



Cambridge College

Cambridge College Fall 2020 Online Offerings

Fall Full Semester (Sept. 7 - Dec. 22) COURSES

CMP 250—Fundamentals of Cybersecurity

3 credits | Prerequisite: None

Learners are introduced to the foundational concepts, principles, threats, information security architecture, hacking techniques, malware, and contemporary technologies to identify and combat cyber security incidents. The interactive framework of the course will provide students with a practical sense of current and emerging cyber security trends.

CMP 280—Introduction to Computer and Network Security Essentials

3 credits | Prerequisite: None

This course introduces students to basics of computer networking. Students will learn computer network hardware and software, network technologies and topologies, transmission media, standards and protocols, network security and access controls, and network troubleshooting. They will also learn and configure network communication and network management protocols besides installing and configuring network hardware and software and networking computers.

Fall Session 1 (Sept. 7 - Oct. 30) COURSES

ACC 201—Accounting I

3 credits | Prerequisite: None

The purpose of this course is to enable 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.

BNK 201—Principles of Banking

3 credits | Prerequisite: None

This course provides students with an overview of the history, purpose, and functions of banking. The course focuses on how banks serve the financial needs of individuals, businesses, and government in today's competitive environment. Students will compare financial services offered through traditional banking institutions with other financial intermediaries. Topics will include: Introduction & Evolution of



Cambridge College

Cambridge College Fall 2020 Online Offerings

Banking, The Federal Reserve as the Central Bank of the U.S., Deposits, Negotiable Instruments/Payments, Customer Service & Sales, Non-Traditional Bank Products & Services, Lending, Bank Investments & Profitability Management, and Safeguarding Customer Assets.

COM 201—Business Writing and Communication

3 credits | Prerequisite: None

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. Students walk through a case study to practice applying the skills of business writing and in the process utilize and select appropriate channels for communication, including email, memo, letters, reports, PowerPoint, websites, press releases and social media channels.

ECO 101—Economics and Society

3 credits | Prerequisite: None

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 and how to illustrate economic principles and elements of business from an economic viewpoint.

ECO 202—Microeconomics

3 credits | Prerequisite: None

The purpose of this course is 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. This course involves three main elements:

- How the private interests of the countless individuals who constitute a modern economy are related to the economic interests of society as a whole.



Cambridge College

Cambridge College Fall 2020 Online Offerings

- The theory of pure competition from the point of view of its overall structure questioning interdependence and efficiency.
- The applicability of theoretical structure to modern industrial realities.

ENG 101—English Composition I

3 credits | Prerequisite: None

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 compelling 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.

ENG 201—English Composition II

3 credits | Prerequisite: AP English, Upper level high school English, Intro Level College English

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 implement 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 APA Style in writing research essays and papers.

FIN 210—Principles of Investments

3 credits | Prerequisite: None

This course provides an overview of financial investing. You will become acquainted with the basics of stocks, bonds, and exchange traded funds, investment theory, the relationship between risk and return and investment decision making. The goal of the course is to provide you with an understanding of the basics of investment planning and portfolio construction.

HCA 101—Medical Terminology

3 credits | Prerequisite: None

This course offers students engagement and interaction with the dynamic language of Healthcare. Though comprehensive discussions and activities, students will have the opportunity to be immersed in



Cambridge College

Cambridge College Fall 2020 Online Offerings

the words used in Healthcare including healthcare industry terminology, healthcare delivery systems terminology and body systems – clinical terminology.

HCA 102—Medical Personality

3 credits | Prerequisite: None

Medical Personality builds essential soft skills needed by the medical certificate or degree-seeking student. These non-cognitive skills are critical to the success of working in healthcare as a result of the demand for increased focus on patient satisfaction, the movement to coordinated care models, as well as the number of patient touches the front-line caregiver expresses. By leading the student through a unique classroom process that allows for demonstration of knowledge through interactive engagement, learning and assessment are observed and evaluated through virtual simulation.

HCA 150—Essentials in US Health Care

3 credits | Prerequisite: HCA 101 Medical Terminology

This course will give students an overview of the current US healthcare delivery system and its associated costs. It will enable students to accurately define insurance terms and abbreviations and introduces students to the functions and procedures of health insurance programs. The course will familiarize students with requirements, rules, regulations, and laws pertaining to various insurance programs.

INF 101—Information Literacy for College Success

3 credits | Prerequisite: None but Required as First Course in All Undergraduate Programs

The purpose of this introductory course is to prepare students to be an online learner and an information literate individual in a technological world. The course provides an understanding of NECB's learning technologies, support services, and necessary skills for online student success. The primary function of this course is to provide students with the necessary skills 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. Extensive practice in using the NECB eLibrary databases is integral in learning to be an information literate student at NECB. The course content aligns with the national standards as established by the American Library Association and the Association of College & Research Libraries.



Cambridge College

Cambridge College Fall 2020 Online Offerings

MAT 103—Business Math

3 credits | Prerequisite: None

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.

MAT 205—College Algebra

3 credits | Prerequisite: None; Business Math Strongly Recommended

This course focuses on algebraic concepts essential for success in the workplace and other courses. Using real-world examples and applications, students practice fundamental operations with number systems, formulas, algebraic expressions, and linear equations. This course also explores problems involving factoring, inequalities, exponents, radicals, linear equations, functions, quadratic equations, and graphs.

MED 150—Introduction to Medical Coding

3 credits | Prerequisite: HCA 101 Medical Terminology

This course introduces the concepts and methods of medical coding which provide the foundation for medical billing and reimbursement and the revenue cycle, in the United States healthcare system. Definition, correct use, and application of the International Classification of Diseases Clinical Modification (ICD-10-CM), Current Procedural Terminology (CPT), and Healthcare Common Procedure Coding System (HCPCS) will be identified and practiced. The relationship between coding and the Electronic Health Record as well as the protection of a patient's Protected Health Information (PHI) will be identified. Active involvement through readings, lectures, discussion, multimedia, learning activities/assignments is required of each student.

MGM 201—Principles of Management

3 credits | Prerequisites: None

This course investigates the way that managers perform their duties in an organization relying on the dynamic processes of strategic planning, business development, budgeting, and operations to move their organizations forward and achieve results. The concepts and skills needed to manage effectively under constantly changing conditions are identified. The course will review a manager's skill at influencing the direction and functioning of an organization and will develop students' appreciation of



Cambridge College

Cambridge College Fall 2020 Online Offerings

these management activities and their links to employee performance. Active involvement through lectures, discussion, videos, case studies, and group exercises is required of each student.

MIS 205—Management Information Systems

3 credits | Prerequisite: MGM 201 Principles of Management

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

MKT 215—Customer Relationship Marketing

3 credits | Prerequisite: None; MKT210 Principles of Marketing Strongly Recommended

Successful marketing does not stop with the first sale. This course stresses the importance of turning customers into repeat buyers and users. Customer Relations Marketing is a mixture of brand marketing, creative communication, technology, and research. The course involves the student in methods of how to build relationships with customers and maintain them over a period of time. It is an essential part of the marketing plan and must be viewed in the context of integrated marketing communications. How to develop and implement the process will be the foundation of the course.

PHI 101—Critical Thinking

3 credits | Prerequisite: None

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 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.

PSY 250—Psychology

3 credits | Prerequisite: ENG 201 English Composition II

The purpose of this course is to introduce human behavior. It includes the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain,



Cambridge College

Cambridge College Fall 2020 Online Offerings

sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.

SCI 280—Environmental Science & Lab

3 credits | Prerequisite: None

The objective of this course is to develop an understanding of how the natural world works, how it affects us as humans and how we influence it. Through this study, students will increase their understanding of the major environmental issues impacting the world today and our future generations.



Cambridge College

Cambridge College Fall 2020 Online Offerings

Fall Session 2 (Nov. 2 - Dec. 25) COURSES

ACC206—Accounting Information Systems

3 credits | Prerequisites: One full year of high school Accounting

The Accounting Information Systems course is designed to help the student understand and identify key concepts and components to an accounting information system, including information data flow, information system architecture, business continuity, and roles of accountants within the information system. Additionally, accounting software systems will be examined.

BNK201—Principles of Banking

3 credits | Prerequisite: None

This course provides students with an overview of the history, purpose, and functions of banking. The course focuses on how banks serve the financial needs of individuals, businesses, and government in today's competitive environment. Students will compare financial services offered through traditional banking institutions with other financial intermediaries. Topics will include: Introduction & Evolution of Banking, The Federal Reserve as the Central Bank of the U.S., Deposits, Negotiable Instruments/Payments, Customer Service & Sales, Non-Traditional Bank Products & Services, Lending, Bank Investments & Profitability Management, and Safeguarding Customer Assets.

ECO201—Macroeconomics

3 credits | Prerequisite: None

This is a three credit course that will 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. In 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 and political overtones.

ENG201—English Composition II

3 credits | Prerequisite: AP English, Upper level high school English, Intro Level College English

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 implement the steps of



Cambridge College

Cambridge College Fall 2020 Online Offerings

the writing process and appropriate research and citation methods to write research essays and papers. Students will learn to further utilize the APA Style in writing research essays and papers.

FIN201—Principles of Financial Services

3 credits | Prerequisite: None

Principles 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.

FLS101—Financial Literacy

3 credits | Prerequisites: None

This course presents key aspects of financial literacy necessary for lifelong success. A practical approach is followed. Topics covered include: the impact of credit on personal finances and employment opportunities, identifying and avoiding financial fraud, the importance of financial decision making, the impact of income taxes, the use of insurance as a risk management tool, retirement planning, and determining whether or not to file personal bankruptcy.

INF101—Information Literacy for College Success

3 credits | Prerequisite: None but Required as First Course in All Undergraduate Programs

The purpose of this introductory course is to prepare students to be an online learner and an information literate individual in a technological world. The course provides an understanding of NECB's learning technologies, support services, and necessary skills for online student success. The primary function of this course is to provide students with the necessary skills 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. Extensive practice in using the NECB eLibrary databases is integral in learning to be an information literate student at NECB. The course content aligns with the national standards as established by the American Library Association and the Association of College & Research Libraries.



Cambridge College

Cambridge College Fall 2020 Online Offerings

MAT103—Business Math

3 credits | Prerequisite: None

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.

MGM201—Principles of Management

3 credits | Prerequisites: None

This course investigates the way that managers perform their duties in an organization relying on the dynamic processes of strategic planning, business development, budgeting, and operations to move their organizations forward and achieve results. The concepts and skills needed to manage effectively under constantly changing conditions are identified. The course will review a manager's skill at influencing the direction and functioning of an organization and will develop students' appreciation of these management activities and their links to employee performance. Active involvement through lectures, discussion, videos, case studies, and group exercises is required of each student.

MKT210—Principles of Marketing

3 credits | Prerequisite: None

This course focuses on how to collect, analyze, and use primary and secondary data in order to make more effective marketing decisions. Traditional marketing resources are introduced as well as up-to-date techniques for collecting primary data. Students will analyze information and make recommendations pertinent to the marketing plan.

MKT230—Principles of Public Relations

3 credits | Prerequisite: None; MKT210 Principles of Marketing Strongly Recommended

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, needs, and using them as the basis of a series of team assignments.



Cambridge College

Cambridge College Fall 2020 Online Offerings

PHI101—Critical Thinking

3 credits | Prerequisite: None

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PJM210—Introduction to Project Management

3 credits | Prerequisite: None; MKT210 Principles of Marketing Strongly Recommended

This course explores both the theory and the practice necessary to successfully understand and manage projects. Students will learn the terminology, processes, and key concepts that are essential to effective project management. They will explore the five stages of a project's life cycle, and examine important project elements—such as integration management, scheduling, costing, quality, control, risk management, procurement, and stakeholder engagement—that must be monitored, evaluated, and executed throughout a project.