



NEW ENGLAND  
COLLEGE OF BUSINESS  
AND FINANCE

# New England College of Business and Finance



## ACADEMIC CATALOG 2009-2010

10 High Street, Boston, MA 02110

# New England College of Business and Finance Catalog

## TABLE OF CONTENTS

### About New England College of Business and Finance

Message from the President .....	6
History: For the Industry, by the Industry.....	7
Accreditation and Affiliations .....	8
Statement of Ownership .....	8
NECB Governance.....	9
Administrative Staff Listing.....	12
Mission and Vision Statement .....	13
Learning Goals, Objectives .....	14
Core Competencies.....	16

### Admissions Policy – General Information

Nondiscrimination .....	17
State Requirements.....	17
International Students .....	17
Policy on International Credentials .....	17
Re-Entering Students .....	18
Veteran’s Benefits .....	18
Continuing Education .....	18

### Admissions Policy – Undergraduate Programs

Admissions Policy.....	19
Undergraduate Admissions Requirements .....	19
Student Preparedness – General Education .....	19
Full- vs Part-Time Student Status– Undergraduate Programs .....	20

### Admissions Policy – Graduate Programs

Admissions Policy.....	21
Admissions Requirements .....	21
GMAT and GRE Testing .....	21
Full- vs Part-Time Student Status – Graduate Programs .....	21

### Withdrawal and Refund Policy

Dropping a Class.....	22
Withdrawal from the College.....	22
Administrative Withdrawal .....	23

### Financial Assistance & Services

Financial Options .....	24
Federal Financial Aid .....	24
Other Financing Options .....	24
Self-Payment.....	24
Tuition Reimbursement .....	24
Direct Billing Arrangements .....	25

### Financial Aid

Applying for Financial Aid.....	26
Verification .....	27
Payment Periods .....	27
Satisfactory Academic Progress and Financial Aid .....	27
Financial Aid for Classes Outside of NECB and Study Abroad .....	28
Withdrawal .....	28
Student Loan Entrance Counseling .....	29
Financial Aid Disbursement .....	29

Institutional Aid .....	29
Federal Grants .....	30
Federal Loans .....	30
Graduation .....	30
Student Loan Counseling Services .....	30
Payment Terms and Conditions .....	30
<b>Academic Affairs</b>	
Course Registration .....	31
Course Schedules .....	31
Recommended Course Load.....	31
Prerequisites for Courses.....	31
Unit of Credit.....	32
Residency Requirements.....	32
Independent Study Courses.....	32
Off Site Academic Credit Bering Courses .....	32
Course Cancellation .....	32
Class Cancellation due to Inclement Weather.....	32
Transfer of Credit to Other Schools .....	32
Transfer of Credit to NECB.....	32
Credit by Examination/Proficiency Credit .....	33
Course Waivers .....	33
Course Numbers.....	33
Course Numbering System .....	33
Grading System .....	35
Application of Grades and Credits .....	36
Petition for Incomplete Grade .....	36
Standards of Satisfactory Academic Progress .....	36
CGPA Requirements .....	37
Transfer Credits.....	37
Professional Development Certificates.....	37
Associate Degree .....	37
Bachelor Degree .....	38
Master’s Degree.....	38
Academic Credits Earned by Academic Year.....	38
Warning and Probation .....	38
Appeal.....	38
Reinstatement.....	38
<b>Graduation Policies</b>	
Graduation Requirements .....	39
Degree Programs (ASBA; BSBA; MSF; MBE) .....	39
Professional Development Certificate Program.....	39
Honors and Awards.....	39
Academic Awards.....	39
<b>Academic Policies</b>	
College Policies .....	41
Academic Honesty Policy.....	41
Add/Drop Policy.....	41
Attendance Policy .....	41
Class Cuts and Tardiness.....	41
Information Technology Resources Policy .....	42
Make-Up Policy .....	43
Personal Conduct Policy .....	43
Reasonable Accommodations Policy .....	44
Student Grievance Policy .....	44
Student Preparedness – General Education .....	44

Course Sequencing.....	44
Termination Policy .....	45
Unlawful Harassment Policy .....	45
Petition for Change of Program .....	45
Petition for Grade Change .....	45
Petition for Incomplete.....	46
<b>General Information</b>	
Facility .....	47
Hours of Operations.....	47
Class Hours .....	47
Bookstore/Textbooks.....	47
Library.....	48
Maintenance of Records .....	48
Campus Security .....	48
Drug Free Environment.....	48
Student Records Access and Release .....	49
Software Code of Ethics .....	50
<b>Student Services Information</b>	
NECB Student Characteristics.....	51
Student Orientation .....	51
Office of Student Services.....	51
Student Input .....	51
<b>Associate in Science in Business Administration (ASBA)</b>	
ASBA Program.....	52
ASBA Curriculum .....	53
<b>Bachelor of Science in Business Administration (BSBA)</b>	
BSBA Program.....	59
BSBA Curriculum .....	60
<b>Certificate Programs</b>	
Professional Development Certificates.....	72
Professional Certificates Curriculum .....	73
<b>NECB Seminar Programs.....</b>	<b>77</b>
<b>Course Descriptions – Undergraduate Programs</b>	
General Education Course Descriptions .....	78
Business Course Descriptions .....	83
<b>Graduate Degree: Masters of Science in Business Ethics &amp; Compliance</b>	
Program Description.....	91
Program Curriculum.....	92
Course Descriptions .....	94
<b>Graduate Degree: Masters of Science in Finance</b>	
Program Description.....	98
Program Curriculum.....	99
Course Descriptions .....	100
<b>Appendix</b>	
Academic Calendar – Undergraduate Programs .....	103
Academic Calendar – Graduate Programs .....	104
Holidays and Observances.....	105
Tuition and Fees .....	106
Full-Time and Adjunct Faculty Listing .....	108

## DISCLAIMER

This catalog is an official publication of New England College of Business and Finance. Course offerings, dates, tuition and fees, and other information are subject to revision and may change at any time. For up-to-date information, visit [www.necb.edu](http://www.necb.edu). It is the policy of the College to reserve the right to add, withdraw, or revise any provision or requirement described herein.

Revised: August, 2009



## ABOUT NEW ENGLAND COLLEGE OF BUSINESS AND FINANCE

### MESSAGE FROM THE PRESIDENT

Welcome to our community at New England College of Business and Finance (NECB). We are pleased that you have joined a unique academic institution that has historically served the highly specialized educational needs of the business, banking, insurance and financial services industries for 100 years.

NECB has an excellent reputation for delivering a wide variety of college degree, certificate and career development seminar offerings. We are especially proud that our students and members consistently recognize the quality of our esteemed and credentialed faculty, some of whom are long time professionals in business, banking and financial services, and have taught at NECB for over 20 years.

It is our top priority to offer you a positive learning experience. This Academic Catalog acquaints you with the programs, curriculum, student services, faculty and administration, policies, and procedures that are in place to achieve the highest level of student satisfaction. Please familiarize yourself with the contents of this catalog.

We are excited about our plans for the future and glad you have chosen to be a part of our learning community. We wish you happiness and success as you progress through your academic program with New England College of Business and Finance.

Sincerely,

*Howard E. Horton, Esq.*

Howard E. Horton, Esq.  
President  
New England College of Business and Finance



## HISTORY: FOR THE INDUSTRY BY THE INDUSTRY

New England College of Business and Finance (NECB) is a unique academic institution in that it has historically served the highly specialized educational needs of the banking and financial services industries. Since 1909 these industries recognized that even with the advent of business programs, traditional liberal arts institutions did not provide sufficiently detailed curricula to address the skills, training, and knowledge requirements of entry-level employees and middle managers in these industries. To further enhance the highly focused educational needs of banking and financial services, the college operated as a membership organization where its curricula were directly guided by its industry members.

NECB has evolved into a student-centered graduate degree granting college with an excellent reputation for delivering a high quality online programs in business, finance, forensic accounting, business ethics and compliance. Many of NECB's esteemed faculty are industry experts who have taught at NECB for over two decades. All of NECB's degree programs are offered in a robust and interactive online format.

At the undergraduate level, concentrations are offered in Accounting, Banking, Finance, Management, and Marketing. At the graduate level, students can attain a Master's degree in Finance, Business Ethics and Compliance, or Business Ethics and Compliance with a concentration in concentration in Forensic Accounting..

The College also offers a number of credit-bearing and non-credit career development seminars designed for entry level or advanced learners in the banking and financial services industry.

NECB is regionally accredited by the New England Association of Schools and Colleges. NECB is a private, four-year college.



## ACCREDITATION AND AFFILIATIONS

NECB is accredited by the New England Association of Schools and Colleges. Most recently, NEASC and the Commission on Institutions of Higher Education (CIHE) granted NECB approved to implement the following new programs:

- Bachelor of Science in Business Administration
- Master of Science in Finance
- Master of Science in Business Ethics and Compliance

New England Association of Schools and Colleges  
209 Burlington Road, Suite 201  
Bedford, MA 01730-1433

Phone: (781) 271-0022  
Fax: (781) 271-0950

The New England Association of Schools and Colleges is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

NECB is licensed by the Massachusetts Board of Higher Education. NECB is approved by the Massachusetts Commission on Higher Education to confer the following degrees:

- Associate in Science in Business Administration
- Bachelor of Science in Business Administration
- Master of Science in Finance
- .Master of Science in Business Ethics and Compliance

### STATEMENT OF OWNERSHIP

NECB in Boston is owned by:

Whitney International University System  
2200 Ross Avenue, Suite 3800  
Dallas, Texas 75201



## NECB GOVERNANCE

### BOARD OF TRUSTEES

#### Chairperson

Dr. Allen Austill  
Dean Emeritus and Former Chancellor  
New School University

#### Vice Chairperson

Michael L. Williams  
Executive Vice President  
State Street Corporation

#### Ex-officio

Howard E. Horton, Esq.  
President  
New England College of Business and Finance

#### Board Members

Deborah Nugent  
Chief Financial Officer  
Whitney International University System

Dr. Joseph Cronin  
President, Edvisors  
Former President, Bentley College

Dr. Vernon Johnson  
President  
Higher Ed Holdings

Dr. Gerald A. Heeger  
President  
American College of Education

Virginia M. Meany  
Executive Vice President  
State Street Corporation

Dr. Roderick R. Paige  
Chairman, Chartwell Education Group  
Former U.S. Secretary of Education

Dr. Robert S. Peterkin  
Professor of Educational Policy and  
Administration  
Harvard Graduate School of Education

## **BOARD OF ADVISORS**

Roger A. Haynes  
SVP, Practice Leader  
WGA Financial Risks  
William Gallagher Associates

Michael Shipman  
Vice President  
Talent Development, Human Resources  
Rockland Trust Company

Maureen Leary-Jago  
President  
MFS Service Center, Inc.

William J. Ryan  
Chairman, President & CEO  
TD Banknorth Inc.

Arnold D. Scott Chairman & CEO  
Asset Link International, LLC

Eugene C, Sheehan III  
Managing Director & Practice Leader  
Marsh USA

Jean Stearns  
Senior Vice President  
Boston Financial Data Services, Inc.

## **GRADUATE COUNCIL**

### **CHAIR**

Dr. Christopher Weir, Department Chair,  
Business and Finance

Deborah Sementa, Department Chair,  
Business Ethics and Compliance.

### **MEMBERS**

Dr. Carol L. Anderson  
VP Academic Affairs, NECB

Dr. Joseph Cronin, Board Member,  
NECB Board of Trustees

Dr. Geoffrey Mills, Business Dean  
Mercy College, New York

Dr. Christian Brocato, Department Chair,  
General Education

Dr. Leslie Hitch, Faculty Member  
Northeastern University

## **ETHICS ADVISORSY BOARD**

Scott Harshbarger, Esq.  
Senior Counsel  
Proskauer Rose w/practice  
in Corporate Governance and Regulatory  
Strategy  
Former Attorney General  
Commonwealth of Massachusetts

Dr. Tamar Frankel  
Boston University School of Law  
Author of Trust and Honesty:  
America's Business Culture at a Crossroad

James Lam  
President, James Lam & Associates  
Author of Enterprise Risk Management

Jayne K. Donahue  
Executive VP of Risk & Compliance  
State Street Bank  
Boston, MA

Frederic Chartier, MBA  
NECB Faculty

## **ACADEMIC AND STUDENT AFFAIRS COMMITTEE (ASAC)**

Richard Rowe  
Adjunct Professor, ASAC Chair, Accounting

Dr. Christian Brocato, Department Chair,  
General Education

Dr. Christopher Weir, Department Chair,  
Business and Finance

Deborah Sementa, Department Chair,  
Business Ethics and Compliance

Richard Hennessey, Adjunct Professor,  
Accounting

Sandie Owen, Adjunct Associate Professor,  
Financial Services & Investments

Kevin Shea, Adjunct Professor,  
Management

Dr. Carol L. Anderson  
VP Academic Affairs, NECB

Paula Bramante  
VP e-Learning, NECB

April Morin, Instructional Designer, NECB

## ADMINISTRATIVE STAFF LISTING

<u>Title</u>	<u>Name</u>
President	Howard E. Horton, Esq.
Assistant to the President	Kathy Cantalupa
Director of Admissions and Student Services	Mina Goldman
VP of Academic Affairs	Dr. Carol Anderson
VP of eLearning	Paula Bramante
Department Chair, General Education	Dr. Christian Brocato
Department Chair, Business and Finance	Dr. Christopher Weir
Controller	Bill McDonald
Director of Membership	Pamela DellaPorta
Registrar	Robert Wagstaff
eLearning Instructional Designer	April Morin
Assistant Dean of Student Services	Karen McConnell
Financial Aid Director	Maria Morelli
Receptionist	Peggy Allen



## MISSION AND VISION STATEMENTS

### INSTITUTIONAL MISSION STATEMENT

*The mission of the New England College of Business and Finance is to provide industry-focused, high quality education and training for students interested in careers in financial services through degree and career development programs that help them achieve success in their personal and professional lives.*

### VISION STATEMENT

“The New England College of Business and Finance will provide industry-focused, accessible, affordable, high quality education and training for students interested in careers in business and finance through career development programs that help them achieve success in their personal and professional lives.

We will provide value for our students through:

*Access:* Our programs will be available anytime, anywhere through classes or interactive online instruction. Our support systems will be tailored for non-traditional students and working adults and will be based on a specific understanding of their needs.

*Affordability:* We will establish competitive tuition structures which provide compelling value for our member institutions and for individual students. We will pursue articulation agreements with other colleges and universities to provide opportunities for our graduates to transfer all their NECB credits in furtherance of their educational goals.

*Quality:* We will continually improve the quality of our academic offerings by ensuring that faculty members have excellent academic credentials, as well as industry experience, allowing them to impart instruction that is action-oriented and immediately useful in their work environment. We will take full measure to maintain our accreditation membership in the New England Association of Schools and Colleges. We will continually assess program quality through individual course and instructor evaluation, as well as College-wide review and analysis.

*Relevance:* We will continue to develop and deliver courses and programs that are relevant to the banking and financial services industry. We will nurture existing relationships in the industry by holding regularly scheduled Advisory Board and Committee meetings and maintaining an open line of communication. We will develop new relationships by pursuing individuals within the industry to participate on advisory boards and curriculum task forces, and to work as adjunct faculty and subject matter experts.”

## LEARNING GOALS AND OBJECTIVES

New England College of Business and Finance is committed to providing adult learners with accessible and affordable undergraduate and graduate degree programs. It is our goal that program learning outcomes and curriculum align with the College's mission and that faculty are credentialed and qualified to deliver the highest quality courses.

General Education at New England College of Business and Finance is integral to the College's mission, vision, goals and objectives. NECB's undergraduate programs advance the critical, practical and necessary connections between the various disciplines in General Education and the necessities and demands of the business, banking and finance industry focus of the institution. Undergraduate programs actively guide students toward the attainment of intellectual and practical reasoning skills. To this end, NECB's associate and bachelor degree programs seek to empower students with an appreciation for commitment to life-long learning and to active participation in society.

### **Goal One**

To provide a foundation of general education through associate's and bachelor's degrees, certificates, seminars and customized training programs that build basic competency for sound decision making.

### **Objectives**

- To provide the foundation of general education to support an understanding and comprehension of concepts of college level English and mathematics.
- To deliver courses that enhance one's ability to analyze the major economic, political, social, and intellectual influences affecting the development of modern civilization.
- To provide opportunities across curriculum for learners to apply and master interpersonal, verbal and written communication skills essential to the student's daily environment.
- To promote a general understanding of and solution to environmental dilemmas and problems.

### **Goal Two**

To provide specialized bank and financial services education as well as a broader-based management education through undergraduate and graduate associate's degree concentrations, professional development seminars and customized training programs that develop specific competencies within the student's areas of expertise.

### **Objectives**

- To provide Concentration choices in areas including accounting, banking, financial, management and marketing.
- To offer high-quality curriculum taught by industry practitioners

### **Goal Three**

To provide options to additional personal and professional growth whether through New England College of Business and Finance's program or through partnership programs and articulation agreements.

### **Objective**

- To establish partnerships or articulation agreements with educational institutions whose mission statement and program offerings align with NECB's mission and program offerings.

#### **Goal Four**

To admit students whose interests, goals, and abilities are congruent with the mission of the college; and, once the students are admitted, to effectively utilize the full resources of the college to facilitate student learning and to reduce academic, cultural, linguistic, social, psychological, and financial barriers to their success.

#### **Objectives**

- To admit sufficient numbers of students who are adequately advised, academically qualified, and able to benefit from the college's academic programs.
- To provide a range of services, including financial assistance, academic advising, tutoring, and counseling that will effectively help students resolve problems that may interfere with their academic success.
- To maintain retention and cohort survival rates equal to or higher than those of comparable institutions.
- To facilitate, where applicable, the timely placement of graduates into employment positions consistent with their chosen career and level of preparation;
- To maintain placement rates that are equal to or higher than those of comparable institutions.

#### **Goal Five**

To provide an online learning experience that is academically sound and easily accessible to a diverse population.

#### **Objectives**

- To offer a variety of courses each term to ensure all students can complete programs within allotted time frames.
- To ensure curriculum is congruent between on-ground and online courses.
- To evaluate programs, courses, students and faculty to ensure learning outcomes are met.
- To ensure faculty are sufficiently qualified in their area of study and trained in Adult Learner and Online pedagogical concepts.

#### **Goal Six**

To maintain educational integrity coupled with financial stability in the management of NECB; to provide governance and administrative structures and services that assure overall institutional effectiveness, strategic planning, sound management of resources, and institutional renewal.

#### **Objectives**

- To maintain institutional financial health and renewal by closely monitoring expenditures and preparing strategic plans and budgets based on the results of assessment activities.
- To assure that administrators and staff are sufficient in number and have appropriate qualifications to effectively discharge their responsibilities; to assure that administrators and staff continue to develop in their professions.
- To maintain an active and diverse Board of Trustees that effectively carries out the governance responsibilities designated in its Bylaws.

**Core Competencies: At the completion of their undergraduate degree programs, students should be able to:**

- Demonstrate leadership and management skills
- Apply principles of organization learning in work environments
- Communicate effectively in writing and speaking
- Demonstrate information and financial literacy by analyzing and assessing business issues
- Think critically as demonstrated by analyzing and solving problems, and making sound decisions
- Apply an awareness of global business issues
- Apply ethical standards and behavior in their personal and business behavior and demonstrate corporate social responsibility
- Identify and analyze the major economic, political, social, and intellectual influences affecting the development of business and government
- Assess the implication of environmental issues to the business setting and apply solutions
- Demonstrate a comprehension of financial services fundamentals by applying them to industry-specific concentrations
- Apply the concepts of quantitative reasoning and computational skills in their professional work

**Core Competencies: At the completion of their graduate degree programs, students should be able to:**

- Lead teams in a virtual environment
- Produce professional, high quality projects both as a productive team member and individually
- Conduct empirical research to inform decisions and solve complex problems
- Write professional articles and/or research papers; develop comprehensive projects and plans
- Synthesize, analyze, and evaluate complex data as a means to produce reports and make sound business decisions
- Apply an awareness of global business issues
- Apply ethical standards and behavior in their personal and business behavior and demonstrate corporate social responsibility

## ADMISSIONS POLICY – GENERAL INFORMATION

### NON-DISCRIMINATION

The school admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law. New England College of Business Finance is committed to providing its students with a high quality, industry-focused education at a reasonable price, ensuring that everyone has access to higher education

### State Requirements

For full-time degree students attending courses on ground, the following is required:

- Provide proof of required immunizations
- Provide proof of hospitalization insurance

State law in Massachusetts requires that all full-time students in a degree program have hospitalization insurance. Full-time students have to certify/verify their hospitalization insurance or obtain coverage prior to starting classes. As such, all full-time students are required to submit a waiver to the Registrar by the 30th day after their start date. If no waiver is received, the student is automatically enrolled in the NECB health plan and charged the prevailing rate on a term-by-term basis. Once purchased, this insurance is not refundable. The school reserves the right to reject applicants if the items listed above are not successfully completed.

Candidates for admission must have earned a high school diploma or its equivalent prior to matriculation to NECB. High school seniors may apply for admission but acceptance before high school graduation is contingent upon the receipt of notification of satisfactory completion of high school requirements or GED.

### INTERNATIONAL STUDENTS

NECB is an online institution and, as such, does not participate in the Student and Exchange Visitor Program (SEVP) program.

### POLICY ON INTERNATIONAL CREDENTIALS AND FORGED/ALTERED ACADEMIC DOCUMENTS FROM INTERNATIONAL INSTITUTIONS

Because NECB follows strict policies concerning academic integrity, international students with foreign educational credentials must submit authentic foreign academic documents from all upper secondary and post-secondary educational institutions. Students with foreign educational credentials should not be accepted for admission prior to validation that their foreign educational credentials are authentic and meet admission requirements. Evidence of valid foreign educational credentials can be obtained from a NECB' approved foreign credential evaluation agency, or, in pre-approved circumstances, a written evaluation from a properly trained credential evaluator employed by a NECB institution. Any forged/altered academic documents will be retained as property of the school and not returned to the student.

## RE-ENTERING STUDENTS

A reactivation fee will be charged to all students who return to the College after one year or more of absence. All re-entering students must complete a new Application and Enrollment Agreement. Re-entry students will be charged the rate of tuition and fees in effect at the time of re-entry.

## VETERANS BENEFITS

The Massachusetts Board of Higher Education and the Connecticut DHE have approved NECB's associate's degree program for veteran's benefits. If you are a veteran (or eligible dependent) and would like information about education benefits, please contact college's Registrar for information concerning eligibility.

## CONTINUING EDUCATION

Some students prefer to take courses without formally matriculating into a degree program. Continuing Education students can indicate this on the online application. Only the parts of the application relative to Continuing Education need to be submitted to the College. Continuing Education students who are undecided about matriculating in to a degree program should speak with an advisor to ensure the courses they take will transfer into a degree program.

The Tuition and Fee section of this catalog outlines the per-course tuition. Admissions policies for continuing education courses are found in the Admission Policy section of this catalog.

## STUDENT VERIFICATION AND AUTHENTICATION

In compliance with the Higher Education Opportunity Act of 2009, NECB is required to "ensure that the student who enrolls is the one who does the work and who gets the credit." NECB takes student verification and authentication seriously. The verification and authentication process at the College includes the following:

- In the application process, a student establishes his or her authentic identity by providing the College with pertinent and confidential information as well as official transcript information from high school and/or college. The application, itself, includes a section for the student to personally certify that the information presented is correct.
- The student signs or initials a number of agreements: The application; the Student Financial Agreement; the Continuous Enrollment Agreement; the Refund Policy Agreement.
- The College Registrar assigns a unique ID and logon credentials to each student for access to the Student Portal on the College's website for access to specific and pertinent College information, student academic tutorials and access to each course for which the student has registered with the understanding that:
  - Under no circumstance may logon credentials be shared with another person;
  - Under no circumstance may a person other than the registered student participate in an online class discussion, activity, or project or any other class activity;
  - Under no circumstance may a test or exam be taken by someone other than the student.
- A 'portfolio' of assessments is integrated into each course as a means of providing ample opportunity for a faculty member to determine and oversee a student's academic prowess, style and personality. Faculty members evaluate student consistency and authenticity throughout a course through assessing online discussions, written

- assignments, quizzes, examinations and research essays or papers. Therefore, each student's academic abilities, unique style and personality are tracked and evaluated through writing, presenting, participation and testing within the online environment.
- In the event a faculty member or administrator suspects the authenticity of a registered student at any time and for any reason while a student is at NECB, that student may be required to submit proof that they are indeed the student enrolled and the one who has completed the course work. Should the student be found not to be in compliance with the College's policies for verification and authentication, then, the student may be dismissed.



## ADMISSIONS POLICY – UNDERGRADUATE PROGRAMS

### ADMISSIONS POLICY

Candidates for admission are encouraged to apply as soon as possible in order to be accepted to a specific program and starting dates. Applicants interested in matriculating into any undergraduate program, including the Associate in Science in Business Administration, the Bachelor of Science in Business Administration, or a certificate program must complete the admissions process. New students registering in a single course must also complete this one-time application process. The following is required to complete the admissions process for admission to undergraduate programs at NECB:

### UNDERGRADUATE ADMISSIONS REQUIREMENTS

- Application for Admission
- Payment of \$50 application fee (non-refundable)
- Must have graduated from high school or achieved a GED. Foreign credentials must be evaluated for US equivalency by a third-party evaluation agency.
- Official college transcripts from institutions from which you are seeking to transfer credit

**Note: All students are required to have a high school diploma or to have passed the GED in order to be admitted to NECB. NECB does not allow students to enter the college under the Ability to Benefit Criteria.**

### STUDENT PREPAREDNESS – GENERAL EDUCATION

Student success is NECB's primary concern. Strong writing, critical thinking, information literacy, and mathematic skills are fundamental program learning outcomes. Students strengthen skills in these areas throughout their academic program. However, to ensure students get off to a solid start, NECB measures student ability in Math and English upon entry into the College by administering diagnostic tests in English and Mathematics. Students who are strong in Math and English can matriculate into the ASBA or BSBA programs. Students who do not pass the placement exam(s) are placed in Fundamentals of Math and/or Fundamentals of English to ensure they build the necessary skills required to succeed in college-level course work.

- New students matriculating into the Associate Degree or Bachelor Program are required to take English and Mathematics diagnostic exams.
- Continuing education students may enroll in up to two 100 or 200 level course prior taking the English and Mathematics diagnostic exams. Continuing education students who enroll in 300 or 400 level courses may be required to take English and Mathematics diagnostic exams.
- Students who have not taken courses at NECB during the past year are considered re-entry students. Re-entry students who have not taken or passed English and/or math-related courses must take the diagnostic(s) examination(s).
- New students who have a college degree are exempt from taking diagnostics.
- Students who have 24 or more college credits are exempt from taking diagnostics.
- Students who have fewer than 24 college credits, but have passed English Composition I and/or Business Math (or related course) with a "C" or higher at another institution are exempt from taking diagnostics
- Students who do not pass the diagnostic exam will be required to take Fundamental English and/or Fundamental Basic Math.

## Full-Time vs Part-Time Student Status - Undergraduate

1 academic year = 32 weeks, 24 credit hours, (2 semesters, each 16 weeks) = 4 terms.  
Semesters for 2009 and 2010 are found below.

Full time = 12 cr. per semester

$\frac{3}{4}$  time = 9 cr. per semester

$\frac{1}{2}$  time = 6 cr. per semester

Less than  $\frac{1}{2}$  time = anything less than 6 cr.



## ADMISSIONS POLICY – GRADUATE PROGRAMS

### ADMISSIONS POLICY

Candidates for admission are encouraged to apply as soon as possible in order to be accepted to a specific program and starting dates. Applicants interested in matriculating into a graduate program, including the Master of Science in Finance, the Master of Science in Business Ethics and Compliance, or the Master's level Forensic Accounting Certificate must complete the admissions process. New students registering in a single course must also complete this one-time application process. The following is required to complete the admissions process for admission to graduate programs at NECB

### ADMISSION REQUIREMENTS

To become matriculated into the Master of Science in Business Ethics and Compliance (MBE) Program or the Master of Science in Finance Program (MSF), students will meet the admissions requirements outlined below.

- Application for Admission
- Non-refundable application fee of \$75.00.
- Bachelor's Degree from an accredited college with a preferred GPA of 2.7 or higher. Applicants with less than a 2.7 GPA may be accepted to the program with permission of the College.
- Official college transcripts showing bachelor degree was conferred.
- Essay (approximately one page) describing how the Program will help applicant achieve personal and/or professional goals.
- Foreign language students must achieve a score of 550 or better on the Test of English as a Foreign Language (TOEFL) exam, or demonstrate proficiency in English as established through SAT or the ACT tests, or other methods documenting the student's fluency in English.

The MBE or MSF Department Chair, or qualified program Administrator, will evaluate and approve applications to ensure admissions requirements have been satisfied.

### GMAT and GRE Testing

New England College of Business and Finance is focused on the adult learner. As such, we know that adults seeking an advanced degree are motivated, committed, and self-directed. We also understand that adults measure success in terms of past experience and accomplishments in work and life and not test scores. Students wishing to enter the Master Degree programs are evaluated on many levels, as described above. As such, GMAT and/or GRE test scores are **not** required as an admissions criterion.

### Full-Time vs Part-Time Student Status - Graduate

1 academic year = 40 weeks, 24 credit hours, (2 semesters, each 20 weeks) = 8 sessions

Full time = 12 cr. per semester

½ time = 6 cr. per semester



## WITHDRAWAL AND REFUND POLICY

### DROPPING A CLASS

If you decide to drop a course, **it is your responsibility** to notify the college in writing or by e-mail at [registrar@finance.edu](mailto:registrar@finance.edu). Termination becomes effective on such day that the written withdrawal is post marked or the e-mail is received. **If you fail to notify the college of your desire to drop a course(s), you will be responsible for full tuition and all applicable fees.**

The following policy applies when dropping a course(s):

- If you drop a course after registration, but prior to the commencement of the term/semester, you will be refunded any tuition and fees paid.
- Once the term starts and you wish to drop your course(s), you must do so within 3 days from the start of the term in order to receive a refund of 100% tuition.
- After the third day of the term start, you will not be eligible for a refund and 100% of tuition and all applicable fees will be due.

A grade of “W” will be assigned when written drop requests are received from the fourth day of week one through weeks two, three, and four.

A grade of “F” will be assigned when written drop requests are received in weeks five through eight.

**\*It is the students’ responsibility to ensure the computer you plan to use for your online course is compatible with our online technology prior to the start of the course.**

NOTES:

1. Application fees are non refundable.
2. e-Resources fees may be applied to a subsequent course during the current calendar year.
3. Career Training Loan students will receive a refund of all unused pre-paid tuition upon official withdrawal from the college.

**Refunds or tuition due will be determined based on the Institution’s Refund Policy.**

Contact the Registrar’s Office by:

E-mail: [registrar@finance.edu](mailto:registrar@finance.edu)

Fax at 617-951-2533, Attention: Registrar;

Telephone at 617-951-2350, Ext. 230

### WITHDRAWAL FROM THE COLLEGE

Students who wish to withdraw from the College completely must fax or mail a completed withdrawal form to the Registrar. A withdrawal form can be requested at: [registrar@necb.edu](mailto:registrar@necb.edu). Your status will be changed from “active” to “withdrawn” on the date NECB receives your fully executed withdrawal form.

Students receiving financial aid who withdraw from New England College of Business and Finance should speak with the Financial Aid department to determine how withdrawing from the College will impact their financial aid.

## ADMINISTRATIVE WITHDRAWAL FROM THE COLLEGE

Students will be administratively withdrawn from the College under the following conditions:

1. Any student who stops attending a course(s) in a given semester/term without notifying the college; and,
2. Does not post attendance by the end of the add/drop period in the course for which they are registered the following term.

Prior to administratively withdrawing a student, the College will attempt to contact that student in writing and/or by telephone to verify the student's status. The student is fully responsible for tuition, fees, or financial aid loans outstanding at the time of administrative withdrawal from the College.



# FINANCIAL ASSISTANCE AND SERVICES

## FINANCIAL OPTIONS

### Making Paying For College Easier

Sometimes paying for college can seem like quite the task. That's why it's best to be educated on all the different Financial and Educational Resources out there, like student loans, financial aid and college savings accounts.

New England College of Business (NECB) offers numerous financial options, enabling you to invest in your education and your future. NECB is committed to helping you create a financial plan that is best for you.

### Federal Financial Aid

New England College of Business and Finance has recently been approved to offer Federal Title IV Financial Aid to those who qualify. Financial aid is offered for the following programs:

- Associate in Science in Business Administration
- Bachelor of Science in Business Administration
- Master of Science in Business Ethics and Compliance
- Master of Science in Finance
- Basic Accounting Certificate
- Intermediate Accounting Certificate
- Commercial Lending I Certificate
- Forensic Accounting Certificate

For more information about financial aid at NECB, visit the [Financial Aid section](#).

### Other Financing Options

In addition to Federal Financial Aid, New England College of Business has several other options for financing your education. These options include:

#### Self-Payment Plan

The Self-Payment Plan requires that 100 percent of tuition and any applicable fees be paid prior to each course start date. You may choose to have your tuition automatically charged to your credit card. Payment may be made using cash, check, or credit card.

#### Tuition Reimbursement\*

Many employers offer tuition reimbursement as part of their employee benefit package. In fact, many of our students receive all or part of their tuition from their employer. Talk to your human resource department for more information.

If your employer has established a written reimbursement policy approved by NECB, you may qualify for tuition deferment. The Tuition Reimbursement Plan\* is available for students whose employers have a written reimbursement policy approved by New England College of Business and Finance. Only tuition will be deferred a maximum of 90 days from the each course start date. The one time Application fee (if applicable) is due at the start of your degree or certificate program.

To qualify for the tuition deferment, prior to the start of your course, you must provide a signed Tuition Reimbursement Certification & Authorization form that includes a valid credit card number (debit cards are not accepted) and your authorization to charge your card. Your credit card will automatically be charged on the 91st day after each course start date for tuition if New England College of Business and Finance has not received payment.

*\* The Tuition Reimbursement Plan is in effect for Spring Term 2 beginning April 27 and ending June 18, 2009. This plan is no longer available after June 18, 2009.*

### **Direct Billing Arrangements**

Direct billing may be available through your employer. Corporations may set up direct billing arrangements with NECB by contacting the Student Accounts Office at 617-951-2350.



## FINANCIAL AID

The Financial Aid Office administers Federal Title IV aid programs. These programs include the Federal Pell Grant Program, the Federal Stafford Loan Programs, and the Federal PLUS Loan program. Student's who are interested in applying for Federal Title IV aid programs are encouraged to contact the Financial Aid Office by phone at (617) 951-2350 ext. 222 or by email at [financialaid@necb.edu](mailto:financialaid@necb.edu) for assistance with the financial aid application process and for assistance with any questions related to financial aid and education financing options. The Financial Aid Office is open Monday through Friday from 9:00 a.m to 5:00 p.m. (Eastern).

### APPLYING FOR FINANCIAL AID

In order to apply to apply for financial aid, a student must:

1. Apply for the U.S. Department of Education PIN at <http://www.pin.ed.gov>
2. Complete the financial aid application (FAFSA) at <http://www.fafsa.ed.gov>. The federal school code for NECB is 039653.

Once the FAFSA is processed by the federal government, the student should receive a Student Aid Report (SAR). The student should review the SAR to determine if the Financial Aid Office will require additional documents. The SAR should also be reviewed to ensure the accuracy of the data submitted. The student should contact the Financial Aid Office immediately if there are any inaccuracies.

Students who intend to utilize federal financial aid programs to assist with their education expenses at NECB must complete all financial arrangements prior to registering for classes.

Students must reapply each academic year for federal financial aid programs. The Renewal FAFSA is available on January 1st . Students who intend to be enrolled and attending terms beginning after July 1st must complete and submit the Renewal FAFSA. We recommend that Renewal FAFSA's be submitted no later than April 15<sup>th</sup> to ensure all deadlines have been met.

To be considered for federal financial aid programs, a student must meet all of the following criteria:

- A. Demonstrate financial need. Financial need is the difference between the estimated cost of attendance and the calculated amount the student and family can be expected to provide based on the information provided on the FAFSA;
- B. Provide all documents required by either the Financial Aid Office and/or the Department of Education;
- C. Be enrolled in an approved degree or certificate program;
- D. Be enrolled on at least a halftime basis;
- E. Maintain satisfactory academic progress;
- F. Be a U.S. citizen or eligible noncitizen;
- G. Not owe a refund on a Federal Pell Grant or be in default on a Federal Perkins Loan (formerly NDLS), Federal Stafford Loan (formerly GSL), Federal PLUS Loan or Federal Supplemental Loan for Independent Students (SLS);
- H. Have a valid social security number;
- I. Be registered with the Selective Service, if required;
- J. Have not been convicted of an illegal drug offense.



## VERIFICATION

The Financial Aid Office is required by Federal guidelines to verify certain types of information submitted by a student on the FAFSA. Students are randomly chosen for this verification audit and, if selected, should follow the instructions on their Student Aid Report and submit the required information to the Financial Aid Office. A verification worksheet will be sent to any student selected for verification from the Financial Aid Office. When additional documents are required in order to complete verification, the student will be sent a notification from the Financial Aid Office. Students should submit the requested information in a timely manner and by the stated deadline to prevent any delays in the processing of their awards. Failure to submit the requested documents will result in cancellation of all federal financial aid programs. Students are advised to retain copies of any document submitted to the Financial Aid Office. If corrections or updates are required as a result of the verification process, award notification and receipt of federal financial aid funds may be delayed.

## PAYMENT PERIODS

Financial Aid is awarded one academic year at a time. A student's first academic year will begin on the day the student starts school.

### **Undergraduate Students:**

A payment period is defined as consisting of 2 terms (16 weeks of instruction time). There are 2 payment periods in the undergraduate academic year. For the purposes of determining aid eligibility, full time is defined as at least 12 credits per payment period,  $\frac{3}{4}$  time is defined as at least 9 credits per payment period,  $\frac{1}{2}$  time is at least 6 credits per payment period, and any number of credits under 6 is considered less than  $\frac{1}{2}$  time.

### **Graduate Students:**

A payment period is defined as consisting of 4 terms (20 weeks of instruction time). There are 2 payment periods in the graduate academic year. For the purposes of determining aid eligibility, full time is defined as at least 12 credits per payment period and  $\frac{1}{2}$  time is defined as at least 6 credits per payment period, and any number of credits under 6 is considered less than  $\frac{1}{2}$  time.

## SATISFACTORY ACADEMIC PROGRESS AND FINANCIAL AID

NECB's standards for Satisfactory Academic Progress (SAP) can be found in this catalog. For the purposes of eligibility for Financial Aid, SAP is reviewed at the end of each academic year. If a student does not meet SAP, he/she will be placed on probation for the following payment period. The student will continue to maintain financial aid eligibility and to receive financial aid funding for the probationary payment period. At the end of the probationary payment period, the student's SAP will be reviewed again and must be brought up to an appropriate level or the student's eligibility for federal financial aid programs is terminated.

If a student's financial aid eligibility is terminated due to SAP, he/she does have the right to appeal this termination. The student may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Director of Financial Aid within 10 calendar days of receiving notification of his or her loss of eligibility. The student should explain what type of circumstances contributed to his/her academic struggles and what plans the student has to eliminate these potential problems or circumstances in the future. The Director of Financial Aid may grant the student a second probationary payment period; during which he/she can continue to receive federal financial aid programs. The decision of the Director of Financial Aid is final and may not be further appealed.



Students who are ineligible for aid due to SAP may only regain eligibility if one of the following occurs:

1. By attending a subsequent term at his/her own expense and improving hours and/or CGPA to meet the required standards. Students who comply with this method, should submit to the Financial Aid Office a written request asking that their eligibility for financial aid be reinstated.
2. The student appeals and the appeal is granted, allowing the student one more probationary payment period.

Reinstatement:

A student who has been reinstated after an academic dismissal does not automatically regain eligibility for Financial Aid. Students who have been reinstated by the Vice President of Academic Affairs should contact the Director of Financial Aid to find out about the appeal process.

## FINANCIAL AID FOR CLASSES OUTSIDE OF NECB AND STUDY ABROAD

NECB federal financial aid programs are applied only to courses taken at NECB. We do not have consortium agreements with any other schools at this time.

NECB does not currently offer any study abroad programs.

## WITHDRAWAL

The official process for withdrawing from NECB is described in this catalog. Federal financial aid awards will be adjusted according to federal regulations, which stipulate that a student who withdraws retains aid in proportion to the percentage completed of the enrollment period in which he/she was enrolled. If the student withdraws during the first 60% of the payment period, a portion of his/her federal funds must be returned. The percentage of aid earned is determined by dividing the number of calendar days the student attended during the payment period by the total number of calendar days in the payment period. For example, a student who has attended 10% of her payment period will have earned 10% of her federal financial aid award. The remaining 90% of her federal financial aid award must be returned. The student and NECB will share responsibility for returning these funds. Once the student has completed more than 60% of the payment period, no adjustment to the financial aid award is necessary. State and institutional funds will be adjusted according to the regulations governing these programs.

### Example:

**Anna is an undergraduate student. Anna starts school on April 27<sup>th</sup>. Her first payment period (the first 16 weeks of instruction) is from April 27<sup>th</sup> through August 27<sup>th</sup>. Anna decides that she needs to withdraw from school on May 29<sup>th</sup>. Anna has attended 33 days in the payment period. The total number of calendar days in the payment period is 123 days.**

$$33 \text{ days attended} \div 123 \text{ days in the payment period} = 26.8\%$$

**Therefore, Anna has earned 26.8% of the aid she was awarded for the payment period. If she received only an award of \$1750 in Subsidized Stafford Loan for the period, she has earned \$469 of her Stafford Loan. \$1281 would have to be returned to the Department of Education.**

**Students are strongly encouraged to contact the Financial Aid Office and the Student Accounts Office prior to withdrawing to determine the financial impact of their withdrawal from NECB.**

Students who borrow a federal student loan program during their enrollment at NECB are required to complete the appropriate student loan exit counseling forms when they cease to be enrolled in a degree program at least half-time. Students who borrow a Federal Subsidized/Unsubsidized Stafford Loan may complete this requirement online at <https://www.dlssonline.com/borrower/CounselingSessions.do>. The student's deferment period for all federal loan programs will begin based on the student's effective date of withdrawal. Students are allowed only one 6 month grace period for each Federal Stafford Subsidized/Unsubsidized loan. Consequently, a student who withdraws and then returns to NECB or another institution may not be eligible for an additional 6 month grace period prior to the start of loan repayment.

## Student Loan Entrance Counseling

Students who choose to borrow from a federal student loan program as part of their financial aid package are required to complete the appropriate student loan entrance counseling forms prior to completing a promissory note for their student loans. Students may complete this requirement online at <https://www.dlssonline.com/borrower/EntrCounselingPage.do>.

## FINANCIAL AID DISBURSEMENT

All financial aid is applied directly to the student account for the appropriate payment period. The following conditions must be met before any federal or institutional financial aid will be disbursed:

1. the student must be meeting all financial aid eligibility criteria as outlined previously in this catalog;
2. the student's enrollment status has been determined as either full time,  $\frac{3}{4}$  time,  $\frac{1}{2}$  time, or less than  $\frac{1}{2}$  time, and all appropriate aid adjustments have been done. (This will be done mid point in the payment period.)
3. if the student is selected for verification, all documents required for verification must be submitted to the Financial Aid Office and verification must be completed. In addition, there may be requirements specific to a specific award that must be met before that award can be applied to the student account.

## INSTITUTIONAL AID

**Partner Tuition Credit:** The Partner Tuition Credit is a credit of \$100 per class given to students who are employees or family members of employees of certain partner organizations. The awarding of this credit is based on continued employment with the partner organization and a minimum course load of 18 credits per 12 month period.

**Military Service Tuition Credit:** The Military Service Tuition Credit is a credit of \$100 per class given to students who are veterans of or are currently in active service with the United States Armed Forces. This tuition credit also requires a minimum course load of 18 credits per 12 month period.

**NECB Scholarship:** The NECB Scholarship is a scholarship of \$500. In order to qualify for this scholarships students must maintain a minimum course load of 18 credits per 12 month period. The NECB Scholarship is applied to the students account over the first four terms at a rate of \$125 per term.

**CAEL Discount:** The discount for students whose employers participate in the CAEL tuition reimbursement program will be 17% per course.

## FEDERAL GRANTS

NECB participates in the Federal Pell Grant program. Specific information regarding application and eligibility for the Federal Pell Grant program may be obtained from the Financial Aid Office.

## FEDERAL LOANS

NECB participates in the Federal Direct Stafford Subsidized/Unsubsidized Loan and Federal Direct PLUS Loan programs. Specific information regarding application and eligibility for the Federal Stafford Loan and the Federal PLUS Loan programs may be obtained from the Financial Aid Office.

## GRADUATION

Students who borrow from a federal student loan program during their enrollment at NECB are required to complete the appropriate student loan exit counseling forms when they cease to be enrolled in a degree program at least half-time. Students who borrow a Federal Subsidized/Unsubsidized Stafford Loan may complete this requirement online at <https://www.dlssonline.com/borrower/CounselingSessions.do>. Student borrowers who fail to complete the required student loan exit counseling session may not receive their official diploma or an official academic transcript from NECB.

## STUDENT LOAN COUNSELING SERVICES

The Financial Aid Office staff are available to assist borrowers of all education loan programs while they attend NECB and after they leave (post-graduate and withdrawal). Additional counseling assistance is available to students in areas such as loan repayment, loan deferments, loan consolidation, and credit issues.

## PAYMENT TERMS AND CONDITIONS.

Tuition is due and payable to New England College of Business and Finance at the start of each course unless otherwise specified in an option above.

NECB audited financial statements are made available upon request. Please contact NECB Controller at 617-951-2350. **FAIRS**

## ACADEMIC AFFAIRS

### COURSE REGISTRATION

Online registration makes it easy for all students. Students register through “Student Login” found on NECB’s home page, [www.necb.edu](http://www.necb.edu). Students who apply for tuition reimbursement through their employer, in most cases, must have a company representative or manager approve all registrations. In these instances, students should contact their company representative.

### COURSE SCHEDULES

Course schedules are published online at [www.necb.edu](http://www.necb.edu) and in the Academic Catalog. The course schedule includes the courses offered during a particular. Unless otherwise specific, all courses are taught online. If a course is offered on ground, pertinent information such as location, class time, day of week is included in the schedule. Information on tuition is also included on the schedule.

### RECOMMENDED COURSE LOAD - UNDERGRADUATE

NECB undergraduate programs are offered in an online, asynchronous format and they are designed in six, eight-week terms per academic year. Though not required, it is recommended that students enrolled in the Associate’s Degree and Bachelor’s Degree program take two courses per term, or 12 courses per academic year.

### RECOMMENDED COURSE LOAD - GRADUATE

NECB graduate programs are offered in an online, asynchronous format and they are designed in eight, five-week terms per academic year. Students enrolled in an accelerated master’s program are required to take one course per five-week term, or eight courses per academic year. Students who are not in an accelerated master’s degree program and take one or more terms off are advised that progress through the program may be delayed. Graduate courses are offered on a “carousel” model. When a student takes a term off, the course he/she misses may not be offered for up to one year.

### PREREQUISITES FOR UNDERGRADUATE COURSES

Some NECB courses require or recommend that other specific courses must be completed prior to enrollment. See course descriptions in this catalog for required prerequisites.

Students who have no prior college experience are required to take math, English, and computer skills placement exams. New students are required to start the Associate or Bachelor degree program with the following four foundational courses: Business Mathematics, Information Literacy, English Composition I and Principles of Management.

### PREREQUISITES FOR GRADUATE COURSES

Individuals entering the program with an undergraduate degree in a non-business related field may be required to take up to 12 undergraduate credits. Undergraduate degree in Finance, Business Administration, Economics, Accounting, Marketing, or related field automatically waives foundation and prerequisite courses for both the Master’s of Finance and Master’s of Business Ethics and Compliance programs.

### UNIT OF CREDIT

The semester credit hour, also referred to as the credit-hour, is the unit of academic measurement used by NECB. NECB’s academic year is scheduled on a six-term calendar for undergraduate programs (ASBA and BSBA) and an eight-term calendar for graduate programs (MSF and MBE). The Academic Calendar is located toward the back of this catalog.

## RESIDENCY REQUIREMENTS

Students matriculated in an Associate's or Bachelor's degree program must complete a minimum of 25% of their degree credits from NECB. Students matriculated in a Master's degree program must complete at least twenty-four (24 credits) at NECB.

## INDEPENDENT STUDY COURSES

There are some instances where selected courses at NECB may be run as "Independent Study" courses. Independent study courses may adopt a schedule that is different from other courses, but all requirements and outcomes remain the same.

## OFF SITE ACADEMIC CREDIT BEARING COURSES

NECB may offer off-site academic credit bearing courses on the premises of some partner institutions. Courses are typically run in cohorts and attended by employees of the partner institution. A cohort is typically a minimum of ten students.

## COURSE CANCELLATION

NECB reserves the right to cancel courses in which enrollment is below an acceptable minimum. If a course is canceled, every effort will be made to contact students about the cancellation and possible course substitutions. If a student opts to substitute a different course for a cancelled course, he/she must notify their appropriate company representative of this change. The new course is held to the same withdrawal policies at the original course (s) indicated on the registration form. If no substitution can be made, the student/company will not be held responsible for tuition. If a textbook was purchased from the College's bookstore for a canceled course, it may be returned, if in perfect condition, for a full refund. If a student purchases a book from a source other than the College bookstore, the College takes no responsibility for the textbook.

## CLASS CANCELLATION DUE TO INCLEMENT WEATHER

Online courses will not be cancelled due to inclement weather. However, if a course or function is held on ground and weather conditions are unsafe, the course or event will be cancelled. The primary method of communicating changes in on-ground class schedules is via NECB's website: [www.necb.edu](http://www.necb.edu). If applicable, classes are made up by additional sessions.

## TRANSFER OF CREDIT TO OTHER SCHOOLS

New England College of Business and Finance is a regionally accredited by New England Association of Schools and Colleges (NEASC). NECB courses meet the rigor and standards of similar courses at other NEASC accredited colleges. Every college has its unique transfer of credit policy and students should contact the other institution to which they seek admissions to inquire as to that institution's policies on credit transfer.

## TRANSFER OF CREDIT TO NECB

General Education courses taken at regionally accredited colleges in the humanities, social services, mathematics and physical sciences typically transfer in to NECB, so long as the student received a grade of "C" or better. General Education courses taken ten years ago or more will be evaluated and may not transfer in. Business courses matching those offered by NECB may also be accepted as transfer credits so long as the student received a grade of "C" or better. Business courses taken five years ago or more will be evaluated and may not transfer in. Students transferring into the ASBA program may transfer up to 45 credits. Students transferring into the BSBA program may transfer up to 90 credits. A minimum of 25% of the program curriculum must be taken at NECB.

Students matriculating in to a master's degree program may transfer credit for up to two master's level courses (six credits). The respective Master's Degree Program Chair evaluates transcripts and approves

transfer of credit. Students may be required to provide course descriptions and/or course syllabi to facilitate the evaluation of credit transfer.

### **CREDIT BY EXAMINATION / PROFICIENCY CREDIT (UP TO 9 CREDITS)**

Students may transfer up to nine semester hours of credit awarded by examination, provided the examination does not duplicate previously earned academic credit. Credit is granted for successful completion of examinations given by the College Level Examination Program (CLEP) of the College Entrance Examination Board. CLEP is designed to help students translate non-traditional learning experience, such as on-the-job training or independent study, into college credit.

### **COURSE WAIVERS (UP TO 12 CREDITS)**

Under certain circumstances, students' needs and program requirements differ. In such cases, a student may apply for a course waiver to take an elective in place of the requirement. This is accomplished by contacting the Registrar's Office. The request is followed up in writing to the Vice President for Academic Affairs for approval. Once approved, the document becomes a permanent part of the student's record.

### **COURSE NUMBERS**

NECB strives to ensure the course numbers in this catalog are as complete and exact as is possible at the time of printing. In the event changes occur and courses are added or dropped a Catalog Addendum is published and posted on the NECB Website. The Catalog Addendum can be viewed at [www.necb.edu](http://www.necb.edu). NECB's term schedule outlines courses offered each term. NECB reserves the right to cancel courses for classes for which fewer than ten students have enrolled.

### **COURSE NUMBERING SYSTEM**

NECB undergraduate and undergraduate courses are identified by a three letter, three-digit code. The three letters represent the subject code indicating the area of study. The three-digits represent the course number. One hundred (100) level courses are typically for freshmen and sophomores and do not generally require a college-level prerequisite for enrollment. Two hundred (200) level courses are for freshmen and sophomores and sometimes require a 100-level prerequisite. Three and four hundred level courses are generally considered junior and sophomore courses and prerequisites may be required. Five hundred level courses are graduate-level courses and typically require a bachelor's degree as a prerequisite.



Course Descriptions	Three Letter Course Code
Arts	ART
English	ENG
Communications	COM
History	HIS
Philosophy	PHI
Political Science	POL
Psychology	PSY
Sociology	SOC
Mathematics	MAT
Environmental Science	SCI
Accounting	ACC
Economics	ECO
Business/Management/Leadership	MGM
Computer/Information Systems	INF
Finance/Financial Service/ Insurance/Mutual Funds/ Investments	FIN
Banking/Banking Studies	BNK
Marketing	MKT
Commercial Lending	LND
Masters in Finance Courses	MSF
Masters in Business Ethics and Compliance Courses	MBE



## GRADING SYSTEM

Grade reports are available to students online through the student portal at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. For example, a 4.0 credit course with a grade of B would earn 12.0 quality points [credit value of course (4) times quality point value of B (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total attempted credits.

Letter Code	Description	Included in Credits Earned	Included in Credits Attempted	Included in GPA	Points
A	A	Yes	Yes	Yes	4.0
A-	A-	Yes	Yes	Yes	3.7
B+	B+	Yes	Yes	Yes	3.3
B	B	Yes	Yes	Yes	3.0
B-	B-	Yes	Yes	Yes	2.7
C+	C+	Yes	Yes	Yes	2.3
C	C	Yes	Yes	Yes	2.0
C-	C-	Yes	Yes	Yes	1.7
D+	D+	Yes	Yes	Yes	1.3
D	D	Yes	Yes	Yes	1.0
F	F	No	Yes	Yes	0.0
AU	Audit	No	No	No	0.0
I	Incomplete	No	Yes	No	0.0
P	Pass	Yes	Yes	No	0.0
PA	Pass A (Issued with credit and without quality points)	Yes	Yes	No	0.0
PB	Pass B (Issued with credit and without quality points)	Yes	Yes	No	0.0
PC	Pass C (Issued with credit and without quality points)	Yes	Yes	No	0.0
PD	Pass D (Issued with credit and without quality points)	Yes	Yes	No	0.0
FF	Fail F (Issued with no credit and without quality points)	No	Yes	No	0.0
TC	Transfer Credit	Yes	Yes	No	0.0
W	Withdraw	No	Yes	No	0.0



## APPLICATION OF GRADES AND CREDITS

The above chart describes the impact of each grade on a student's academic progress. For calculating rate of progress (see below), grades of F (failure), W (withdrawn), and I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. A grade of W will be awarded during week two, three and four as outlined in the withdrawal policy. Withdrawal during week five will result in the student receiving an F.

The student must repeat any required course in which a grade of F or W is received. Students will only be allowed to repeat courses in which they received a D or below. In the case of a D or F, the better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. A student who repeats a course already taken at NECB will be charged at the published course rate.

TC credits are included in the maximum time in which to complete and the rate of progress calculations but are not counted in the CGPA calculation.

## PETITION FOR INCOMPLETE GRADE

If a student is unable to complete the course due to unforeseen circumstances beyond his/her control, a grade of "I" may be granted. The student must consult with the instructor about getting an incomplete grade for the course. To receive an incomplete (I), the student must submit a Petition for Incomplete Grade form. This form can be downloaded from the student portal, by the last week of the term, for an extension to complete the required course work. The student must be passing the course at the time of petition, has completed a majority of the coursework (75% or more), and a "W" grade is not a viable alternative. Incomplete grades that are not completed within one term, or eight weeks after the end of the term will be converted to an F and will affect the student's CGPA. NECB reserves the right to extend the time needed to fulfill the incomplete grade.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

All students must maintain satisfactory academic progress in order to remain enrolled at the school. Satisfactory Academic Progress (SAP) is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress toward completion of the academic program. A student's SAP is measured both quantitatively and qualitatively.

The standard for SAP is the same for all students whether or not they are receiving Federal Financial Aid.

## QUALITATIVE MEASUREMENT

### CUMULATIVE GRADE POINT AVERAGE (GPA)

Students must meet minimum CGPA requirements at specific points during their enrollment in order to be considered making satisfactory academic progress. These requirements are noted in the tables below. These will be reviewed at the end of each grading period after grades have been posted to determine if the student's CGPA is in compliance. Once a student reaches a review point, they must maintain the minimum CGPA for that level at the end of each grading period until such time as they reach the next level of review.

### *Professional Development Certificates*

	Minimum CGPA Required
0 - 9 credits	1.6
10 credits - graduation or maximum allowable credits reached	2.0

### *Associate Degree Programs*

	Minimum CGPA Required
0 - 24 credits	1.6
25 credits - graduation or maximum allowable credits reached	2.0

### *Bachelor's Degree Program*

	Minimum CGPA Required
0 - 24 credits	1.6
25 - 48 credits	2.0
49 credits - graduation or maximum allowable credits reached	2.0

### *Masters Degree Programs*

	Minimum CGPA Required
Duration of the Program	2.7

## **TRANSFER CREDITS**

Any transfer credits accepted by NECB must have a minimum CGPA of 2.0.

\*Credits earned at other institutions, which have been accepted as transfer credit by New England College of Business and Finance College, must be included when evaluating the student's academic progress.

## **PROFESSIONAL DEVELOPMENT CERTIFICATES (21 CREDITS)**

Professional Development Certificates require 21 credits to graduate. To meet the 150% rule, the program MUST be completed within 30 attempted credits.

## **ASSOCIATE DEGREE**

Associate Degree programs are 61 credits. Programs are designed to be completed by students attending full time in two (2) years or 12 eight week terms. To meet the 150% rule, the program must be completed within 90 attempted credits and/or three (3) academic years or Eighteen (18) terms.

Students attending less than full time will be required to complete the program within 90 attempted credits in order to meet the 150% rule.

## **BACHELOR DEGREE**

Bachelor programs require 121 credits and are designed to be completed in four (4) years or twenty four (24) terms. To meet the 150% rule, the programs MUST be completed within 180 attempted credits and/or six (6) academic years or thirty six (36) terms.

Students attending the program less than full time will be required to complete the program within 180 attempted credits to meet the 150% rule

## MASTERS DEGREE

Masters programs require 30 credits. The Masters programs must be completed within 45 attempted credits.

## ACADEMIC CREDITS EARNED BY ACADEMIC YEAR.

In order to maintain SAP and complete their program in the maximum allowable time, all students must successfully earn 75% of their attempted credits each academic year. Courses which have received a grade of W or I, are included as attempted credits. Repeat courses are included only if the credit for the course was not earned when taken previously. Students are evaluated at the end of each term to ensure that the ratio of the number of earned credits, when compared to the number of credits attempted, meets this required ratio.

## WARNING AND PROBATION

- Students will be placed on Warning the first term in which the CGPA or the rate of progress falls below the values specified in the tables above. At the end of the next term, the student will be removed from Warning and returned to regular status if they meet or exceed the minimum standards.
- Students who are not making SAP at the end of their academic year will be placed on probation for the following two terms.
- Students on Probation will be evaluated again at the end of their probationary terms. A student who raises their CGPA and rate of progress at or above the minimums will be removed from Probation and returned to regular status.

Students who fail to reestablish SAP after their first probationary terms, may be academically dismissed. If at any point it can be determined that it is mathematically impossible for the student to meet the minimum requirements, the student will be advised and may be dismissed from the class. The institution also reserves the right to place a student on or remove them from academic monitoring based on their academic performance, notwithstanding these published standards.

Notification of academic dismissal will be in writing. The Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. As a dismissed student, a tuition refund may be due in accordance with the institution's stated refund policy.

Students on Probation must participate in academic advising as deemed necessary by the institution as a condition of their academic monitoring. Students who fail to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

## APPEAL

A student who has been academically dismissed may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Vice President for Academic Affairs within 10 calendar days of receiving notification of his/her dismissal. The student should explain what type of circumstances contributed to the academic problem and what plans the student has to eliminate those potential problems in the future. The decision of the Vice President for Academic Affairs is final and may not be further appealed.

## REINSTATEMENT

A student who has been academically dismissed may apply for reinstatement to the institution by submitting a written request to the Vice President for Academic Affairs. The request should be in the form of a letter explaining the reasons why the student should be readmitted. A student may be required to wait at least one term before they are eligible for reinstatement. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students who are readmitted will sign a new Application, and will be charged tuition and fees consistent with the existing published rate.

## GRADUATION

### GRADUATION REQUIREMENTS

In order to graduate from New England College of Business and Finance, a student must meet the following requirements:

- earn a minimum of a 2.0 CGPA,
- successfully complete all program requirements, and
- be current on all financial obligations

Commencement exercises are held in June of each year. Any student who has met the requirements to complete their program during the academic year is eligible to participate in the graduation ceremony by Petitioning to Graduate and submitting the fee

### GRADUATION

#### DEGREE PROGRAMS (ASBA; BSBA; MSF; MBE)

A \$50 petition to graduate fee is charged. Petitions to graduate forms can be down loaded from the student portal. Any petitions received after the date indicated on the Petition Announcement will be subject to a late fee. A cap and gown fee is also charged. This rate is published in the Petition of Graduation Announcement each year. Diplomas are mailed after graduation, once the registrar clears the students' academic and financial records.

#### PROFESSIONAL DEVELOPMENT CERTIFICATE PROGRAM

Students completing Professional Development Certificates must submit a Certificate of Completion form. This form can be down-loaded from the Student Portal. A \$50 fee is required to process certificates, which are mailed out of the Registrar's office in January, April, June and October. Certificate students who wish to participate in the June graduation ceremony may do so by indicating such on their Certificate Completion form. A cap and gown fee is also charged.

#### HONORS AND AWARDS

Students who have achieved the highest grade point average in their class will be graduated with the following honors:

- 3.85 GPA Summa Cum Laude
- 3.75 GPA Magna Cum Laude
- 3.6 0 GPA Cum Laude

#### ACADEMIC AWARDS

Awards are given annually to outstanding graduates, faculty members, and to a person who has made an outstanding contribution to New England College of Business and Finance.

1. **NECB Academic Excellence Awards**

Presented annually to the graduating student of the Associate's Degree program who maintained the highest grade point average among all associate's degree recipients.



## 2. **NECB Outstanding Faculty Award**

Presented annually to a member of New England College of Business and Finance faculty for one or more of the following:

- Innovate contribution to curriculum or teaching methods
- Outstanding teaching skills
- Personal growth and development as an instructor
- Extraordinary time and effort devoted to academic area activities
- Student development and assistance outside of the classroom

The recipient must be in active status and have at least two years of continuous teaching service at NECB (teaching two terms per year satisfies this requirement). Written nominations/recommendations for this award are solicited annually from the financial services community: students, graduates, governance, administrators, and others.

### **NECB Outstanding Faculty Award Recipients**

1983-Dorothy A. Susco	1997- Stephen J. Craven
1984-Robert B. Caira	1998-Christopher M. Kovalsky
1985-George M. Rollison	1999-Warren W. Chase, Jr.
1986-Joseph L. Hachey, Jr.	2000-Kathleen L. Mitchell
1987-Richard L. Rowe, Jr.	2001-Lynn C. Fitzgerald
1988-Christopher Cross	2002-Ann M. McGill
1989-Paul F. Mollica	2003-Keven M. Shea
1990-M. Robert Rose	2004-Charles L. Ringleben
1991-Stephen I. Sall	2005-Frederic Chartier
1992-Anne M. McGann	2006-Leonard Antcil
1993-Lloyd L. Hamm, Jr.	2007-Deborah D'Alessandro
1994-Daniel A. Hurley	2008-Kevin Shea
1995-Sandra L. Owen	2009-Richard L. Rowe, Jr.
1996-Richard T. Frederics	



## ACADEMIC POLICIES

### COLLEGE POLICIES

Students are expected to be familiar with the information presented in this academic catalog, in any supplements and addenda to the catalog, and with all college policies. By enrolling in NECB, students agree to accept and abide by the terms stated in this catalog and all college policies.

### ACADEMIC HONESTY POLICY

The standards of academic integrity that we expect our students to uphold are uncompromising. Violations of academic integrity include cheating and plagiarism. Cheating is defined as knowingly using unauthorized assistance on examinations, skills tests, and so forth. Academic honest is described in more detail in the Student Handbook.

Plagiarism is defined as taking ideas, writings, and so forth, from another and offering them as one's own. If a student fails to credit the original author with ideas or statements and puts them directly into his/her own writing or speech, this gives the false impression that he/she originated them. Plagiarism is another form of cheating. Infractions of these academic policies will result in disciplinary action up to and including dismissal.

### ADD/DROP POLICY

Students may add or drop classes during the first three days of the term for online courses and the first seven days of the term for on-ground courses. Please refer to the current Withdrawal and Refund Policy on the NECB registration form and/or in this catalog to determine tuition payable if a class is dropped and not replaced with another class. All changes to your schedule after the start of the term must be made in writing. Faxes and e-mails will be accepted. NECB cannot accept changes over the phone.

### ATTENDANCE POLICY

To benefit fully from a NECB program, a student is expected to attend class on a consistent basis. Excessive consecutive or cumulative absences may result in automatic withdrawal from the course(s) in which the absences occur. The effect of absences on grades varies from instructor to instructor. Two absences can result in administrative withdrawal from a course.

### CLASS CUTS AND TARDINESS

In the online environment, students have great flexibility. However, students are expected to participate on a regular basis as outlined in the course syllabus. Students who do not participate over the course of a week are marked absent. Students should notify their instructor if they cannot participate in the course for any reason. Make up assignments are determined between the student and the instructor. See the section on "Petition for Incomplete" in this catalog for policies on requesting an incomplete in a course.

Class cuts in on-ground courses are not permitted. Students are expected to arrive to class on time and stay until released by the instructor. Make up assignments are determined between the student and the instructor. See the section on "Petition for Incomplete" in this catalog for policies on requesting an incomplete in a course.

## INFORMATION TECHNOLOGY RESOURCES POLICY

New England College of Business and Finance provides information technology resources to a number of faculty, staff, and students. As members of the New England College of Business and Finance community, and in accordance with the Acceptable Use of Information Technology Resources Policy, all users have the responsibility to use information technology resources in an effective, efficient, ethical, and legal manner. Ethical and legal standards that apply to information technology resources derive directly from standards of common sense and common courtesy that apply to the use of any shared resource.

New England College of Business and Finance's information technology resources are intended to support New England College of Business and Finance educational programs. All members of the New England College of Business and Finance community who use information technology (i.e. computing and network) resources are responsible for the integrity of those resources. New England College of Business and Finance information technology resources are to be used in a manner that is consistent with the instructional, research, and administrative objectives of New England College of Business and Finance, including use for study, instruction, research, the discharge of official New England College of Business and Finance business, and other New England College of Business and Finance sanctioned activities. Any use of New England College of Business and Finance information technology resources that is inconsistent with these purposes is considered inappropriate use and may jeopardize further authorization for use and may result in termination of access, disciplinary review, expulsion, or other disciplinary action. Use of information technology resources is limited to members of the New England College of Business and Finance community. Users of these resources are expected to act responsibly to maintain the integrity of the College information technology resources.

In no event shall New England College of Business and Finance be liable for any damages, whether direct, indirect, special or consequential, arising out of the use of information technology resources (i.e., the Internet, campus servers, etc.), accuracy or correctness of databases or information contained therein or related, directly or indirectly, to any failure or delay of access to information technology resources. Use of any information obtained via the Internet is at the users own risk. New England College of Business and Finance reserves the right to remove user access to information technology resources to prevent further unauthorized activity as specified in this document.

It is the objective of New England College of Business and Finance to maintain access for its community to local, national and international sources of information and to provide an atmosphere that encourages legal/ethical access to knowledge and sharing of information. Further, it is the policy of New England College of Business and Finance that information technology resources will be used by members of its community in accordance with policy and regulations established by New England College of Business and Finance, and applicable laws. In accordance with the above policies, New England College of Business and Finance works to create an intellectual environment in which students, staff, and faculty may feel free to create and to collaborate with colleagues both at New England College of Business and Finance and at other institutions, without fear that the products of their intellectual efforts will be violated by misrepresentation, tampering, destruction and/or theft. Access to the information technology resource infrastructure both within New England College of Business and Finance and beyond the campuses, sharing of information, and security of the intellectual products of New England College of Business and Finance, all require that each and every user accept responsibility to protect the rights of the community.

New England College of Business and Finance information technology resources must not be used to produce, view, store, replicate, or transmit harassing, obscene, or offensive materials. This includes, but is not limited to, material from the Internet, screen savers, etc. In addition, printed copies of such material, including those from magazines, are not permitted in the school. (See also the section in this handbook, Student Rights and Responsibilities – Offensive Materials.)

No student should bring open or closed food/liquid into the computer labs/rooms - users can be held responsible for repairs/replacement of computer and other lab equipment in the event of damage. Avoiding spills also assists the campus in ensuring that personal injuries to students and staff do not occur.

All information technology (IT) resources are shared and cannot be guaranteed to always be available (i.e., resources can break down or require upgrading, electricity can be out, equipment may otherwise be unavailable, or supplies may be temporarily depleted). User stored data on the network can be unavailable or not retrievable. Students are responsible for backing up their data to media such as memory stick, CD, ZIP, or floppy disk, or other future storage media the College may offer and support. Students may also be requested to log out or relinquish resources to allow other students use of the resources (i.e., after a fair amount of lab use time based on lab load and available resources).

Do not view anyone else's data (files, e-mails, etc...) without the creator/owners explicit consent. Presume such data is private and confidential.

Note: As a user of New England College of Business and Finance provided resources, New England College of Business and Finance reserves the right to view/investigate your data.

Be sensitive to the inherent limitations of shared network resources. No computer security system can absolutely prevent a determined person from accessing stored information that they are not authorized to access.

## **MAKE-UP POLICY**

Students are required to make up all assignments and class work missed as a result of absence before the end of the term. Make-up work is at the discretion of the professor. Arrangements to take any test missed because of an absence must be made with the professor and in accordance with the professor's make-up policy.

## **PERSONAL CONDUCT POLICY**

Given the online nature of the College, most students do not spend time on campus. Professional conduct, however, is always expected in the online environment just as it would be on ground. Each student must conduct himself or herself in accordance with the school's rules, regulations, policies and procedures. Any student who engages on or off New England College of Business and Finance's premises in any of the following types of misconduct will be subject to discipline by New England College of Business and Finance, which may include, without limitation, the suspension and/or termination from one or more courses the student is taking or the student's entire program of study at New England College of Business and Finance and the referral to the proper authorities. Refer to the Student Handbook for details of this policy.

- a. Physical or verbal abuse, intimidation or harassment of another person or group of persons, including any harassment based on race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status.
- b. Deliberate or careless endangerment, tampering with safety alarms or equipment, violation of safety regulations, failure to render reasonable cooperation in any emergency, possession or use on school premises or at organized school activities of any firearm, knives (excepting non-spring pocket knives), other weapon, explosive or fireworks.
- c. Obstruction or disruption of any regular school activities.
- d. Dishonesty.
- e. Obscene, indecent or inconsiderate behavior, insubordinate behavior towards any faculty member or school official, exposure of others to offensive conditions, disregard for the privacy of self or others.
- f. Theft, abuse or unauthorized use of school property, the personal property of others or public property.
- g. Illegal use, distribution or possession of stimulants, intoxicants or drugs.
- h. Use, distribution or possession of alcoholic beverages on school premises or at organized school activities or events.
- i. Gambling on school premises or at organized school events.

- j. Failure to comply with the lawful direction of any school official, staff member or student employee who is acting in performance of duties of position or is explicitly assuming responsibility on behalf of the school in the absence of a particular official.
- k. Intentional or careless destruction, damage or defacement of any school property.
- l. Failure to behave in a manner that reflects favorably upon the student's association with the school.
- m. Falsification of any information on his or her Application, Enrollment Agreement or any other documentation that the student provides to the school, including, without limitation, his or her educational status.
- n. Failure to strictly adhere to any term, provision, requirement, policy or procedure stated in this Catalog, the student's Application, Financial Service Agreement, Registration Form, or Student Handbook.
- o. Failure to exhibit good citizenship and respect for the community and other persons.
- p. Hazing.
- q. Incitement of others to commit any of the acts prohibited above, involvement as an accessory to any of the prohibited acts by providing assistance or encouragement to others engaged in such acts, or by failure to separate oneself clearly from a group in which others are so engaged.

## **REASONABLE ACCOMMODATIONS POLICY – INDIVIDUALS WITH DISABILITIES**

NECB does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by NECB. To request an auxiliary aid or service please contact the VP for Academic Affairs at NECB, 10 High Street, Boston, MA 02110

Individuals requesting an auxiliary aid or service will need to complete an Application for Auxiliary Aid. To enable NECB to timely provide an auxiliary aid or service, NECB requests that individuals complete and submit the Application for Auxiliary Aid six weeks before the first day of classes, or as soon as practicable. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy may be raised pursuant to NECB's grievance procedures.

## **STUDENT GRIEVANCE POLICY**

A student who has a grievance must first see the appropriate faculty or staff member with whom the complaint lies. If a viable solution is not reached on the part of the student and faculty or staff member, the student may seek the aid of the Department Chair or the Vice President for Academic Affairs. The student has ten days to file a complaint in writing with the Vice President for Academic Affairs if prior recourse has not been to the student's satisfaction. A special meeting of an ad hoc student grievance committee may be called. The group will reach a consensus after the grievance has been heard. The decision rendered by the committee will be final.

## **STUDENT PREPAREDNESS – GENERAL EDUCATION**

Student success is NECB's primary concern. Strong writing, critical thinking, and mathematic skills are fundamental to student success. NECB measures student ability in these areas upon entry into the College by administering diagnostic tests in English and Mathematics. Student may be required to take Fundamental English or Fundamental Math prior to enrolling in college-level courses.

## **COURSE SEQUENCING**

NECB's programs are designed on a carousel model meaning that students can start at any point in the degree program. This model provides flexibility for those students who cannot necessarily commit to taking a series of courses in a sequential order. New students are required to take four basic foundational courses to establish core skills and a solid learning foundation: English Composition, Information Literacy, Business Mathematics, and Principles of Management. Students, who are guided each term by an academic advisor, can then take courses as they are offered each term.



## TERMINATION POLICY

NECB reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay college fees and/or tuition by applicable deadlines, disruptive behavior (either in the online environment or in an on ground setting), posing a danger to the health or welfare of students or other members of the NECB community, or failure to comply with the policies and procedures of NECB, failure to notify the college of absenteeism in excess of 21 days. Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal from the school.

Any student who is terminated from his or her program of study at New England College of Business and Finance for violating this Personal Conduct section may petition the Vice President for Academic Affairs, in writing, for readmission into a program of study, but not before the next term that the course(s) that the student would take upon reentry into the program of study is (are) offered by New England College of Business and Finance. The determination of whether to readmit the student will be based on the student's written petition will be made by New England College of Business and Finance and will be final and binding on the student.

## UNLAWFUL HARASSMENT POLICY

NECB is committed to the policy that all members of the college's eLearning community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school's community. Should a student feel that he/she has been sexually harassed; the student should immediately inform the President and/or the VP of Academic Affairs.

Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances.

All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful sexual harassment will not be tolerated.

## POLICY: PETITION FOR CHANGE OF PROGRAM

A student may transfer into a different concentration or program version under the following conditions:

- Student has discussed the transfer with his/her academic advisor.
- Student has submitted Petition for Change of Program a minimum of two weeks prior to the start of the next term and has received notification of approval prior to registering for courses under the new concentration.
- Student has reviewed the curriculum worksheet for the new concentration and understands which courses from his/her current program of study will transfer into the new program or concentration.
- Student is in good academic standing with a CGPA of 2.0 or higher.
- Student is in good financial standing with New England College of Business and Finance

## PETITION FOR GRADE CHANGE

A grade may be changed under the following conditions:

- Student has received a grade of "I" and completed all coursework in the time frame agreed upon with the instructor.
- Student has disputed a grade and which resulted in the need to change a grade.
- The instructor made an error in posting the grade.
- Student has consulted with the instructor about getting the grade changed for the course.

### Time Limit

The allotted time to change a course grade is one academic term, or eight weeks. Students with extenuating circumstances may submit a written request to the instructor requesting an extension on the time limit.

### Grade Change and Petition for Incomplete

A "Petition for Incomplete" must be filed in order to receive an incomplete in a course (refer to Policy for Incomplete). Once the coursework is completed, a "Petition for Grade Change" must be approved before the "I" grade can be changed to another grade, including the "default" grade. Failure to file such a Petition within eight weeks following the semester in which the "I" grade is assigned will result in **an automatic assignment of an "F" grade** to the course. No grade changes are allowed after the student has graduated.

### POLICY: PETITION FOR INCOMPLETE

A grade of "I" may be granted under the following conditions:

- Student has completed the majority of the coursework (typically 75% or more), and a "W" grade is not a viable alternative.
- Student is unable to complete the course due to unforeseen circumstances beyond his/her control.
- Student is doing passing work at the time the Petition is filed and it is possible for him/her to earn credit if course requirements are completed within the time allowed.
- Student has consulted with the instructor about getting an incomplete grade for the course.G81

## GENERAL INFORMATION

### FACILITY

Boston is regarded as one of the nation's most historic cities. New England College of Business and Finance has grown with Boston for nearly a century. NECB is conveniently located on the second floor at 10 High Street, which is two blocks from South Station and in close proximity to the Orange and Red Lines. Classes are held at this location as outlined in the Term Schedule ([www.necb.edu](http://www.necb.edu)).

Boston is home to some of the finest dining in the country and many excellent eateries are within minutes from NECB. The Financial District, Government Center, Faneuil Hall and Quincy Market, the Museum of Art, Fenway Park and the Theater District are only a few of Boston's historic attractions, all easily accessible from NECB. In Connecticut, NECB is located in the Bank of America located at 211 New London Turnpike, Glastonbury, CT 06033

### HOURS OF OPERATION

The administration office at the College is open Monday through Friday from 8:00 a.m. to 5:00 p.m.

### CLASS HOURS – ON GROUND

As an online college, most of NECB's courses are held online. In the event a course is held on ground, classes are usually scheduled on a weekday, Monday through Thursday, between 5:30 pm and 10:30 pm. Weekend classes are posted in the term schedule if scheduled.

### CLASS HOURS – ON LINE

Students in NECB *Online* undergraduate courses should expect to spend approximately 6-9 hours per week doing both online coursework and offline homework. At the graduate level, students should expect to spend approximately 15 hours per week. This includes time online reading lectures, participating in discussion thread activities, completing assessments and other activities. It also includes hours spent offline writing papers, studying, reading texts, etc. While online courses can be accessed asynchronously (anytime 24 hours a day) each course has specific assignment deadlines each week which must be met. Deadlines for each course can be found in the syllabus and the assignments area of each Unit.

### BOOKSTORE/TEXTBOOKS

Course learning materials take the form of traditional textbooks, eBooks, iChapters, Case Studies, and resources available online through NECB's library services. For those courses that require traditional textbooks, students can easily order their books easily and quickly through NECB's virtual bookstore. NECB's virtual bookstore is accessible by phone, fax, mail and the Internet:

Phone: 1-800-876-4636

Fax: 1-585-254-0152

Mail: NECB Bookstore, 844 Dewey Avenue, Rochester, NY 14613

Internet: [www.NECBbookstore.com](http://www.NECBbookstore.com)

Email: [orders@NECBbookstore.com](mailto:orders@NECBbookstore.com)

To ensure that students obtain correct materials and texts required for their courses, NECB students should use NECB's virtual bookstore or obtain ISBN number and use those to purchase all books and materials. Through NECB's virtual bookstore, students are often also able to purchase used books and to sell their books back to the store. Check [www.NECBbookstore.com](http://www.NECBbookstore.com) for more details. For companies that pay for students' textbooks, NECB will invoice companies directly, and ship books and materials to students. Contact [advisor@finance.edu](mailto:advisor@finance.edu) for details.

Students will be notified prior to the course in instances where e-books, iChapters, or non-traditional learning materials are required.

## LIBRARY

New England College of Business and Finance offers students a variety of local library services as well as a robust online library portal. Undergraduate students are required to take an Information Literacy skills course. Through this course they are exposed to the College's library services. Library usage is not a passive but rather a proactive protocol and therefore research assignments are integrated in the majority of courses at both the undergraduate and graduate level.

NECB has established a relationship with the **Boston Public Library's (BPL) and the Kirstein Business Library**, which is a part of the BPL. Through the BPL, students have access to robust print and electronic resources, as well as research help from specialized business reference staff. The Boston Public Library has granted NECB students access to their many online databases through the **BPL eCard**.

Students who prefer to access library services online are able to do so through the **NECB Online Library Portal**. Students can easily access this library portal from within their online course by clicking on the Library section. Or, from the MyNECB Student Portal just click on the word Links, then Links again on the left navigation bar and then select NECB Online Library.

The Online Library Portal provides students with **online tutorials** such as Libraries 101, Business Research, the Internet, Research Papers, Citations, and the Writing Center. Through a federated search functionality, students can access the Proquest series of databases (ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Banking Information and National Newspaper Abstracts), as well as the other databases offered through the online library portal.

## MAINTENANCE OF RECORDS

NECB maintains student records in compliance with state and federal regulations. In addition, placement data on students who complete the program indicating the employer, date of hire, job title, and starting salary attested to by the student or verified by the employer is kept on file. Academic transcripts are maintained permanently.

## CAMPUS SECURITY

New England College of Business and Finance attempts to provide every student and employee with a safe and secure environment in which to learn and work. The following policies and procedures apply to the main campus located at 10 High Street, Boston, MA.

Facilities are open during posted hours and are secured during times the college is closed. Full-time security guards are employed by the Rice Building owners. The guard station is located on the first floor of the building. Guards are on duty 24/7.

New England College of Business and Finance reminds students and employees that they are ultimately responsible for their own actions regarding their safety and welfare and reminds and encourages students and employees to practice common sense when using school facilities and equipment.

## DRUG-FREE ENVIRONMENT

As a matter of policy, NECB prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any school activity. Further information on the school's policies can be found in the Student Handbook. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities.



Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment will be subject to successful completion of any prescribed counseling or treatment program.

## **STUDENT RECORDS ACCESS AND RELEASE**

NECB has established a policy for the release of and access to records containing information about a student.

1. Each student enrolled at NECB shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information. Students are not entitled to inspect and review financial records of their parents. Parental access to a student's records will be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.
2. A student's education records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, and advising, and determining financial aid eligibility.
3. Students may request a review of their education records by submitting a written request to the Vice President for Academic Affairs. The review will be allowed during regular school hours under appropriate supervision. Students may also obtain copies of their education records for a nominal charge.
4. Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Registrar, with the reason for the requested change stated fully. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or staff member involved will review the request, if necessary meet with the student, and then determine whether to retain, change, or delete the disputed data. If a student requests a further review, the Vice President for Academic Affairs will conduct a hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the President's decision, which will be the final decision of the school. Copies of student challenges and any written explanations regarding the contents of the student's record will be retained as part of the student's permanent record.
5. Directory information is information on a student that the school may release to third parties without the consent of the student. NECB has defined directory information as the student's name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, and credential awarded. If a student does not want some or all of his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Registrar within 10 days after the date of the student's initial enrollment or by such later date as the institution may specify.
6. The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.
7. A student who believes that NECB has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education.



## SOFTWARE CODE OF ETHICS

Unauthorized duplication of copyrighted computer software violates the law and is contrary to New England College of Business and Finance's standards of conduct. We disapprove of such copying and recognize the following principles as a basis for preventing its occurrence:

- We will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances.
- We will only use legally acquired software on our computers.
- We will comply with all license or purchase terms regulating the use of any software we acquire or use.
- We will enforce strong internal controls to prevent the making or using of unauthorized software copies, including effective measures to verify compliance with these standards and appropriate disciplinary measures for violation of these standards.

## STUDENT SERVICES INFORMATION

### NECB STUDENT CHARACTERISTICS

NECB achieves its mission by providing *industry-focused, high quality education and training for students interested in careers in financial services through degree and career development programs that help them achieve success in their personal and professional lives.*

NECB students average between 30-34 years of age; approximately 55% of whom are female. They are typically working adults who balance work, families, and school. NECB students fall into two categories: those entering the financial services industry and those wishing to advance their careers within the financial services industry. Approximately two-thirds of NECB's student body is matriculated into an undergraduate or graduate degree program or a Professional Development Certificate program. Those who do not matriculate take single courses to brush up on skills and to remain current in industry trends.

NECB students enroll primarily in online courses. From time-to-time an on ground course is scheduled at the 10 High Street, Boston, MA location to accommodate an independent study or take a cohort of students through a particular course. In 2008, students completed approximately 1000 undergraduate degree or certificate courses through NECB. NECB implemented its master degree programs in January, 2009. By June, students had completed 137 masters level courses.

### STUDENT ORIENTATION

Prior to beginning classes at NECB, newly matriculated students speak with a student advisor who welcomes and orients them to the College. A New Students Orientation Webinar is held and students are acquainted with the online technology, policies and procedures, and information regarding library services as part of new student orientation.

### OFFICE OF STUDENT SERVICES

Students seek help and advice during their education for many reasons. At NECB, the student comes first. Every effort is made to develop a relationship with the student body so individuals feel comfortable in requesting and receiving assistance.

NECB's Office of Student Services is located at 10 High Street, Suite 204, Boston, MA. The Director of Admissions and Student Services oversees this department. Services include:

- Academic advising
- Tutoring
- Career advising
- Resume writing, job interview guidance and presentation skills workshops
- Guidance for those who wish to transfer to other institutions of Higher Education
- Referrals to outside agencies may also be provided as needed

### STUDENT INPUT

At the end of each term, students are invited to participate in the evaluation and improvement of the institution through confidential written course evaluations. In this way, students can provide both the staff and faculty with valuable insights into the curricula and instruction. Moreover, students are encouraged to present suggestions regarding instruction at any time to the administration. Also, the staff maintains an open door policy for students who would like to speak to someone regarding their educational experience.

Students may also be invited to participate in a variety of surveys, focus groups or one-on-one interviews during the course of their undergraduate or graduate degree program to discuss overall program satisfaction, examine outcomes, student services or overall satisfaction with NECB.

## ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION

The Associate in Science in Business Administration (ASBA) is a 61 credit program that provides students with a strong foundation of academic study achieved within a reasonable period of time. Those students who plan to continue their education at the bachelor level should be well-prepared with the fundamentals in General Education and core 100 and 200 level business courses.

The ASBA offers five concentrations: Accounting, Banking, Finance, Management and Marketing. Curriculum for the core program and each concentration is provided below.

The ASBA is an online program. Courses are eight weeks in lengths with six terms per year, as follows:

Winter Term I

Spring Term I

Spring Term II

Summer Term

Fall Term I

Fall Term II

The ASBA can be completed in 14-20 months when students take an average of two courses per term.

## Associate in Science in Business Administration Degree Program: Core Program Curriculum

Associate in Science in Business Administration		
<b>General Education – 8 Required Courses</b>		<b>25 Credits</b>
ENG101	English Composition I Prerequisite: Pass Placement Exam or Fundamentals of English	3
INF101	Information Literacy	3
MAT103	Business Mathematics Prerequisite: Pass Placement Exam or Fundamentals of Math	3
ECO101	Economics and Society	3
ENG205	American Literature	3
MAT105	College Algebra	3
PHI101	Critical Thinking	3
SCI101	Environmental Science & Lab	4
<b>General Education Electives – Choose 1 Course</b>		<b>3 Credits</b>
COM201	Business Writing & Communication	3
COM205	Speech Communication	3
FLS101	Financial Literacy	3
HIS210	US History Since 1900	3
PSY101	Introduction to Psychology	3
SOC101	Introduction to Sociology	3
<b>Total Credits</b>		<b>General Education</b>
		<b>28 Credits</b>
<b>ASBA Program - 9 Required Courses</b>		<b>27 Credits</b>
ACC201	Accounting I Prerequisite: Business Mathematics	3
ECO201 ECO205	Macroeconomics or Microeconomics	3
MGM101	Principles of Management	3
MGM215	Leadership and Management	3
MGM205	Management Information Systems	3
MGM210	Human Relations in the Workplace	3
MGM201	Business Law	3
MGM210	Business Ethics	3
MKT210	Marketing	3
<b>ASBA Program Electives – Choose (2) Courses</b> Choose courses from the Accounting, Finance, Management, or Marketing Concentrations		<b>6 Credits</b>
<b>Total Credits</b>		<b>Business Courses</b>
		<b>33 Credits</b>
<b>Total Associate in Science in Business Administration Program</b>		<b>61 Credits</b>



## Associate in Science in Business Administration Degree Program: Accounting Concentration Curriculum

Associate in Science in Business Administration - 61 Credits / 20 Courses Accounting Concentration		
<b>General Education – 8 Required Courses</b>		<b>25 Credits</b>
ENG101	English Composition I Prerequisite: Pass English Placement Exam or Fundamentals of English	3
ENG205	American Literature	3
INF101	Information Literacy	3
MAT103	Business Mathematics Prerequisite: Pass Math Placement Exam or Fundamentals of Math	3
PHI101	Critical Thinking	3
ECO101	Economics and Society	3
SCI101	Environmental Science & Lab	4
MAT205	College Algebra	3
<b>General Education Electives – Choose 1 Course</b>		<b>3 Credits</b>
COM201	Business Writing & Communication	3
ENG201	English Composition II	3
FLS101	Financial Literacy	3
HIS201	US History Since 1900	3
POL101	Introduction to Political Science	3
PSY101	Introduction to Psychology	3
SOC101	Introduction to Sociology	3
<b>Total Credits</b>	<b>General Education</b>	<b>28 Credits</b>
<b>Business Core – 6 Required Courses</b>		<b>18 Credits</b>
ECO201 or ECO202	Macroeconomics or Microeconomics	3
ACC201	Accounting I Prerequisite: Business Mathematics	3
MGM201	Principles of Management	3
MGT250	Business Ethics	3
MGT255	Business Law	3
MKT210	Marketing	3
<b>Accounting Concentration - 4 Required Courses</b>		<b>12 Credits</b>
ACC202	Accounting II Prerequisite: Accounting	3
ACC201	Intermediate Accounting I Prereq: Pass Accounting II w/ C or better	3
ACC205	Managerial/Cost Accounting	3
ACC203	Financial Statements for Managers	3
<b>Business Elective – Choose 1 Course from one of the three concentrations: Finance; Marketing; or, Management</b>		<b>3 Credits</b>
<b>Total Credits</b>	<b>Business/Accounting Courses</b>	<b>33 Credits</b>
<b>Total ASBA Program w/Accounting Concentration</b>		<b>61 Credits</b>



## Associate in Science in Business Administration Degree Program: Banking Concentration Curriculum

Associate in Science in Business Administration - 61 Credits / 20 Courses Banking Concentration		
<b>General Education – 8 Required Courses</b>		<b>25 Credits</b>
ENG101	English Composition I Prerequisite: Pass English Placement Exam or Fundamentals of English	3
ENG205	American Literature	3
INF101	Information Literacy	3
MAT103	Business Mathematics Prerequisite: Pass Math Placement Exam or Fundamentals of Math	3
PHI101	Critical Thinking	3
ECO101	Economics and Society	3
SCI101	Environmental Science & Lab	4
MAT205	College Algebra	3
<b>General Education Electives – Choose 1 Course</b>		<b>3 Credits</b>
COM201	Business Writing & Communication	3
ENG201	English Composition II	3
FLS101	Financial Literacy	3
HIS201	US History Since 1900	3
POL101	Introduction to Political Science	3
PSY101	Introduction to Psychology	3
SOC101	Introduction to Sociology	3
<b>Total Credits</b>		<b>28 Credits</b>
<b>Business Core - 6 Required Courses</b>		<b>18 Credits</b>
ECO201 ECO202	Macroeconomics <b>or</b> Microeconomics	3
ACC201	Accounting I Prerequisite: Business Mathematics	3
MGM201	Principles of Management	3
MGT250	Business Ethics	3
MGT255	Business Law	3
MKT210	Principles of Marketing	3
<b>Banking Concentration – 4 Required Courses</b>		<b>12 Credits</b>
BNK201	Principles of Banking	3
BNK205	Managing Today's Branch	3
FIN201	Principles of Financial Services	3
FIN205	Money and Banking	3
<b>Business Elective – Choose 1 Course from one of the three concentrations: Accounting; Marketing; or, Management</b>		<b>3 Credits</b>
<b>Total Credits</b>		<b>33 Credits</b>
<b>Total Banking Concentration</b>		<b>61 Credits</b>



## Associate in Science in Business Administration Degree Program: Finance Concentration Curriculum

Associate in Science in Business Administration - 61 Credits / 20 Courses Finance Concentration		
<b>General Education – 8 Requirements Courses</b>		<b>25 Credits</b>
ENG101	English Composition I Prerequisite: Pass English Placement Exam or Fundamentals of English	3
ENG205	American Literature	3
INF101	Information Literacy	3
MAT103	Business Mathematics Prerequisite: Pass Math Placement Exam or Fundamentals of Math	3
PHI101	Critical Thinking	3
ECO101	Economics and Society	3
SCI101	Environmental Science & Lab	4
MAT205	College Algebra	3
<b>General Education Electives – Choose 1 Course</b>		<b>3 Credits</b>
COM201	Business Writing & Communication	3
ENG201	English Composition II	3
FLS101	Financial Literacy	3
HIS201	US History Since 1900	3
POL101	Introduction to Political Science	3
PSY101	Introduction to Psychology	3
SOC101	Introduction to Sociology	3
<b>Total Credits</b>		<b>28 Credits</b>
<b>Business Core - 6 Required Courses</b>		<b>18 Credits</b>
ECO201	Macroeconomics <b>or</b>	3
ECO202	Microeconomics	3
ACC201	Accounting Prerequisite: Business Mathematics	3
MGM201	Principles of Management	3
MGT250	Business Ethics	3
MGT255	Business Law	3
MKT210	Principles of Marketing	3
<b>Finance Concentration – 4 Required Courses</b>		<b>12 Credits</b>
ACC205	Financial Statements For Managers	3
FIN201	Principles of Financial Services	3
FIN205	Money and Banking	3
FIN210	Principles of Investments	3
<b>Business Elective – Choose 1 Course from one of the three concentrations: Accounting; Marketing; or, Management</b>		<b>3 Credits</b>
<b>Total Credits</b>		<b>33 Credits</b>
<b>Total Finance Concentration</b>		<b>61 Credits</b>



## Associate in Science in Business Administration Degree Program: Management Concentration Curriculum

Associate in Science in Business Administration (20 courses/61 credits) Management Concentration		
<b>General Education – 8 Required Courses</b>		<b>25 Credits</b>
ENG101	English Composition I Prerequisite: Pass English Placement Exam or Fundamentals of English	3
ENG205	American Literature	3
INF101	Information Literacy	3
MAT103	Business Mathematics Prerequisite: Pass Math Placement Exam or Fundamentals of Math	3
PHI101	Critical Thinking	3
ECO101	Economics and Society	3
SCI101	Environmental Science & Lab	4
MAT205	College Algebra	3
<b>General Education Electives – Choose 1 Course</b>		<b>3 Credits</b>
COM201	Business Writing & Communication	3
ENG201	English Composition II	3
FLS101	Financial Literacy	3
HIS201	US History Since 1900	3
POL101	Introduction to Political Science	3
PSY101	Introduction to Psychology	3
SOC101	Introduction to Sociology	3
<b>Total Credits</b>	<b>General Education</b>	<b>28 Credits</b>
<b>Business Core - 6 Required Courses</b>		<b>18 Credits</b>
ECO201 ECO202	Macroeconomics <b>or</b> Microeconomics	3
ACC201	Accounting I Prerequisite: Business Mathematics	3
MGM201	Principles of Management	3
MGT250	Business Ethics	3
MGT255	Business Law	3
MKT210	Marketing	3
<b>Management Concentration – 4 Required Courses</b>		<b>12 Credits</b>
ACC203	Financial Statements for Managers	3
MGM205	Management Information Systems	3
MGM215	Leadership and Management	3
MGM225	Human Relations in the Workplace	3
<b>Business Elective – Choose 1 Course from one of the three concentrations: Accounting; Finance; or, Marketing</b>		<b>3 Credits</b>
<b>Total Credits</b>	<b>Business/Management Courses</b>	<b>33 Credits</b>
<b>Total ASBA Program w/Management Concentration</b>		<b>61 Credits</b>



## Associate in Science in Business Administration Degree Program: Marketing Concentration Curriculum

Associate in Science in Business Administration - 61 Credits / 20 Courses Marketing Concentration		
<b>General Education– 8 Required Courses</b>		<b>25 Credits</b>
ENG101	English Composition I Prerequisite: Pass English Placement Exam or Fundamentals of English	3
ENG205	American Literature	3
INF101	Information Literacy	3
MAT103	Business Mathematics Prerequisite: Pass Math Placement Exam or Fundamentals of Math	3
PHI101	Critical Thinking	3
ECO101	Economics and Society	3
SCI101	Environmental Science & Lab	4
MAT205	College Algebra	3
<b>General Education Electives – Choose 1 Course</b>		<b>3 Credits</b>
COM201	Business Writing & Communication	3
ENG201	English Composition II	3
FLS101	Financial Literacy	3
HIS201	US History Since 1900	3
POL101	Introduction to Political Science	3
PSY101	Introduction to Psychology	3
SOC101	Introduction to Sociology	3
<b>Total Credits</b>	<b>General Education</b>	<b>28 Credits</b>
<b>Business Core - 6 Required Courses</b>		<b>18 Credits</b>
ECO201 ECO202	Macroeconomics <b>or</b> Microeconomics	3
ACC201	Accounting I Prerequisite: Business Mathematics	3
MGM201	Principles of Management	3
MGT250	Business Ethics	3
MGT255	Business Law	3
MKT210	Principle of Marketing	3
<b>Marketing Concentration – 4 Required Courses</b>		<b>12 Credits</b>
MKT215	Building Customer Relationships	3
MKT220	Principles of Advertising (to be developed)	3
MKT225	Consumer Behavior (to be developed)	3
MKT230	Principles of Public Relations (to be developed)	3
<b>Business Elective – Choose 1 Course from one of the three concentrations: Accounting; Finance; or, Management )</b>		<b>3 Credits</b>
<b>Total Credits</b>	<b>Business/Marketing Courses</b>	<b>33 Credits</b>
<b>Total Marketing Concentration</b>		<b>61 Credits</b>



## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

The Bachelor of Science in Business Administration (BSBA) is a 121 credit program that provides students with a strong foundation of academic study achieved within a reasonable period of time. Those students who enter the Bachelor's program should be well-prepared with the fundamentals in General Education, and core business courses. They will build upon knowledge, skills, and abilities at the upper division 300 and 400 level courses in both General Education and Business courses.

The BSBA offers five concentrations: Accounting, Banking, Finance, Management and Marketing. Curriculum for the core program and each concentration is provided below.

The BSBA is an online program. Courses are eight weeks in lengths with six terms per year, as follows:

Winter Term I

Spring Term I

Spring Term II

Summer Term I

Fall Term I

Fall Term II

The BSBA can be completed in three and one-half to four years when students take an average of two courses per term.

## BACHELORS OF BUSINESS ADMINISTRATION CURRICULUM

### Bachelor of Science in Business Administration Degree Program: Core Program Curriculum

<b>Bachelor of Science in Business Administration: 121 Credits / 40 Total Courses</b>		
<b>General Education Requirements – 16 Courses</b>		<b>49 Credits</b>
<b>Humanities Requirements – 6 Courses</b>		<b>18 Credits</b>
ART301	Art History & Appreciation	3
ENG101	English Composition I (ENGL099 or Pass Placement Exam)	3
ENG201	English Composition II (Prerequisite: English Composition I)	3
ENG205	American Literature	3
HIS201	US History Since 1900	3
PHI101	Critical Thinking	3
<b>Math, Natural &amp; Physical Science Requirements – 5 Courses</b>		<b>16 Credits</b>
MAT103	Business Mathematics MAT099 or Pass Placement Exam	3
MAT205	College Algebra MAT099 or Pass Placement Exam	3
MAT305	Statistics	3
SCI101	Environmental Science & Lab	4
SCI201	Anatomy & Physiology	3
<b>Social Science Requirements – 5 Courses</b>		<b>15 Credits</b>
COM201	Business Writing & Communication	3
COM205	Speech Communication	3
ECO101	Economics and Society	3
INF101	Information Literacy	3
PSY101	Introduction to Psychology	3
<b>General Education Electives – Choose 2 Courses</b>		<b>6 Credits</b>
ENG401	British Literature	3
FLS101	Financial Literacy	3
MAT310	Calculus for Financial Managers	3
POL101	Introduction to Political Science	3
PHI301	Logic	3
SOC101	Introduction to Sociology	3
<b>General Education Total Credits</b>		<b>55 Credits</b>

<b>Business Administration Core Course Requirements – 18 Courses</b>		<b>54 Credits</b>
ACC201	Accounting I (Prerequisite: Business Mathematics)	3
ACC203	Financial Statements for Managers	3
COM301	Interpersonal and Organizational Communication	3
ECO201	Macroeconomics	3
ECO202	Microeconomics	3
FIN201	Principles of Financial Services	3
FIN305	Corporate Finance	3
MGM201	Principles of Management	3
MGM205	Management Information Systems	3
MGM301	Research Methods	3
MGM305	Organizational Behavior	3
MGM255	Business Law	3
MGM225	Human Relations in the Workplace	3
MGM401	Operations Management	3
MGM250	Business Ethics	3
MGM410	Strategic Management & Decision Making	3
MGM415	International Business Management	3
MKT210	Marketing	3
<b>Elective Courses -- Choose 4 courses</b>		<b>12 credits</b>
ACC205	Managerial/Cost Accounting	3
MGM210	Quality Customer Service	3
MGM215	Leadership and Management	3
MGM320	Recruitment Selection and Orientation	3
MKT215	Building Customer Relations	3
MGM420	Case Studies in Business & Management	3
<b>Total BSBA Program</b>		<b>121 Credits</b>



## Bachelor of Science in Business Administration Degree Program: Accounting Concentration

Bachelor of Science in Business Administration: 121 Credits / 40 Total Courses Accounting Concentration		
<b>General Education Requirements – 16 Courses</b>		<b>49 Credits</b>
<b>Humanities Requirements – 6 Courses</b>		<b>18 Credits</b>
ART301	Art History & Appreciation	3
ENG101	English Composition I (ENGL099 or Pass Placement Exam)	3
ENG201	English Composition II (Prerequisite: English Composition I)	3
ENG205	American Literature	3
HIS201	US History Since 1900	3
PHI101	Critical Thinking	3
<b>Math, Natural &amp; Physical Science Requirements – 5 Courses</b>		<b>16 Credits</b>
MAT103	Business Mathematics MAT099 or Pass Placement Exam	3
MAT205	College Algebra MAT099 or Pass Placement Exam	3
MAT305	Statistics	3
SCI101	Environmental Science & Lab	4
SCI201	Anatomy & Physiology	3
<b>Social Science Requirements – 5 Courses</b>		<b>15 Credits</b>
COM201	Business Writing & Communication	3
COM205	Speech Communication	3
ECO101	Economics and Society	3
INF101	Information Literacy	3
PSY101	Introduction to Psychology	3
<b>General Education Electives – Choose 2 Courses</b>		<b>6 Credits</b>
ENG401	British Literature	3
FLS101	Financial Literacy	3
MAT310	Calculus for Financial Managers	3
POL101	Introduction to Political Science	3
PHI301	Logic	3
SOC101	Introduction to Sociology	3
<b>General Education Total Credits</b>		<b>55 Credits</b>



<b>Business Administration Core Course Requirements – 13 Courses</b>		<b>39 Credits</b>
ACC201	Accounting I (Prerequisite: Business Mathematics)	3
ACC203	Financial Statements for Managers	3
COM301	Interpersonal and Organizational Communication	3
ECO201	Macroeconomics	3
ECO202	Microeconomics	3
MGM305	Organizational Behavior	3
MGM201	Principles of Management	3
MGM301	Quantitative Methods	3
MGM255	Business Law	3
MGM401	Operations Management	3
MGM250	Business Ethics	3
MGM410	Strategic Management & Decision Making	3
MKT210	Principles of Marketing	3
<b>Elective Courses -- Choose 4 courses</b>		<b>12 Credits</b>
FIN201	Principles of Financial Services	3
MGM205	Management Information Systems	3
MGM225	Human Relations in the Workplace	3
MGM210	Quality Customer Service	3
MGM215	Leadership and Management	3
MGM320	Recruitment Selection and Orientation	3
MKT215	Building Customer Relations	3
MGM415	International Business Management	3
MGM420	Case Studies in Business & Management	3
FINXXX	One or more courses from the Finance Concentration	3
MKTXXX	One or more courses from the Marketing Concentration	3
MGMXXX	One or More courses from the Management Concentration	3
<b>Accounting Concentration -- Choose 5 Courses</b>		<b>15 Credits</b>
ACC202	Accounting II	3
ACC205	Managerial/Cost Accounting	3
ACC301	Intermediate Accounting I	3
ACC302	Intermediate Accounting II	3
FIN305	Corporate Finance	3
<b>Total Business and Concentration</b>		<b>66 credits</b>
<b>Total BSBA with Accounting Concentration Program</b>		<b>121 Credits</b>



## Bachelor of Science in Business Administration Degree Program: Banking Concentration

<b>Bachelor of Science in Business Administration: 121 Credits / 40 Total Courses Banking Concentration</b>		
<b>General Education Requirements – 16 Courses</b>		<b>49 Credits</b>
<b>Humanities Requirements – 6 Courses</b>		<b>18 Credits</b>
ART301	Art History & Appreciation	3
ENG101	English Composition I (ENGL099 or Pass Placement Exam)	3
ENG201	English Composition II (Prerequisite: English Composition I)	3
ENG205	American Literature	3
HIS201	US History Since 1900	3
PHI101	Critical Thinking	3
<b>Math, Natural &amp; Physical Science Requirements – 5 Courses</b>		<b>16 Credits</b>
MAT103	Business Mathematics MAT099 or Pass Placement Exam	3
MAT205	College Algebra MAT099 or Pass Placement Exam	3
MAT305	Statistics	3
SCI101	Environmental Science & Lab	4
SCI201	Anatomy & Physiology	3
<b>Social Science Requirements – 5 Courses</b>		<b>15 Credits</b>
COM201	Business Writing & Communication	3
COM205	Speech Communication	3
ECO101	Economics and Society	3
INF101	Information Literacy	3
PSY101	Introduction to Psychology	3
<b>General Education Electives – Choose 2 Courses</b>		<b>6 Credits</b>
ENG401	British Literature	3
FLS101	Financial Literacy	3
MAT310	Calculus for Financial Managers	3
POL101	Introduction to Political Science	3
PHI301	Logic	3
SOC101	Introduction to Sociology	3
<b>General Education Total Credits</b>		<b>55 Credits</b>



<b>Business Administration Core Course Requirements – 13 Courses</b>		<b>39 Credits</b>
ACC201	Accounting I (Prerequisite: Business Mathematics)	3
ACC203	Financial Statements for Managers	3
COM301	Interpersonal and Organizational Communication	3
ECO201	Macroeconomics	3
ECO202	Microeconomics	3
MGM305	Organizational Behavior	3
MGM201	Principles of Management	3
MGM301	Research Methods	3
MGM255	Business Law	3
MGM401	Operations Management	3
MGM250	Business Ethics	3
MGM410	Strategic Management & Decision Making	3
MKT210	Principles of Marketing	3
<b>Elective Courses -- Choose 4 courses</b>		<b>12 Credits</b>
FIN201	Principles of Financial Services	3
MGM205	Management Information Systems	3
MGM225	Human Relations in the Workplace	3
MGM210	Quality Customer Service	3
MGM215	Leadership and Management	3
MGM320	Recruitment Selection and Orientation	3
MGM415	International Business Management	3
MGM420	Case Studies in Business & Management	3
FINXXX	One or more courses from the Finance Concentration	3
MKTXXX	One or more courses from the Management Concentration	3
ACCXXX	One or more courses from the Accounting Concentration (prerequisites may apply)	3
<b>Banking Concentration -- Choose 5 Courses</b>		<b>15 Credits</b>
BNK201	Principles of Banking	3
BNK205	Money and Banking	3
FIN205	Managing Today's Branch	3
BNK301	Consumer Credit	3
BNK401	Negotiable Instruments	3
<b>Total Business and Concentration</b>		<b>66 credits</b>
<b>Total BSBA with Banking Concentration Program</b>		<b>121 Credits</b>



## Bachelor of Science in Business Administration Degree Program: Finance Concentration

<b>Bachelor of Science in Business Administration: 121 Credits / 40 Total Courses Finance Concentration</b>		
<b>General Education Requirements – 16 Courses</b>		<b>49 Credits</b>
<b>Humanities Requirements – 6 Courses</b>		<b>18 Credits</b>
ART301	Art History & Appreciation	3
ENG101	English Composition I (ENGL099 or Pass Placement Exam)	3
ENG201	English Composition II (Prerequisite: English Composition I)	3
ENG205	American Literature	3
HIS201	US History Since 1900	3
PHI101	Critical Thinking	3
<b>Math, Natural &amp; Physical Science Requirements – 5 Courses</b>		<b>16 Credits</b>
MAT103	Business Mathematics MAT099 or Pass Placement Exam	3
MAT205	College Algebra MAT099 or Pass Placement Exam	3
MAT305	Statistics	3
SCI101	Environmental Science & Lab	4
SCI201	Anatomy & Physiology	3
<b>Social Science Requirements – 5 Courses</b>		<b>15 Credits</b>
COM201	Business Writing & Communication	3
COM205	Speech Communication	3
ECO101	Economics and Society	3
INF101	Information Literacy	3
PSY101	Introduction to Psychology	3
<b>General Education Electives – Choose 2 Courses</b>		<b>6 Credits</b>
ENG401	British Literature	3
FLS101	Financial Literacy	3
MAT310	Calculus for Financial Managers	3
POL101	Introduction to Political Science	3
PHI301	Logic	3
SOC101	Introduction to Sociology	3
<b>General Education Total Credits</b>		<b>55 Credits</b>



<b>Business Administration Core Course Requirements – 13 Courses</b>		<b>39 Credits</b>
ACC201	Accounting I (Prerequisite: Business Mathematics)	3
ACC203	Financial Statements for Managers	3
COM301	Interpersonal and Organizational Communication	3
ECO201	Macroeconomics	3
ECO202	Microeconomics	3
MGM201	Principles of Management	3
MGM301	Research Methods	3
MGM305	Organizational Behavior	3
MGM255	Business Law	3
MGM401	Operations Management	3
MGM250	Business Ethics	3
MGM410	Strategic Management & Decision Making	3
MKT210	Principles of Marketing	3
<b>Elective Courses -- Choose 4 courses</b>		<b>12 Credits</b>
MGM205	Management Information Systems	3
MGM225	Human Relations in the Workplace	3
MGM210	Quality Customer Service	3
MGM215	Leadership and Management	3
MGM320	Recruitment Selection and Orientation	3
MKT215	Building Customer Relations	3
MGM415	International Business Management	3
MGM420	Case Studies in Business & Management	3
ACCXXX	One or more courses from the Accounting Concentration	3
MKTXXX	One or more courses from the Marketing Concentration	3
MGMXXX	One or more courses from the Management Concentration	3
<b>Finance Concentration -- Choose 5 Courses</b>		<b>15 Credits</b>
FIN201	Principles of Financial Services	3
FIN205	Money and Banking	3
FIN210	Principles of Investments	3
FIN301	Investment Management	3
FIN305	Corporate Finance	3
<b>Total Business and Concentration</b>		<b>66 credits</b>
<b>Total BSBA with Finance Concentration Program</b>		<b>121 Credits</b>



## Bachelor of Science in Business Administration Degree Program: Management Concentration

<b>Bachelor of Science in Business Administration: 121 Credits / 40 Total Courses Management Concentration</b>		
<b>General Education Requirements – 16 Courses</b>		<b>49 Credits</b>
<b>Humanities Requirements – 6 Courses</b>		<b>18 Credits</b>
ART301	Art History & Appreciation	3
ENG101	English Composition I (ENGL099 or Pass Placement Exam)	3
ENG201	English Composition II (Prerequisite: English Composition I)	3
ENG205	American Literature	3
HIS201	US History Since 1900	3
PHI101	Critical Thinking	3
<b>Math, Natural &amp; Physical Science Requirements – 5 Courses</b>		<b>16 Credits</b>
MAT103	Business Mathematics MAT099 or Pass Placement Exam	3
MAT205	College Algebra MAT099 or Pass Placement Exam	3
MAT305	Statistics	3
SCI101	Environmental Science & Lab	4
SCI201	Anatomy & Physiology	3
<b>Social Science Requirements – 5 Courses</b>		<b>15 Credits</b>
COM201	Business Writing & Communication	3
COM205	Speech Communication	3
ECO101	Economics and Society	3
INF101	Information Literacy	3
PSY101	Introduction to Psychology	3
<b>General Education Electives – Choose 2 Courses</b>		<b>6 Credits</b>
ENG401	British Literature	3
FLS101	Financial Literacy	3
MAT310	Calculus for Financial Managers	3
POL101	Introduction to Political Science	3
PHI301	Logic	3
SOC101	Introduction to Sociology	3
<b>General Education Total Credits</b>		<b>55 Credits</b>



<b>Business Administration Core Course Requirements – 13 Courses</b>		<b>39 Credits</b>
ACC201	Accounting (Prerequisite: Business Mathematics)	3
ACC203	Financial Statements for Managers	3
COM301	Interpersonal and Organizational Communication	3
ECO201	Macroeconomics	3
ECO202	Microeconomics	3
MGM305	Organizational Behavior	3
MGM201	Principles of Management	3
MGM301	Research Methods	3
MGM255	Business Law	3
MGM401	Operations Management	3
MGM250	Business Ethics	3
MGM410	Strategic Management & Decision Making	3
MKT210	Principles of Marketing	3
<b>Elective Courses -- Choose 4 courses</b>		<b>12 Credits</b>
FIN201	Principles of Financial Services	3
MGM210	Quality Customer Service	3
MGM320	Recruitment Selection and Orientation	3
FINXXX	One or more courses from the Finance Concentration	3
MKTXXX	One or more courses from the Marketing Concentration	3
ACCXXX	One or more courses from the Accounting Concentration (prerequisites may apply)	3
<b>Management Concentration -- Choose 5 Courses</b>		<b>15 Credits</b>
MGM205	Management Information Systems	3
MGM225	Human Relations in the Workplace	3
MGM215	Leadership and Management	3
MGM415	International Business Management	3
MGM420	Case Studies in Business & Management	3
<b>Total Business and Concentration</b>		<b>66 credits</b>
<b>Total BSBA with Management Concentration Program</b>		<b>121 Credits</b>



## Bachelor of Science in Business Administration Degree Program: Marketing Concentration

Bachelor of Science in Business Administration: 121 Credits / 40 Total Courses Marketing Concentration		
<b>General Education Requirements – 16 Courses</b>		<b>49 Credits</b>
<b>Humanities Requirements – 6 Courses</b>		<b>18 Credits</b>
ART301	Art History & Appreciation	3
ENG101	English Composition I (ENGL099 or Pass Placement Exam)	3
ENG201	English Composition II (Prerequisite: English Composition I)	3
ENG205	American Literature	3
HIS201	US History Since 1900	3
PHI101	Critical Thinking	3
<b>Math, Natural &amp; Physical Science Requirements – 5 Courses</b>		<b>16 Credits</b>
MAT103	Business Mathematics MAT099 or Pass Placement Exam	3
MAT205	College Algebra MAT099 or Pass Placement Exam	3
MAT305	Statistics	3
SCI101	Environmental Science & Lab	4
SCI201	Anatomy & Physiology	3
<b>Social Science Requirements – 5 Courses</b>		<b>15 Credits</b>
COM201	Business Writing & Communication	3
COM205	Speech Communication	3
ECO101	Economics and Society	3
INF101	Information Literacy	3
PSY101	Introduction to Psychology	3
<b>General Education Electives – Choose 2 Courses</b>		<b>6 Credits</b>
ENG401	British Literature	3
FLS101	Financial Literacy	3
MAT310	Calculus for Financial Managers	3
POL101	Introduction to Political Science	3
PHI301	Logic	3
SOC101	Introduction to Sociology	3
<b>General Education Total Credits</b>		<b>55 Credits</b>



<b>Business Administration Core Course Requirements – 13 Courses</b>		<b>39 Credits</b>
ACC201	Accounting I (Prerequisite: Business Mathematics)	3
ACC203	Financial Statements for Managers	3
COM301	Interpersonal and Organizational Communication	3
ECO201	Macroeconomics	3
ECO202	Microeconomics	3
MGM305	Organizational Behavior	3
MGM201	Principles of Management	3
MGM301	Research Methods	3
MGM255	Business Law	3
MGM401	Operations Management	3
MGM250	Business Ethics	3
MGM410	Strategic Management & Decision Making	3
MKT210	Principles of Marketing	3
<b>Elective Courses -- Choose 4 courses</b>		<b>12 Credits</b>
FIN201	Principles of Financial Services	3
MGM205	Management Information Systems	3
MGM225	Human Relations in the Workplace	3
MGM210	Quality Customer Service	3
MGM215	Leadership and Management	3
MGM320	Recruitment Selection and Orientation	3
MGM415	International Business Management	3
MGM420	Case Studies in Business & Management	3
FINXXX	One or more courses from the Finance Concentration	3
MKTXXX	One or more courses from the Management Concentration	3
ACCXXX	One or more courses from the Accounting Concentration (prerequisites may apply)	3
<b>Marketing Concentration -- Choose 5 Courses</b>		<b>15 Credits</b>
MKT215	Building Customer Relationships	3
MKT220 or MKT230	Principles of Advertising (to be developed) or Principles of Public Relations	3
MKT225	Consumer Behavior (to be developed)	3
MKT301	Marketing Research	3
FIN401	Marketing Management	3
<b>Total Business and Concentration</b>		<b>66 credits</b>
<b>Total BSBA with Marketing Concentration Program</b>		<b>121 Credits</b>



## CERTIFICATE PROGRAMS

NECB offers a variety of certificate programs to meet the needs of entry-level students as well as those students who already possess a bachelor's or master's degree.

### PROFESSIONAL DEVELOPMENT CERTIFICATES

Professional Development Certificates consist of seven courses and are designed for students who need a concentration of industry-specific courses focused on the financial services industry. Credits from this certificate typically transfer into NECB's undergraduate programs. Forensic Accounting certificates are transferable into the Master's in Business Ethics and Compliance degree program.

- Accounting – Basics Professional Development Certificate
- Accounting - Intermediate Professional Development Certificate
- Forensic Accounting – Advanced master's level Professional Development Certificate
- Commercial Lending Professional Development Certificate

Content-specific certificates may be designed for cohorts of ten or more. Please contact the College for more information.

## Professional Development Certificate Accounting - Basics

---

### CERTIFICATE DESCRIPTION

This Certificate is designed to prepare learners with Accounting basics. Students will take seven introductory courses in this program to earn a certificate while simultaneously completing the pre-requisites required in the Certificate in Accounting and Finance Certificate – Intermediate program.  
Prerequisite: Pass Math and English diagnostic or Fundamental English and Fundamental Math.

---

### CERTIFICATE CURRICULUM

**21 Credits**

*This seven course certificate includes the following three-credit courses:*

1. Financial Literacy
  2. Principles of Banking or Principles of Financial Services
  3. Accounting I
  4. Accounting II
  5. Business Ethics or Business Law
  6. Business Mathematics
  7. Financial Statements for Managers
- 

### CORE COMPETENCIES

*After completing this certificate program, the student will be able to:*

1. Compare and contrast banking and finance from both a historical and a contemporary perspective
  2. Apply basic management and mathematic concepts to solve problems and inform decisions
  2. Use accounting terminology to explain the process by which transactions are analyzed and transformed into financial statements.
  3. Examine and apply laws and regulations relating to business and accounting issues
  4. Prepare budgets to assist management in decision-making.
  5. Analyze financial statements, including balance sheet, income statement, cash flow, and reconciliation of retained earnings statements.
  6. Determine whether a company's current performance trends are indicative of its future financial viability.
- 

### TARGET AUDIENCE

The Certificate in Accounting and Finance – Basics -was designed for individuals with entry-level industry experience and little or no undergraduate level course work in accounting and finance. This certificate will appeal to those who are just entering the field as well as those who want to shift their career path into accounting and finance within the financial services industry.

---

## Professional Development Certificate

### Accounting - Intermediate

---

#### CERTIFICATE DESCRIPTION

This certificate is designed to provide students with the knowledge, skills, and abilities needed to identify industry trends and evaluate the impact of those trends at a corporate and industry level. It is also intended to enhance accounting proficiencies and provide students with the ability to develop corporate level financial documents, as well as the ability to critically analyze and synthesize information found in complex accounting and financial reports. Ethical decision-making, as it relates to financial reporting, is an integral theme of this program.

---

#### CERTIFICATE CURRICULUM

**21 Credits**

**This seven course certificate includes the following three-credit courses:**

1. Intermediate Accounting I
  2. Intermediate Accounting II
  3. Managerial/Cost Accounting
  4. Business Ethics or Business Law
  5. Statistics or Federal and State Individual Income Taxes
  6. Financial Statement Analysis
  7. Corporate Finance
- 

#### CORE COMPETENCIES

**After completing this certificate program, the student will be able to:**

1. Research, analyze, and prepare corporate level reports, tax returns, and financial statements according to GAAP.
  2. Apply accounting and finance concepts and principles to the corporate financial structure.
  3. Prepare reports pertaining to long-term investments, tangible and intangible assets.
  4. Evaluate accounting procedures and income tax law from the perspective of a financial accountant, a trust administrator, and a manager.
  5. Identify the expanded product line offered via financial service supermarkets.
  6. Identify and apply regulatory and compliance regulations that lead to competitive pressures.
  7. Examine and apply the sophisticated management tools necessary to survive in today's competitive business environment
- 

#### TARGET AUDIENCE

The Accounting and Finance Certificate was designed for individuals with 3-5 years experience and/or undergraduate level course work in accounting and finance. Students will have met course pre-requisites (Accounting I and Accounting II and Intermediate College Algebra) prior to enrolling in this certificate. This certificate will appeal to those who want to shift their career path into accounting and finance within the financial services industry as well as those who are currently employed in the industry and require advanced skills to move into higher level management positions.

---

# Professional Development Certificate

## Commercial Lending I

---

### CERTIFICATE DESCRIPTION

This certificate is designed to provide students with the knowledge, skills, and abilities needed to maneuver in this highly regulated and increasingly complex industry. Students will develop skills in understanding and managing a variety of borrowing situations as well as the ability to recognize trends that are common in commercial lending. Students will conduct research and apply advanced analysis techniques to evaluate economic and industry factors. They will also analyze a variety of borrowing situations and trends to develop the critical thinking and decision-making skills that are common in commercial lending. Ethical decision-making as it relates to commercial lending is an integral theme of this program.

---

### CERTIFICATE CURRICULUM

**21 Credits**

This seven course certificate includes the following three-credit courses:

1. Business Mathematics
  2. Accounting I
  3. Commercial Lending Practices
  4. Negotiable Instruments
  5. Fundamentals of Financial Statement Analysis
  6. Corporate Finance
  7. Business Ethics
- 

### CORE COMPETENCIES

After completing this certificate program, the student should be able to:

1. Analyze management and accounting issues associated with assets, liabilities, and capital.
  2. Evaluate the accounting measurement of assets and their associated effects on a company's earnings.
  3. Prepare budgets to assist management in decision-making.
  4. Apply math fundamentals to business applications, including profit calculations, payroll, banking, interest calculations, insurance, taxes and more.
  5. Analyze and evaluate data and apply knowledge of lending standards to make prudent and ethical lending decisions within a consumer-oriented framework.
  6. Analyze & apply principles of commercial lending.
- 

### TARGET AUDIENCE

The Commercial Lending I Certificate will appeal to those with 3-5 years of experience in the financial service industry who want to shift their career path into the area of Commercial Lending. Those who are currently employed in the field and require advanced skills to move into higher level management positions will also benefit from this Commercial Lending I Certificate program.

---

## Certificate in Forensic Accounting - Advanced

---

### CERTIFICATE DESCRIPTION

This course track is designed with the purpose of enabling the student to understand the purpose of forensic accounting as it applies to modern financial institutions and e-commerce activities. This field is a rapidly expanding and focused area that has gained much attention with the advent of Sarbanes Oxley and the Digital Copyright Laws enacted during the 1990's. Businesses now focus more attention on fraud prevention and detection processes to ensure that they are not victims of these crimes.

Detailed forensic analysis is the tool that enables accountants and computer professionals to proactively search out suspect transactions and identify their origin before a business incurs substantial damage. It is the role of the forensic accounting professional to detect and safeguard against fraud, and to police the business environment.

Certificate Prerequisite: Bachelor's Degree in a business related field. Accounting I may be required if Bachelor's degree is in a non-business related field.

---

### CERTIFICATE CURRICULUM

21 Credits

This seven course certificate includes the following master's level three-credit courses:

1. **Introduction to Forensic Accounting**
  2. **Fraud Examination and Techniques**
  3. **Forensic Data Analysis**
  4. **Asset Recovery & Loss Prevention**
  5. **The Forensic Audit**
  6. **Elective from Master's in Business Ethics and Compliance**
  7. **Elective from Master's in Business Ethics and Compliance**
- 

### CORE COMPETENCIES

After completing this certificate program, the student should be able to:

1. Explain and apply the principles and concepts of economic and white collar crime
  2. Gather, analyze, and deduce evidence needed to support an investigation activity
  3. Examine fraud examination techniques and strategies and apply those strategies to minimize risk
  4. Analyze digital data structures; preserve the digital crime scene and duplicate hard disks for "dead analysis"
  5. Explain loss prevention from a historical perspective and the describe the evolution of strategies that have been established over the years to minimize risk and recover loss
  6. Examine implications of loss prevention and implement asset recovery strategies
  7. Explain the laws and compliance issues relating fraudulent business activities
- 

### TARGET AUDIENCE

The Certificate in Forensic Accounting Certificate consists of master's level college level courses designed for both those individuals who are transitioning into a role in the area of forensic accounting, as well as those incumbent managers with multiple years of experience needing retooling of core competencies and skills.

---



## NECB SEMINAR PROGRAMS

NECB offers a variety of specialty programming including non-credit seminar programs to help learners meet industry-specific training and general educational needs. With NECB's long history of service to the industry and our extensive cadre of instructors and training consultants, we can provide you with subject matter experts that bring not only the necessary training skills but also years of practical industry experience. Let us help you design programming that will fit your company's needs.

NECB offers many open-enrollment seminars conducted at NECB or on site specifically for your employees. Attending NECB seminars is a great way to develop job-specific skills, or keep up with new information and trends in the financial services industry.

NECB offers one-day seminars and also bundles many courses to offer certificate series. Our popular certificates series include: Basic Managerial and Supervisory Skills, Financial Statement Analysis, Banking Basics, Mortgage Underwriting, Multifamily and Commercial Real Estate, Business Lending for Banks and Credit Unions, Lending to Borrowers at Risk and Consultative Selling Skills. A full listing of NECB seminars can be found in this Catalog.

NECB open enrollment and certificate series programs can be customized to fit your firm's needs. The benefits of an on-site program include a customized curriculum that covers company specific forms, procedures and policies, case studies, and/or business issues. In addition, travel time is reduced. As attendees, your employees speak a "common language" that expedites the work process and develops in-house knowledge.

## COURSE DESCRIPTIONS – UNDERGRADUATE PROGRAMS

Not all courses are offered every term. The college reserves the right to cancel any course that is selected by fewer than ten students.

### **Course Numbering System**

NECB usually uses 100-level courses to designate first-year freshman-level courses, 200-level courses to designate second-year sophomore-level courses. Courses with 500 level numbers are master's level courses and require a Bachelor's degree as an admissions requirement.

### **GENERAL EDUCATION COURSE DESCRIPTIONS**

**Prerequisites:** Unless noted otherwise, the following four prerequisite courses are required prior to taking other general education or business courses:

**ENG 101 English Composition**  
**INF 101 Information Literacy**  
**MAT 103 Business Mathematics**  
**MGM 101 Principles of Management**

#### **ART301 Art History and Appreciation** **3 credits**

**Purpose:** This course examines the meaning, purpose, function, and classification of art and architecture. The course assesses visual elements and principles of design necessary for creating art and the materials and techniques employed in making two and three dimensional artworks. The course covers art-specific vocabulary, methods of interpretation of art and major artistic and architectural achievements in the history of Western culture. Students will examine well-known works of art and architecture through the study of content, technique, form and purpose as they relate to art and architecture. They will learn to apply critical thinking in assessing, evaluating and debating the artistic techniques and skills utilized to produce enduring works of art and architecture.

#### **COM201 Business Writing and Communication** **3 credits**

**Purpose:** Business Writing and Communication is designed to help students understand the communication 'process' in both personal and workplace settings. Content is organized to aid in the development of clear, concise, practical and ethical business and real world communication pieces. The course uses practical exercises, virtual discussions on relevant topics and most importantly, critiques by the instructor to enable students to demonstrate clearly measurable improvement over its eight Lessons.

#### **COM205 Speech Communication** **3 credits**

**Purpose:** To further develop participant's communication skills in two ways: assessment of the situation and the audience, and presentation of messages, especially as they relate to participant's own daily work environment. Requires participants to participate in exercises and make several formal and several informal presentations.

### **ECO101 Economics and Society**

**3 credits**

**Purpose:** This course emphasizes how events and developments in the economy can affect the market and financial decisions of business. The course provides students with an overview of the fundamental concepts and theories related to economic development from the Middle Ages to the Twenty-First Century. Students will learn a balanced perspective on how the economy has developed and how that economy influences society and how society influences the economy. The course explores and analyzes the role of past economic trends and dynamics and employment and income inequalities that continue to challenge global society, market economies and governments, especially our own. Students will also learn key terminology, elements of business from an economic viewpoint, and how to illustrate economic principles and elements of business from an economic viewpoint.

### **ENG099 Fundamentals of English**

**3 credits**

**Purpose:** The purpose of this course is to enable students to demonstrate knowledge of basic grammar, punctuation, sentence construction, reading comprehension and writing skills. Students will apply these skills to all forms of written communication including e-mails, paragraphs and essay writing. This is a foundational course and credits are non-transferable; the credits do not apply toward graduation. Students may be required to take ENGL099 based on the results of the English placement test prior to registering for ENGL101, English Composition I. Students who take Fundamentals of English must pass with a "C" or higher before enrolling in college level English courses.

### **ENG101 English Composition I**

**3 credits**

**This course is a core Prerequisite: Placement Exam; Pass Fundamentals of English with a C or higher; or Permission of the College**

**Purpose:** The purpose of this course is to provide students with a solid foundation in writing and research techniques. Students will learn and apply the steps of the writing process. They will identify essay components and learn to write effective and grammatically correct paragraphs. Writing style, pattern types, as well as strategies and guidelines for writing an effective research paper will be evaluated. Students will write an effective and grammatically correct research paper as a final project in this course, a brief research paper assignment that will be completed in parts during weeks one, three, five and seven.

### **ENG201 English Composition II**

**3 credits**

**Prerequisite: ENG102 English Composition I**

**Purpose:** The purpose of this course is to build upon writing and research skills learned in English Composition I. Students will apply research strategies and methods for finding information and apply the steps of the writing process and appropriate research and citation methods to write research essays and papers. Students will learn to further utilize the MLA Style in writing research essays and papers.

### **ENG205 American Literature**

**3 credits**

**Purpose:** The purpose of this course is to examine the evolution of American literature by covering a variety of literary genres and will learn to use literary criticism to articulate aspects of those genres. Students will read literary works in American literature from the end of the 19th Century and into the 21st Century and will demonstrate abilities to understand and analyze works that will include such authors as Twain, Wharton and O'Neill as well as culturally diverse American writers like Morrison and Anzaldua who are more recent additions to American literature. Students will be engaged on a variety of levels and will learn to analyze and critically evaluate a wide range of ideas and points of view found in the literature that will be studied. Students will be expected to participate in the various aspects of the course such as online discussions, quizzes, a research paper and a final exam.

### **ENG401 British Literature**

**3 Credits**

**Prerequisite: English Composition I or permission of the College**

#### **Course Description**

This course is designed as a survey of British Literature, along with its cultural and historical contexts, from about 1785 through the Twentieth Century. The course will include the reading and study of poetry, plays, essays and fiction written by prominent British women and men authors.

### **FLS 101 Financial Literacy**

**3 credits**

**This course is a Core Prerequisite**

**Purpose:** The course provides an understanding of the fundamental concepts of Financial Literacy which prepare students to recognize how credit cards operate, how to manage a banking account, how to manage monthly expenses relative to monthly income, and how to plan for future purchases, such as automobiles and homes. In keeping with the national standards, this course will prepare students to become financially literate individuals. The primary function of this course is to provide you with the necessary skills of Financial Literacy.

### **HIS201 US History Since 1900**

**3 credits**

**Purpose:** The purpose of this course is to survey and analyze the major economic, political, social and intellectual influences that have affected the development of the United States from the beginning of the twentieth century to the early years of the twenty-first century. With consideration of the various social and political dimensions of US history, this course will help students to understand and appreciate the scope and complexity of a historical development of the US that encompasses Americans from different ethnic and cultural backgrounds, politicians and business leaders from roughly 1900 to 2006.

### **INF101 Information Literacy**

**3 credits**

**This course is a Core Prerequisite**

**Purpose:** This introductory course primarily studies the fundamentals of Information Literacy, the outcomes of Information Literacy when applied to learning and the application of the tools of Information Literacy. The course provides an understanding of the fundamental concepts of Information Literacy which prepare students to recognize what information is needed, when it is needed and how to locate, evaluate and use it effectively. In keeping with the national standards as established by the American Library Association and the Association of College & Research Libraries, this course will prepare students to become information literate individuals in a technological world. The primary function of this course is to provide you with the necessary skills of Information Literacy.

### **MAT099 Fundamentals of Math**

**3 credits**

**Purpose:** The purpose of this course is to provide each student with an understanding of basic mathematics. This course focuses on the concepts and applications of arithmetic, including whole numbers, fractions, ratios, proportions, the decimal system, and percents. Brief introductions to algebra, formulas, algebraic expressions, and linear equations are also included. Special emphasis is placed on the application of basic math skills to common workplace problems and real-life situations. Students may be required to take MATH099 based on the Math placement test and prior to registering for MATH103 Business Mathematics and/or MATH105 College Algebra. Students must pass Fundamentals of Math with a "C" or higher before enrolling in college level math courses.

**MAT103 Business Mathematics**

**3 credits**

**Core Prerequisite:** Placement Exam; Pass Fundamentals of Mathematics with a C or higher; or, Permission of the College

**Purpose:** This course applies math fundamentals to business applications. Topics include a basic math review, business statistics, profit calculations, payroll, banking, interest calculations, insurance, taxes and other business topics.

**MAT205 College Algebra**

**3 credits**

**Purpose:** The purpose of this course is to provide each student with an understanding of college level algebra which can be used to solve problems in the mathematics of business and finance. This course covers algebra operations such as factoring, solving equations in one and two unknowns, and exponents and polynomials. Emphasis is given functions in terms of rate of change, input/output, graphing as well as algebra solutions for quadratic, exponential and logarithmic functions. Coverage will be given to rational expressions, roots, radicals and complex numbers and inequalities with one and two variables. Specific attention will be given to applications for business problems.

**MAT305 Statistics**

**3 credits**

**Prerequisite:** MAT103 Business Mathematics or the equivalent or Permission of the college

**Purpose:** To provide a basic knowledge of statistics methodology: concerned with data collection, analysis and interpretation. This course introduces fundamental concepts of statistical measures and distributions and regression-correlation analysis.

**MAT310 Calculus for Financial Managers**

**3 credits**

**Prerequisite:** MAT105 College Algebra or the equivalent or Permission of the college

**Purpose:** The course covers the necessary core quantitative methods subject matter. Technology and the use of spreadsheets is integrated throughout so that students better comprehend the importance of using modern technological tools for model building and decision making. Students will explore the topics of algebra, geometry, and analysis and apply them to the solution of interesting problems. Topics in this course include limits and differentiation of polynomial, rational, trigonometric, exponential and logarithmic functions and applications.

**PHI 101: Critical Thinking**

**3 Credits**

**Purpose:** The purpose of this course is to provide a basic knowledge of the art and discipline of critical thinking. Students will learn the various critical thinking standards and concepts as formulated by the *Foundation for Critical Thinking* including effective critical thinking, problem solving, logical reasoning, comparative reasoning, issue analysis and the application of critical thinking standards and strategies to determine and solve practical and theoretical problems. Students will explore the application of critical thinking concepts to real world situations in an effort to understand the critical thinking process. They will develop an ability to critically analyze the formulation and posing of questions to promote well-reasoned arguments on a variety of important topics.



### **PHI301 Logic**

**3 credits**

**Purpose:** This course offers an introduction to the nature of logic and studies the role of reasoning in arguments that can assist managers in business, banking or finance. Building on Critical Thinking Standards, the course provides students with practical techniques for professional and personal problem solving. It also examines the role of inductive and deductive reasoning and the influence of fallacies in reasoning. Students learn to address key strategies for clear thinking using a common sense approach to build and evaluate logical arguments and make quality decisions through applied reasoning techniques.

### **POL101 Introduction to Political Science**

**3 credits**

**Purpose:**

This course introduces the history, the institutions, and processes of American Government by emphasizing the themes of interconnectedness, continuity and change of American institutions, practices, and politics. It covers the structure of government as created by the Constitution as well as the forces of politics that decide who will run the government and how decisions are made.

### **PSY101 Introduction to Psychology**

**3credits**

**Purpose:** To introduce the fundamental principles and major concepts of psychology including: brain and behavior, sensation and perception, conditioning and learning, cognitive processes, motivation and emotion, life-span development, the self and identity, sex and gender, testing and intelligence, social influences, psychopathology and therapy, stress and health issues, and methodology.

### **SCI101 Environmental Science with Lab**

**4 credits**

**Purpose:** The course focuses on the study, understanding and solution of environmental problems. It will illustrate relationships between organisms and their natural environment. Emphasis will be placed on the human impact on the environment.

### **SCI201 Anatomy and Physiology**

**3 credits**

**Purpose:** This course focuses on the fundamentals of anatomy and physiology. Students will examine theoretical and real-life applications to gain a better understanding of the human body. The topics to be covered will include basic anatomy and physiology; a review of basic chemistry; cells and tissue: skin and body membranes; the body systems and hierarchy: skeletal, nervous, senses, endocrine, cardiovascular, respiratory, digestive and metabolism including the urinary system and the reproductive system.

### **SOC 101: Introduction to Sociology**

**3 Credits**

**Purpose:** This course explores sociological processes that underlie everyday life. The course focuses on globalization, cultural diversity, critical thinking, new technology and the growing influence of mass media.

## BUSINESS COURSE DESCRIPTIONS

**Prerequisites:** Unless otherwise noted, the following prerequisites are required prior to taking business courses in this section:

**ENG 101** English Composition  
**INF 101** Information Literacy  
**MAT 103** Business Mathematics  
**MGM 101** Principles of Management

**ACC201**            **Accounting I**  
**3 credits**

**Purpose:** This course enables students to develop a basic understanding of fundamental accounting concepts and practices. The course focuses on basic accounting concepts and techniques needed to interpret and use financial information in managing and analyzing business operations.

**ACC202**            **Accounting II**  
**3 credits**

**Prerequisite:** Core Prerequisites and ACC201 Accounting I

**Purpose:** This course is a continuation of Accounting 1. Students will continue to develop a basic understanding of fundamental accounting concepts and practices. Students will also be introduced to fundamental managerial accounting concepts and practices and will learn to interpret and use internal financial information in the management and analysis of business operations.

**ACC203**            **Financial Statements for Managers**  
**3 credits**

**Purpose:** This online course will enable the student to understand and apply the fundamental tools necessary to effectively analyze a business' financial condition. The financial analysis process is approached from an analyst's point of view. You will learn how to determine the composition and quality of financial statement information; how to analyze the balance sheet, income statement, cash flow statement, and reconciliation and retained earnings statement; how to spread statements to ensure efficient and consistent financial statement analysis; how to calculate and apply commonly used ratios, including industry comparables, to assess a business' financial condition and determine it's capacity to repay debt.

**ACC205**            **Managerial/Cost Accounting**  
**3 credits**

**Purpose:** To look at accounting from the manager's perspective rather than the practicing accountant perspective. To focus on cost, cost analysis and costing systems, including budgeting, to enable managers to manage more effectively.



**ACC301 Intermediate Accounting I**

**3 credits**

**Prerequisites:** Core Prerequisites and ACC202 Accounting II

**Purpose:** This course prepares students to develop a comprehensive look at accounting. Students will review in depth not only the how, but also the why, behind the procedures followed by financial accountants. This course will help students understand and evaluate financial accounting and will also create an awareness of both its value and limitations. Throughout the course the role of ethical decision-making in financial reporting will also be explored.

**ACC302 Intermediate Accounting II**

**3 credits**

**Prerequisites:** Core Prerequisites and ACC301 Intermediate Accounting I

**Purpose:** To enhance the student's knowledge and practical application of key accounting theory and concepts in the areas of investments, liabilities, equity, pensions, leases, and financial statement analysis and interpretation. This will be accomplished with in-class discussions and exercises as well as homework problems that will help develop and reinforce these concepts.

**ACC240 Federal and State Individual Income Taxes**

**3 credits**

**Purpose:** To teach individuals who are unfamiliar with individual income tax law how to prepare income tax returns. Also to provide a background in individual income taxes to people working in the Trust Administration area so they can give appropriate responses to customers with income tax questions.

**BNK201 Principles of Banking**

**3 credits**

**Purpose:** To provide individuals with an overview of the history, purpose, and function of banking. Focuses on how banks serve the financial needs of individuals, businesses, and government in today's competitive environment. Compares financial services offered through traditional banking institutions to other financial intermediaries (mutual funds, insurance, etc.).

**BNK205 Managing Today's Branch**

**3 credits**

**Prerequisite:** BNKS101 Principles of Banking

**Purpose:** To provide students with a broad understanding of management's role in banking. To utilize attained knowledge and skills in current or future situations as it relates to employee relations, compliance, lending, asset/liability management and marketing. Students will participate in class, via role-play and create a budget project.

**BNK301 Consumer Credit**

**3 credits**

**Prerequisite:** Core Prerequisites and BNKS101 Principles of Banking

**Purpose:** To present consumer-lending basics including regulations, credit policy, operations, loan closings and loan servicing, product knowledge and the decision making process. The focus is on how to make an appropriate consumer loan by using a decision making process which includes interviewing, investigating and knowing various loan products. Includes lecture material and related case studies for students to develop fundamental credit skills and sound lending judgment.

**BNK405 Negotiable Instruments**

**3 credits**

**Prerequisite:** Core Prerequisites and BNKS101 Principles of Banking

**Purpose:** To examine the concepts of the term "negotiable instrument," the rights and duties of each party to a negotiable instrument; to give students a firm background in two important negotiable instruments. Also, to acquaint students with various problems which arise in their work along with possible solutions.

### **COM301 Interpersonal & Organizational Communication**

**3 credits**

**Purpose:** The purpose of this course is to examine how we perceive self and others, how we use information we gather about self and others to guide our interactions, and the essential role of communication in the development and maintenance of human relationships. The goal of this course is to provide students with a better understanding of some of the factors affecting communication in relationships and to appreciate the impact of communication on our relational lives. In this course, students will gain a theoretical understanding of human communication processes and learn strategies to improve interpersonal communication skills.

### **ECO201 Macroeconomics**

**3 credits**

**Purpose:** To develop a working knowledge of the principle concepts and theories in macroeconomics. In this day of rapid and dynamic change, economic issues underlie much of the political, social, cultural and military turmoil throughout the world. Whether on a local, national, or global scale, such pressing issues as poverty, unemployment, inflation, environmental concerns, housing shortages, health-care need, and natural defense are all primarily economic in nature. Throughout this course, economic theory and analysis are related to the world reality. Thus, the student can apply what is being learned to assist in making prudent judgments regarding various current economic issues, even though they may have social or political overtones.

### **ECO202 Microeconomics**

**3 credits**

**Purpose:** This course seeks to develop a working knowledge of the principle concepts and theories in microeconomics. This part of economics is concerned with the interrelationships of the individual business firms, industries, consumers, laborers, and other factors of production that make up a modern economy.

### **FIN201 Principles of Financial Services**

**3 Credits**

**Purpose:** Fundamentals of Financial Services is a beginner course providing focus on the history, regulatory environment, competitive pressures and developing trends affecting the industry. This course creates a general understanding of the sub-sector industry players individually (banking, insurance, and investment/mutual funds) and evolves to a study of components affecting the industry as a whole today.

### **FIN205 Money and Banking**

**3 credits**

**Suggested Prerequisites:** Core Prerequisites; ECON201 Microeconomics /  
ECON205 Macroeconomics

**Purpose:** To provide the student with an integrated understanding of the monetary process within the United States economy which provides insight into the nature and effectiveness of monetary policy in the United States. Focuses on the nature, history and functioning of money-creating institutions, including techniques developed for their control and the interrelations between monetary, price, and employment theories. It is also thought provoking because there are no absolute answers. There are many differences of opinion among experts. These controversies stem from the character of money and banking which changes as the institutions evolve and as human behavior within society changes. Designed for all bank employees regardless of which area and type of bank.

### **FIN210 Principles of Investments**

#### **3 credits**

**Purpose:** This course aims to remove the "mystique" of general unfamiliarity regarding investments. You will be able to gather data, analyze and develop a game plan, and formulate a custom-made investment plan for your clients and yourself. The course will provide an intensive and in-depth review of individual stocks, bonds, options, and the technical analysis needed to develop and analyze an individual portfolio of financial securities. You will understand more about your "investor psychology", how it affects the market, and how to make it work in your favor. You will also learn how to recognize "turns" with the stock and bond markets and be prepared to make "educated projections" on their future direction.

### **FIN220 Mutual Funds**

#### **3 credits**

**Purpose:** This course, for beginners in the mutual funds industry, will present fundamental concepts of the mutual fund business. The course will review basic business competencies to prepare students for subjects covered in Fundamentals of Mutual Funds II course. It will include an introduction to the basics of portfolio management, historical evolution of mutual funds, federal and state regulatory oversight, marketing and distribution, custody, technology issues, as well as the function that mutual funds serve in our society. This course is designed for those who work in financial services who want an introduction to mutual funds fundamentals or for those who are interested in making their investment decisions work for them.

### **FIN301 Investment Management**

#### **3 credits**

**Purpose:** The objective is to provide the student with theoretical and practical background in the field of investments. The course will cover the major topics of financial markets, portfolio theory, equity and fixed-income security valuation, capital market equilibrium and risk-return trade-off, performance evaluation and derivatives.

### **FIN305 Corporate Finance**

#### **3 credits**

**Purpose:** To provide a working knowledge of the planning, decision making and control exercised by the corporate financial officer to ensure the success of a business. To reach this objective, the student is guided through a detailed examination of the balance sheet in terms of structure, quality and managing for optimum return and safety. Weekly problem solving assignments reinforce the student's understanding of the concepts with case studies, where appropriate, to further illustrate the principles discussed.

### **LND101 Commercial Lending Practices**

#### **3 credits**

**Purpose:** To build on basic lending skills with introduction to advanced analysis techniques. This course relies heavily on the use of case studies.

### **LND201 Advanced Commercial Lending Practices**

#### **3 credits**

**Prerequisites:** Core Prerequisites and COML101 Commercial Lending Practices

**Purpose:** This course builds on basic lending skills learned in Commercial Lending Practices. During the term we will examine and explore: how management strategy and industry factors impact repayment ability, legal considerations to minimize risks of loan loss and, minimizing the institution's portfolio risk through loan structuring techniques.

### **LND205 Residential Mortgage Lending**

#### **3 credits**

**Purpose:** To take the student from the initial stages of the loan application, through data gathering, credit investigation and evaluation of a credit decision. Also provides background in the history and evolution of the industry with discussion of current trends, topical items and what happens for the life of a loan. Uses case studies, role-playing and activity-involved presentations. When appropriate there will be guest presenters.

**MGM205            Management Information Systems**

**3 credits**

**Purpose:** This course introduces the various information and communications technologies and explains how information systems are used to solve problems and make better business decisions.

**MGM210            Quality Customer Service**

**3 credits**

**Purpose:** This course defines, examines, and puts into practice the process of quality customer service. Through this understanding and practical application, students learn techniques to help them not only deliver higher levels of customer services at a lower cost, but connect the concept between excellent customer service and organizational performance in the financial services industry.

**MGM215            Leadership and Management**

**3 credits**

**Purpose:** This course is designed for students to compare and contrast management and leadership; examine five fundamental practices of exemplary leadership; and discover a natural approach to leadership that works for them. Students will develop a personal action plan based on their strengths and explore techniques to develop leadership skills in others. Benefit from an enriching combination of lectures, learning assessment exercises, small-group interaction, and case studies.

**MGM225            Human Relations in the Workplace**

**3 credits**

**Purpose:** Explore human behavior at work: self-esteem, emotional control, values orientation, self-concept, integrity, attitude and health. The course will focus on skills needed for a work environment characterized by flatter hierarchies, culturally diverse work teams, rapid technological advances, globalization, competitive pressures and constant change.

**Course Outcomes:** After the course students can expect to:

**MGM250            Business Ethics**

**3 credits**

**Purpose:** To develop critical thinking and reasoning about moral issues of business, with primary focus on the world of financial services. In addition to a study of public issues such as mergers, management versus stockholders' interests, changing nature of stockholders, the course will explore typical ethical dilemmas that confront investors, managers, analysts, brokers, and others involved in the financial marketplace. The course will also emphasize the ethical dimensions of employees who work within the organization. Guest lecturers, case analysis, research and group discussion of current events will be used.

**MGM255            Business Law**

**3 credits**

**Purpose:** This course emphasizes contracts and the legal system. By including modules on the law of sales, commercial paper, agency, and property, and examining such critical legal environment topics as government regulations, employment practices, and consumer and environmental protection- you will gain a comprehensive overview of law and the world of business.

**MGM301            Research Methods**

**3 credits**

**Purpose:** This course reviews the various methods of data collection with a focus on survey research. The student will learn the many steps in preparing, executing and analyzing survey data, and presenting the data to various management level audiences. The student is exposed to some statistical theory and formulae where appropriate in analyzing and interpreting survey information. Students will design research studies and pre-test survey instruments.

**MGM305 Organizational Behavior****3 credits**

**Purpose:** This course introduces the student to the contemporary principles of organizational behavior. Emphasis is on the importance of human dynamics in modern organizations. The course covers individual behavior, group processes, and organizational dynamics from both the management and employees perspectives.

**MGM320 Recruitment, Selection and Orientation****3 credits**

**Purpose:** To learn the methods for attracting, selecting and retaining qualified people.

**Course Outcomes:** After the course students can expect to:

1. Understand the best hiring and placement practices to match qualified candidates with the organization's future direction.
2. Help managers clarify and define job requirements.
3. Sharpen interviewing skills with an in-depth look at candidate assessment through behavioral interviewing techniques. Identify legal and illegal questions.
4. Examine regulatory guidelines - EEOC, ADA, and Affirmative Action.
5. Develop a comprehensive employee orientation program with built-in follow-up and mentoring practice.

**MGM401 Operations Management****3 credits**

**Purpose:** Operations Management encompasses the methods and practices used to systematically plan, design and execute the processes necessary to deliver services or produce tangible goods. Within the study of Operations Management there are a range of procedures and ancillary systems (i.e. purchasing, project management, training) necessary to manufacture materials or deliver services whether in the for profit or non-profit sectors.

This course presents an overview of operations management from manufacturing and service delivery perspectives and looks back at the origins of the function as well as reviewing current best practices including operations and sustainability.

**MGM410 Strategic Management & Decision Making****3 credits**

**Purpose:** This course looks at management decisions and action that determine long term performance for the corporation. The study of business strategy examines a variety of analysis and decision-making applications including environmental scanning (internal and external), strategy formulation, implementation and evaluation. The course also looks at the strengths and weaknesses that effect strategy development.

**MGM415 International Business Management****3 credits**

This course provides an introduction to the considerations that need to be given when managing project development in a global environment. The following key content areas will be examined in this course:

- Global Environment of International Business
- Relationship of Culture and Business
- Challenges in Operating in a Global Environment
- Challenges in Managing Global Teams

**MGM420 Case Studies in Business Management****3 credits**

The purpose of this course is to use case studies to draw a correlation between theory and practical application. Contemporary and/or historical case studies will be examined to illustrate how management constructs when applied appropriately, can positively impact organizations and individuals.

**MGM425 Human Resources Management**

**3 credits**

**Purpose:** Provides an overview to the human resources function - its evolution and the pivotal role it now plays in planning strategically for the future of an organization's diverse workforce.

**MGM450 Internship**

**3 credits**

**Prerequisite:** Junior/Senior level standing and permission of instructor

**Purpose:** A work-study experience designed by the student in consultation with a sponsoring faculty member and an on-site professional. Designed to motivate the student toward professional growth through observation and participation, to interact with practicing professionals and stimulate career planning. The internship proposal must define the work to be done, the learning objectives and the process of reflecting and reporting on the experience in cooperation with the faculty sponsor.

**MKT210 Principles of Marketing**

**3 credits**

**Purpose:** To provide students with basic skills relating to the development of marketing plan (analyzing the present situation, establishing goals and objectives, formulating strategies, and reviewing current performance). Case history discussions are used.

**MKT215 Building Customer Relations**

**3 credits**

**Purpose:** This course will provide the student with the fundamentals of the selling process, with a focus on the ethical aspects of the sales experience. This course examines: Selling as a Profession: successful selling, relationship marketing and the sales force, social, ethical and legal influences; Relationship Selling: the psychology of selling, use of verbal and non-verbal communication, sales knowledge, prospecting strategies and methods, planning, sales presentation strategies, keys to customer retention; Self-Management and Training of Successful Salespeople: Training, motivating, evaluation and successful leadership of salespeople

**MKT220 Principles of Advertising**

**3 credits**

**Purpose:** This course provides the students a thorough knowledge of Advertising Principles and a practical understanding of the techniques and practices used by today's advertising agencies and clients. Specifics include, current issues facing the business of advertising and the environment in which advertising operates, strategy development, writing an advertising plan, learning to be a good presenter, media, creative development, and integration of other communications. Careers and employment in advertising will also be investigated.

**MKT225 Consumer Behavior**

**3 credits**

**Purpose:** This class is designed to provide a basic overview of the theories and constructs of Consumer Psychology. Students will examine how theories are applied to develop advertising and marketing strategies. They will also examine the influence of marketing on individual buying behavior. Finally, students will work both individually and in teams to solve problems and make decisions relating to marketing and consumer behavior.

**MKT230 Principles of Public Relations**

**3 credits**

**Purpose:** This class is designed to provide a basic overview of how to plan and carry out a multi-faceted public relations program. It offers practical experience in identifying publics and messages; developing and producing a broad variety of PR tools; understanding and working with the news media; and working with other professionals in graphics, photography, video and printing. Students work as teams with organization of their choice throughout the semester, researching its policies, practices and needs, and using them as the basis of a series of team assignments.

**MKT301 Marketing Research**

**3 credits**

**Prerequisite: Core Prerequisites and Principles of Marketing (MKT 201)**

**Purpose:** Marketing Research introduces the concepts and applications of market research through the marketing management approach. This course emphasizes the basic methodologies, as well as introduces a variety of techniques, and demonstrates how research applies to strategy, including marketing, advertising, sales and product design and development. The purpose of this course is to make you a knowledgeable research consumer and a beginning practitioner. The focus will be on qualitative (exploratory) and quantitative research execution and the application of research findings and analysis in decision making. The course is geared toward the practical application of research, though gaining a working knowledge of certain terminology will be important.

**MKT401 Marketing Management**

**3 credits**

**Prerequisite: Core Prerequisites and Principles of Marketing (MKT 201)**

**Purpose:** Marketing Management is the art and science of choosing target markets and getting, keeping, and growing customers through creating, delivering, and communicating superior customer value. Marketing management seeks to meet organizational objectives by effectively satisfying customers in a dynamic environment. This course provides an overview of marketing processes and marketing principles, and provides students with the opportunity to apply the key concepts to practical business situations. The course focuses on formulating and implementing marketing management strategies and policies.



## GRADUATE DEGREE: MASTERS OF SCIENCE IN BUSINESS ETHICS AND COMPLIANCE

### Program Description

The MS in Business Ethics and Compliance is delivered in an online format. It is designed for individuals interested in, and aspiring to, careers in regulatory compliance as well as those already in the field who desire advanced skills and knowledge. Students are exposed to the theory but with primary emphasis on the application of ethics in the business arena and applying these theories to meet the needs of an increasingly sophisticated and changing industry. Overlaying the ethics foundation is familiarization with a global perspective of the banking and finance industry with internal and external compliance with the regulatory agencies and their regulations and law.

### Program Goals

- To develop compliance professionals who can navigate in a complex regulatory environment; think critically, strategically, and practically, and who can apply inductive and deductive reasons skills to identify and solve complex compliance and regulatory problems
- To develop compliance professional who can assess and manage both the tangible and intangible aspects of risk by applying sound risk management and applied ethical standards
- To develop compliance professionals who can develop and implement compliance programs that adhere to the Federal Sentencing Guidelines

### Program Outcomes

Upon completion of this program the student should be able to:

- Research and comprehend international, national/federal, state and local regulatory requirements
- Develop and implement compliance policies and procedures
- Develop strategic compliance plans to align with corporate strategies as well as federal sentencing guidelines
- Analyze and evaluate the effectiveness of compliance programs
- Articulate the ethics theories underlying compliance in the banking and finance industry

## Master of Science in Business Ethics and Compliance – Program Curriculum

Master of Science in Business Ethics and Compliance		
<b>Required Courses – 8</b>		24 Credits
MBE501	Regulations and Regulators: An Overview	3
MBE505	Regulations and Regulatory Agencies: A Practical Application	3
MBE510	Governance, Risk Management & Compliance	3
MBE520	Corporate Compliance: Roles and Responsibilities	3
MBE530	Enterprise Risk Management	3
MSF515	Risk Management for Compliance Professionals	3
MBE540	Corporations and Compliance: Case Studies	3
MBE560	The Culture of Ethics and Competition	3
<b>Electives – Choose 2 Courses</b>		6
ACC501	Forensic Accounting in Financial Services	3
ACC515	Fraud Examination and Techniques	3
ACC520	Forensic Data Analysis	3
ACC525	Asset Recovery & Loss Prevention	3
ACC530	The Forensic Audit	3
MBE545	Human Resource Management	3
MBE565	International Business Ethics, Compliance, and Law	3
MBE550	Conducting Internal Investigations	3
<b>Master of Science in Business Ethics and Compliance Program – 10</b>		<b>30 Credits</b>

### Other Requirements: Comprehensive Examination

All students will take a three hour comprehensive examination prior to graduating from this program.

### Prerequisites:

Undergraduate degree in Finance, Business Administration, Economics, Accounting, Marketing, or related field automatically waives MBE foundation and prerequisite courses

Required Prerequisites: (12 credits) – or approval by Program Chair.

Microeconomics or Macroeconomics

Business Law

Business Ethics

Principles of Finance or Principles of Management

<b>Master of Science in Business Ethics and Compliance with Forensic Accounting Concentration</b>		
<b>Required Courses – 8</b>		<b>24 Credits</b>
MBE501	Regulations and Regulators: An Overview	3
MBE505	Regulations and Regulatory Agencies: A Practical Application	3
MBE510	Governance, Ethics, & Compliance	3
MBE520	Corporate Compliance: Roles and Responsibilities	3
MSF515	Enterprise Risk Management	3
MBE535	Risk Management for Compliance Professionals	3
MBE540	Corporations and Compliance: Case Studies	3
MBE560	The Culture of Ethics and Competition	3
<b>Forensic Accounting Concentration (8 Core Courses; 5 Forensic Accounting Courses)</b>		<b>15 Credits</b>
ACC501	Forensic Accounting in Financial Services	3
ACC515	Fraud Examination and Techniques	3
ACC520	Forensic Data Analysis	3
ACC525	Asset Recovery & Loss Prevention	3
ACC530	The Forensic Audit	3
<b>Master of Science in Business Ethics and Compliance Program Forensic Accounting Concentration – 13 Courses</b>		<b>39 Credits</b>

**Other Requirements: Comprehensive Examination**

All students will take a three hour comprehensive examination prior to graduating from this program.

**Prerequisites:**

Undergraduate degree in Finance, Business Administration, Economics, Accounting, Marketing, or related field automatically waives MBE foundation and prerequisite courses

Required Prerequisites: (12 credits) – or approval by Program Chair.

Microeconomics or Macroeconomics

Business Law

Business Ethics

Principles of Finance or Principles of Management

## Master of Science in Business Ethics and Compliance Course Descriptions

### ACC501 Forensic Accounting

3 Credits

**Prerequisites:** None

**Purpose:** This course offers a thorough examination of the current methods and legal concerns for detection and prosecution of economic crimes. The course walks through the forensic process of initial detection, indictment and finally to gaining a conviction from the accountants standpoint. Students will study fraudulent financial reporting, misappropriation of assets, indirect methods of misappropriating income, money laundering and cash flows, evidence management, loss valuations, and providing litigation support and testimony. The course examines how prosecutors enable tax code violations, offshore banking violations, and the Rico statutes to gain conviction of fraudulent and illegal crimes. The forensic accountant is the chief tool used in this process from the standpoint of initial detection, information gathering, and supporting the case from an expert witness and subject matter expert.

### ACC515 Fraud Examination and Techniques

3 Credits

**Prerequisites:** None

**Purpose:** This course introduces the basic fundamentals behind fraud and its impact on the business world. It aids in gaining an understanding of the significance of fraud in the modern accounting world. This course prepares you to identify, detect, investigate, and prevent financial fraud. It outlines the nature of fraud and the different types of fraud, to include unique e-business fraud that is now possible in today's technological world. This course also touches on cutting edge elements of data analysis in fraud detection as well as the investigation and concealment of information. It will explore consumer fraud activities, as well as tax fraud strategies and methods. A specific focus will be on the financial statement fraud standards to include SAS 99 and Sarbanes Oxley impacts.

### ACC520 Forensic Data Analysis

3 Credits

**Prerequisites:** None

**Purpose:** This course covers the data collection and analysis aspect of forensic science applied to both the accounting and computer world. Most digital evidence is stored within the computer's file system, but understanding how file systems work is one of the most technically challenging concepts for a digital investigator because little documentation exists. This course prepares you to understand and be able to testify about how file system analysis is performed. This course begins with an overview of investigation and computer foundations and then gives an authoritative, comprehensive, and illustrated overview of contemporary volume and file systems: crucial information for discovering hidden evidence, recovering deleted data, and validating your tools. Along the way, the course examines data structures, analyzes example disk images, provides advanced investigation scenarios, and uses today's most valuable open source file system analysis tools.

### ACC525 Asset Recovery and Loss Prevention

3 Credits

**Prerequisites:** None

**Purpose:** This course has been designed to introduce forensic accountant students to the basics of loss prevention and asset recovery principles employed within the business industry today. This course functions as a bridge between physical security and computer security as it requires that both be in sync with one another to fully prevent loss within the enterprise. Proven strategies for prevention of fire, crime, error, fraud, and mismanagement actions are presented. The focal point of this aspect of the forensic accounting process is to not only prevent the loss, but also put in place proper tools for recovering a loss if uncovered during an investigation. Strategies for doing this will be provided and discussed in detail during this course. Forensic accountants must be prepared for advances in technology, and the ever-evolving open door that these technologies present from a loss prevention and recovery process.

### **ACC530 The Forensic Audit**

**3 Credits**

**Prerequisites: None**

**Purpose:** this course provides an overview of forensic accounting fraud auditing and investigative accounting techniques and tools. Fraud is no simple vice for business. Recent years have seen it grow both in size and complexity, to the point where some estimates place losses due to fraud at well over \$100 billion a year. With the increasing complexity of financial structures and the intensity of business competition, fraud has become harder to detect and more enticing to commit. Much of the responsibility for the detection of fraud has fallen to the accounting profession, forensic accountants must learn how to recognize its signs early on and how to best approach and investigate potential cases. This course focuses on the investigation, detection, documentation, and prevention of accounting frauds, stock frauds, and employee theft and embezzlement. It provides an in-depth analysis of how fraud occurs within an organization and explains the latest techniques for fighting it.

### **MBE501 Regulations and Regulators: An Overview**

**3 Credits**

**Prerequisites: None**

**Purpose:** This course is designed to provide a broad understanding of the philosophy, history and context of regulations and regulatory agencies within various industries, including, but not limited to financial services, health care, and human resources. Students will evaluate and assess the external role of the compliance process, including federal, state, and local regulatory agencies. Students will study the complex regulatory environment that has recently grown in an effort to safeguard the public's personal information and prevent abuse within various industries.

### **MBE505 Regulations and Regulatory Agencies: A Practical Application**

**3 Credits**

**Prerequisites: None**

**Purpose:** The purpose of this course is to apply the principles and perspectives of regulation and regulatory agencies, including, the Department of Labor, the Securities and Exchange Commission, and the financial services industry. Additional topics include the cost of compliance implementation, the impact of new technology, and specific regulatory provisions and consequences. One useful way to see the potent influence regulatory authorities exercise on the banking industry is to review some of the major laws from which federal and state regulatory agencies receive their authority and direction. This course will examine the major banking laws and their provisions and analyze their practical effects on the financial services industry along with a look at what financial services providers are doing to comply with these regulations as well as what remains to be done.

### **MBE510 Governance, Risk Management and Compliance**

**3 Credits**

**Prerequisites: None**

**Purpose:** The purpose of this course is to understand, evaluate and assess the internal role of the compliance process. The focus is on evaluating and defining the role of Management and Governing Board in relation to ethics and compliance. The overall objective of the course is to introduce students to the wide world of GRC – to its infrastructure (the key components) and to its substance (the key issues). We will explore the leading requirements of a solid GRC program as well as the leading governance, compliance and corporate responsibility issues and risks facing organizations today as well as how to recognize red flags, key indicators and warning signals.

### **MBE520 Corporate Compliance: Role and Responsibilities**

**3 Credits**

**Prerequisites: None**

**Purpose:** The purpose of this course is to examine, evaluate and create corporate compliance standards, practices, and structures. This course is designed to detail the role and responsibilities required for this newly emerging and increasingly influential and relatively new profession. Knowledge, skills, and abilities required in this multifaceted position will be examined, as well as establishing reporting and accountability standards. Assignments are designed to turn theory into practical application. Learners will use the Federal Sentencing Guidelines and Sarbanes Oxley Act to develop a Compliance Program and Code of Ethics.

### **MSF515 Enterprise Risk Management**

**3 Credits**

**Prerequisites: None**

**Purpose:** The purpose of this course is to understand the broad overview and perspective of risk management and both its theoretical and practical applications to corporate compliance issues, policies, and procedures. The course seeks to put Governance, Risk Management and Compliance in context by providing an introduction and foundation to risk management.

### **MBE535 Risk Management for Compliance Professionals**

**3 Credits**

**Prerequisites: None**

**Purpose:** The purpose of this course twofold. One is to understand, identify, and evaluate federal and state rules and regulations relating to technology and assessing the impact of technology plans, policies and procedures to comply with these regulations. In addition, the course focuses on risk assessment related to new technologies and corporate compliance. Two, this course evaluates other major risk management topics such as risk assessment, dealing with suppliers, outsourcing partners, loss of strategic control, and brand damage.

### **MBE540 Corporate Compliance Case Studies**

**3 Credits**

**Prerequisite: None**

**Purpose:** The purpose of this course is to identify and assess both how corporations “went wrong” and what corporations consistently “do right” in business ethics and corporate compliance. Students will identify specific areas of regulatory and non-compliance based on actual case studies. They will also examine specific corporate policies and procedures which have been successful in creating a positive and productive corporate compliance culture. Each week, you will see that two of the case studies or articles in the reading sections will be tied to a discussion board question. This will give you an opportunity to discuss each reading topic with the professor and your classmates. In the current business environment, we will have a lot of interesting topics to debate.

### **MBE545 Human Resource Management – 3 Credits**

**Purpose:** The primary objective of this course is to develop the ability to apply sound legal and ethical reasoning to HR issues arising in a culturally diverse and changing business arena; to appreciate the complexity of the legal forces that a manager will face in a corporate environment; to recognize and understand the nuances and differences in cultures and how these differences can affect both positively and negatively a business; to recognize and appropriately act upon the ethical and moral choices which govern personal and corporate behaviors; and to recognize the importance of effective corporate social responsibility in a changing environment.

### **MBE550 Conducting Internal Investigations - 3 Credits**

**Purpose:** Most executives and HR professionals will have to conduct at least one formal investigation during their careers. Many will have to do so on numerous occasions for reasons such as theft, drug use or possession, discrimination, threats, assaults or sexual harassment. This course is a guide to conducting thorough and lawful internal investigations. Investigative legal ramifications, principles and techniques will be examined in this course.

### **MBE560 The Culture of Ethics and Competition**

**3 Credits**

**Prerequisites: None**

**Purpose:** The purpose of this course is to provide a broad overview and summary of business ethics within the competitive business environment. Students will be asked to reflect on fundamental ethical principles and practices and assess the application of those ethical principles and practices to specific corporate and business cultures. Students will also have the opportunity to research a specific area of interest and write a thesis paper, or identify a problem within a work environment and develop a plan to solve that problem. The purpose of the thesis paper is to have the student demonstrate his or her ability to apply the knowledge acquired in the program to an actual work setting and to utilize skills of observation and analysis as demonstrated in a formal paper.

### **MBE565 International Business Ethics, Compliance and Law - 3 Credits**

**Purpose:** Different legal, political, and business models have grown up in different parts of the world. Companies wishing to successfully operate outside of their own national boards and systems are finding themselves increasingly required to adapt to both international and foreign national standards of law, business practices, and ethics and conform their original business model to international and foreign national regulatory bodies. This course is designed to prepare students to understand practical ethical and compliance problems and phenomena which arise out of specific functional areas of companies or in relation to recognized business professions such as accounting, human resources, sales and marketing, production and intellectual property in a multinational corporation.

### Program Description

The MS in Finance is designed to create a comprehensive and contemporary perspective in finance theory and practice. The program core covers an in depth examination of the financial industry including an overview of regulatory issues and the challenges and changes of the industry. Each course is designed to provide students with specific and special topics in finance and the opportunity to investigate fields of interest. These courses allow students the opportunity to engage in cutting edge thinking and research on industry relevant topics.

### Program Goals

- To develop socially responsible business finance professionals who possess and can ethically apply their skills and abilities in contemporary, heavily regulated, and complex organizational settings.
- To develop business finance professionals who can combine theoretical concepts and analytical skills to evaluate risk, develop rational strategies, implement plans, make sound decisions, and solve multifaceted and complicated problems.
- To prepare business finance professionals to lead change with care and concern for internal and external stakeholders and the natural environment.

### Program Outcomes

Upon completion of the program students should be able to:

- Research and comprehend international, national/federal, state and local regulatory requirements.
- Conduct company, market and technology research
- Prepare and analyze financial reports
- Explain and manage the financial processes relating to acquisitions and mergers
- Evaluate and test models relating to investments and capital expenditures
- Understand and apply all aspects of risk
- Explain the various aspects of the securities market and the players

## Master of Science in Finance – Program Curriculum

<b>Major Required (Core) Courses (Total # of courses required = 9)</b>		
Course #	Course Titles	Credit Hours
MSFI501	Financial Markets & Institutions	3
MSFI530	Applied Quantitative Methods	3
MSFI555	Investment Theory and Analysis	3
MSFI505	Advanced Corporate Finance	3
MSFI510	Investment Management and Securities Services	3
MSFI515	Enterprise Risk Management	3
MSFI520	Portfolio Management	3
MSFI525	The Banking Industry: Challenges and Changing Landscapes	3
MSFI550	Financial Policy	3
	Sub-Total # Core Credits Required	27
<b><i>Elective Course Choices (Total courses required = 1 ) (attach list of choices if needed)</i></b>		
MSFI535	Financial Economics	3
MSFI540	International Finance	3
	Sub-Total # Elective Credits Required	3
<b><i>Curriculum Summary</i></b>		
	Total number of courses required for the degree	10
	Total credit hours required for degree	30
<b><i>Prerequisite, or Other Requirements:</i></b>		
<p><b>Other Requirements: Comprehensive Examination</b>            All students will take a three hour comprehensive examination and/or complete a capstone project prior to graduating from this program.</p> <p><b>Prerequisites:</b>            Undergraduate degree in Finance, Business Administration, Economics, Accounting, Marketing, or related field automatically waives MSF foundation and prerequisite courses.</p> <p>Required Prerequisites: (12 credits) – or approval by Program Chair.</p> <p>Microeconomics and/or Macroeconomics            Corporate Finance            Accounting I or Financial Accounting            Statistics or Calculus for Financial Management</p>		



## Master of Science in Finance - Course Descriptions

### **MSFI 501 Financial Markets and Institutions**

**3 Credits**

**Prerequisites: None**

**Purpose:** This course explores the features and functions of the key financial markets along with the institutions that serve the markets. Specifically, this overview compares and contrasts the equities, debt, money, and mutual fund markets. It analyzes the individual markets, as well as the interaction among them. The course also focuses on the Federal Reserve System: its integration with the investment market industry and how it affects economic conditions.

### **MSFI 505 Advanced Corporate Finance**

**3 Credits**

**Prerequisites: None**

**Purpose:** The primary objective is to provide a framework, concepts, and tools for analyzing financial decisions based on fundamental principles of modern financial theory. The approach is rigorous and analytical. Topics covered include discounted cash flow techniques; corporate capital budgeting and valuation; investment decisions under uncertainty; capital asset pricing; options; and market efficiency. The course will also analyze corporate financial policy, including capital structure, cost of capital, dividend policy, and related issues. This course also covers the operating and financial leverage, sustainable growth, and financial health of a firm. Other topics include raising capital, mergers and acquisitions and corporate restructuring.

### **MSFI 510 Investment Management and Securities Services**

**3 Credits**

**Prerequisites: None**

**Purpose:** This course provides in-depth analysis of the securities industry. It will describe and compare the different types and features of advanced securities such as mortgage backed, asset backed, and derivatives. The course introduces a securities market model describing the various participants such as banks, brokers, insurance companies, and investment advisors. Within this model, business and system requirements for investment management and trading, custody and securities processing, and securities accounting are described in detail. It also presents future industry challenges.

### **MSFI 515 Enterprise Risk Management**

**3 Credits**

**Prerequisites: None**

**Purpose:** This course will survey the evolving topic of Enterprise Risk Management (ERM) specifically focusing on key elements of the process that are of most importance to banks and other financial service companies. Students will develop an understanding of the global framework within which the discipline of risk management is maturing. Students will learn how to identify, measure, and manage risk, within the context of the firm, using a number of technical and non-technical tools. A description of the current legal and regulatory framework as well as best practices surrounding risk management, compliance, and ethics, will also be covered.

### **MSFI 520 Portfolio Management**

**3 Credits**

**Prerequisites: None**

**Purpose:** This course is designed to help financial advisors ensure their personal success in managing existing relationships, building new relationships and overall practice management. This course offers a detailed study of Comprehensive Wealth Management and issues, key tactics, organizational issues, and case studies ranging from client relationships to prospecting for new clients to developing centers of influence. The 13 Wealth Management Issues will help advisors develop confidence in the common and the uncommon issues faced by their clients by clarifying key terms, common concerns, and solutions, and case study analysis. This course prepares financial advisors to establish themselves as a true trusted advisor—a wealth advisor. Wealth Advisors will learn to operate at the center cell and heartbeat of the client-advisor relationship, in turn cementing their ability to retain and expand their role for generations.

### **MSFI 525 The Banking Industry: Challenges and Changing Landscape**

**3 Credits**

**Prerequisites: None**

**Purpose:** This course describes the future directions of the banking industry. In so doing, the course will review the extraordinary changes, which have swept the banking sector in the past 20 years. It will then explore the current state of the industry, from an economic, competitive, technological, and strategic point of view. It also reflects the latest thinking from prominent industry executives, academics and regulators from around the world and introduces and explores the latest financial and hedging techniques in use around the world. Finally, it provides the foundation for creating an integrated, consistent, and effective risk management strategy. The focus will be both on the modern historical aspect of banking (since the Great Depression) and the current events of the industry. Focus will be placed on the government role in bailouts, the lending crisis, bank failures and globalization. Students will be required to research, analyze and report on important aspects of banking and discuss these with their peers.

### **MSFI 530 Applied Quantitative Methods**

**3 Credits**

**Prerequisites: None**

**Purpose:** This is a graduate level course in business statistics. Students learn how to present and summarize data, and analyze data as an aid to decision making under uncertainty. Topics include descriptive statistics, applications of probability models, hypothesis testing, analysis of variance, and regression analysis as they apply to business and management problems.

### **MSFI 535 Financial Economics**

**3 Credits**

**Prerequisites: None**

**Purpose:** This course covers the role and functions of money, credit, and financial markets in the modern economy. This course also covers the theory of money's role and institutional background of the history of money and banks in the US. It will develop an understanding of how banks and financial markets operate as part of the money demand and supply processes. The role of US central banking, the effects of interest and foreign exchange rates on the real economy are also explored in detail.

### **MSFI 540 International Finance**

**3 Credits**

**Prerequisites: None**

**Purpose:** International Finance will introduce students to global financial markets and operations of multinational firms. Topics to be discussed will include foreign exchange markets, international financial markets, international banking, international trade tariff and quotas, Euromarkets, and investment decisions in the global marketplace.

**MSFI 550 Financial Policy****3 Credits****Prerequisites: None**

**Purpose:** This course is a practical guide to understanding the elements of financial strategy, and how directors and advisors can add value by tailoring financial strategy to complement corporate strategy. The course discusses the practicalities behind transactions such as: Raising venture capital, flotation on a stock exchange, Making acquisitions, Management buyouts, Financial restructuring. In explaining financing structures, the course sets out the basic building blocks of any financial instrument. Case Studies are used to illustrate various strategies and innovations.

**MSFI 555 Investment Theory and Analysis****3 Credits****Prerequisites: None**

**Purpose:** The purpose of this course is to understand and evaluate financial investment theory and the analysis that takes place leading to financial decisions. The focus is on evaluating and defining theories that apply to portfolio analysis, explaining models of equilibrium in capital markets, applying security analysis and evaluating the investment process. The overall objective of the course is to introduce students to the theory and analysis required to explain investment prices determined in financial markets worldwide.



## APPENDIX: NECB ACADEMIC CALENDAR

### 2009 Academic Calendar Undergraduate Programs (ASBA and BSBA)

ASBA/BSBA Schedule: 8 week terms with long weekends off in between each course and a summer and winter break.

Term	2009 Course Schedule	2009 Days in between classes
Winter Term I	January 5 – February 26	February 27 – March 1
Spring Term I	March 2 – April 23	April 24 – April 26
Spring Term II	April 27 – June 18	June 19- July 5 (2 week summer break)
Summer Term I	July 6 – August 27	August 28 – August 30
Fall Term I	August 31 – October 22	October 23 – October 25
Fall Term II	October 26 – December 17	December 17 – January 4, 2010 (2 week winter break)

### 2010 Academic Calendar Undergraduate Programs (ASBA and BSBA)

Term	2010 Course Schedule	2010 Days off In Between Classes
Winter Term	January 4 – February 25	February 26 – February 28
Spring Term 1	March 1 – April 22	April 23 – April 25
Spring Term 2	April 26 – June 17	June 18- July 4 (2 week summer break)
Summer Term	July 5 – August 26	August 27 – August 29
Fall Term 1	August 30 – October 21	October 22 – September 24
Fall Term 2	October 25 – December 16	December 17 – January 3, 2011 (2 week winter break)

## 2009 Academic Calendar Graduate Programs (MSF and MBE)

MSF/MBEC Schedule: 5 week terms with one week off in between classes

Session	2009 Course Schedule	2009 Weeks Off
Winter Session I	January 5 – February 8	February 9 – February 15
Winter Session II	February 16 – March 22	March 23 – March 29
Spring Session I	March 30 – May 3	May 4 – May 10
Spring Session II	May 11 – June 14	June 15 – June 21
Summer Session I	June 22 – July 26	July 27 – August 2
Summer Session II	August 3 – September 6	September 7 – September 13
Fall Session I	September 14 – October 18	October 19 – October 25
Fall Session II	October 26 - November 29	November 30 – January, 2010

## 2010 Academic Calendar Graduate Programs (MSF and MBE)

Session	2010 Course Schedule	2010 Weeks Off
Winter Session 1	January 4 – February 7	February 8 – February 14
Winter Session 2	February 15 – March 21	March 22 – March 28
Spring Session 1	March 29 – May 2	May 3 – May 9
Spring Session 2	May 10 – June 13	June 14 – June 20
Summer Session 1	June 21 – July 25	July 26 – August 1 August 2 – August 8
Summer Session 2	August 9 – September 12	September 13 – September 19
Fall Session 1	September 20 – October 24	October 24 – October 31
Fall Session 2	November 1 – December 5	December 6– January, 2011



## 2009 HOLIDAYS AND OBSERVANCES

January 1 - New Year's Day	July 4 – Independence Day	November 26 – Thanksgiving Day
January 19 – Martin Luther King Day	September 7 – Labor Day	December 25 – Christmas Day
February 16 – President's Day	October 12 – Columbus Day	
May 25 – Memorial Day	November 11 – Veteran's Day	

## 2010 HOLIDAYS AND OBSERVANCES

January 1 - New Year's Day	July 4 – Independence Day	November 25 – Thanksgiving Day
January 18 – Martin Luther King Day	September 6 – Labor Day	December 25 – Christmas Day
February 15 – President's Day	October 11 – Columbus Day	
May 31 – Memorial Day	November 11 – Veteran's Day	

## APPENDIX: COURSE TUITION AND FEES

### Tuition and Fees

NECB has low tuition rates and no hidden fees, providing its students with a high quality, industry-specific education at a reasonable price. NECB is committed to ensuring that everyone has access to higher education.

---

### Graduate Degree Program

Master's Degree Programs			
Accelerated Master's Degree Programs (Continuous enrollment recommended For timely graduation)	10 courses	\$1960 per course	\$19,600 per degree

---

### Undergraduate Degree Programs (minimum course-load of 18 credits per 12-month period required)

#### General Public

Associate's Degree Program	20 courses	\$775 per course*	\$15,500 per degree
Bachelor's Degree Program	40 courses	\$775 per course*	\$31,000 per degree

\*Discounted tuition based on minimum course-load requirement of 18 credits per 12-month period (6 courses).

---

### Continuing Education Undergraduate Single Course Enrollment\* (no minimum course-load required)

Associate's Degree Courses	20 courses	\$1100.00 per course	\$22,000 per degree
Bachelor's Degree Courses	40 courses	\$1100.00 per course	\$44,000 per degree

\*No minimum course-load required – List Price for Non-Partners

### Fees (College-credit programs only)

Undergraduate Application	\$50.00 (one-time, non-refundable)
Graduate Application	\$75.00 (one-time, non-refundable)
e-Resources Fee	\$50.00 (annual)
Transcript Fee	\$8.00
Course Retake Fee	Same as standard fees above

## APPENDIX: FULL TIME FACULTY LISTING

### **Program Chair, General Education**

#### **Dr. Christian Brocato, Professor**

Ph.D., Musicology, MFA, Music,  
Ferguson School of Music,  
University of Minnesota, Minneapolis, MN  
MA, Theology, Aquinas Institute of Theology,  
St. Louis University, St. Louis, MO  
BM, College-Conservatory of Music,  
University of Cincinnati, Cincinnati, OH

### **Dr. Herbert Eskot, Professor**

Ph.D., Economics, Tufts University,  
Medford, MA  
MA, Northeastern University, Boston, MA  
BA, Northeastern University, Boston, MA

### **Program Chair, Banking & Finance**

#### **Dr. Christopher Weir, Professor**

Ed.D., Educational Leadership,  
Boston University, Boston, MA  
MA, Business, Emerson College,  
Boston, MA  
AB, Duke University, Durham, NC

### **Deborah Sementa**

#### **Program Chair**

#### **Business Ethics and Compliance**

BS, Finance  
Central Connecticut State University,  
New Britain, CT  
MBA, Business Law,  
Suffolk University, Boston, MA

### **Dr. Ako Doffou, Professor**

#### **Ph.D. Finance**

University of Georgia, Athens, GA  
MBA, Finance, INSEAD, Fontainebleau, France  
MS, Power Systems Engineering, Ecole  
Superieure d'Electricite, Paris, France  
BS, Electrical Engineering, Ecole Superieure  
d'ingenieurs en Genie Electrique, Rouen  
France

## ADMINISTRATIVE FACULTY

### **Dr. Carol Anderson, VPAA, Associate Professor**

Ed.D., Adult Education  
Nova Southeastern University,  
Ft. Lauderdale, FL  
MA, Industrial & Personnel Psychology,  
Bridgewater State College Bridgewater, MA  
BA, Psychology,  
Bridgewater State College Bridgewater, MA

### **Jeff Cronin, Assistant Professor NECB Librarian**

MS in Library Science, Simmons College,  
Boston, MA  
MBA, Babson College, Wellesley, MA  
BA, Economics, University of Massachusetts, Boston,  
MA

## NECB ADJUNCT FACULTY

### **Anthony Bisceglia, Professor**

Ph.D. Economics, Fordham University, New York  
MA, Economics, Brown University, Providence, RI

### **Keith Earnshaw, Assistant Professor**

Ph.D. Engineering Science  
Rensselaer Polytechnic Institute, New York

### **Marie Gerardin, Assistant Professor**

BA International Affairs,  
Foreign Languages & Economics,  
University of Maine Orono, ME  
JD., New England School of Law, Boston, MA

### **Mary Grant, Instructor**

MBA/Technology Management  
University of Phoenix, Phoenix, AZ  
BS in Business Management, Newbury College,  
Brookline, MA

### **Guth, Michael, Professor**

Ph.D. Financial Economics, University of TN,  
Knoxville, TN  
J.D., University of TN, Knoxville, TN  
MS, Mathematical Economics, California Institute of  
Technology, Pasadena, CA  
BA, Economics/Space Physics, Rice University,  
Houston, TX

### **Anne Harrington, Associate Professor**

BS, Business Education,  
Salem State College, Salem, MA  
M.Ed., Counseling, Psychology & Education  
Boston College, Chestnut Hill, MA

### **Vivian Hatziyannis, Associate Professor**

MS, Econometrics,  
Graduate School of Arts & Sciences  
Tufts University, Medford, MA  
BA, Economics/Computer Science,  
College of Liberal Arts,  
Boston University, Boston, MA

### **Leslie Hitch, Professor**

Ed.D., Higher Education, UMASS Boston, MA  
MBA; BA  
Simmons College, Boston, MA

### **Patrick Hutchinson, Instructor**

MS in Library and Information Services,  
Simmons College, Boston, MA  
BA, English, Stonehill College, Easton, MA

### **Steven Kuk, Instructor**

BA, History  
St. Anselm College, Manchester, NH  
MA, History, Providence College Providence, RI

### **Jean Marrapodi**

Ph.D. Adult and Postsecondary Education  
Capella University

### **James Martin**

M.Ed. in Education  
Boston College, Boston, MA  
ALB in Humanities  
Harvard University Extension School, Boston, MA

### **Geoffrey Mills**

Ph.D. Economics  
MS in Economics  
BS in Economics  
University of Illinois, Urbana, Illinois

### **John Min, Professor**

**Ph.D. Economics**  
MBA in International Business  
BA in Political Science  
George Washington University, Washington, D.C.

### **Sandra Owen, Professor**

ASBA, New England Banking Institute,  
Boston, MA  
BA, Business,  
Eastern Nazarene College, Quincy, MA  
MBA, University of Phoenix, Phoenix, AZ

### **Susan Phipps, Instructor**

M.Ed., Counseling & Psychology  
Cambridge College, Cambridge, MA

### **Michael Rice, Instructor**

BS, Accounting,  
Bentley College, Waltham, MA  
MBA, Management,  
Bentley College, Waltham, MA



**Richard Rowe, Professor**

BS Business Administration & Accounting,  
Norwich University Northfield, VT  
MBA, Finance, Economics & Operations Research  
Arthur T. Roth Graduate School of Business  
Administration,  
Long Island University, Greenville, NY

**Kevin Shea, Professor**

BA, English,  
University of Connecticut, Storrs CT  
MBA, Finance  
Northeastern University, Boston, MA

**Diann Smothers, Assistant Professor**

Master of Library and Information Science  
(M.L.I.S.), University of South Carolina  
B.A., Haverford College, Haverford, NH

**Steve St. Laurent, Instructor**

MBA Certificate,  
*Instituto Tecnológico y de Estudios Superiores de  
Monterrey*, Monterrey, Mexico  
BS, Mechanical Engineering,  
University of Massachusetts, Amherst, MA

**James Tempero, Assistant Professor**

MBA, Oklahoma State University, Stillwater, OK  
BS, Forestry, Oklahoma State University,  
Stillwater, OK

**John Zablocki, Assistant Professor**

BA, English, Boston College, Chestnut Hill, MA  
MA, English, Boston College, Chestnut Hill, MA

