

**Kaplan Institute: Formally Hagerstown Business College (HBC)**

**Campus Location: Hagerstown, MD**

**Campus Web Site: [www.hagerstownbusinesscol.edu](http://www.hagerstownbusinesscol.edu)**

**Notes: 4.5 Quarter Credits = 3 Credits @SHIP**

Some Courses Are No Longer Offered At HBC; Courses Will Remain On The List For Credit Evaluation Purposes

**(HBC) COURSE INVENTORY**

**TRANSFER STATUS AT SHIPPENSBURG**

**ACCOUNTING**

ACC101 Principles of Accounting I	Elective
ACC102 Principles of Accounting II	ACC200 Fundamentals of Financial Accounting
ACC111 Office Accounting I	Not Transferable
ACC112 Office Accounting II	Not Transferable
ACC202 Principles of Payroll Accounting	Elective
ACC203 Principles of Tax Accounting	ACC201 Managerial Accounting
ACC204 Cost Accounting	Elective
ACC205 Intermediate Accounting I	Elective
ACC206 Intermediate Accounting II	Elective
ACC207 Introduction to Auditing	Elective
ACC208 Personal Financial Accounting	Elective
ACC209 Management Accounting	Not Transferable
ACC235 Computerized Office Accounting App.	Elective

*\*(ACC101 & 102 must be completed to count for ACC200 @SHIP)*

**ANATOMY AND PHYSIOLOGY**

ANA201 Anatomy & Physiology I	BIO150 Human Biology
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**ART**

ART201 Art Appreciation	ART101 Introduction to Art
ART202 Art of the Film	ENG243 Art of the Film

**BIOLOGY**

BIO201 General Biology	BIO116 Principles of Biology II
BIO202 State of the World	BIO145 Problems of the Environment
BIO203 Entomology	Elective

**BUSINESS ADMINISTRATION**

BUS101 Introduction to Business	BUS220 Intro Amer Bus Systems
BUS102 Business Law I	BSL261 American Legal Environment
BUS103 Business Law II	Elective
BUS104 Principles of Management	Elective
BUS221 Principles of Marketing & Advertising	Elective
BUS222 Consumer Behavior	Elective
BUS223 Principles of Selling	Elective
BUS225 Advertising & Commercial Design	COM290 Advertising Copy Writing
BUS226 Intro. to Retail Sales & Merch.	Elective
BUS241 Prin. of Human Resource Management	Elective
BUS242 Prin. of Group Communications	Not Transferable
BUS243 Mgt. Policy & Decision Making	Elective
BUS244 Prin of Financial Management	Elective
BUS246 Organizational Behavior	Elective
BUS247 Introduction to Public Relations	Not Transferable
BUS255 Business Externship	Not Transferable

**COMPUTER FORENSICS**

No credits from this area transferable

## COMPUTER INFORMATION SYSTEMS

CIS110 A+ Preparation	Not Transferable
CIS110 PC Repair	Not Transferable
CIS111 MS Windows Operating System	Not Transferable
CIS112 Introduction to Networking	Not Transferable
CIS120 PC Repair: Hardware Troubleshooting	Not Transferable
CIS121 PC Repair: Software Troubleshooting	Not Transferable
CIS130 Programming Language	Elective
CIS131 Programming Lab	Not Transferable
CIS200 MS Windows & GUI Operating System	Not Transferable
CIS201 Web Master	Not Transferable
CIS210 Implement/Support Operating System I	Not Transferable
CIS212 Windows Architecture	Not Transferable
CIS213 Implement/Support Operating System II	Not Transferable
CIS215 Database Programming	Elective
CIS217 Defining Solution Architecture	Elective
CIS220 Introduction to Visual Basic	ISM240 Intro to Prog Concepts
CIS220 Introduction to Visual Basic	CSC108 Microcomputer Basic
CIS221 Visual Basic Lab	Elective
CIS222 Internetworking Microsoft TCP/IP	Not Transferable
CIS223 Directory Services Infrastructure	Not Transferable
CIS224 Intermediate Visual Basic Net.	Not Transferable
CIS225 Internet Information Server	Not Transferable
CIS230 Information Systems Planning	Elective
CIS235 Computer Security Systems and Planning	Not Transferable
CIS255 Information Technology Externship	Not Transferable
CIS256 Programming Externship	Not Transferable
CIS260 Designing and Implementing Databases	Not Transferable
CIS264 Introduction to C# Net.	Not Transferable
CIS266 Intermediate C# Net.	Not Transferable
CIS268 Introduction to Oracle	Not Transferable

## COMPUTER SCIENCE

COM101 Data Entry	Not Transferable
COM110 Data Info. Processing	Elective
COM115 Operating System Overview	Elective
COM116 Networking Applications	Elective
COM131 Introduction to Info. Technology	CSC103 Overview of Computer Science
COM213 Word Processing	Not Transferable
COM232 Introduction to Spreadsheet Analysis	Elective
COM233 Introduction to Database Management	Elective
COM234 Presentation Software	Not Transferable
COM235 Advanced Data Processing	Elective
COM236 Introduction to Internet	Elective

## CRIMINAL JUSTICE

CRJ101 Introduction to Criminal Justice	CRJ100 Into. To Criminal Justice
CRJ103 Report Writing and Interviewing	Not Transferable
CRJ107 Corrections: Policies and Procedures	CRJ 241 Survey of Corrections
CRJ201 Juvenile Justice and Delinquency	Elective
CRJ205 Crime and Loss Prevention	Elective
CRJ209 Criminology	SOC244 Criminology
CRJ217 Police and Society	CRJ221 Policing a Democracy
CRJ219 Crisis Intervention	Elective
CRJ223 Criminal Investigation	Elective
CRJ225 Correctional Organization and Adm.	Elective
CRJ255 Externship/Capstone	Not Transferable

**DENTAL ASSISTANCE**

No credits from this area transferable

**DEVELOPMENTAL EDUCATION**

No credits from this area transferable

**ECONOMICS**

ECO201 Introduction to Economics

Elective

**ENGLISH**

ENG098 Reading Improvement

Not Transferable

ENG099 Basic English

Not Transferable

ENG101 English Composition I

Not Transferable

ENG102 English Composition II

ENG101 College Writing

ENG201 Speech

HCS100 Intro. to Human Communication

ENG202 Women in Literature

Elective

ENG203 Presentation Skills for the Professional

COM211 Intro Mass Communications

ENG204 Professional Life

Not Transferable

LIT202 Women in Literature

ENG Transfer

(may fulfill department requirement)

**GEOGRAPHY**

GEO201 Geography

GEO101 World Geography

**GRAPHIC DESIGN**

GRD100 Intro. to Graphic Design

Not Transferable

GRD102 Color &amp; Design

Elective

GRD108 Page Layout

Elective

GRD110 Drawing &amp; Composition

ART110 Basic Drawing

GRD112 Typography &amp; Design Layout

Elective

GRD115 Intro. to Macintosh

Elective

GRD200 Comp. Graphics I

Elective

GRD202 Computer Graphics II

ART217 Computer Design I

GRD210 PhotoShop I

Elective

GRD212 PhotoShop II

Elective

GRD215 Advanced Computer Graphics

Elective

GRD220 Production Design

Elective

GRD225 Advanced Printing Design

Elective

GRD230 Page Layout

Elective

GRD232 Multi-Page Design

Elective

GRD240 Multimedia/Animation

Elective

GRD243 Web Design &amp; Animation

Elective

GRD245 Advanced Web Animation

Elective

GRD252 Design Business Management

Elective

GRD253 Portfolio

Elective

GRD255 Graphic Design Externship

Elective

**HEALTH INFORMATION TECHNOLOGY**

No credits from this area transferable

**HISTORY**

HST202 American Studies

Not Transferable

HST203 Contemporary Issues

PLS Elective

**INDEPENDENT STUDY**

No credits from this area transferable

**LEGAL EDUCATION**

No credits from this area transferable

**MATHEMATICS**

MAT097 Essential Mathematics  
MAT098 Developmental Algebra  
MAT101 Business Mathematics  
MAT201 Algebra  
MAT202 Fund. of Mathematics  
MAT203 Statistics

Not Transferable  
Not Transferable  
Not Transferable  
MAT108 Finite Math  
MAT105 Math for Liberal Studies  
MAT102 Introduction to Statistics

**MEDICAL EDUCATION**

MED102 Intro to Human Disease  
(No other credits from this area transferable)

BIO150 Human Biology

**MUSIC**

MUS201 Music Appreciation

MUS121 Intro to Music

**OFFICE TECHNOLOGY**

No credits from this area transferable

**ORIENTATION**

No credits from this area transferable

**PHYSICAL SCIENCE**

PHY201 Physical Science

Elective

**POLITICAL SCIENCE**

POL201 Intro to Political Science

PLS100 US Government and Politics

**PSYCHOLOGY**

PSY201 Introduction to Psychology  
PSY202 Lifespan Human Grow & Devel.  
PSY204 Abnormal Psychology

PSY101 General Psychology  
PSY210 Human Development  
PSY Transfer  
(May fulfill department requirement)

**SECRETARIAL EDUCATION**

No credits from this area transferable

**SOCIOLOGY**

SOC201 Introduction to Sociology  
SOC202 Cultural Anthropology  
SOC203 Marriage & Family Relations  
SOC205 Drugs and Drug Abuse in Society

SOC101 Prin of Sociology  
ANT111 Cultural Anthropology  
SOC257 Sociological Patterns of Courtship & Marriage  
Elective

*Revised 4/3/2008 amf*