethics, audit work papers, statistical sampling, examination of evidence, and audit reports.

ACC 416 Practical Accounting 3 Hours

Prerequisite: ACC 302

This course deals with practical applications of financial accounting. The objective is to prepare the student for employment in the accounting profession. The requirements include accounting applications using EXCEL, written communications, research and selected specialized financial accounting topics.

ACC 419 Advanced Managerial Accounting 3 Hours

Prerequisite: ACC 310

This course examines cost accounting and the internal accounting procedures and concepts used in the decision making process. Topics include process costing, job costing, joint costs and by-products, budgeting, standard costing, differential cost analysis, variable costing, variance analysis, and activity-based-costing.

ACC 480 Seminar In Accounting Systems 1 Hour

A one-credit seminar offered to guest students or post-undergraduate students only

This course is designed to meet the accounting systems requirements for the Uniform CPA Exam as set by the Michigan State Board of Accountancy. Credit is earned by completion of readings, objective questions and essay questions relating to accounting systems.

ACC 481-483 Directed Study In Accounting 1-3 Hours

Prerequisite: Permission of the Department Chair

These courses provide students with an opportunity to investigate an accounting topic not otherwise studied in their curriculum. A directed study will earn general elective credit. Requests for a directed study must be initiated through the Admissions and Academic Advising Office.

ACC 488 Accounting Internship 3 Hours

Prerequisite: ACC 301

This elective course gives the student the opportunity to obtain real world experience. Approximately 40 "contact" hours are required with a selected employer. The student will maintain a written daily log for all duties performed and will submit a formal report on the internship experience.

ACC 494 Accounting Practicum 3 Hours

Prerequisite: ACC 302

A practicum experience provides the accounting student with hands-on learning experience through self-paced work projects. The accounting practicum is conducted in an independent study format. All practicum's are three semester hours of credit and must be approved by the Department Chair or designate.

Course Descriptions

ACC 500 Financial Accounting 4 Hours

*Prerequisite: None.
Open to MAC and MSF students only.*

This fundamental accounting course is designed to enable the student to prepare, evaluate, and use accounting data. The mechanics of financial accounting and the overall effect of accounting procedures on published financial statements are examined in detail. Alternative accounting procedures and their impacts on the financial statements are also examined. Coverage includes receivables, inventory, fixed assets and bonds payable.

ACC 501 Intermediate Accounting I 3 Hours

Prerequisite: ACC/MBA 500

This course is an examination of the intermediate level of problems in the definition and valuation of assets, liabilities, and the determination of net income. Topics include a thorough study of the income statement and balance sheet, present value concepts, current assets, fixed assets and liabilities.

ACC 502 Intermediate Accounting II 3 Hours

Prerequisite: ACC 501

This course is a continuation of the intermediate level of accounting. Topics include equities, treasury stock, earnings per share, leases, tax allocation and accounting changes.

ACC 505 Advanced Managerial Accounting 3 Hours

*Prerequisite: ACC 500 or FIN 506.
Open to MSF students only.*

This course examines cost accounting and the internal accounting procedures and concepts used in the decision making process. Topics include process costing, job costing, joint costs and by-products, budgeting, standard costing, variable costing, variance analysis, and activity-based-costing.

ACC 506 Accounting Information Systems 3 Hours

*(Formerly ACC 540)
Prerequisite: ACC 500*

This course examines the principles of design and control of systems for the origination, development and use of accounting data. It also includes analysis of computer usage for accounting applications. Emphasis is placed on the relationships among the components of an accounting system and the use of the personal computer in the maintenance and reporting of accounting information.

ACC 511 Investments and Business Combinations 3 Hours

Prerequisite: ACC 502

This course focuses on the theories of advanced accounting for investments and parent subsidiary relationships. Students learn to apply appropriate accounting procedures and prepare spreadsheets for consolidated corporate entities.

ACC 512 Gov't and Not-For-Profit Accounting 3 Hours

Prerequisite: ACC 502

This course examines fund accounting and the reporting for state and local government units, hospitals, colleges, and other not-for-profit organizations.

ACC 515 Professional Auditing 3 Hours

Prerequisite: ACC 511 and either ACC 506 or ACC540

This course examines the principles and procedures of the auditing function, focusing on the specific techniques employed by Certified Public Accounting firms. Major emphasis is placed on preparing the student for the Auditing section of the Uniform CPA Exam. Topics include audit ethics, audit work papers, statistical sampling, examination of evidence, and audit reports.

ACC 516 Practical Accounting 3 Hours

(Formerly ACC 530)

Prerequisite: ACC 502 and either ACC 506 or ACC 540

This course deals with practical applications of financial accounting. The objective is to prepare the student for employment in the accounting profession. The requirements include accounting applications using EXCEL, written communications, research and selected specialized financial accounting topics.

ACC 519 Advanced Managerial Accounting 3 Hours

Prerequisite: ACC 500

Open to MAC students only.

This course examines cost accounting and the internal accounting procedures and concepts used in the decision making process. Topics include process costing, job costing, joint costs and by-products, budgeting, standard costing, variable costing, variance analysis, and activity-based-costing.

ACC 520 Seminar In Accounting Theory 3 Hours

Prerequisite: ACC 502

This course is an in-depth research oriented study of current controversial accounting and economic issues and how they impact on traditional accounting concepts, principles, and standards. Emphasis is placed on relating accounting theory with practical case studies, developing skills in critical evaluation and measurement, critical thinking, reasoning, and problem solving.

ACC 550 Seminar in Advanced Accounting and Auditing Topics 3 Hours

Prerequisite: ACC 515

This course uses a case analysis approach to explore the effect of audit procedures, ethical issues, and fraudulent activities on the auditing profession. Both written communication and oral presentation skills are developed by requiring the student to provide narrative reports and videotaped presentations. The importance of teamwork is emphasized in a group presentation, with each team leading a class discussion on a well-known case from the audit profession.

ACC 555 Seminar in Advanced Accounting and Advanced Taxation Topics 3 Hours

Prerequisite: ACC 511, TAX 590 and TAX 591

The accounting portion of this course will introduce a student to derivatives, hedge accounting, foreign currency transactions and foreign currency statements. The tax portion of this course will include gift taxes and the taxation of estate and trusts.

Course Descriptions

ACC 560 Professional Practice and Behavior 3 Hours

Prerequisite: ACC 515

This course is intended to expose students to the skills necessary to enhance their day-to-day job performance. Topics include consulting, proposals and negotiations, business ethics and etiquette. Teamwork, critical thinking and communication skills will be emphasized in the coursework.

ACC 562 Thesis In Accounting 6 Hours

Prerequisite: Successful completion of all required core courses in the program

This course requires a major effort by the student. A topic is chosen by agreement with the thesis counselor subject to approval by the thesis committee. The thesis must be on a topic of importance to the academic and practicing professional accounting community. The completed thesis must demonstrate originality, scholarly perspective, thoughtful analysis, and substantial refinement in communication skills. Students wishing to write a thesis should contact the Program Director.

ACC 581-583 Directed Study In Accounting 1-3 Hours

Prerequisite: Permission of the Program Director

These courses provide students with an opportunity to investigate an accounting topic not otherwise studied in their curriculum. A directed study will earn general elective credit. Requests for a directed study must be initiated through the Admissions and Academic Advising Office.

ACC 588 Accounting Internship 3 Hours

Prerequisite: ACC 501

This elective course gives the student the opportunity to obtain real world experience. Approximately 40 "contact" hours are required with a selected employer. The student will maintain a written daily log for all duties performed and will submit a formal report on the internship experience.

ACC 594 Accounting Practicum 3 Hours

Prerequisite: ACC 502

A practicum experience provides the accounting student with hands-on learning experience through self-paced work projects. The accounting practicum is conducted in an independent study format. All practica are three semester hours of credit and must be approved by the Department Chair or designate.

Business Information Technology

BIT 501 Fundamentals of Information Systems 3 Hours

Prerequisite: Admission to the MSBIT program

This course serves as an introduction to Information Systems Analysis and Design Methods and Strategies. Topics include systems analysis, design, construction and implementation. Students are introduced to the concepts of structured and object-oriented analysis, modeling, and design and development techniques. Systems and application architectures, database design, input/output/interface design, modeling and development techniques are reviewed. Basics of Project Management for Information Systems are introduced.

BIT 502 Introduction to Programming 3 Hours

Prerequisite: Admission to the MSBIT Program

Topics include fundamentals of program design, development of algorithms, selection, repetition, and sequence control structures. Modular and object oriented program development is introduced. The course introduces the student to the basics of HTML and script. Students publish their own home pages and develop other business related web pages.

BIT 511 Business Information Technology Trends and Issues 3 Hours

Prerequisite: Admission to the MSBIT Program

This course introduces the student to the broad and diverse range of Information Technology. Students will be engaged in research of information technology solutions that enable business processes for competitive advantage. Covered are the basics of research through the Internet, reporting that research, and presenting solutions to a diverse audience.

BIT 516 Business Systems Engineering 3 Hours

Prerequisite: Admission to the MSBIT Program

This course focuses upon business systems and how they can be designed and/or re-engineered to improve output, processes, and/or efficiencies through Business Information Technology. Framed from a "systems thinking" perspective, the course analyzes several examples of business operations to identify potential opportunities that may be achieved through the design and integration of associated business information sub-systems.

BIT 521 Advanced Web Application Development 3 Hours

Prerequisite: BIT-501 and BIT-502 or Admission to the MSBIT Program

This course introduces the student to "client-side" web development. Topics include requirements analysis, design considerations, and an in-depth, hands-on exploration of the use of advanced software tools and techniques for client-side web application development. Students will demonstrate their proficiency through development of a full-featured Web site integrating the many design elements and Web site building skills learned in class.

Course Descriptions

BIT 526 Enterprise Network Architectures 3 Hours

Prerequisite: BIT-501 and BIT-502 or Admission to the MSBIT Program

This course covers a wide range of topics from local area to wide area networks, protocols, topologies, transmission media, and security. Students will examine the most significant aspects of networking and will examine some relevant topics in-depth. Coverage includes standards, logical and physical architectures; operating systems (i.e. Novell, Microsoft Windows, Linux), TCP/IP protocol suite and troubleshooting and maintenance processes.

BIT 531 Enterprise Systems 3 Hours

Prerequisite: BIT-501 and BIT-502 or Admission to the MSBIT Program

This course serves as an introduction to the concepts of various enterprise applications systems including Supply Chain Management (SCM), Enterprise Resource Planning (ERP), and Customer Relationship Management (CRM), with particular emphasis upon requirements planning, process redesign, and successful implementation and deployment.

BIT 536 Database Systems 3 Hours

Prerequisite: BIT-501 and BIT-502 or Admission to the MSBIT Program

This course covers the essential database concepts, technology, and techniques required for business database development. Topics include analysis, design, development, and implementation of databases for business use.

BIT 641 Electronic Commerce 3 Hours

Prerequisite: BIT-521

This course explores the use of the Internet and the World Wide Web for the facilitation of business activities. Students develop an understanding of the many facets of conducting business on the web; evaluate the feasibility of implementing a business operation on the web, and identifying associated risks.

BIT 644 Information Systems Security Overview 1 Hour

Prerequisite: Admission to the MSBIT or Post graduate Admission

This course provides the student with a general overview of the threats to the security of information systems, the safeguards and tools used to protect data, and the management processes needed to maintain a secure environment. Topics cover the four basic areas of information security: physical, technical, administrative and personnel. This course provides an introduction to the basic constructs of information security and will provide an overview of policies, threats, safeguards, and reactions to information security challenges. The object of this course is to increase the basic security awareness of people that are in non-technical positions. This class is focused on the student that is not in the BIT program, and is slated to provide 16 hours of instruction over 4 class sessions.

BIT 645 Internetworking and Application Security 1 Hour

Prerequisite: BIT-644

This class will focus on designing security safeguards into various architectures such as databases e-commerce systems backbone networks and small office networks. Design elements will be examined such as routing protocols, switching, Internet connectivity, demilitarized zones, encryption standards and e-commerce applications. Students will get hands-on experience with configuring small networks and testing their configurations for security controls and effectiveness.

BIT 646 Information Systems Security 3 Hours

Prerequisite: BIT-526 or equivalent or BIT-644 and BIT-645

An exploration of the components of a comprehensive Information Systems Security plan including such critical areas as planning and administration of security, the security program, access control, and network security measures, Internet and e-commerce security issues, physical protection of computing facilities, and the legal and regulatory aspects of information security. Students will learn how to protect an organization from computer crime and potentially malicious behavior, and to ensure confidentiality, availability and data integrity through several hands-on case studies.

BIT 651 Data Warehousing 3 Hours

Prerequisite: BIT-536

This course establishes the fundamental set of concepts, techniques, and terminology that are essential knowledge for every participant in data warehousing. Students are introduced to alternative structures and approaches for data warehouse development and implementation. Students will examine data models and gain an understanding of the issues, complexities, and challenges that arise in modeling OLTP data.

BIT 656 Emerging Internet Applications 3 Hours

Prerequisite: BIT-641

This course studies the evolution of technologies and applications on the Internet, commercial intranets, and extranets. The student will identify technologies and applications that have helped shape e-commerce and e-business today, examine emerging developments, and future trends. Students will, through teams, research an emerging Internet technology or application, project its future impact on business, and effectively communicate the results of their research and analysis.

BIT 661 Managing Business Information Technology Programs 3 Hours

Prerequisite: BIT-516 and BIT-531

An in-depth examination of varying management techniques, financial strategies and philosophies applicable to the management of Business Information Technology functions and projects. Potential management issues are discussed to determine alternative approaches capable of offering win-win solutions.

Course Descriptions

BIT 666 Capstone Project 3 Hours

Prerequisite: BIT-651 and BIT-656

The Capstone Project provides the opportunity for integrating program learning within a project framework. Each student identifies or defines a professionally relevant need to be addressed that represents an opportunity to assimilate, integrate, or extend learning derived through the program. The student will work with an assigned Project Advisor to develop a proposal. After review and approval by the MSBIT Program Committee, the student is authorized to complete the project. The student presents the completed project at a Project Fair near the end of the semester.

BIT 671 Building an Information Protection Program 3 Hours

Prerequisite: BIT-646

This course provides an overview of the requirements of building an Information Protection program. Topics for discussion will include matching security expenditures to meet business goals, developing a security vision and action plan, determining the need for safeguards, developing training and awareness programs, and developing an incident handling capability. The student will be required to build on the basic tenets of security taught in BIT 646 and apply those lessons learned to build an Information security plan.

BIT 672 Information Security Safeguards 3 Hours

Prerequisite: BIT-646

Suggested to take concurrently with BIT-671

This session provides an in depth review of the basic security safeguards used by corporations today. Technology that will be examined includes virus controls, firewalls, intrusion detection systems, VPN's, Public Key Infrastructures, and assessment tools. Management procedures for safeguarding data will be covered, building from the work done in BIT 671. The goal of the class is to thoroughly immerse the student in the technology that is used to protect data and voice systems, and to get "hands-on" experience with design and installing some of the systems covered in class. The group project will be to perform research on existing or new ways of safeguarding data. Each session will have hands-on labs each student will be required to perform.

BIT 673 Information Systems Threat Assessment 3 Hours

Prerequisite: BIT-671 and BIT-672

Information security systems are only as good as their weakest link. There are many different methods for determining an organization's risk, and looking for weaknesses in its' security posture. This class will examine threats to an organization, and will also show the students how to perform audits, assessments, penetration studies, and architecture reviews. Students will get to utilize tools and methods for examining weaknesses such as vulnerability scanners, OS fingerprinting tools, and learn methods for directing their efforts. A mock organization will be created, audited, and recommendations will be made to improve the security posture. Once this "dry run" has been performed, the students will get to try their knowledge on a real business organization- the final group project will consist of a final report deliverable for the organization that was studied during the semester.

BIT 674 Cryptography 3 Hours

Prerequisite: BIT-671 and BIT-672

Suggested to take concurrently with BIT-673

This class will focus on the various methods of encryption and other cryptographic tools and processes. It will also explain cryptographic analysis techniques, and provide the student with insight into the history of cryptography.

BIT 681 Project Management I 3 Hours

Prerequisite: BIT-516

The course serves as an introduction to the generally accepted processes and knowledge areas found within the Project Management Profession as it relates to Information Technology. Students will be introduced to the Project Management concepts as defined by the Project *Management Body of Knowledge (PMBOK®)*. This course will cover information that will prepare the students for the Project Management Professional (PMP) examination. Topics covered include the domains of Initiation of Projects, Planning of Projects, and Execution of Projects.

BIT 682 Project Finance, Estimating, and Cost Management 3 Hours

Prerequisite: BIT-516

This course is designed to introduce students to the basic finance theories, concepts, and principles used in project management. Introduced are methods of developing project estimates during the planning stages, and updating the estimates throughout the project life cycle. Tools and techniques used in monitoring, reporting, controlling, and managing project cost are examined. Students will study the use of Planned Value, Earned Value, and Actual Cost data to provide an objective measurement of performance, enabling trend analysis and evaluation of cost estimate at completion within multiple levels of the project.

BIT 683 Project Management II 3 Hours

Prerequisite: BIT-681

The course continues the study of the generally accepted processes and knowledge areas found within the Project Management Profession as it relates to Information Technology. Students will be introduced to the Project Management concepts as defined by the Project *Management Body of Knowledge (PMBOK®)*. This course will cover information that will prepare the students for the Project Management Professional (PMP) examination. Topics covered include the domains of Controlling of Projects, Closing of Projects, and Projects Reporting. Additional topics include professionalism and ethics within the project management profession.

BIT 684 Project Management Tools and Techniques 3 Hours

Prerequisite: BIT-681

The course serves as a comprehensive review of Information Technology-related Project Management processes that are necessary to be successful in managing projects in today's complex Information Technology environments. Included are topics on Program Office, Configuration Management, Portfolio Management, and other relevant and timely themes. Students will gain insight into the use of appropriate tools to plan, execute, control, and close projects.

Course Descriptions

BIT 691-696 Research and Directed Study in Business Information Systems 1-6 Hours

Prerequisite: Approval of Department Chair

The Research and Directed Study is a variable credit, elective offering for those students, who as a result of documented previous experience or prior graduate coursework are able to demonstrate course mastery within the MSBIT curriculum. Program director or department chair approval must be required.

Business Law

BL 300 Survey of Business Law 3 Hours

Prerequisite: None

May not be taken for credit while also receiving academic credit for BL 301 and BL 302

This course provides an overview of business law and is primarily designed for students who are required to take only one course in business law; however, the two course sequence of BL 301 and BL 302 may be substituted for BL 300 plus a three credit elective. Students enrolled in the Bachelor of Accountancy program are not eligible to enroll in this course.

BL 301 Business Law I 3 Hours

Prerequisite: None

May not be substituted for BL 300

This course is a study of legal rights and the resolution of legal disputes. Students study the legal process and courts, contracts, sales, agency, property and property rights, and trusts and estates.

BL 302 Business Law II 3 Hours

Prerequisite: BL 301

This course is a continuation of BL 301 (Business Law I). Students study partnerships, corporations, negotiable instruments, secured transactions, government regulation law, bankruptcy, and the legal liability of accountants.

BL 481-483 Directed Study In Business Law 1-3 Hours

Prerequisite: Written permission of the Department Chair

A student wishing to investigate a topic not otherwise studied in their curriculum may elect a one to three semester credit Hour directed study course. In general, a directed study will earn general elective credit and may only be used to substitute for required course work with the explicit permission of the Department Chair of Business Law and Taxation. Requests for a directed study must be initiated through the Department Chair.

BL 501 Business Law I 3 Hours

Prerequisite: None

Open to MAC students only.

A student who has completed BL 301 or equivalent cannot enroll in this course.

This course is a study of legal rights and the resolution of legal disputes. Students study the legal process and courts, contracts, sales, agency, property and property rights, and trusts and estates. A research paper is required in this course.

BL 502 Business Law II 3 Hours

Prerequisite: BL 501.

Open to MAC students only.

A student who has completed BL 302 or equivalent cannot enroll in this course.

This course is a continuation of BL 501 (Business Law I). Students study partnerships, corporations, negotiable instruments, secured transactions, government regulation law, bankruptcy, and the legal liability of accountants. A research paper is required in this course.

Computer Information Systems

CIS 305 Business Computing Tools 3 Hours

Prerequisite: None

This course develops skill mastery of the use of computers and business information technology applications. Students examine business computer operations skills including file management and printing, information security, and systems access and utilization. Through a series of exemplary business application scenarios, the student demonstrates comprehensive mastery of a contemporary *business office suite* by using appropriate tools to satisfy the demands of given business settings.

CIS 315 Internet/Intranet Development Fundamentals 3 Hours

Prerequisite: CIS 305

This course examines current trends in business communications and electronic commerce within Internet and Intranet settings, and the use of search engines and other tools to conduct Web research. Students develop skill in examining and evaluating Web sites from design functionality, aesthetic appeal and business application perspectives. Students learn HTML, and how to use other interactive communication tools. Students apply these tools to publish their own home pages and design and develop other business representative web pages.

CIS 335 Foundations of Business Information Technology 3 Hours

Prerequisite: CIS 315

This course examines current and developing Business Information Technologies and their potential for satisfying emerging business needs. Students explore the critical role of business information technology in modern business. Topics include fundamentals of systems theory, information technology architecture, technology trends, and business requirement definition. Individually and through teams, students demonstrate proficiency in investigating one or more assigned business problems, developing a definition, building a business case for Business Information Technology solutions, and planning for effectively communicating with all levels of an organization to achieve support for that case. Students also demonstrate their capability to electronically access library resources.

Course Descriptions

CIS 338 Web Based Application Development 3 Hours
Prerequisite: CIS 315

This course examines current trends in business communications and electronic commerce within Internet and Intranet settings, the use of search engines, and other associated productivity tools. Students develop skills in examining and evaluating Web sites for design functionality, aesthetic appeal and business application utility. Students learn to develop Web site applications involving HTML, XML, CGI, PERL, ASP, animation, video and audio streaming, and other interactive tools. Students work individually and in teams.

CIS 340 Data Modeling and Database Design 3 Hours
Prerequisite: CIS 335

The student uses data modeling as a framework for defining and designing a database. Design concepts involving the physical and logical organization of data, data relationships and operational requirements of database systems are explored in-depth. Students design and populate a database using a relational database program and examine e-Commerce database requirements.

CIS 345 Networking and Data Communications 3 Hours
Prerequisite: CIS 335

This course focuses upon network design and development, networking hardware, the design of local and wide area networks, network operating systems, and installation of network servers are important course aspects. . Topics include: network architecture, network management, access and communications channels, security, and support requirements for Intranets, Internets, and Extranets. Several different network operating systems are examined.

CIS 370 Programming and Program Design 3 Hours
Prerequisite: CIS 315

This course examines the design logic and fundamentals of programming languages. Topics include an introduction to event driven and structured programming, algorithm design, control structures, and data structures. The general focus will be upon principles of object-oriented programming including general design criteria for solving business problems. Students use associated programming languages to develop or modify software applications.

CIS 375 Programming Applications 3 Hours
Prerequisite: CIS 315 and a previous modern programming language.

This course applies programming and program design concepts using the JAVA Development Environment to design and develop business applications. Students work in both independently and in teams to complete assignments.

CIS 395 Information Systems: Planning and Analysis 3 Hours

Prerequisite: CIS 340 and CIS 345, and CIS 370 or CIS 375

The student will develop an *enterprise business model*, an *enterprise data model*, and a *technology implementation plan*. Topics include analysis of the current situation, organization, data, and functions. Requirements for organization, data and function are developed. Design includes overall system structure and flow, organization, hardware, network and application platforms, application programs, documentation and training materials. CASE tools, project management techniques, and ethical behavior required of Business Information Technology professionals are emphasized.

CIS 440 Business Applications of Databases 3 Hours
Prerequisite: CIS 340

This course concentrates on client processes and interactions in multi-tier structures. Topics include: client interface design of forms, queries and reports to access, manipulate, and retrieve database records using appropriate tools. Students are introduced to middleware, heterogeneous databases, gateways, Internet and e-commerce database applications, transaction processing and object brokering services.

CIS 445 Advanced Networking 3 Hours
Prerequisite: CIS 345

This course concentrates upon the integration of business information needs through Networking Technologies architecture. Various topologies, operating systems, and access methods are examined. Topics include: remote access, network security, operating system integration, fault tolerance, storage management and backup, and trouble-shooting principles.

CIS 460 Commercial Web Site Design 3 Hours
Prerequisite: CIS 338 and CIS 375

This course examines the design, development, and management of Web sites for business marketing and e-commerce. Topics include: requirements definition, developing an identity, designing the site, domain registration, determining access, posting the site to search engines, content management, and revision processes. A variety of tools are examined and used. Students, working in teams, will design, build and establish one or more Web sites.

CIS 465 Design and Development Of Business Information Systems 3 Hours
Prerequisite: CIS 395

This course explores the Design and Construction / Implementation phases of the System Life Cycle. During this course, students program, test and install an information systems project involving multiple application programs. Alternative development processes are investigated. Students evaluate and test off-the-shelf software to determine applicability to business applications. Project management techniques are used throughout the development process.

Course Descriptions

CIS 475 Strategies and Management of Business Information Systems 3 Hours

Prerequisite: CIS 395

This course examines the development of strategic organizational plans and the design, development, and implementation of associated information technology systems. Strategic planning and management of Business Information Systems is a core focus of this experience. Elements of Business Information Systems planning include: facilities, equipment, personnel, technical skills and specialties, training, equipment replacement and upgrades, interdepartmental collaboration and prioritization, and changing management information requirements. Current issues and ethical standards / behavior also are examined. Students study contemporary business trends including: process reengineering and knowledge management. This course is a capstone experience for CIS majors. All elements of previous courses are incorporated to emphasize the application of management techniques within a global business environment.

CIS 481-483 Directed Study In Computer Information Systems 1-3 Hours

Prerequisite: Permission of the Department Chair.

A student with significant experience in one or more CIS academic specializations may elect to investigate a topic, not otherwise included in their curriculum, as a Directed Study. Students may choose from one to three Hours of elective credit. A directed study may only be used to substitute for required course work with the explicit permission of the Department Chair. Requests for a directed study must be initiated through the Admissions and Academic Advising Office.

CIS 488 Internship In Computer Information Systems 3 Hours

Prerequisite: Permission of the Department Chair.

An Internship is a short-term learning relationship established with a local organization through which the student is able to apply course-based learning, in a real-time setting, and for which there is continuing mentoring and feedback and an agreed level of compensation. An Internship earns general elective credit and may only be used to substitute for required course work with the explicit permission of the Department Chair. Requests for an Internship must be initiated through the Admissions and Academic Advising Office.

CIS 525 Project Management of Business Information Initiatives 3 Hours

Prerequisite: Permission of Department Chair

This course develops in-depth skills in management of business information technology projects. Students learn project management principles and apply these principles to a variety of potential business information projects. Topics include: project definition, tasking, Work Breakdown Structures (WBS), project organization logic, multi-tasking, dependencies, critical path analysis, resource estimation, budgeting, etc. Students design project schedules for representative business information needs.

Communications

COM 201 Grammar Refresher 1 Hour

Prerequisite: None

This practical application course focuses on the student's grammar/composition needs. Students will review current grammar rules and apply them in their course assignments. Students who need a refresher course in grammar/mechanics, sentence construction, and/or topic development should consider enrolling in this course.

COM 210 Principles of Business Communications 3 Hours

Prerequisite: None

Students must complete this course within their first seven semester credit Hours in residence at Walsh College with a grade of "C" (2.000) or better.)

This course is an examination of business communications with emphasis on problem analysis and solution. Students review topics such as letters, memos, grammar, tone, and public speaking.

COM 320 Intermediate Business Communications 3 Hours

Prerequisite: COM 210

Students must successfully complete COM 320 within their first 14 semester credit Hours in residence at Walsh College. Students must complete COM 210 with a "C" (2.000) or better before enrolling in this course.

This course continues to develop the student's use of organizational and critical thinking in all communication situations. Emphasis is on research and writing. This course provides a forum in which students practice writing business reports, carry out library research, solve on-the-job communication problems, and communicate solutions persuasively and effectively. The teaching strategy includes specific feedback on oral and written presentations and in-class group projects.

COM 340 Advanced Business Communications 3 Hours

Prerequisite: COM 320

Students must successfully complete COM 340 within their first 21 semester credit Hours in residence at Walsh College. Students must complete COM 320 with a "C" (2.000) or better before enrolling in this course.

Students will direct their research and problem solving skills toward specific business-related issues. Other topics include direct method report writing and group dynamics. Emphasis is on a team project, which requires research, writing, and oral presentations. Individual and group oral presentations are videotaped for critique purposes.

COM 341 Research Methods 1 Hour

Prerequisite: None

This is a practical application course that covers basic research techniques using electronic databases and traditional library resources. Students learn how to conduct research for a variety of business needs, evaluate resources, and accurately document references and citation methods.

Course Descriptions

COM 351 Job Search 1 Hour
Prerequisite: None

Students will discuss career goals and the steps necessary to reach them. Students will write resumes and other communications relating to a job search. Interviewing techniques will be practiced. Students who need to update their resumes and/or who wish to focus on specific job search techniques should take this course.

COM 481-83 Directed Study in Communications 1-3 Hours

Prerequisite: Permission of the Department Chair

This course is designed to allow students an opportunity to investigate a topic not otherwise studied in their curriculum. The directed study course, COM 481-83, can be approved for one, two, or three semester Hours of credit pending approval by the Program Director or the Department Chair. Students must initiate the request to pursue a directed study through the Admissions and Academic Advising Office.

Economics

ECN 202 Principles of Economics Ii 3 Hours
Prerequisite: None

This course is an introduction to the study of microeconomics focusing on the development of the price system. Students study pure competition, monopolistic competition, oligopoly, monopoly and government intervention strategies. Students also review the distribution share of wages, rent, interest, and profits. Multinational economics and financial implications are also reviewed in developed and underdeveloped countries.

ECN 305 Business Economics 3 Hours
Prerequisite: ECN 201 and ECN 202

This course illustrates the decision-making capability of a firm operating primarily within a developed economy and how decisions are affected by the competitive nature of industry. Students explore product and factor pricing, aggregate analysis of demand and supply, structure and influence of the money and capital markets, monetary policy of the Federal Reserve System, and fiscal policies of the Treasury. The impact of international forces, international trade, investments, payment issues, and the world monetary system are also examined.

ECN 419 Economic History of the United States 3 Hours
Prerequisite: None

An advanced examination of the economic history of the United States, with particular emphasis on the institutions that played a significant role in the development of the American economic way of life. Students also gain special insights into the entrepreneurial adventures of American enterprise that continue to influence the economic structure and destiny of the United States heading into the twenty-first century.

ECN 481-83 Directed Study In Economics 1-3 Hours
Prerequisite: Permission of the Department Chair

This course is designed to allow students an opportunity to investigate a topic not otherwise studied in their curriculum. The directed study course, ECN 481-83, can be approved for one, two, or three semester Hours of credit pending approval by the Program Director or the Department Chair. Students must initiate the request to Admissions and Academic Advising Office.

ECN 503 Survey of Economics 3 Hours

Prerequisite: None,

Open to MAE and MSF students only.

Must be taken within the first 9 Hours of your program.

Not an available elective for MSF students who have completed principles of economics prior to enrollment in MSF program

This course provides an accelerated inquiry into micro and macroeconomics concepts, theories and policies. Students will discuss the economic impact of decision-making, optimization behavior and market structures. Students explore various economic systems, and examine inflation, unemployment, governmental economic policies, and trade cycle theory.

ECN 507 Advanced Microeconomics 3 Hours

Prerequisite: MAE/MSF - None · MBA - MBA 503

An advanced review and presentation of price theory and market analysis. Students study the entrepreneurial and day-to-day decision-making activities of the firm and individuals, paying particular attention to optimization strategies, market structure analysis, and the price mechanism to broaden their practical knowledge of how and why some firms and individuals are successful in the market economy while other firms and individuals fail to prosper.

ECN 508 Advanced Macroeconomics 3 Hours

Prerequisite: MAE/MSF - None · MBA - MBA 503

An advanced review and analysis of the development and growth of the overall economy, with particular emphasis on the underlying economic systems that contribute to or interfere with sustainable growth and prosperity. Students study the basics of national economic performance and the various applications of government fiscal and monetary policies to increase their understanding and awareness of the beneficial and/or detrimental impact of such policies on the economy.

ECN 512 International Economics and Finance 3 Hours

Prerequisite: MAE/MSF - None · MBA - MBA 503

An advanced course that focuses on the increased globalization of the world economy. Students examine international trade policies such as trade blocs, protectionism, international debtors, cultural preferences, dumping, central banks, demographics, third world economies, the impact of exchange rates, balance of payments, multinational enterprises, and direct foreign investment.

Economies of scale, imperfect competition, strategic trade policies, the international debt of developing countries, and challenges presented by international monetary arrangements are also analyzed to increase the students' abilities to successfully interact in the world economy.

Course Descriptions

ECN 513 International Trade and Finance 3 Hours

Prerequisite: ECN 507 and ECN 508

An advanced course that focuses on providing a practical framework within which the key financial decisions of a multinational firm can be analyzed. The framework is built upon the analysis of multiple currency transactions, including discussions of exchange controls; foreign currency futures and options markets, forecasting foreign exchange rates, trade documentation, specialized trade financing techniques, and forfeiting activities. In addition, students are introduced to export credit subsidies, counter trading and multinational capital budgeting issues to enhance their understanding of how international trade and finance actually works.

ECN 515 Interest Rates and Capital Markets 3 Hours

Prerequisite: None

An advanced examination of the interrelationship between interest rates and capital markets. The history and organizational structure of capital markets is also examined by students, as well as various financial instruments, the power and influence of the Federal Reserve System, trade cycle theory, factors that impact capital markets, and the effects of regulation and deregulation. Investigations into the fundamentals of international finance and currency transactions are also conducted to supply students with practical information and knowledge relevant to the global economy.

ECN 519 Economic History of the United States 3 Hours

Prerequisite: None

An advanced examination of the economic history of the United States, with particular emphasis on the institutions that played a significant role in the development of the American economic way of life. Students also gain special insights into the entrepreneurial adventures of American enterprise that continue to influence the economic structure and destiny of the United States heading into the twenty-first century.

ECN 525 Risk Management 3 Hours

Prerequisite: None

An examination and analysis of risk management and its application to various forms of insurance. Students learn the basics of life, health, casualty, and disability insurance, as well as the legal aspects of insurance, government regulation, and property and liability contracts to provide them with essential tools for effective risk management.

ECN 530 Early and Classical Economic Thought 3 Hours

Prerequisite: MAE/MSF - None • MBA - MBA 503

A seminar course that investigates the early beginnings and development of economic theories at an advanced level for application to contemporary times. Students research and discuss various schools of thought, including special insights and contributions of the ancient Greeks and Romans, Medieval Scholastics, Mercantilists, and the Physiocrats. In addition, the theories of significant economists such as Adam Smith, David Ricardo, John Stuart Mill, and Karl Marx are examined in detail because of their continuing influence on today's global economy. Students also discuss the historical and ongoing importance of value, capital, and marginal utility throughout the course.

ECN 531 Modern Economic Thought 3 Hours

Prerequisite: MAE/MSF - None • MBA - MBA 503

A seminar course that examines the theories of modern economic thought, with particular emphasis on the relevance and importance of such thought to the present. Students compare and contrast notable contributions to economic theory that continue to influence the economies of the contemporary world. Research studies include an assessment and practical application of the ideas of significant economists such as Alfred Marshall, John Bates Clark, Irving Fisher, F.A. Hayek, John Maynard Keynes, Joseph Schumpeter, Milton Friedman, and Paul Samuelson, as well as the Neo-Keynesian, Public Choice, and Rational Expectations schools of thought.

ECN 532 Portfolio Analysis 3 Hours

Prerequisite: ECN 507 and ECN 508

An examination of the allocation of assets and portfolio objectives. Students learn various management techniques, program trading, and market timing to increase their understanding of what makes up successful portfolios. The use of derivative products in constructing portfolios is also studied, and students learn to differentiate between the objectives and constraints of various institutional investors (i.e., retirement funds, mutual funds, and insurance companies). Students also gain an understanding of how to recommend appropriate asset classes to accomplish predetermined goals.

ECN 535 Analysis of International Economic Systems 3 Hours

Prerequisite: None

An advanced analysis of international economic systems, with an emphasis on the similarities and differences between them. The basic structures and philosophies of economic systems are reviewed to determine their strengths and weaknesses, as well as their continuing impact on the world and global economy. The economic systems of select individual countries are presented as case studies, and students participate in analyzing current business developments and opportunities throughout the world.

ECN 556 Legal Issues In Corporate Finance 3 Hours

Prerequisite: ECN 507 and ECN 508

An advanced overview of the legal aspects of business operations from formation through dissolution to give students a substantive understanding of various laws that impact corporate finance on a daily basis. Topics include business formation, buy/sell agreements, leases and loan documentation, regulatory compliance, human resource law, environmental law, workplace law, business litigation and alternatives to litigation, business restructuring, and bankruptcy and alternatives to bankruptcy.

ECN 560 Lease Finance 3 Hours

Prerequisite: ECN 507 and ECN 508

A comprehensive study of the leasing industry. Students gain special insights into lease finance by studying capital budgeting, lease analysis, financing, tax, and accounting issues. Documentation and credit analysis, structuring a lease, pertinent legal issues, and current trends in leasing are also examined.

Course Descriptions

ECN 575 Public Finance 3 Hours

Prerequisite: MAE - None · MBA - MBA 503

An insightful analysis of the impact of government spending on the allocation of productive resources, overall economic activity and growth, the redistribution of income, and the balance of payments between the United States and other nations. Pertinent facts, causes and effects, and the conceptual framework of the fiscal policies of governments are examined in detail to significantly enhance student awareness of how and why such policies are developed and implemented.

ECN 580 Monetary and Fiscal Policy Seminar 3 Hours

Prerequisite: MAE/MSF - None · MBA - MBA 503

An advanced seminar-based course that provides substantial insight into the essential elements of monetary and fiscal policies heading into the twenty-first century. Students evaluate the theoretical origins and viewpoints concerning government intervention in the economy, as well as the goals and tools of monetary and fiscal policies. Students also develop a unique and insightful perspective on contemporary monetary and fiscal policies by examining the policies of the 1930s that continue to provide much of the framework of contemporary policies.

ECN 585 Seminar In Market Economics 3 Hours

Prerequisite: ECN 507 and ECN 531

An advanced seminar-based course that provides students with superior insights into the essential elements of market economics relevant to the global economy. Students study specific contributions offered by those schools of economic thought that are decidedly pro-business and entrepreneurial in nature, with special emphasis on the Austrian School as the most practical market-oriented school among them.

ECN 587 Business Valuation 3 Hours

Prerequisite: ECN 507 and ECN 508

An advanced overview of the concepts, theories, and practices of business valuation. Students develop the ability to successfully engage in this important aspect of the business world by discussing and reviewing various valuation approaches, company information-gathering methods, economic and industry analysis, and financial statement analysis. Discussions of appropriate discounts, valuations for special purposes, and other relevant topics essential to sound business valuation are also conducted.

ECN 588 Business Ethics 3 Hours

Prerequisite: None

An insightful and practical examination of universal ethical principles applicable to the modern business firm and business community. By reviewing and discussing relevant topics such as corporate responsibility, corporate governance, and legal issues related to the work environment, students learn why it is vitally important for business enterprises to conduct their operations with high ethical standards. Individual adherence to sound ethical principles as essential qualities of the successful business person is also emphasized to provide students with a strong foundation for ethical decision-making throughout their careers.

ECN 590 Thesis 6 Hours

Prerequisite: None

All students registered in the Master of Arts Program will have the option of writing a thesis under the direction of the Program Chair and guidance of an individual professor. Scholarly research into a topic of economics will be required, as well as a thesis paper that demonstrates substantive and insightful understanding of the topic chosen, plus its relevance to the contemporary world economy.

Finance

FIN 310 Financial Markets 3 Hours

Prerequisite: ECN 202

This course provides an overview of financial markets, including market theory, behavior, and history. Students explore the institutional structures of the financial system and their impact on money and credit, interest rates and foreign exchange values. Particular attention is given to the make-up and function of money and capital markets, along with the role of the Federal Reserve System in determining and implementing monetary policy. This course concludes with a discussion of the international payments system and exchange rates.

FIN 315 Business Finance 3 Hours

Prerequisite: ACC 202

This course studies the nature and scope of financial management of a business firm. Students learn basic concepts of financing corporate growth, time and value of money, cost of capital, capital budgeting, break even analysis, financial analysis and forecasting, and working capital management. Topics are included in the financial analysis, planning, and decision-making functions. Outside readings may be required.

FIN 320 Personal Financial Planning 3 Hours

Prerequisite: ECN 305

This course provides an overview of financial planning techniques for individuals. Students study tax, estate and investment planning strategies which include tax planning, wills and trusts, consumerism, budgeting techniques, fringe benefits, borrowing sources, old-age provisions and investment selection.

FIN 321 Insurance 3 Hours

Prerequisite: ECN 305

This course is designed as an overview of the insurance business, including property and liability insurance contracts and risk typically covered by these contracts. In addition, the principle techniques in the risk management process as practiced in business as well as life, health and employee benefit programs are also discussed.

Course Descriptions

FIN 402 Theory of Financial Planning 3 Hours
Prerequisite: None

This is the introductory course in the Financial Planning Program. The course will begin by describing the financial planning process, along with the ethical and professional responsibilities of both the planner and the profession. The course will then introduce the different areas of the profession (Business Law, Taxes, Educational and Retirement Funding, Insurance, Investments, Estate Planning, Etc.). The course will conclude by providing an appropriate Foundation for the balance of financial planning curriculum courses.

FIN 403 Investment Management 3 Hours
Prerequisite: FIN 310 and 315

This course analyzes the savings/investment process in the economy characterized by institutional and individual investors. An appraisal of the relative values and importance of various financial assets and kinds of investments are considered. Procedures for locating sources of investment information, and the expertise to properly analyze this information is explored. The role of government in the investment-making function is discussed as to its impact on the outcome of investment decisions.

FIN 404 Credit Analysis and Commercial Lending 3 Hours
Prerequisite: FIN 315 and FIN 406 (FIN 406 may be taken concurrently)

This course is designed to familiarize the student with all aspects of credit analysis and commercial lending. Students are introduced to financial statement analysis, cash flow estimation, collateral valuation techniques, legal and procedural aspects of commercial lending, risk identification, and review sources of information and techniques to underwrite credit requests.

FIN 406 Financial Statement Analysis 3 Hours
Prerequisite: FIN 315

This course provides an overview of financial accounting at the intermediate level. Students analyze the balance sheet, income statement and statement of cash flows. Students also evaluate a company's financial position from the commercial lender, professional investor's and managerial point of view.

FIN 412 International Economics and Finance 3 Hours
Prerequisite: ECN 305 and FIN 315

This course is a study of the organizational structure of international economics and finance. Topics include international trade policy, payment methods, foreign exchange markets, investment centers, transfer pricing, sources and use of funds, capital structures, and dividend remittances. Students will review these topics while evaluating the balance of trade, balance of payments and gold flows. Inquiries on the operation of international agencies, U.S. agencies, and the Eurodollar market are also explored.

FIN 416 the Stock Market 3 Hours
Prerequisite: FIN 310 and FIN 315

This course outlines the relationship of the stock market to the national economy. Students study the general characteristics of stock markets and the activities of brokers such as margin trading, short sales, puts and calls, and futures trading. Discussions on long-term investors, major swing traders, short-term dealers, and tape watchers are addressed. An analysis of the technical versus the fundamental approach including the Dow theory, bar and point-and-figure charts are conducted.

FIN 417 Business and Government 3 Hours
Prerequisite: BL 300 or BL 301, ECN 305

This course focuses on the role of government in the economy. Students explore the legal, economic, and political aspects of government regulatory activity. Topics include the constitutional basis for government regulatory power, role of administrative agencies, effect of government policy in the areas of taxation and spending on business decisions, wage and price controls, labor law, environmental law, public utility regulation, and the results of governmental ownership of economic enterprises. The question of who benefits and who bears the cost of government regulatory activity will be examined.

FIN 420 Real Estate 3 Hours
Prerequisite: FIN 315

This course is a study of real estate as an investment strategy. Students will analyze financing and investment strategies that will include real estate concepts, cash flow, and valuations of commercial and residential real estate. Examining financing alternatives in real estate and addressing the related tax and legal implications of preferred financing options are applied.

FIN 450 Portfolio Analysis 3 Hours
Prerequisite: FIN 403 and FIN 406

This course examines the development and implementation of various portfolio models. Students apply the Capital Asset Pricing Model while assessing various financial techniques used to meet portfolio management goals. the role of diversification, measurement of portfolio risks, and securities market line is also reviewed.

FIN 475 Business Ethics 3 Hours
Prerequisite: None

An introduction to moral and ethical theory as applied to American business. The morality of the free market, the nature of property and property rights, product liability, advertising, whistle-blowing, health and safety issues, and environmental issues will be explored. Case studies will be used.

Course Descriptions

FIN 480 Financial Planning Applications and Case Study 3 Hours

Prerequisite: FIN 321, FIN 402, FIN 403, TAX 435, TAX 436, and TAX 437

This is the capstone course in the financial Planning Program. The course will explore the application of the financial planning process and various techniques to individual client types and circumstances from an interdisciplinary perspective utilizing the body of knowledge from each of the preceding six (6) course in the curriculum.

FIN 481–483 Directed Study In Finance 1-3 Hours

Prerequisite: Permission of the Department Chair

This course is designed to allow the student an opportunity to investigate a financial topic not otherwise studied in their curriculum. The directed study can be approved for one, two or three semester Hours of credit pending approval by the Program Director or the Department Chair. Students must initiate the request to pursue a Directed Study in Finance through the Admissions and Academic Advising Office.

FIN 485 Seminar In Finance 3 Hours

Prerequisite: Announced with each offering of the course

An in-depth coverage of selected topics of current or special interest in the field.

FIN 488 Finance Internship 3 Hours

Prerequisite: FIN 315

This course provides students with an opportunity to further develop their practical knowledge and skills in the financial industry. The internship is usually conducted on a part-time basis requiring a minimum of 40 contact Hours with the employer. Students will be required to prepare a comprehensive written report; maintain a daily activity log, and submit a supervisor/intern evaluation of the learning experiences.

FIN 502 Theory of Financial Planning 3 Hours

Prerequisite: None

This is the introductory course in the Financial Planning Program. The course will begin by describing the financial planning process, along with the ethical and professional responsibilities of both the planner and the profession. The course will then introduce the different areas of the profession (Business Law, Taxes, Educational and Retirement Funding, Insurance, Investments, Estate Planning, etc.). The course will conclude by providing an appropriate Foundation for the balance of financial planning curriculum courses.

FIN 504 Financial Theory 3 Hours

Prerequisite: MSF - FIN 510 · MBA - MBA 510 and 523

This course explores the important theoretical underpinnings of modern corporate finance using lectures and case studies. Students will gain insight into such topics as market efficiency, capital structure, portfolio theory, risk-return relations and dividend policy. Emphasis is placed upon supplementing financial management skills with the conceptual background necessary for academic and professional excellence.

FIN 506 Financial Statement Analysis 3 Hours

Prerequisite: MSF - FIN 510 · MSM - MGT 560 · MBA - MBA 510

This course is designed to explore the various methods and techniques used to analyze the financial position and operating results as presented in a company's financial statements. Students will develop their analytical ability by understanding the techniques and skills required of the commercial lender and the professional investor. Students will also be able to assess the financial condition of a company by reviewing the financial statements and applying appropriate analytical tools for interpretation and decision-making purposes. Unusual trends and irregularities of a company's position are also evaluated.

FIN 509 Bank and Financial Institution Institution Management 3 Hours

Prerequisite: MSF - FIN 510 and FIN 515 · MSM - MGT 560

This course examines the financial, regulatory, and economic environment in which banks and other financial institutions operate. Students will study the internal operations of a bank, analyze bank financial statements, and apply appropriate analysis in the context of budgeting and strategic planning. An inquiry will be made into a bank's investment function as well as the marketing of banking services. Students will also examine bank funding requirements and asset/liability management techniques. In addition, the competitive aspects of the financial services industry in comparison with non-financial service organizations will be explored.

FIN 510 Financial Management 3 Hours

Prerequisite: ECN 503 and ACC 500.

MSF students must successfully complete this course within their first 12 semester credit Hours in residence at Walsh College. Not open to MSM students.

This course provides an overview of the principles of financial management. Students develop their analytical, decision-making and communication skills through in-depth financial statement analysis and the application of time value of money to security valuation. The determination of the firm's cost of capital and capital budgeting is also evaluated. Managerial topics include dividend policy, capital structure, and working capital management.

FIN 512 International Economics and Finance 3 Hours

Prerequisite: MSF - ECN 503 · MBA/MSM - MBA 503

An advanced course that focuses on the increased globalization of the world economy. Students examine international trade policies such as trade blocs, protectionism, international debtors, cultural preferences, dumping, central banks, demographics, third world economies, the impact of exchange rates, balance of payments, multinational enterprises, and direct foreign investment.

Economies of scale, imperfect competition, strategic trade policies, the international debt of developing countries, and challenges presented by international monetary arrangements are also analyzed to increase the students' abilities to successfully interact in the world economy.

Course Descriptions

FIN 513 International Trade and Finance 3 Hours
Prerequisite: FIN 510 and FIN 512

An advanced course that focuses on providing a practical framework within which the key financial decisions of a multinational firm can be analyzed. The framework is built upon the analysis of multiple currency transactions, including discussions of exchange controls; foreign currency futures and options markets, forecasting foreign exchange rates, trade documentation, specialized trade financing techniques, and forfeiting activities. In addition, students are introduced to export credit subsidies, counter trading, and multinational capital budgeting issues to enhance their understanding of how international trade and finance actually works.

FIN 515 Interest Rates and Capital Markets 3 Hours
Prerequisite: None

An advanced examination of the interrelationship between interest rates and capital markets. The history and organizational structure of capital markets is also examined by students, as well as various financial instruments, the power and influence of the Federal Reserve System, trade cycle theory, factors that impact capital markets, and the effects of regulation and deregulation. Investigations into the fundamentals of international finance and currency transactions are also conducted to supply students with practical information and knowledge relevant to the global economy.

FIN 520 Real Estate 3 Hours
Prerequisite: None

This is a practical course on real estate investment. Students study three distinct areas in real estate: general real estate theory, residential real estate analysis, and commercial real estate opportunities. Emphasis is placed on commercial real estate and the development and implementation of financial processes in the real estate environment.

FIN 521 Investments 3 Hours
Prerequisite: MSF - None · MSM - MGT 560 · MBA - MBA 510

This course provides a practical approach to understanding investment management. Students analyze characteristics of various asset classes such as stocks, bonds, real estate, and derivative securities. Fundamental and technical security analysis topics are also explored. An investment research project and participation in ongoing current discussions are expected in this course.

FIN 525 Risk Management 3 Hours
Prerequisite: None

An examination and analysis of risk management and its application to various forms of insurance. Students learn the basics of life, health, casualty, and disability insurance, as well as the legal aspects of insurance, government regulation, and property and liability contracts to provide them with essential tools for effective risk management.

FIN 532 Portfolio Analysis 3 Hours
Prerequisite: MSF - FIN 521 · MBA - FIN 521 and MBA 510

An examination of the allocation of assets and portfolio objectives. Students learn various management techniques, program trading, and market timing to increase their understanding of what makes up successful portfolios. The use of derivative products in constructing portfolios is also studied, and students learn to differentiate between the objectives and constraints of various institutional investors (i.e., retirement funds, mutual funds, and insurance companies). Students also gain an understanding of how to recommend appropriate asset classes to accomplish predetermined goals.

FIN 550 Case Studies In Corporate Finance 3 Hours
Prerequisite: FIN 506 and FIN 510

This course involves the practical application of financial theory to the real life corporate financial decision making process via the case study approach. Students will analyze the current financial condition and assess credit worthiness of the firm; assess and optimize the management of working capital; fully understand and apply the time value of money and capital budgeting techniques; assess and apply the alternative methods of financing to minimize the firm's cost of capital; and understand the role and use of the capital markets to achieve the overall goals of the firm including valuation techniques, mergers and acquisitions.

FIN 556 Legal Issues In Corporate Finance 3 Hours
Prerequisite: None

An advanced overview of the legal aspects of business operations from formation through dissolution to give students a substantive understanding of various laws that impact corporate finance on a daily basis. Topics include business formation, buy/sell agreements, leases and loan documentation, regulatory compliance, human resource law, environmental law, workplace law, business litigation and alternatives to litigation, business restructuring, and bankruptcy and alternatives to bankruptcy.

FIN 560 Lease Finance 3 Hours
Prerequisite: FIN 506 and FIN 510

A comprehensive study of the leasing industry. Students gain special insights into lease finance by studying capital budgeting, lease analysis, financing, tax, and accounting issues. Documentation and credit analysis, structuring a lease, pertinent legal issues, and current trends in leasing are also examined.

FIN 575 Public Finance 3 Hours
Prerequisite: None

An insightful analysis of the impact of government spending on the allocation of productive resources, overall economic activity and growth, the redistribution of income, and the balance of payments between the United States and other nations. Pertinent facts, causes and effects, and the conceptual framework of the fiscal policies of governments are examined in detail to significantly enhance student awareness of how and why such policies are developed and implemented.

Course Descriptions

FIN 580 Financial Planning Applications and Case Study 3 Hours

Prerequisite: FIN 501, FIN 521, FIN 525, TAX 535, TAX, 536 and TAX 537

Not open to MAE students

This is the capstone course in the Financial Planning Program. The course will explore the application of the financial planning process and various techniques to individual client types and circumstances from an interdisciplinary perspective utilizing the body of knowledge from each of the preceding six (6) course in the curriculum.

FIN 581-583 Directed Study In Finance 1-3 Hours

Prerequisite: Permission of the Department Chair

This course is designed to allow the student an opportunity to investigate a financial topic not otherwise studied in their curriculum. The directed study can be approved for one, two or three semester Hours of credit pending approval by the Program Director or the Department Chair. Students must initiate the request to pursue a Directed Study in Finance through the Admissions and Academic Advising Office.

FIN 585 Seminar In Finance 3 Hours

Prerequisite: Announced with each course offering

This course provides an in-depth coverage of selected topics or current or special interest in the field of finance. Students are introduced to new and current topics and explore areas such as Latin American business.

FIN 587 Business Valuation 3 Hours

Prerequisite: FIN 506 and FIN 510

An advanced overview of the concepts, theories, and practices of business valuation. Students develop the ability to successfully engage in this important aspect of the business world by discussing and reviewing various valuation approaches, company information-gathering methods, economic and industry analysis, and financial statement analysis. Discussions of appropriate discounts, valuations for special purposes, and other relevant topics essential to sound business valuation are also conducted.

FIN 588 Business Ethics 3 Hours

Prerequisite: None

An insightful and practical examination of universal ethical principles applicable to the modern business firm and business community. By reviewing and discussing relevant topics such as corporate responsibility, corporate governance, and legal issues related to the work environment, students learn why it is vitally important for business enterprises to conduct their operations with high ethical standards. Individual adherence to sound ethical principles as essential qualities of the successful business person is also emphasized to provide students with a strong foundation for ethical decision-making throughout their careers.

Management

MGT 201 Principles of Management 3 Hours

Prerequisite: None

This course introduces the fundamental principles of management and traces its development from classical beginnings to its present concepts and styles. Students discuss current management practices and future trends, and review applicability of management skills to all businesses and professions.

MGT 303 Behavioral Management 3 Hours

Prerequisite: MGT 201

This course explores the behavior of individuals and groups as they function within business and professional organizations operating within a dynamic and rapidly changing environment. Students analyze the causes and effects of behavior and interrelationships between people in their roles within organizational settings. Students also discuss behavior strategies for effective relationships and productive responses to change.

MGT 404 Human Resources Management 3 Hours

Prerequisite: BL 300 or BL 301, and MGT 201

This course examines the factors involved in the managing and interrelating to people within an organization. Students discuss the process of selecting people to meet job requirements, responsibility for improving both the capabilities of people to perform their roles and their responsiveness to the needs of the organization, as well as, how to develop efficient managers.

MGT 405 Management and Labor Relations 3 Hours

Prerequisite: MGT 404 (MGT 404 may be taken concurrently)

This course examines the framework of management and labor relations in our societal and economic environments. Students review the collective bargaining process, key issues in management labor relations, negotiation of the management-union contract, and performance issues.

MGT 410 Production and Operations Management 3 Hours

Prerequisite: MGT 303 and QM 301

This course will familiarize the student with the basic concepts of the tools used by the production/operations function within a business. Students apply the systems approach to understand various subfunctions of the production system including interrelationships among the subsystems. Students review production concepts and productivity management plus related topics such as: production planning, process planning, capacity planning, facility planning, material requirement planning, inventory control work, quality control, and maintenance.

Course Descriptions

MGT 441-442 Management Practica I and II 3 Hours

Each eleven-week practicum experience provides the management student with hands-on learning experiences through internships, group projects and self-paced workplace projects. The management practicum is conducted in an 11-week independent study format that requires a high level of self-motivation and strong organizational and time management skills. Practica are three semester Hours of credit and are evaluated by the Department Chair or designate. Up to two practica may be completed for elective management credit.

MGT 453 Organizational Management 3 Hours

Prerequisite: MGT 303

This course explores the nature, type, structure and functioning of a modern organization. Students compare the formal and informal structures and relationships and the closed and open systems within an organization. Students also discuss the effectiveness of various leadership styles, decision-making processes, communications, goal effectiveness, concept of power, and conflict as it relates to both internal and external associations.

MGT 461 Business Strategy and Policy 3 Hours

Prerequisite: BL 300 or BL 301 (BL 300 or BL 301 may be taken concurrently), COM 320, FIN 315, and MGT 303

This course enables the student to apply, through the analysis of carefully selected cases, the tools and analytical skills for planning and controlling the operations of a business. The student will design strategies, formulate policies, and solve managerial problems. The student will also evaluate corporate missions, objectives, strategies, tactics, policies and their execution, while considering the ethical implications of those actions.

MGT 470 Public Administration / Governmental Management 3 Hours

Prerequisite: MGT 303

This course provides insight on the how and the why of governmental functions at the local, state and federal levels. Students review the principles and analyze problems of managing a government or other non-profit organization. Students also learn the differences and similarities of managing governmental or nonprofit entities including the objectives of public service versus profit.

MGT 471 Small Business Management 3 Hours

Prerequisite: MGT 303

This course focuses on the general concepts of small business. Students examine credit practices, franchising, location, inventory and other topics particularly crucial in a small business setting. The case method approach is emphasized in this course.

MGT 481-483 Directed Study In Management 1-3 Hours

Prerequisite: Permission of the Department Chair

This course is designed to allow the student an opportunity to investigate a management topic not otherwise studied in their curriculum. The directed study can be approved for one, two or three semester Hours of credit pending approval by the Program Director or the Department Chair. Students must initiate the request to pursue a directed study through the Admissions and Academic Advising Office.

MGT 485 Process Improvement / Benchmarking 3 Hours

Prerequisite: MGT 201

This course provides the student with the understanding, tools and methods currently used to implement process improvement and benchmarking activities within an organizational or small business setting. Students review related concepts and analyze the cost of quality and continuous improvement strategies in order to implement change.

MGT 488 Management Internship 3 Hours

Prerequisite: MGT 303

This three credit Hour elective provides the student with an opportunity to further develop their practical knowledge of the management business functions. Students will conduct an internship on a part-time basis; prepare a comprehensive written report; and make an oral presentation to the client at the end of their internship.

MGT 489 International Marketing Management 3 Hours

Prerequisite: MGT 303

This course focuses on the growth of international operations for consumer product companies necessitating the need for managers who can compete successfully in global environments. Students apply their understanding in the study of new markets, cultural dimensions, and the legal implications involved in launching a popular U.S.A. product.

MGT 500 Financial Accounting 3 Hours

Prerequisite: None

Open only to MSM and MBA students.

This fundamental accounting course is designed to enable the student to prepare, evaluate, and use accounting data. The mechanics of financial accounting and the overall effect of accounting procedures on published financial statements are examined in detail. Alternative accounting procedures and their impacts on the financial statements are also examined. Coverage includes receivables, inventory, fixed assets and bonds payable.

MGT 501 Management and Organization 3 Hours

Prerequisite: None

This course studies the changing roles and function of management. Students examine characteristics and processes essential for organizational effectiveness. Theoretical concepts, definitions of principles and practical applications are integrated throughout the learning experience in this course.

Course Descriptions

MGT 515 Quantitative Methods 3 Hours

Prerequisite: QM 503 (or QM 500 or equivalent)

This course focuses on the analysis and interpretation of numerical data for management decision-making. Students review mathematics, statistics and decision theory applications that contribute to effective decision-making. Sampling applications, statistical inference and hypothesis testing, correlation and regression analysis, queuing, distribution models and decision theory are also examined.

MGT 520 Management Information Systems 3 Hours

Prerequisite: None

This course provides insight into the problem of identifying an organization's informational requirements that facilitate the decision-making process. Students learn to analyze information systems; the flow of information; methods and procedures for gathering, disseminating and controlling information; and strategic uses of information systems.

MGT 525 Leadership and Communication 3 Hours

Prerequisite: MGT 501

This course examines the leadership and communication efforts within an organizational setting. Students develop leadership and communication models for effective planning and change. Cultural implications, interpersonal skills, conflict resolution, and negotiation activities are also addressed.

MGT 550 Management the Marketing Function 3 Hours

Prerequisite: MGT 525

This course provides an overview on how to manage the marketing function while identifying the needs of the customer. Students learn how to communicate with potential customers and study the process of designing products and services. Topics such as competition, consumer analysis, product pricing and promotion, and distribution channels are also reviewed.

MGT 551 Consumer Behavior 3 Hours

Prerequisite: MSM/MBA -MGT/MBA 550

This course explores the factors affecting people behavior in acquiring products and services. Students learn the general principles of individual, group and family behavior as it relates to specific demographic differences and similarities within a given population. Students learn to identify methods of establishing consumer behavior patterns to project trends and formulate appropriate marketing decisions.

MGT 555 Managing Human Resources 3 Hours

Prerequisite: MGT 525

This course focuses on the human resource function. Students learn to manage the selection and development of personnel, equal opportunity, compensation and benefits, safety and health requirements. Additional topics such as union relations, grievance and arbitration procedures are also discussed. Students analyze various human resource issues using the case study approach.

MGT 556 Organizational Design 3 Hours

Prerequisite: MSM/MBA - MGT/MBA 555

This course covers the different approaches to designing work organizations. Students review processes of communication and coordination and job design. Alternative approaches such as function, product and service, location, line of business, and team structure are also included in the review processes. Students also learn the methods and tools for designing organizations to align with the business strategies set forth by a given organization.

MGT 557 Labor Relations 3 Hours

Prerequisite: MSM/MBA - MGT/MBA 555

This course deals with developing and maintaining effective management-labor relationships. Students become familiar with the history and trends of the labor movement, collective bargaining unit, grievance resolution, and employee involvement in company management.

MGT 558 Managing Employee Development and Training 3 Hours

Prerequisite: MSM/MBA - MBA/MGT 555

Assessing employee and training strategies and their role in the organization from a management's perspective. The focus is on the development of an organization training strategy through innovation, needs analysis, training design, and program evaluation. The course also surveys training methodologies, instructional design, and e-training and related technologies for effective management of programs.

MGT 559 Managing Total Compensation 3 Hours

Prerequisite: MSM/MBA - MBA/MGT 555

This course is designed to review the importance of total compensation in today's business environment. The course content will focus on management's role in administering equitable, incentive-based compensation practices and plans and employee benefits programs. Students will have the opportunity to explore contemporary approaches to total compensation including topics such as performance-based pay practices, job analysis and evaluation, internal consistency and external competitiveness, salary surveys, incentive systems, performance appraisals, and benefits programs. Discussion of relevant regulatory practices, laws and the importance of strategic compensation will also be covered. Students completing the course will be expected to have acquired an understanding of how total compensation influences employee motivation and productivity.

MGT 560 Financial Management 3 Hours

Prerequisite: MSM - MBA 500

MBA students may not enroll in this course.

This course emphasizes the management of financial resources. Students learn to analyze working capital, capital investment, and review the managerial implications of the long-term capital structure.

Course Descriptions

MGT 565 Operations Management 3 Hours
Prerequisite: MSM - MGT 515 and MGT 525 · MBA - MBA 515

This course covers the management and integration of production resources. Students learn how to deal with increasing effectiveness and efficiency in the selection of site and facilities, process, equipment and layout, organization and training, and structure and methods of distribution.

MGT 566 Manufacturing Systems 3 Hours
Prerequisite: MSM/MBA - MGT/MBA 565

This course focuses on the modern manufacturing enterprise. Students discuss organizational models and their core business processes, product development cycles, manufacturing systems, distribution processes and improvement methodologies. Review of current trends and change systems are also emphasized.

MGT 567 Business Process Reengineering 3 Hours
Prerequisite: MSM/MBA - MGT/MBA 565 · MSF - FIN 510

This course examines the rationale and methods for redesigning the organization with emphasis on key business processes. Students learn to identify and measure processes, conduct benchmarking activities, interpret total quality management practices, and review cost management and continuous improvement strategies.

MGT 570 International Management 3 Hours
Prerequisite: MSM - Any two of the following: MGT 550, MGT 555, MGT 560, MGT 565 · MBA - MBA 501 and MBA 510 and MBA 555 · MSF - FIN 510 and FIN 515.

This course provides an overview on issues confronting managers in dealing with international joint ventures, licensing agreements, and other related international management concepts. Students will develop a greater awareness of both the cultural and global implications of doing business.

MGT 571 Business In World Regions 3 Hours
Prerequisite: MSM and MBA - MGT 570

Through class discussions and research projects, students experience some of the sociological, legal, political and economic environments of leading a global business in various parts of the world. Learning modules focus on issues associated with business management and international trade highlighting several regions of the world market: North America, South America, Central America, Western Europe, Eastern Europe (Russia), Pacific Rim, Africa and the Middle East.

MGT 573 Special Topics In Marketing 3 Hours
Prerequisite: MSM/MBA - MGT/MBA 550

This course addresses contemporary issues in marketing. Students examine capturing the voice of the customer; marketing's role in new forms of business organizations; opportunities in international marketing; considerations in commercial marketing; developing marketing information (databases, advertisements, interactive delivery); competitor analysis; and identifying strategic opportunities.

MGT 581–583 Directed Study in Management 1-3 Hours
Prerequisite: Permission of the Program Director

This course is designed to allow the student an opportunity to investigate a management topic not otherwise studied in their curriculum. The directed study can be approved for one, two or three semester Hours of credit pending approval by the Program Director or the Department Chair. Students must initiate the request to pursue a directed study through the Admissions and Academic Advising Office.

MGT 585 Seminar In Management 3 Hours
Prerequisite: Announced with each offering of the course.

This course provides an in-depth coverage of selected topics in the management field.

MGT 615 Strategic Management 3 Hours
Prerequisite: MSM - Any three of the following: MGT 550, MGT 555, MGT 560, MGT 565

This course is designed to integrate the business enterprise functions with the external environment factors. Students examine strategic planning processes, implementation plans, and areas of weaknesses and those areas needing improvement in different types of organizations.

Marketing

MKT 202 Principles of Marketing 3 Hours
Prerequisite: None

This course examines the principles, concepts and practices of marketing products and/or services in organizations. Students will learn how the marketing mix, i.e., product, price, promotion and distribution impact the achievement of corporate goals and objectives. Students will also assess legal, regulatory, consumer/socioeconomic, internal and external environmental factors, forecasting, and resource availability and utilization considerations in the marketing management decision-making processes.

MKT 305 Sales Operations 3 Hours
Prerequisite: MKT 202

This course focuses on developing a consultative relationship with the customer. Students will learn the steps of an effective sales process including prospecting, sales call planning, making effective demonstrations, tailoring sales presentations to customer needs and servicing accounts after the sale. Students will prepare well-organized, creative, and professional sales presentations.

Course Descriptions

MKT 307 Marketing Management 3 Hours

Prerequisite: MKT 202

This course studies the analysis, planning implementation and control of programs designed to bring about desired exchanges of goods and services with target markets for the purposes of achieving organizational objectives. Studies will expand on the basic marketing principles; discuss the tools for marketing problem analysis; analyze strategically oriented cases; and develop original marketing plans. Analytical decision making is also emphasized in this course.

MKT 309 Advertising and 3 Hours Promotional Management

Prerequisite: MKT 202

This course examines the role of managing the promotional aspect of the marketing function from the perspective of the executive. Students review the theory of developing a promotional mix based upon consumer behavior and communication. Advertising, sales promotion, public relations, and the management of the total marketing mix will also be explored.

MKT 415 Consumer and Buyer Behavior 3 Hours

Prerequisite: MKT 202

This course addresses the economic, psychological, sociological and anthropological variables associated with consumer and buyer behavior. Students learn the basic factors influencing consumer behavior, the models used to explain this behavior, and the implications of these marketing concepts and public policy issues. Discussion and analysis of consumer behavior attributes are also explored, including motivation, perceptions, attitudes, beliefs, personality, reference groups, demographics, lifestyle, and cultural factors and others.

MKT 417 Distribution Management 3 Hours

Prerequisite: MKT 202

This course provides a scope of physical distribution. Students learn the definition of distribution management; and how it interfaces with institutions and/or other organizations. Topics include consumer services, transportation, order processing, inventory control, packaging materials handling, wholesaling and distribution centers. Students will also discuss how the implementation of a physical distribution system affects channel establishments including wholesalers.

MKT 425 Sales Management 3 Hours

Prerequisite: MKT 202

This course examines the organization and administration of a firm's selling effort. Students will discuss recruitment selection, training, compensation, evaluation, budgeting, market assessment, segment analysis, territory alignment and quotas, development and motivation of the sales force.

MKT 435 Marketing Research 3 Hours

Prerequisite: MKT 307 (MKT 307 may be taken concurrently) and QM 301

This course introduces market research concepts and techniques for collection, analysis and interpretation of data for effective marketing decisions. Students learn problem definition, research design, questionnaire construction, sampling, attitude scaling, and statistical analysis. Students will also evaluate and present their research findings.

MKT 441-442 Marketing Practicum I and II 3 Hours

Prerequisite: None

Each eleven-week practicum experience provides the marketing student with hands-on learning experiences through internships, group projects and self-paced workplace projects. The marketing practicum is conducted in an independent study format that requires a high level of self-motivation and strong organizational and time management skills. Practica are three semester Hours of credit and are evaluated by the Department Chair or designate. Up to two practica may be completed for elective marketing credit.

MKT 445/545 e-Marketing Communication 3 Hours

UG Prerequisite: MKT 202 · GR Prerequisite: MGT 550

This course explores the Internet as a global marketing communication tool. Emphasis is on using the Internet as an effective means of location marketing and corporate information as well as disseminating product and service information. Students will be introduced to marketing techniques using e-mail, discussion groups and the World Wide Web. The final project is the construction of a simple Web site to market goods and/or services.

MKT 446/546 Database Marketing 3 Hours

UG Prerequisite: MKT 445 · GR Prerequisite: MKT 545

This course examines the e-marketing practices associated with the collection and use of consumer data. Students will explore how databases are used in marketing and examine the issues associated with their use. Students will also learn how to create and manage customer lists, use a database for segmentation, identify important customer metrics, and collect, track, and analyze information within the database. In addition, students will complete a project integrating the tools and techniques presented in the course.

MKT 447/547 Relationship Marketing Methods 3 Hours

UG Prerequisite: MKT 445

GR Prerequisite: MKT 545

This course explores a variety of e-marketing methods such as electronic advertising, direct e-mail, electronic commerce, and web-based strategies used to reach customers and build individual relationships. Students will select one or more of the marketing methods discussed in class and complete a project using it.

Course Descriptions

MKT 448/548 e-Marketing Portfolio 3 Hours

*UG Prerequisite: MKT 445 and two of: MKT 446,447,449
GR Prerequisite: MKT 545 and two of: MKT 546,547,549*

Working in online project teams, students will develop e-marketing responses to real business problems. Students will utilize the skills developed in this certification sequence and create a complete interactive marketing campaign.

MKT 449/549 e-Commerce Business to Business 3 Hours

Prerequisite: MKT 445/545

Students will learn how the Internet can connect all businesses to each other, regardless of their location or position in the supply chain. Students will also examine traditional intermediaries like wholesalers and brokers within the context of business to business opportunities the Internet presents. Internet connections facilitate businesses' ability to bargain directly with a range of suppliers – thereby eliminating the need for some traditional intermediaries.

MKT 481-483 Directed Study In Marketing 1-3 Hours

Prerequisite: Permission of the Department Chair

This course is designed to allow the student an opportunity to investigate a topic not otherwise studied in their curriculum. The directed study can be approved for one, two or three semester Hours of credit pending approval by the Program Director or the Department Chair. Students must initiate the request to pursue a directed study through the Admissions and Academic Advising Office.

MKT 486 Purchasing and Materials 3 Hours

Prerequisite: MKT 202

This course explores the role and importance of the purchasing function within a firm. Students examine traditional purchasing responsibilities, forecasting, negotiations, legal issues, ethics, sourcing patterns, and make vs. buy decision-making patterns. Students will also examine the materials management aspect of the procurement function as it relates to the overall logistics management activity.

MKT 487 Not-For-Profit Marketing 3 Hours

Prerequisite: MKT 202

This course will focus on the necessary skills and effort involved in managing a non-profit organization. Students will develop hands-on experience at the work site under the supervision of the instructor. Scheduled trips to non-profit businesses located in the Detroit metropolitan area are conducted in this course.

MKT 488 Marketing Internship 3 Hours

Prerequisite: MKT 307

This course provides the student with an opportunity to further develop their practical knowledge of the marketing business functions. Students will conduct an internship on a part-time basis; prepare a comprehensive written report; and make an oral presentation to the client at the end of their internship.

MKT 489 International Marketing Management 3 Hours

Prerequisite: MKT 202 and MGT 303

This course focuses on the growth of international operations for consumer product companies necessitating the need for managers who can compete successfully in global environments. Students apply their understanding in the study of new markets, cultural dimensions, and the legal implications involved in launching a popular U.S.A. product.

Master of Business Administration

MBA 500 Financial Accounting 3 Hours

Prerequisite: None.

This fundamental accounting course is designed to enable the student to prepare, evaluate, and use accounting data. The mechanics of financial accounting and the overall effect of accounting procedures on published financial statements are examined in detail. Alternative accounting procedures and their impacts on the financial statements are also examined. Coverage includes receivables, inventory, fixed assets and bonds payable.

MBA 501 Management and Organization 3 Hours

Prerequisite: None

This course explores the functions, roles and skills associated with managing people and organizations. Students study the foundations of individual and group behaviors as well as the concepts and models for effective management. Students also examine the structure and processes of organizations with an emphasis on the leadership required to manage the dynamics involved. Critical thinking, decision making, ethics, and organization culture are recurring themes in this course.

MBA 503 Survey of Economics 3 Hours

Prerequisite: None

This course is an accelerated inquiry into micro and macroeconomics concepts, theories and policies. Students discuss microeconomic topics including supply, demand, and markets. Students will also review macroeconomics topics such as money, financial markets, business cycles, and economic policy.

MBA 505 Managerial Accounting 3 Hours

Prerequisite: MBA 500.

A pre-test will be given in this course to determine level of competency.

This course is a basic study of cost, managerial accounting and the internal accounting concepts and procedures used in the decision-making process. Students apply planning and control techniques to achieve various objectives. Students also discuss activity-based costing, job costing, process costing and differential cost analysis.

MBA 510 Financial Management 3 Hours

Prerequisite: MBA 500

This course is an overview of the principles of financial management. Students review the concepts of raising and investing money; conduct financial statement analysis; apply the time value of money techniques to security valuation; determine firm's cost of capital and capital budgeting. Students also discuss managerial topics, which include dividend policy, capital structuring, and working capital management.

MBA 515 Quantitative Methods 3 Hours

Prerequisite: QM 503 (or QM 500 or equivalent)

This course reviews statistics, mathematics, and decision theory that help clarify managerial problems and aid in selecting courses of action. Students will analyze and interpret numerical data for management decision-making applying techniques such as data sampling, statistical inference, hypothesis testing, correlation studies, regression analysis, queuing models, distribution models and decision theory.

Course Descriptions

MBA 523 Global Economics 3 Hours

Prerequisite: MBA 503

This course examines domestic money and capital markets. Students study the movement and impact of interest rates in domestic and international markets. Students also analyze and compare regional economic and trade blocs and prominent economic systems.

MBA 530 Effective Leadership and Business Ethics 3 Hours

Prerequisite: MBA 501

This course examines theoretical and pragmatic issues facing organizations and leaders today. Students study modern concepts, strategies and techniques in solving organizational issues. Students are introduced to principles of ethical thinking and their application to business situations and decision-making. Critical thinking, decision making, ethics and communications are among the recurring themes.

MBA 550 Managing the Marketing Function 3 Hours

Prerequisite: MBA 501 (MBA 501 may be taken concurrently)

This course examines how a business conveys the value of its product and services to customers. Students examine various methods to identify customer needs, product design, customer and product service, and communicating with current and potential customers. Students also analyze competition, consumer analysis, product pricing and promotion, channels of distribution, and company capabilities.

MBA 555 Human Resources Management 3 Hours

Prerequisite: MBA 501

This course is a study of how organizations acquire, develop and retain an effective workforce. Students focus on developing skills in managing employees rather than on training personnel specialists. Students also review requirement analysis, designing work for individuals and teams, selection and training, compensation and recognition, and organizational development. Additional considerations such as employee/labor relations, diversity, and the contracting of employees and employee services are also addressed.

MBA 556 Legal Issues in Management 3 Hours

Prerequisite: None

This course is a comprehensive overview of the legal environment of business. Students learn the basics of American and international law. Additional topics are explored: legal and international law, constitutional and administrative law, contracts, commercial transactions, employment law and other governmental regulations, environmental protection and property. Students will also discuss the formation of business organizations for conducting both domestic and international business.

MBA 670 Case Studies in Business Strategy and Policy 3 Hours

Prerequisite: MBA 505, MBA 530, and MBA 555.

This course focuses on how a firm defines its competitive advantage including the development of activities, resources and capabilities that will enable the firm to sustain that advantage in a changing environment. Students learn to identify and analyze competitive forces that determine industry profitability, competitive position, opportunities and challenges, and define strategy.

MBA 671 Strategic Implementation and Managing Change 3 Hours

Prerequisite: MBA 670

This course focuses on organizational leadership ability to strategically and tactically anticipate, plan, and implement large-scale change and continuous improvement in a dynamic business environment. Analyses focus on interrelating the organization's products and services, structure, technology, and people for effective change. Course work includes effective communications, ethics, case analyses, change-model building, and personalized planning for change.

Quantitative Methods

QM 202 Statistical Methods for Business 3 Hours

Prerequisite: QM 201

An in-depth study of descriptive statistical concepts, techniques and tools applicable to business and business decision-making. Methods of collecting, summarizing and describing data and related measures of central tendency and dispersion are examined. Students describe and analyze data using measures of central tendency and descriptive statistical tools including graphs and other comparative techniques. Topics include: data types, probability, sampling, sampling distributions, and estimation.

QM 301 Statistical Inference for Management Decisions 3 Hours

Prerequisite: QM 202

Building upon the content of QM 202, this course focuses upon data interpretation through the use of inferential statistics. By the end of the course, each student will demonstrate the ability to select and use inferential statistical tools to analyze a variety of datasets from varying business based application settings, and will justify, report and interpret the results of such analyses. Students will apply these skills to critique and interpret research reports that are represented within business literature from various business settings. Students will also be introduced to quantitative methods involving differing probability distributions that require the use of less typical data analysis tools.

QM 500 Inferential Statistics Seminar 1 Hour

Prerequisite: Must have successful prior academic experience in descriptive statistics; contact the Admissions office for details. Not open to undergraduate students.

The course is an intensive, accelerated overview designed for individuals who have had previous coursework or documented equivalent experience in using inferential statistics, but whose previous coursework experience is over seven years old. The course is offered in four consecutive half-day sessions and is scheduled based upon student interest and need, and space availability. The course briefly overviews descriptive statistics including data collection and tabulation, and measures of central tendency, etc. The majority of the course is devoted to data analysis and interpretation through inferential statistics. Assumptions underlying data to be analyzed, the appropriateness of various inferential statistical tests, the "match" of the statistical test to the data, and limitations attributable to varying assumptions underlying data interpretation are included.

Course Descriptions

QM 503 Inferential Statistics for Business Decision-Making 3 Hours

Prerequisite: None, Cannot be taken for credit after completion of QM 301 or MBA/MGT 515.

This offering is for persons who have a good foundation in descriptive statistics and need an in-depth understanding of inferential statistics required for analysis and interpretation of business or business-related data. This course studies the use of inferential statistics in business involving data definition, collection, tabulation, analysis and interpretation. The course reviews measures of central tendency and other descriptive statistics. The bulk of the course focuses upon data analysis and interpretation through inferential statistics. Topics include: sampling, data types, parametric and non-parametric testing, levels of confidence, and time-series analysis. Students select the appropriate inferential tool and statistically analyze multiple assigned datasets. Students will also assess research based upon the appropriateness of the statistics used and the data assumptions accepted, and critique published research.

Taxation

TAX 320 Introductory Concepts in Taxation 3 Hours

Prerequisite: ACC 202

This course is a study of the general principles of federal income taxation with emphasis on problems of the individual taxpayer. Using the Internal Revenue Code students study income and deductions, capital gains, tax accounting and other tax-related topics.

TAX 425 Introduction to Business Taxation 3 Hours

Prerequisite: TAX 320

This course is a continuation of Introductory Concepts in Taxation (TAX 320). Students study corporate tax, partnership tax, and other tax-related topics at an advanced level. Emphasis is placed on the use of the Internal Revenue Code.

TAX 435 Basic Income Tax and Income Tax Planning 3 Hours

Prerequisite: ACC 202

A survey of the federal income tax system as applied to individuals and various types of business and investment entities. Topics include (but are not limited to): gross income, deductions, sales and exchange (both taxable and nontaxable), allowable accounting periods and methods, and the tax calculations applicable to individuals, business entities, and various investment entities. Strategies for minimizing tax liability will be emphasized.

TAX 436 Employee Benefits and Retirement Planning 3 Hours

Prerequisite: TAX 435 highly recommended

A survey of various kinds of fringe and retirement benefits available to employees and self-employed persons. Strategies for minimizing taxes and for maximizing benefits will be studied. Topics include (but are not limited to): tax-favored insurance benefits, non-qualified deferred compensation arrangements, the uses of employer stock in providing alternative forms of employee compensation, the uses of qualified deferred compensation plans (pension plans, profit sharing plans, 401(k) plans, IRAs, SEPs, etc.) in planning for retirement and as supplements to the Social Security and Medicare systems.

TAX 437 The Tools and Techniques of Estate Planning 3 Hours

Prerequisite: TAX 435 highly recommended

A survey of estate planning. Topics include (but are not limited to): the federal estate, gift, generation skipping transfer taxes, transfers at death or in anticipation of death, the uses of trusts, the uses of life insurance, planning for charitable giving at death, the transfer of businesses within families from generation to generation, and valuation strategies. The income taxation of trusts and estates will also be considered.

TAX 500 Advanced Tax Research Methodology, Writing and Citation 3 Hours

Prerequisite: MST - TAX 501 (TAX 501 may be taken concurrently) and TAX 599 · MAC - TAX 591, TAX 599

A sophisticated and high level study of tax writing and the methodology of federal tax research. Consideration will also be given to the proper form of citation for various legal authorities encountered during tax research and to the techniques required for the adequate reporting of research results. The use of the Internet and CCH Tax Research Network™ will also be studied. It will be assumed that all students taking this course have a thorough knowledge of all but the most advanced research techniques. When taken by an MST student, the course must be taken no later than as the sixth three credit hour course.

TAX 501 The Role of Legal Authorities in Taxation (Formerly Principles of Law and Taxation) 3 Hours

Prerequisite: MST - None · MAC - TAX 590 and TAX 591 (TAX 591 may be taken concurrently)

This course is a study of the basic principles of law and taxation. Students study statutory construction, case analysis, administrative precedent, and the role and function of legislative history as applied in the federal law context. Basic concepts of law as applied to the federal tax system are illustrated throughout the course.

TAX 507 Tax Accounting 3 Hours

Prerequisite: MST - TAX 501 (TAX 501 may be taken concurrently) · MAC - TAX 591

This course is a systematic study of the basic concepts of tax accounting. Students study periods and methods, changes in periods and methods, depreciation and cost recovery, inventories including dollar value LIFO, and section 482 allocations.

TAX 509 Sales and Exchanges of Property 3 Hours

Prerequisite: MST - TAX 501 (TAX 501 may be taken concurrently) · MAC - TAX 591

A study of the Internal Revenue Code as it applies to sales and exchanges of personal and real property. Particular emphasis is given to capital gains and losses, Section 1231 gains and losses, and to non-recognition transactions, including like-kind exchanges, involuntary conversions, sale of a residence, and foreclosures. Installment sales, taxable sales of businesses and sales involving securities and commodities are also considered in detail. The at-risk rules and the passive activity loss rules will also be studied.

Course Descriptions

TAX 510 Basic Concepts In Corporate Tax (Corporate Tax I) 3 Hours

Prerequisite: TAX 501 and TAX 599, TAX 507 (recommended), TAX 509 (recommended)

Basic concepts involved in federal law as it applies to the formation and related operations of corporate enterprises and associations which are treated as corporations. Topics include computing the corporate tax, controlled groups, tax-free incorporations, dividends, earnings and profits, and Subchapter S Corporations. An introduction to consolidated tax returns will also be included. Students will be required to prepare a Form 1120 and a Form 1120S.

TAX 511 Advanced Concepts in Corporate Tax (Corporate Tax II) 3 Hours

Prerequisite: TAX 510, TAX 507 (recommended), TAX 509 (recommended)

This course covers advanced topics in federal tax law as it applies to corporations. Students study redemptions, liquidations, mergers and other reorganizations, corporate divisions, carryover of corporate tax attributes, the accumulated earnings tax, the personal holding company tax, and taxable acquisitions.

TAX 514 Consolidated Tax Returns (Corporate Tax III) 3 Hours

Prerequisite: TAX 510, TAX 507 (recommended), TAX 509 (recommended)

This course is a study of the Internal Revenue Code and the income tax regulations related to taxation of affiliated groups electing to file consolidated returns. Students will be required to prepare a consolidated Form 1120. Topics studied in this course include: eligibility to make the consolidated return election, special rules for the computation of consolidated items, including the use of NOL's, reverse acquisitions, special rules for computation of separate taxable income including intercompany transactions, intercompany distributions, investment adjustments, excess loss accounts, and allocation of consolidated tax liability.

TAX 521 Estate and Gift Taxation 3 Hours

Prerequisite: MST - TAX 501 (TAX 501 may be taken concurrently) · MAC - TAX 590 and TAX 591 · MSF - TAX 590

This course is a study of the estate, gift, and generation-skipping transfer taxes. Students will be required to prepare a Form 706 and a Form 709. Students will also study the impact of testamentary and lifetime distributions of property within the family group.

TAX 522 Income Taxation of Trusts and Estates 3 Hours

Prerequisite: MST - TAX 501, TAX 507 (recommended), TAX 509 (recommended), TAX 521 (recommended) · MAC - TAX 590 and TAX 591, TAX 521

This course is a study of income taxation of estates and trusts. Emphasis is placed on after-death planning, affirmative uses of trust rules, treatment of specialized trusts such as irrevocable trusts, insurance trusts, charitable trusts, and grantor trusts. Problems relating to the final tax return of a decedent will be considered. Students will be required to prepare a Form 1041.

TAX 523 Financial and Estate Planning 3 Hours

Prerequisite: MST - TAX 501 and TAX 521 (TAX 521 may be taken concurrently) · MAC - TAX 590

This course focuses on selected topics in both financial and pre- and post-mortem estate planning with emphasis on techniques in current use by practitioners. Students examine uses in estate planning of life and other forms of insurance, various kinds of revocable and irrevocable

trusts, private annuities, buy-sell agreements, estate freezing techniques, and fringe benefits.

TAX 524 Valuation For Tax Purposes 3 Hours

Prerequisite: None

This course examines the law of valuation for federal income, estate, and gift tax purposes and for state and local tax purposes. Basic appraisal techniques are also given considerable attention.

TAX 531 Partnership Taxation 3 Hours

Prerequisite: MST - TAX 501, TAX 507 (recommended), TAX 509 (recommended) · MAC - TAX 590 and TAX 591

This course examines the federal income tax treatment of partnerships and partners. Students study partnership formation, problems of partnership operation including distributions, sales and exchanges of partnership interests, partnership terminations and liquidations, special basis adjustments and the role of partnership as investment vehicles. The treatment of limited liability companies and limited liability partnerships are also examined. Students will be required to prepare a Form 1065.

Tax 535 Basic Income Tax and Income Tax Planning 3 Hours

Prerequisite: Admission to the CFP Program. Not open to MAC or MST students.

A survey of the federal income tax system as applied to individuals and various types of business and investment entities. Topics include (but are not limited to): gross income, deductions, sales and exchange (both taxable and nontaxable), allowable accounting periods and methods, and the tax calculations applicable to individuals, business entities, and various investment entities. Strategies for minimizing tax liability will be emphasized. Students will be required to prepare a short research paper.

Tax 536 Employee Benefits and Retirement Planning 3 Hours

Prerequisite: Admission to the CFP program; TAX 535 highly recommended. Not open to MAC or MST students.

A survey of various kinds of fringe and retirement benefits available to employees and self-employed persons. Strategies for minimizing taxes and for maximizing benefits will be studied. Topics include (but are not limited to): tax-favored insurance benefits, non-qualified deferred compensation arrangements, the uses of employer stock in providing alternative forms of employee compensation, the uses of qualified deferred compensation plans (pension plans, profit sharing plans, 401(k) plans, IRAs, SEPs, etc.) in planning for retirement and as supplements to the Social Security and Medicare systems. Students will be required to prepare a short research paper.

Tax 537 The Tools and Techniques of Estate Planning 3 Hours

Prerequisite: Admission to the CFP program; TAX 535 highly recommended. Not open to MAC or MST students.

A survey of estate planning. Topics include (but are not limited to): the federal estate, gift, generation skipping transfer taxes, transfers at death or in anticipation of death, the uses of trusts, the uses of life insurance, planning for charitable giving at death, the transfer of businesses within families from generation to generation, and valuation strategies. The income taxation of trusts and estates will also be considered. Students will be required to prepare a short research paper.

Course Descriptions

TAX 540 Tax Practice and Procedure 3 Hours

Prerequisite: MST - TAX 501 (recommended) · MAC - TAX 591

This course is a study of federal tax practice and procedure. Topics to be considered include audits, administrative appeal procedures, tax forums, organization of the Internal Revenue Service, ruling procedure, statutes of limitations, interest and penalties, assessment, and collection (including offers in compromise, liens, levies, and transferee liability), returns and regulation of return preparers, and the Freedom of Information Act. Tax fraud is considered briefly.

TAX 550 International Taxation 3 Hours

Prerequisite: MST - TAX 510, TAX 507 (recommended), TAX 509 (recommended) · MAC - TAX 590 and TAX 591

The application of the Internal Revenue Code to domestic corporations doing business in foreign countries either through subsidiaries or as branch operations. Topics include: planning for expansion into foreign countries and developing countries, factors to consider in deciding whether to create a branch or a subsidiary in a foreign country, the foreign tax credit, dividend requirements, Subpart F, foreign personal holding companies, and current international tax problems and planning. Intercompany pricing will be considered in detail. Also covered are tax treaties, FSC's, foreign currency, and the US tax treatment of foreign persons and foreign businesses engaged in US activity.

TAX 555 Qualified Deferred Compensation Plans 3 Hours

Prerequisite: MST - TAX 501, TAX 507 (recommended) · MAC - TAX 590 and TAX 591

This course focuses on the major tax-qualified deferred compensation plans. Particular emphasis is given to pension and profit-sharing plans, section 401(k) plans, stock bonus plans, individual retirement accounts (including Roth and educational IRA's), SEP's, ESOP's and tax-sheltered annuities. Students will be required to prepare a Form 5500.

TAX 556 Fringe Benefits and Non-Qualified Deferred Compensation Plans 3 Hours

Prerequisite: MST - TAX 501, TAX 507 (recommended) · MAC - TAX 590 and TAX 591

This course covers numerous forms of fringe benefits and non-qualified deferred compensation plans available for employees. Topics treated in TAX 555 will not be included.

TAX 557 State and Local Taxation 3 Hours

Prerequisite: MST - TAX 501 (recommended) · MAC - TAX 590 and TAX 591

This course reviews the conceptual implications and pragmatic applications of taxation at the state and local levels. Students study the implications of multi-state operations of profit-making enterprises including: corporate franchise taxes, intangibles taxes, property taxes, sales and use taxes, death taxes, and state and local income taxes. Also covered are planning for multi-state operations, deciding what state is best for incorporations, and fact finding for local tax investigations. Approximately 50% of the course focus on the specifics of Michigan taxation.

TAX 570 Tax Research Paper (Basic) 1 Hour

Prerequisite: TAX 500 and concurrent enrollment in TAX 507, TAX 509, TAX 510, TAX 531 or TAX 540

The student will write a paper on a federal income tax topic assigned by the instructor of the concurrent course. The paper topic will relate to the subject material of the concurrent course. The paper will be graded by the concurrent course instructor for tax content and by the Director of the MST program for communication skills and for citation form skills. The student's course grade will, except as noted hereafter, be determined by a weighted average of the three grades assigned. Students receiving a grade of C- or less in any one of the three graded skills will receive the lower grade for the course. Students receiving a grade of C- or less in communication skills or in citation form skills will be required to complete TAX 572 in lieu of repeating TAX 570. Students receiving a grade of C- or less in more than one skill area must obtain permission from the Director of the MST program before proceeding further in their studies. Students are required to complete this course no later than concurrently with their seventh MST course. With written permission of the Director of the MST program, students may select TAX 573, Thesis in Taxation, in lieu of TAX 570 and TAX 571.

TAX 571 Tax Research Paper (Advanced) 1 Hour

Prerequisite: TAX 570 and completion of 25 Hours in the MST program

Students enrolled in this course must be concurrently enrolled in an elective course. Because this is an advanced course, a higher degree of competence will be required than was required in TAX 570, the format, requirements, and grading procedures of which will otherwise be followed in this course.

TAX 572 Technical Tax Writing 1 Hour

Prerequisite: Written permission of the Program Director

A course in technical writing for students who require individualized development in their technical communication skills. Upon the recommendation of the Department Chair or Director of the MST program, students may be required to take this course in lieu of TAX 570 or TAX 571.

TAX 573 Thesis In Taxation 3 Hours

Prerequisite: Completion of 30 Hours in the MST program

A major written effort by the student is required. A topic is chosen by agreement with the thesis counselor subject to approval by the Director of the MST program. The thesis is to be on a topic of importance to the academic and practicing tax community. The completed thesis must be of sufficient quality to warrant publication by a respected tax journal and must demonstrate originality, scholarly perspective, thoughtful analysis, and substantial refinement in communication skills. The student will retain all copyright interests. Students wishing to write a thesis in lieu of TAX 570 and TAX 571 should contact the Director of the MST program early in their program and in all events no later than upon completion of their fourth MST course. Students receiving credit for TAX 573 may not also receive credit for either TAX 570 or TAX 571.

Course Descriptions

TAX 581-583 Directed Study In Taxation 1-3 Hours

Prerequisite: Written permission of the Program Director

A student wishing to investigate a topic not otherwise studied in their curriculum may elect a one to three semester credit Hour directed study course. In general, a directed study will earn general elective credit and may only be used to substitute for required course work with the explicit permission of the Program Director. Requests for a directed study must be initiated through the Program Director.

history as sources of authority will also be studied at an introductory level; however, emphasis will be placed on the techniques for discovering the sources of authority in tax law. Tax ethics and professional responsibility will be studied, including Treasury Circular 230, AICPA guidelines, and return preparer civil and criminal liability.

TAX 585 Seminar In Taxation 3 Hours

Prerequisite: Announced with each offering of the course

An in-depth coverage of selected topics of current or special interest in the field.

TAX 588 Internship In Taxation 3 Hours

Prerequisite: TAX 599 (TAX 599 may be concurrent), TAX 501 (TAX 501 may be concurrent), and written permission of the Director of the Master of Science in Taxation program

Students who have little or no experience in taxation and who are able to arrange a tax internship with a public accounting firm or the tax department of a large corporation may, with the written permission of the Director, enroll in this course. Students will be required to report weekly to the Director and will be required to do individually-determined, supplementary assignments which will be coordinated with their duties as an intern.

TAX 590 Introductory Concepts In Taxation 3 Hours

Prerequisite: None.

Not open to MST students.

This course is a study of the general principles of federal income taxation with emphasis on problems of the individual taxpayer. Using the Internal Revenue Code students study income and deductions, capital gains, tax accounting and other tax-related topics. In addition, tax research will be studied.

TAX 591 Introduction to Business Taxation 3 Hours

Prerequisite: TAX 590

Not open to MST students.

This course is a continuation of Introductory Concepts in Taxation (TAX 590/592). Students study corporate tax, partnership tax, and other tax-related topics at an advanced level. Emphasis is placed on the use of the Internal Revenue Code. In addition, a tax research paper will be required.

TAX 592 Introductory Concepts In Taxation 3 Hours

Prerequisite: None

Open only to MST students and not equivalent to TAX 590.

This course is a study of the general principles of federal income taxation with emphasis on problems of the individual taxpayer. Using the Internal Revenue Code students study income and deductions, capital gains, tax accounting and other tax-related topics. In addition, deferred compensation will be studied.

TAX 599 Introduction to Tax Research 3 Hours

Prerequisite: None

An introduction to the basic concepts and techniques of tax research including the use of LEXIS®, an online database. The relative value of statutes, judicial precedents, administrative interpretations, and legislative

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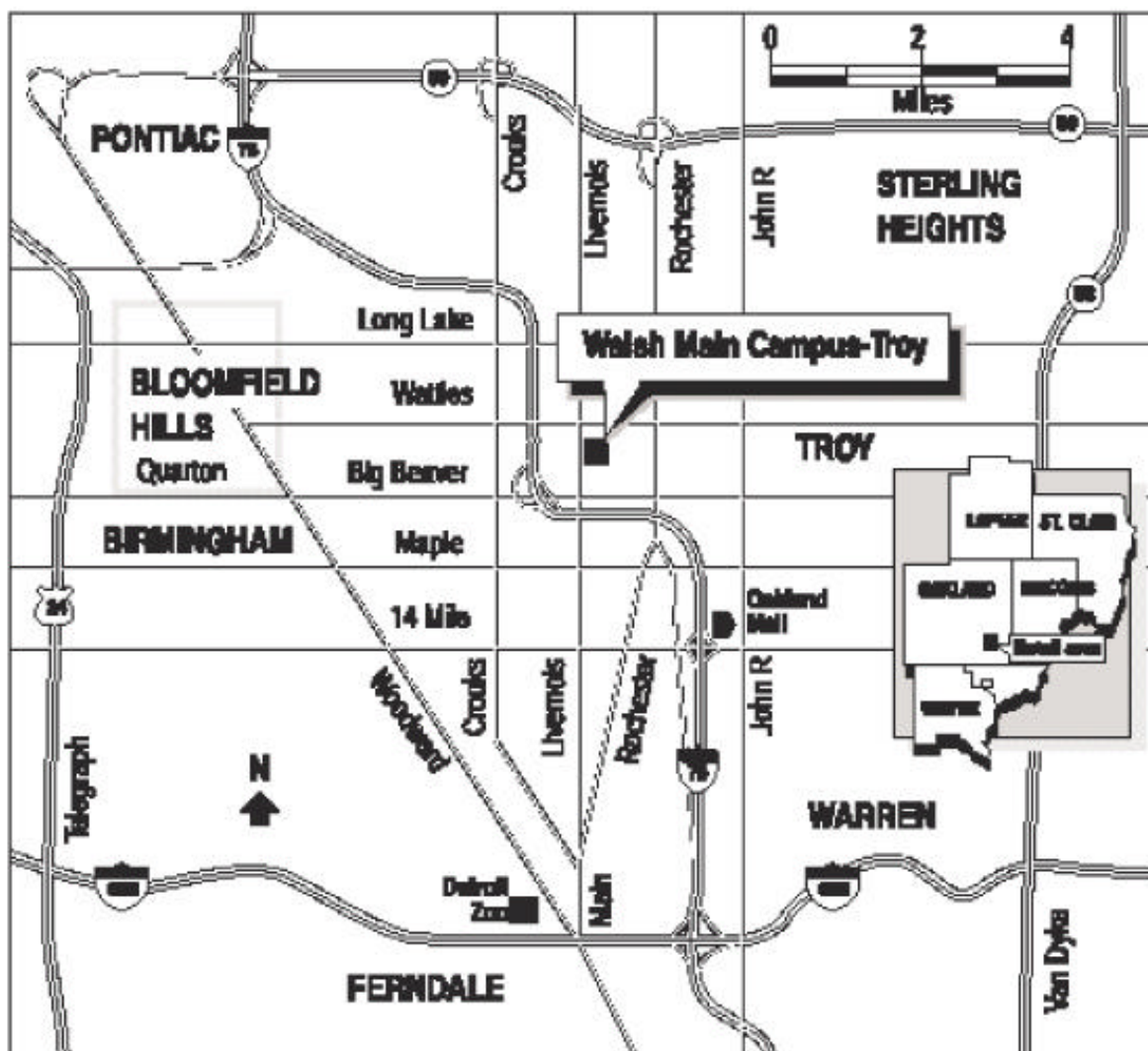
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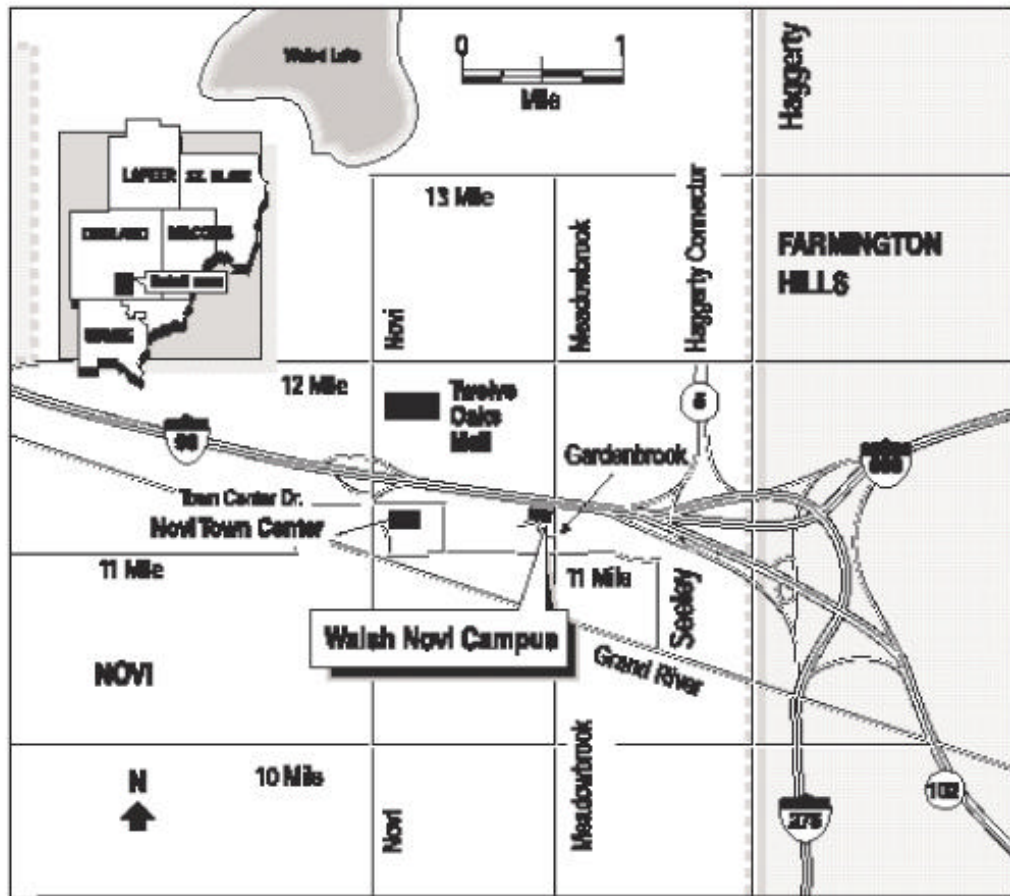
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I-696 West to North 5 (exit 1). Exit 12 Mile Road. Turn left on 12-Mile (west) to Meadowbrook Road. Make a "boulevard" left to travel south on Meadowbrook. Follow Meadowbrook to Gardenbrook Road. Turn right (west). Parking lot on right.

From the West/South:

I96 East to Novi/Walled Lake Exit. Turn right (south) to Grand River. Turn left (east) on Grand River to Meadowbrook Road. Turn left (north) on Meadowbrook to Gardenbrook. Turn left (west). Parking lot on right.



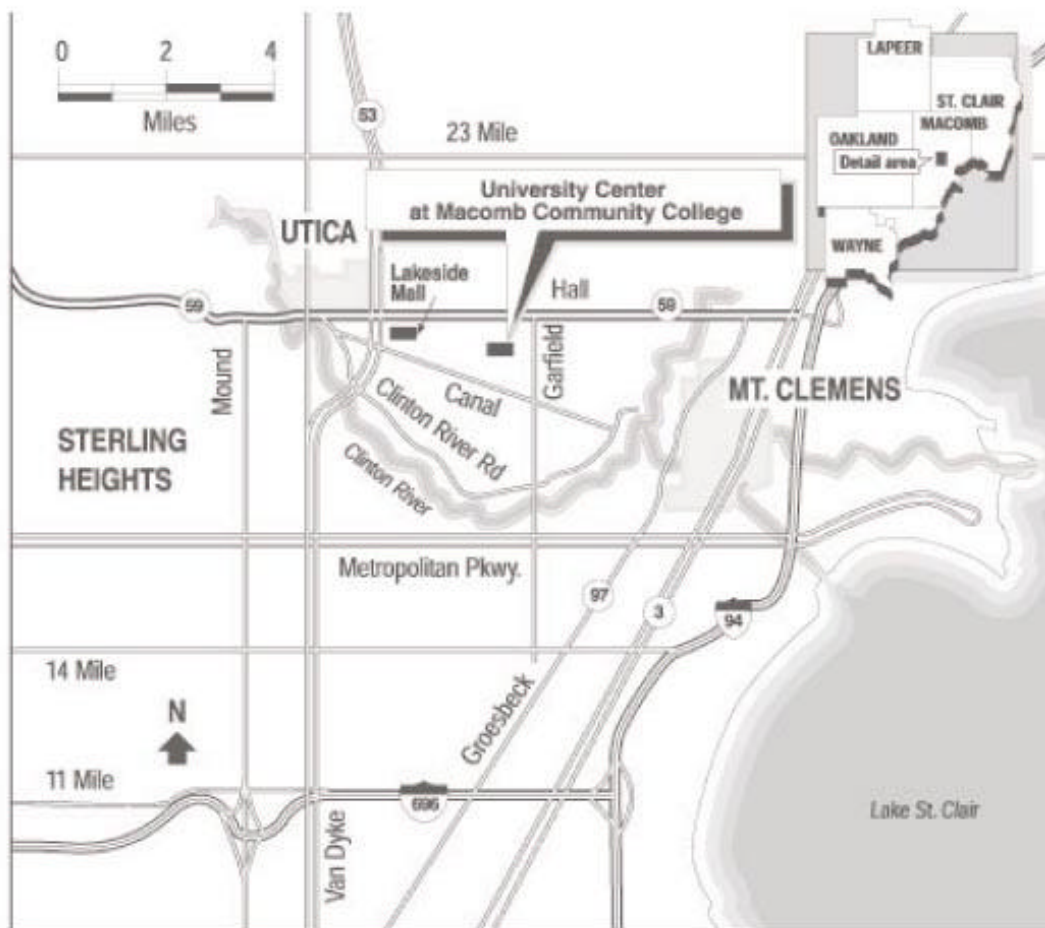
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Clinton Township, MI 48038
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Directions to the Clinton Township Campus

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Academic Calendar

14-Week Semester

11-Week Semester

Fall 2002

Priority Registration	July 22–26	July 22–26
Regular Registration	July 29–September 11	July 29–October 2
Drop/Add Period Begins	August 5	August 5
Classes Begin	September 4	September 25
Last Day to Register or Add Classes	September 11	October 2
Last Day for 100% Tuition Refund.....	September 11	October 2
Last Day to Drop Classes	September 17	October 8
Last Day for 50% Tuition Refund.....	September 17	October 8
Winter 2003 Graduation Application Deadline.....	October 1.....	October 1
Last Day to Withdraw.....	November 5	November 12
Thanksgiving Recess (No classes).....	November 27–December 1	November 27–December 1
Final Exam Week	December 9 – 14	December 9–14
Semester Ends	December 14	December 14

11-Week Semester

Winter 2003

Priority Registration		November 18–22
Regular Registration	November 25–January 10	November 25–January 10
Spring 2003 Graduation Application Deadline.....		December 1
Drop/Add Period Begins		December 9
Classes Begin		January 3
Last Day to Register or Add Classes		January 10
Last Day for 100% Tuition Refund.....		January 10
Last Day to Drop Classes		January 16
Last Day for 50% Tuition Refund.....		January 16
Last Day to Withdraw.....		February 20
Final Exam Week		March 14–20
Semester Ends		March 20

Academic Calendar

Spring 2003

Priority Registration	February 17–21
Regular Registration	February 24–April 4
Drop/Add Period Begins	March 3
Classes Begin	March 28
Summer 2003 Graduation Application Deadline	March 1
Last Day to Register or Add Classes	April 4
Last Day for 100% Tuition Refund.....	April 4
Last Day to Drop Classes	April 10
Last Day for 50% Tuition Refund.....	April 10
Spring Recess (No classes).....	April 18-20
Last Day to Withdraw.....	May 15
Memorial Day Recess (No classes).....	May 26
Final Exam Week	June 10–16
Semester Ends.....	June 16

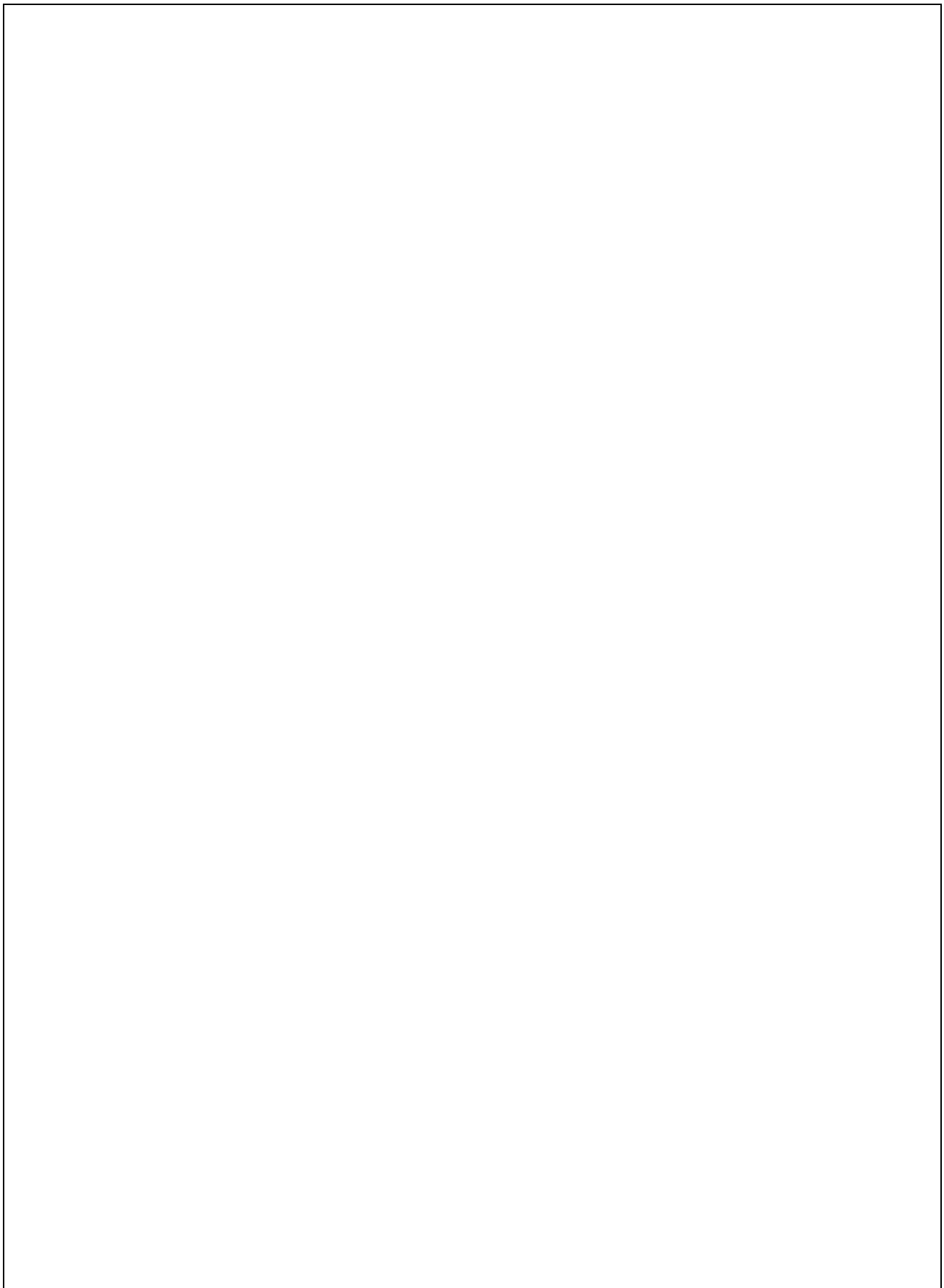
Summer 2003

Priority Registration	May 19-23
Regular Registration	May 26–July 7
Memorial Day Recess (No classes).....	May 26
Drop/Add Period Begins	May 27
Fall 2003 Graduation Application Deadline.....	June 1
Classes Begin	June 27
Independence Day Recess (No classes)	July 4-6
Last Day to Register or Add Classes	July 7
Last Day for 100% Tuition Refund.....	July 7
Last Day to Drop Classes	July 14
Last Day for 50% Tuition Refund.....	July 14
Last Day to Withdraw.....	August 14
Labor Day Recess (No Classes).....	September 1
Final Exam Week	September 9-15
Semester Ends.....	September 15

Academic Calendar

Fall 2003

Priority Registration	August 11–15
Regular Registration	August 18–October 1
Drop/Add Period Begins	August 25
Classes Begin	September 24
Winter 2004 Graduation Application Deadline.....	October 1
Last Day to Register or Add Classes	October 1
Last Day for 100% Tuition Refund.....	October 1
Last Day to Drop Classes	October 7
Last Day for 50% Tuition Refund.....	October 7
Last Day to Withdraw.....	November 11
Thanksgiving Recess (No classes).....	November 26–30
Final Exam Week	December 8–13
Semester Ends	December 13



Academic Calendar

